March 2, 2015

President Keith E. Hamilton
and the Portsmouth Town Council

Subject: Request Approval of Contract for an Individual to Fulfill the Necessary Functions Associated with the Vacant Administrative Support Staff Position During the Operational Audit

Dear Town Council Members:

I recommend approval of the attached contract proposal by Ms. Katherine Inch.

Respectfully,

Joanne M. Mower
Town Clerk
INTRODUCTION

This proposal is presented to the Town of Portsmouth by Katherine Inch to demonstrate an interim solution to handle the general duties and responsibilities of the Deputy Town Clerk position until such time as the Town Council has received and dealt with any of the results of the Administrative Audit that has been initiated by Council.

PERSONAL BACKGROUND

Katherine was initially employed, on a temporary basis, by the Town of Portsmouth in July 2012. Since that time, she has gained experience in all aspects of the Office of the Town Clerk and has achieved such advancement in that experience so as to train others who have come to work in the office. Katherine’s experience is such that she was asked to train the last person to occupy the Deputy Town Clerk position.

Katherine holds a Bachelor of Commerce Degree; has a background in consumer/commercial banking; has been employed as an Architectural Project Manager; and, has owned her own businesses. Katherine is a proven leader, who utilizes that skill in her relationship with those who may report to her in the performance of her duties.

To provide greater detail of her experience, we have provided her resume as an attachment to this proposal.

PROPOSAL DETAIL

Katherine is pleased to offer a temporary solution to the Town that will see her perform all allowable duties associated with the position of Deputy Town Clerk, a position with which she is extremely familiar and has been filling in for the past few weeks. She is well aware that this temporary position comes with certain confidential responsibilities and that it will possibly terminate at the completion of the aforesaid audit.

In fulfilling the responsibilities of this position, Katherine will no longer be doing the work of the temporary position into which she was initially hired and she is also aware that she is not officially the Deputy Town Clerk. However, she will perform all of the allowable duties inherent in that position.

It is proposed that remuneration for performing this work be set at $30.00 per hour and that this be paid directly to Katherine. The scope of work that will be performed is well beyond the scope of her previous duties as a temporary employee and, therefore the remuneration should be reflective of those increased duties. It is not proposed that this offer be transferred to the Kennedy Personnel Services, but that Katherine be retained as a private consultant. It is proposed that an initial Consulting Agreement be drawn up for seven (7) week term, with an option to renew for an additional term or until a Deputy Town Clerk is approved.
KATHERINE A. INCH

Newport, Rhode Island
02840

Kennedy Personnel Services
Newport, Rhode Island
Portsmouth Town Clerk’s Office Clerk July 2012 – Present

- Record, index and prepare Land Evidence documents including deeds, mortgages and maps.
- Complete knowledge of the ACS Land Evidence computer program system.
- Trained two Class C Clerks and former Deputy Town Clerk.
- Received and inventoried a voluminous amount of the Town’s original Land Evidence and Probate documents that had been stored at the Rhode Island State Archives.
- Undertook and completed the preservation and restoration of these documents.
- Indexed and scanned hundreds of historic documents such as the Portsmouth Scrapbook and Portsmouth Loose Papers.
- Received, processed and issued Vital Records such as birth, marriage and death certificates.
- Modernized and updated Town Clerk’s Office by computerizing Probate card files and map index files.
- Organized, inventoried and computerized all documents in the vault and basement storage.
- Prepared Proclamations, Resolutions, Ordinances and processed correspondence for the Town’s various boards and committees.
- Composed and posted Town Council Agendas
- Obtained working knowledge of CIVICPLUS computer program system.

Custom Faux Finishes of Newport
Newport, Rhode Island Owner/Designer 2001 - Present

Colour Your Clay
Sydney, Nova Scotia  Canada Owner 1997 – 2001

AD Architecture & Design
Los Angeles, California Project Manager 1992 – 1998

Bank of Nova Scotia
Saint John, New Brunswick  Canada Assistant Manager 1987 – 1990

Education:
Mount Allison University Bachelor of Commerce Marketing/Management 1987
Sackville, New Brunswick  Canada