

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

Meeting Minutes

December 4, 2018

7:30 P.M.

Topsfield Town Hall

First Floor Conference Room

Approved by GRC on December 18, 2018 (3-0)

1. **Call to Order:** Chairman Lou Ross called the meeting to order at 7:30 P.M. with Jon Palace, David Read, Roberta Sapienza, and Libby Wilson present. Others present: Dick Gandt, Eldon Goodhue, Dave Larson. Dick Gandt made a recording of the meeting.

Brief discussion of the joint meeting of the Board of Selectmen and GRC held on Monday December 3, 2018 regarding GRC progress, encouragement to complete the GRC's tasks by March 2019 and overlap between the GRC's mission and the FY 2019 goals of the Board of Selectmen to review Town operations.

2. **Minutes:** Roberta Sapienza made a motion to accept the minutes from November 20, 2018. Libby Wilson seconded the motion. Voted in favor 4-0; one abstained.
3. **Identifying Questions for Elected Boards and Chairpersons:** (a) The GRC reviewed a clean copy of draft questions ("Draft Version 3") with the background statement at the beginning of the document. Each section was discussed. Some questions were moved, some were re-worded. Lou Ross will update the questionnaire based on the discussion. (b) Brief discussion of what is meant by "administrative tasks" (mentioned in a few questions). The consensus was that "administrative tasks" means non-policy, non-strategic tasks. (c) Jon Palace made a motion to accept the questionnaire (as updated by Lou Ross based on the GRC discussion) as "final" for the purpose of beta-testing. Roberta Sapienza seconded the motion. Voted in favor 5-0.
4. **Investigating Topsfield Town Governance Effectiveness and Efficiency.** The following board chairs will be interviewed first, before the GRC's January 8 meeting (and possibly before the GRC's December 18 meeting):
 - Gail Bryson, Library Trustees (interviewed by Libby Wilson)
 - Joe Geller, Rail Trail (interviewed by Dave Read)
 - Phil Knowles, Road Commissioners and Water Commissioners (interviewed by Lou Ross)
 - Sheryl Knutsen, Board of Health (interviewed by Jon Palace)
 - Martha Morrison, Planning Board (interviewed by Roberta Sapienza)
5. **Correspondence and Materials:** Chairman Lou Ross informed the GRC he supplied to Kellie Hebert copies of materials used at previous GRC meetings.

6. **Upcoming Meeting Schedule:** The GRC will meet Tuesday December 18 and Tuesday January 8.
7. **Other topics:** When GRC committee members distribute materials at a GRC meeting, we should email them to Lou Ross at his Town Hall account after the meeting. He will then give them to Debi Morong with the minutes.
8. **Adjourn:** A motion to adjourn was made by Jon Palace at 8:18 p.m. Seconded by Libby Wilson. Voted in favor 5-0.

Materials used at the meeting:

1. Agenda
2. Draft Questions – Draft Version 3