

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

**Meeting Minutes**

November 20, 2018

7:30 P.M.

Topsfield Town Hall

First Floor Conference Room

Approved by GRC on December 4, 2018 (4-0-1)

1. **Call to Order:** Chairman Lou Ross called the meeting to order at 7:30 P.M. with Jon Palace, Roberta Sapienza, and Libby Wilson present. Others present: Dick Gandt, Eldon Goodhue, Dave Larson, Curtis Niehaus. Dick Gandt made a recording of the meeting.
2. **Minutes:** The distributed minutes from November 6, 2018 should indicate the GRC had discussed an introductory statement. An updated draft introductory statement was distributed. Roberta Sapienza moved to accept the minutes as amended. Libby Wilson seconded the motion. Voted in favor 4-0.
3. **Identifying Questions for Elected Boards and Chairpersons:** (a) The GRC reviewed a clean copy of draft questions ("Draft Version 2") and discussed each question. Some questions were deleted, some were moved, some were re-worded. (b) Libby Wilson distributed a page of "more questions." Each question was discussed, and additional edits were proposed to the draft questions. (c) Chairman Lou Ross agreed to distribute another clean copy, with the introductory statement. The GRC intends to vote on the questions at its next meeting (December 4).
4. **Investigating Topsfield Town Governance Effectiveness and Efficiency.** Assuming the GRC votes to approve the questions at its next meeting, the GRC will need to decide which GRC members talk with particular board members. The GRC should think of the first interviewees as "beta testers" – that is, we may revise the questionnaire based on initial feedback.
5. **Correspondence and Materials:** Chairman Lou Ross reported the GRC may be invited to attend a Board of Selectman meeting on December 3, 2018.
6. **Upcoming Meeting Schedule:** The GRC will meet on Tuesday December 4, Tuesday December 18, 2018 and Tuesday January 8, 2019.
7. **Other topics:** (a) Dave Larson asked if the GRC aimed to understand what is happening now, and/or identify improvements in the future. Chairman Lou Ross said both. (b) Discussion whether the GRC would interview an entire board, or the chair only. The GRC will start with chairs.

8. **Adjourn:** A motion to adjourn was made by Libby Wilson at 9:22 P.M. Seconded by Roberta Sapienza. Voted in favor 4-0.

**Materials used at the meeting:**

1. Agenda
2. Draft Questionnaire Introduction / Introductory Statement
3. Draft Questions – Draft Version 2
4. List of more questions from Libby Wilson