

**Town of Topsfield  
FY2019 Government Review Committee (GRC)**

**Meeting Minutes**

September 17, 2019

7:00 P.M.

Topsfield Town Hall  
First Floor Conference Room

1. **Call to Order:** Lou Ross called the meeting to order at 7:00 P.M. with Jon Palace and Roberta Sapienza present. Selectman Dick Gandt, Kristin Palace and David Larsen also attended. Dick Gandt notified the Chair that he wished to make a video recording of the meeting and the meeting was recorded.
2. **Minutes:** Jon Palace moved to approve the minutes for the June 20, 2019 meeting. Roberta Sapienza seconded. Approved 3-0. Jon Palace moved to approve the minutes for the July 30, 2019 meeting. Roberta Sapienza seconded. Approved 3-0.
3. **Report to Board of Selectmen:** GRC discussed revisions to and approval and submission of draft report to Board of Selectmen and Appendix A to report, together with unedited responses to GRC questions from interviews with FY2019 chairs. GRC consensus that the revisions to the report and appendix were acceptable, that the report and appendix accurately reflected the discussions of the GRC, and that the report and appendix appeared ready for submission to the Board of Selectmen.

MOTION and VOTE: Jon Palace moved that Chairman Lou Ross be authorized to implement the revisions to the report and appendix as discussed at the September 17, 2019 meeting and that the report and appendix, as amended, be approved as the final report of the GRC and submitted to the Board of Selectmen. Seconded by Roberta Sapienza. Approved 3-0.

4. **Correspondences and Materials:** No correspondences or materials.
5. **Upcoming Meeting Schedule:** Discussion of upcoming meeting before the Board of Selectmen scheduled to be held on October 7, 2019 for discussion of GRC report.
6. **Adjourn:** Jon Palace moved to adjourn at 7:20 P.M.; seconded by Roberta Sapienza. Approved 3-0.

**Materials used at the meeting:**

1. Agenda
2. Draft Report
3. Draft Appendix A
4. Responses to GRC Questions