

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

**Meeting Minutes**

March 5, 2019

7:30 P.M.

Topsfield Town Hall  
First Floor Conference Room

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: Eldon Goodhue and Dave Larson. Dave Read arrived later in the meeting
2. **Minutes:** Approved minutes from the February 19, 2019 meeting to be distributed. We rescheduled our next meeting to March 12, 2019.
3. **Discussion on Questions and Interviews with Town Board Members and Officials:**
  - a. Jon Palace suggested the committee should meet when we have consolidated results. Lou Ross will aim to have those by our next meeting (March 12).
  - b. The committee discussed the form of the questions for further interviews and who should be interviewed (e.g., Town Hall Building Committee, Town Administrator, Selectmen, maybe other town employees, etc.). Consensus to wait to decide after the committee reviews the consolidated answers we have already received.
4. **Investigating Town Governance Effectiveness and Efficiency:**
  - a. If the committee speaks with officials from other towns, we will probably look to comparably-sized towns with open town meetings including towns that are located outside Essex County or less-developed, like Topsfield.
5. **Correspondence and Materials.** None.
6. **Upcoming Meeting Schedule:** The GRC intends to meet on Tuesday, March 12, 2019 at 7:30 P.M. to distribute consolidated responses to questions.
7. **Other Topics:** The committee intends to look at consolidated raw interview results, not condensed interview results.
8. **Adjourn:** A motion to adjourn was made by Dave Read at 8:12 P.M. Seconded by Libby Wilson. Voted in favor 5-0.

**Materials used at the meeting:**

1. Agenda