

**Town of Richmond**  
**Planning Board Public Meeting**  
**April 4, 2023      7:00 PM      Veterans Hall**

Members Present:

Doug Smith (Secretary)  
Jed Butterfield  
Kathryn McWhirk  
Lisa Traeger  
Kim DeMasco  
Karen O'Brien (Alternate)  
Doug Bersaw (Selectman's Rep)

Members Absent

Stacie Maillet (Chairman)

Public: Antionette Cincotta, Lloyd Condon, Jackie Jensen.

**1. Public:**

No business with the public.

**2. Mail:**

No mail.

**3. Subdivision Map 405- 24-1:** Pending DES approval.

No further information on DES approval.

**4. Minutes March 21, 2023:**

Page 1, Under 5. Letter to the Selectmen and Fire Department, first section, second line at end change the word at to the word into. Same section under the third line down Add: Had to do with a complaint to forward to Selectmen. Same section add the letter e to fire.

Page 2, first line. Under the first line add the sentence: Discussion pursued regarding the board procedure to deal with complaints.

Under 7. Other, 1. Letter of appreciation, second line down at end of sentence. Add the word to before Eric Duda.

Under 2. Master Plan: Fourth line down after the word updates add a period. Start a new sentence with: At that time, it was the plan of the board to do one section yearly to keep the living document updated.

Motion made by Bersaw to accept the minutes of March 21,2023 as amended. Seconded by Smith. All in favor. None opposed. Motion carries.

**5. Letters of appreciation:** For past member's service.

Smith read the final copy of the Letters of appreciation and moved to send the letters as amended. Butterfield seconded. All in favor. Motion carries. Letter will be signed Richmond Planning Board.

Smith changed the agenda to reflect the Election of Officers for alternates.

7:23 O'Brien seated for Maillet.

**6. Alternates to the board:**

Motion made by Traeger to nominate Jackie Kenson to the Planning Board as an alternate. Seconded by DeMasco.

Discussion: Kenson introduced herself and comes with background serving on a board and serving on a Conservation Commission.

With no further discussion. All in favor. None opposed. Motion carries.

Motion made by O'Brien to accept Lloyd Condon as an alternate to the board. Seconded by McWhirk.

Discussion: Condon provided information about his background serving the Town of Richmond both as a volunteer, employee, and resident.

After a discussion from the board both pro and con there was a call for a vote.

Four in favor. Three opposed. Motion carries.

**7. Election of Officers:**

Motion made by Treager to nominate Smith as Chairman. Seconded by DeMasco.

No other nominations from the floor.

No discussion.

All in favor. None opposed. Motion carries.

Motion made by Bersaw to nominate Butterfield as Vice Chairman. Seconded by Smith.

No other nominations from the floor.

No discussion

Six in favor. One abstention. None opposed. Motion carries.

Motion made by Smith to nominate McWhirk as Secretary. Seconded by O'Brien.

Motion made by Treager to nominate DeMasco. Seconded by Bersaw.

Motion made by DeMasco to nominate Treager. Seconded by Bersaw.

With no other nominations from the floor.

Discussion on Treager and how her ability to do research would be beneficial to the board.

Discussion on McWhirk and her longevity on the board.

Discussion continued as to how we vote on three nominees. At this time DeMasco volunteered to withdraw her name.

It was decided by the board to ask each member which nominee they wanted to vote for.

Bersaw – Traeger, Treager-Treager, DeMasco-Treager, O'Brien-McWhirk, Butterfield-Mcwhirk, McWhirk-Mcwhirk, Smith-Mcwhirk.

Three for Treager. Four for McWhirk. Majority vote McWhirk was seated as secretary.

**8. Master Plan: Copies for review by the board.**

Copies of the Richmond 2010 Master Plan were given to all members of the board. Smith suggested that the board work on the Rules of Procedure and become familiar with the 2010 Master Plan to find out what needs to be changed if anything needs to be changed. Create a section on what has already been accomplished by the Town and what to accomplish in the future.

**9. Land use Manuals:**

Copies were given to all members except the Alternates.

**10. Other:**

**1. Rules of procedure.**

Treager handed out a packet in reference to the Rules of Procedure to members of the board. Treager did research and offered procedural updates. There are some considerable changes as much was not up to code.

Discussion on the need to use the website more for notifications. Upgrade the whole website some boards, committees and commissions haven't posted minutes since 2020, it's their responsibility to get the information to Harrington to post on the website.

Agendas for all boards, committees and commissions should be posted. Also, an email or hard copy mail option for residents who want to receive information from the board on zoning changes.

Planning board should discuss how they would like their section on the website set up to be user friendly. Bersaw talked to the Selectmen who agree but the website upgrade will take at least a couple of months.

**2. Brief discussion on the next agenda:**

1. Public
2. Mail
3. Old business:
  - 1.
4. New business:
  - 1.
5. Other:

**3. Map 401 Lots 7 and 8:**

Discussion on a conference call or in person with the owner of Map 401 Lots 7 and 8 set for April 18,2023 meeting.

Next meeting will be held at the Civil Defense Building, Rt. 119 West next to Fire Department.

Motion made by Butterfield to Adjourn. Seconded by McWhirk. All in favor. Meeting adjourned at 8:21 PM.

Respectfully Submitted

Kandace Mattson

THESE MINUTES MAY BE APPROVED AND /OR AMENDED AT THE FOLLOWING MEETING