



**AGENDA**  
**PURCELLVILLE TOWN COUNCIL SPECIAL MEETING**  
**SEPTEMBER 27, 2016, 5:00 PM**  
**TOWN HALL HERITAGE ROOM**

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1. **CALL TO ORDER OF SPECIAL MEETING** (Mayor Kwasi Fraser)
2. **INTERVIEWS FOR APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS** (pgs. 3-26)
3. **CLOSED MEETING\*** (pgs. 27-28)  
The purpose of the closed meeting is to discuss applicants for appointments to committee, commissions and boards.
4. **ADJOURNMENT**

\*Roll call vote

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

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**APPOINTED BOARDS/COMMISSIONS APPLICATION**

The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.

Full Name:	Eamon Coy		
Phone #: Home:	540-751-9495	Cell:	571-274-1173
Street Address:	410 S. Nursery Ave., Purcellville, VA 20132		
Mailing Address:			
Email Address:	eamoncoy@gmail.com		

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- Board of Architectural Review (1st choice)
- Board of Zoning Appeals
- Committee for the Arts
- Committee for the Environment
- Economic Development Advisory Committee
- Parks and Recreation Advisory Committee
- Planning Commission
- Town Council (when vacancy occurs)
- Train Station Steering and Oversight Committee
- Tree and Beautification Commission

Please check any of these areas of special interest which may apply to you:

- |  |   |
|--|---|
| <input type="checkbox"/> Environment     | <input type="checkbox"/> Land Use   |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Real Estate                                      |
| <input type="checkbox"/> Architecture    | <input type="checkbox"/> Finance  |
| <input type="checkbox"/> Utilities       | <input type="checkbox"/> Preservation                                     |
| <input type="checkbox"/> Transportation  | <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> |

Please attach a letter or resume describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334

Wednesday, February 20, 2013

Town of Purcellville  
221 South Nursery Ave  
Purcellville, VA 20132

To Whom It May Concern:  
Subject: Parks & Recreation Advisory Board Vacancy

I would like to submit my name for consideration to fill one of the vacancies on the Parks and Recreation Advisory Board for the Town of Purcellville. As a resident of the town and an enthusiastic user of its facilities, I would like to use my knowledge and skills to further what is already a thriving Parks and Recreation system.

My wife and I moved to Purcellville in 2009 to start a family and put down roots. Since moving here we have been lucky enough to take part in many town-sponsored activities including "Christmas in Purcellville," the Fourth of July Parade and numerous events at Firemen's Field and the Bush Tabernacle.

For the last six years I have worked for a local company called Ohm Productions. We specialize in event management and technical production for large indoor and outdoor events. For years our team has been intimately involved with the productions of such events as the Celebrate Fairfax Fair and the Herndon Festival. We have also supported the Town of Purcellville at many of their events, providing sound, lighting and video systems of all sizes and applications. I think my experience planning and managing events will prove invaluable to the Parks and Recreation Advisory Board.

I am currently a full-time student at Northern Virginia Community College and take classes at the Loudoun campus in Sterling. My flexible schedule will allow me to actively participate in many events, which I submit will be a great addition to enthusiastic board presence.

I wish you the best in your search for citizens to fill the vacancies on the Parks and Recreation Advisory Board and I hope you will consider me a suitable candidate.

Respectfully yours,



Eamon M Coy

410 South Nursery Ave  
Purcellville, VA 20132  
(h)540.751.9495  
(m)571.274.1173



**APPOINTED BOARDS/COMMISSIONS APPLICATION**

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Full Name:	David Meistrich		
Phone #: Home:		Cell:	571-228-2217
Work:			
Street Address:	331 E. Main Street, Purcellville, VA		
Mailing Address:			
Email Address:	meistrichd@yahoo.com		

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- Board of Architectural Review
- Board of Zoning Appeals
- Committee for the Arts
- Committee for the Environment
- Economic Development Advisory Committee
- Parks and Recreation Advisory Committee
- Planning Commission
- Town Council (when vacancy occurs)
- Train Station Steering and Oversight Committee
- Tree and Beautification Commission

Please check any of these areas of special interest which may apply to you:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Environment    | <input checked="" type="checkbox"/> Land Use        |
| <input type="checkbox"/> Public Services           | <input checked="" type="checkbox"/> Real Estate     |
| <input checked="" type="checkbox"/> Architecture   | <input type="checkbox"/> Finance                    |
| <input type="checkbox"/> Utilities                 | <input checked="" type="checkbox"/> Preservation    |
| <input checked="" type="checkbox"/> Transportation | <input type="checkbox"/> Other <input type="text"/> |

Please attach a letter or resume describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334

## DAVID MEISTRICH

Phone (571) 228-2217, [meistrichd@yahoo.com](mailto:meistrichd@yahoo.com)

### Professional Qualifications

I have more than 20 years of Defense and Security industry experience, with a career that includes military systems and Social Media analysis. I have more than 18 years of military service with a myriad of training, analysis and leadership experience.

### Why I want to serve on the EDAC

I have decades of experience that I would be honored to bring to Town Management to help Purcellville sustain a vibrant and well-balanced business environment. I strongly believe in Public Service and volunteer work. I have donated considerable amounts of time to volunteer organizations over the last 25 years, to include Mountain View Elementary School events, animal rescue work, Medical Reserve Corps (HHS) - Public Health services, Arlington Police, and lastly Civil Air Patrol, where I am an officer and instructor. I believe that citizens must not just sit idle and expect services, demand a better town, and anticipate a bright future without participating to make those things happen. I would like to leverage my education, employment/ military experience, and drive to help Purcellville optimize our small town charm and preserve our heritage, while moving forward to secure a healthy-diverse economic base.

### My Experience

I am senior Business Development manager at Kyrpteia LLC where I work to broaden our cyber trends analysis contracts in Defense and Private Sector. I also serve as a Cyber Research Analyst where I facilitate Fortune 500 firms' exploitation of Social Media for investment security and enhanced financial performance. I am a proven Program Manager originating and managing more than five million dollars in new business in the last two years and managing over 35 people. I have worked in nonprofit (LMI) where developed and taught Government defense-related courses to over 700 people.

Military: I am an Air Force Reservist serving as a senior analyst and General Staff Briefer for the 15<sup>th</sup> Air Combat Command. I have a decade of US Army Active Duty 1991-2001, where I served in Iraq, Central Asia, Eastern/Western Europe and Africa. I have lived more than seven years overseas in Germany, England, and Central Asia.

### My Education

Public Health Certifications, Basic Epidemiology, North Carolina Center for Public Health Preparedness, May 2009, FEMA ICS series, June 2009. Terrorist use of WMD series, South Central Center for Public Health Preparedness, Ohio July 2009

Masters of Science Strategic Studies, Certificate, National Defense University, 2004

Bachelor of Arts, English Literature, University of Hartford, 1987



**APPOINTED BOARDS/COMMISSIONS APPLICATION**

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Full Name:	Sandy Nave		
Phone #: Home:	540-338-5832	Cell:	540-338-4122
Street Address:	728 Sturbridge Court, Purcellville, VA 20132		
Mailing Address:			
Email Address:	sandy.nave@loudoun.gov		

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- Board of Architectural Review
- Board of Zoning Appeals
- Committee for the Arts
- Committee for the Environment
- Economic Development Advisory Committee
- Parks and Recreation Advisory Committee
- Planning Commission
- Town Council (when vacancy occurs)
- Train Station Steering and Oversight Committee
- Tree and Beautification Commission

Please check any of these areas of special interest which may apply to you:

- |  |   |
|--|---|
| <input type="checkbox"/> Environment     | <input type="checkbox"/> Land Use   |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Real Estate                                      |
| <input type="checkbox"/> Architecture    | <input type="checkbox"/> Finance  |
| <input type="checkbox"/> Utilities       | <input type="checkbox"/> Preservation                                     |
| <input type="checkbox"/> Transportation  | <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> |

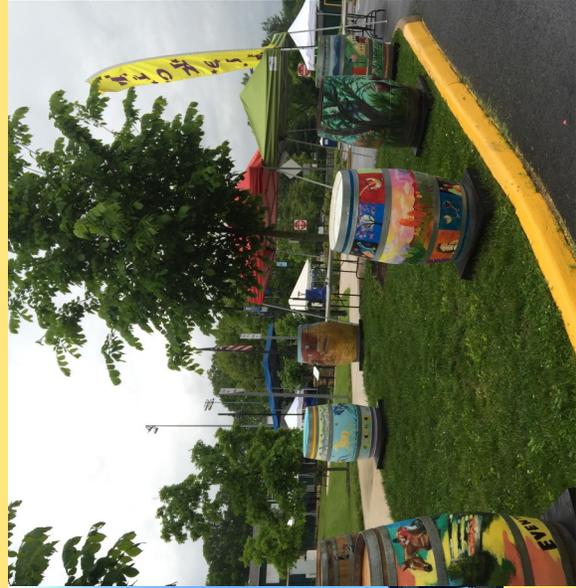
Please attach a letter or resume describing your interest in being part of the Town’s governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334



To the Mayor and Town Council,

I am seeking my fourth term as part of Purcellville's Parks and Recreation Advisory Board. I believe the work we have done for the town has promoted Purcellville in a positive light to the community and surrounding jurisdictions. The benefit of working with Loudoun County Parks and Recreation and partnering with the town has been helpful as we collaborate on special events, as well as exchanging information and ideas from a Parks and Recreation perspective. Our board seeks to continue to grow our Recreation availabilities for the town as well as explore events that our citizens would like to participate in. I personally feel that there is a lot of growth potential for a Parks and Recreation Department for Purcellville based upon desire and funding of the town and support of council. I respectfully ask for re-appointment for another term as our board continues to pursue the projects we hope to bring to fruition.

Best Regards,

Sandy Nave



## Hays, Diana

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**From:** noreply@civicplus.com  
**Sent:** Friday, September 16, 2016 12:58 AM  
**To:** Hays, Diana  
**Subject:** Online Form Submittal: Appointed Committees, Commissions & Boards Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Appointed Committees, Commissions & Boards Application

**The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.**

The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting. \*

I understand

Full Name: Laura Ours  
Home Phone #: 540-338-5643 Cell: Work:  
Street Address: 105 E G St., Purcellville, VA 20132  
Mailing Address:  
Email Address: [lbours@me.com](mailto:lbours@me.com)

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? \*

Yes  No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: \*

Board of Architectural Review  Parks and Recreation Advisory Board  
 Board of Zoning Appeals  Planning Commission  
 Committee on the Environment  Town Council (when vacancy occurs)  
 Purcellville Arts Council  Tree and Beautification Commission  
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment  Land Use  
 Public Services  Real Estate  
 Architecture  Finance  
 Utilities  Preservation  
 Transportation  Other

If you chose Other, please explain:

**Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.**

**For additional information, please contact:**

**Diana Hays, Town Clerk**  
[dhays@purcellvilleva.gov](mailto:dhays@purcellvilleva.gov)  
**540-751-2334**

Attach Resume

Laura Ours Resume 2016.pdf

Attach Letter of Interest

Laura Ours Letter of Interest.pdf

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

Laura Bellis Ours, AIA  
105 East G Street  
Purcellville, Virginia 20132  
571-217-0628 mobile  
540-338-5643 home  
LBOURS@ME.COM

September 16, 2016

Town of Purcellville  
Attn: Ms. Diana Hays  
221 South Nursery Avenue  
Purcellville, Virginia 20132

Dear Town of Purcellville Representatives,

I am writing to express my interest in serving our town by serving on one of the Town boards. As an architect, my skills are probably best suited to the Board of Architectural Review, but I understand those vacancies may already be filled. Perhaps, the lateral thinking of my architecture background could serve another committee or board.

I have professional experience as an architect and have small town experience as resident of the Town of Purcellville since 2003. Admittedly, my husband and I first moved here, primarily for geography, but also saw the value in the quality of the town.

Over the past 13 years, it has become even more evident, that Purcellville is not only a convenient location, it is our family's home. We have built our house on G Street and enjoy the small town offerings and the sounds of Fireman's Field.

Purcellville has had significant growth visible in our time here. In the continual debate of growth in Loudoun County, people often seem to see the situation as simply pro-growth or no growth. However, the situation is more nuanced. I would like to be an advocate for Purcellville's past, what Purcellville is, and what Purcellville can be.

With Warm Regards,

Laura Ours

## Laura Bellis Ours, AIA

105 East G Street  
Purcellville, Virginia 20132  
571-217-0628 mobile  
540-338-5643 home  
LBOURS@ME.COM



Laura Ours, AIA, has a wealth of experience gained by working in the design of a wide variety of projects at Reader & Swartz Architects, a seven person firm located in Winchester, Virginia. Her experience includes all phases of design from the programming and conceptual stages into schematic design, and through construction documents and the construction phase. The firm's work ranges from commercial and educational facilities, to renovations of historic buildings, to buildings for local non-profit groups, to custom homes, and has been recognized with over 60 design awards. She strives for valued design and the chance to make a positive contribution to the community.

**EDUCATION** **Bachelor of Architecture, Magna Cum Laude; Minor in Interior Design**  
Virginia Polytechnic Institute & State University; 2000

**PROFESSIONAL EXPERIENCE** **Architect/Project Manager, Reader & Swartz Architects, P.C.**  
Winchester, Virginia; 2001- Present  
[www.readerswartz.com](http://www.readerswartz.com)

*Significant Projects*

Bell's Fine Clothing; Winchester, VA; 2016  
Shenandoah Valley Discovery Museum; Winchester VA; 2014  
Ideal Schools/ Loudoun School for the Gifted; Ashburn, VA; 2007, 2016  
The City Meat Building; Winchester, VA; 2006  
Old Frederick County Court House; Winchester, VA; 2005  
Varied and distinct custom homes; Virginia, Maryland, West Virginia

**Teacher's Aid, Capuchin Franciscan Volunteer Corps**  
Milwaukee, Wisconsin; 2000 - 2001

**Staff Intern, George Donovan AIA and Associates**  
Doylestown, Pennsylvania; 1997

**PROFESSIONAL REGISTRATION** Licensed Architect, Commonwealth of Virginia, 2007 - Present

**AFFILIATIONS AND COMMUNITY INVOLVEMENT** American Institute of Architects; 2000 - Present

Assistant Coach, Upper Loudoun Little League; 2015

President, Purcellville Commons Homeowners' Association; 2004-2013

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APPOINTED BOARDS/COMMISSIONS APPLICATION

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Full Name: Brian James
Phone #: Home: 703-431-6438 Cell: 703-431-6438 Work:
Street Address: 108 Hackley Ct., Purcellville, VA 20132 - 4 MYSTIC LANE, ROUND HILL, VA 20141
Mailing Address:
Email Address: bjames@mlend.com BRIAN.JAMES8@GMAIL.COM

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- Board of Architectural Review
Board of Zoning Appeals
Committee for the Arts
Committee for the Environment
Economic Development Advisory Committee
Parks and Recreation Advisory Committee (checked)
Planning Commission
Town Council (when vacancy occurs)
Train Station Steering and Oversight Committee
Tree and Beautification Commission

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- Environment
Public Services
Architecture
Utilities
Transportation
Land Use
Real Estate
Finance
Preservation
Other

Please attach a letter or resume describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk dhays@purcellvilleva.gov 540-751-2334

# BRIAN JAMES

BrianJames8@gmail.com

PH #: 703-431-6438

4 Mystic Lane

Round Hill, VA 20141

NMSLR # 457826

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## OBJECTIVE

*To obtain a position within a well organized sales team in which I could contribute my talents and strengths, with opportunities to expand my knowledge and aspirations for future career development.*

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## QUALIFICATIONS SUMMARY

*Highly motivated and dependable Loan Officer with eight years of experience in the Mortgage Industry. Focused on representing a positive and confident attitude in a team environment and creating firm relationships with customers to develop repeat business and referrals.*

- ◆ Niche for going beyond the standards of customer service
  - ◆ Licensed in VA, WV, MD & PA as an individual Loan Officer
  - ◆ Sales oriented go-getter centered on keeping the client for life
  - ◆ Strong knowledge of current Fannie Mae guidelines, loan pricing, rates, credit vendors, AUS and lender websites, appraisals, UW conditions and all other loan documentation
  - ◆ Proficient with Microsoft Office Tools (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook), as well as Encompass, DOS systems, IBM Lotus Notes, and third party vendors such as Fannie Mae DU/DO, LoanProspector, and EMagic
  - ◆ Willing to take on new challenges and responsibilities
- 
- 

## PROFESSIONAL EXPERIENCE

Mlend dba Millennium Financial Group – Frederick, MD

7/2012 to Present

### Sr. Loan Officer

*Individually closed 63 units for \$13 million in loan volume in 2013. Assisted another Loan Officer for the first half of the year to close an additional \$9 million.*

- Consistently ranked in the top 3 companywide in volume and units each month.
- Finished 2<sup>nd</sup> for the 2013 year in total volume and units.
- Maintain a well-respected relationship with our builder and other affiliates
- Personally oversee every loan from start to finish ensuring no hiccups and the utmost customer service is provided.
- Provide tediously thorough pre-approvals to uphold a zero fallout record
- Strong background in selling USDA, VA, FHA, Conv. products as well as CDA, NCI and other DPA programs.
- Very knowledgeable in credit repair advice and action plans.

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# BRIAN JAMES

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Page 2 of 4

## Professional Experience Continued

McLean Mortgage Corporation – Fairfax, VA

1/2012 – 6/2012

### **Loan Production Manager / Sales Assistant**

*Supported a team of two high producing loan officers by helping facilitate the loan process and allow them to focus their time and energy on originating.*

- Performed all upfront loan duties such as locking in rates, gathering initial documentation, ordering title work & appraisals, disclosing good faith estimates and sending loans to UW.
- Requested, gathered and submitted all required Underwriting conditions
- Alleviated the workload for Processing by obtaining subordinations, requesting condo docs for project approvals and updating insurance certificates & master policies
- Carefully reviewed all loan documentation upfront to catch any large deposits, match bank account balances, income variances or anything that might affect the loan approval
- Consulted directly with Underwriting to work through any approval issues
- Assisted in the Closing process by reviewing all final HUD1s, explaining to clients how the HUD breaks down, communicating with title companies to schedule settlement appointments and confirming receipt of Closing Docs.
- Submitted all loans to Desktop Underwriter to verify an initial approval prior to Underwriting
- Ordered Mortgage Insurance certificates and credit supplements as needed
- Updated and tracked all loans in a daily log maintained on an excel spreadsheet
- Created customized real estate flyers for networked Realtor's open houses

Wells Fargo Home Mortgage – Washington, DC

2010 to 2012

### **Home Mortgage Associate / Jr. Loan Officer**

*Assisted in loans sales and performed all processing tasks from the initial consultation to closing.*

- Utilized sales tactics to originate new loans and increase organic business for the branch
- Developed marketing strategies such as open house flyers & mailings to acquire new clients
- Performed all upfront loan duties such as locking in rates, gathering initial documentation, ordering title work & appraisals, disclosing good faith estimates and sending loans to UW.
- Referenced product guides to check loan approval criteria and best fit for the client
- Corresponded with Processors, Underwriters & Closers during the process to check status and help get anything they might need to keep the loan moving
- Communicated with clients to convey status and informing them of any conditions required
- Obtained subordinations, condo project approvals, insurance certs & master policies
- Reviewed title work and final HUD1s for any issues or errors

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# BRIAN JAMES

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Page 3 of 4

## Professional Experience Continued

Bank of America Home Mortgage – Fairfax, VA

2009 to 2010

### Home Services Specialist

*Performed all of the necessary steps required to insure that all loans are initially prepared for Underwriting and Closing with the utmost accuracy, consistency and reliability.*

- Advanced loans from initial application to underwriting approval in a retail sales environment
- Ordered all preliminary title requests and appraisal reports
- Sent accurately calculated disclosures to ensure that all loans are Reg B, X & Z compliant
- Completed all upfront tasks including: 1003 validation, VOEs, FHA/VA processing, pulling credit reports and running AUS (Automated Underwriting Systems)
- Verified that all loans meet current product guidelines and have all required documentation
- Trained new employees and colleagues on the correct setup procedures
- Reviewed all provided documentation for accuracy and correcting any loan information
- Communicated directly with Loan Officers to provide status and convey any critical elements

Vertice, a division of Wachovia Securities – Fairfax, VA

2007 to 2009

### Loan Coordinator

*Demonstrated an abiding attention to detail on every loan while remaining aware of, and sustaining all turn-time requirements.*

- Performed the initial setup and data-entry on all loans within strict deadlines and fluctuating workloads
- Printed and recorded all incoming loan submissions from email or efax
- Stayed up to date on all policies and procedures involving product updates and guideline changes
- Worked directly with our brokers to advise them on applicable requirements for loan approval, and to request any necessary documentation in order to move files into Underwriting
- Created submission requirement checklists for Conventional, FHA, and VA loans in order to further expedite the Underwriting process for our customers
- Used 3<sup>rd</sup> party vendors such as FraudGuard.com, MERS, ASC.gov, Rapid Reporting, FHA Connection, TheWorkNumber, and Clayton High Cost Analyzer to validate all loan information
- Submitted all loans to Desktop Underwriter and verified that all reports were accurate
- Ordered credit reports for all FHA/VA streamlines and when requested by our customers
- Updated and tracked all loans in a daily log maintained on an excel spreadsheet
- Signed and sent out initial disclosures to borrowers
- Received 2 Shared Success Awards for outstanding teamwork and focusing on efficiency

# BRIAN JAMES

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## Professional Experience Continued

American Brokers Conduit, a division of American Home Mortgage – Melville, NY 2006 to 2007

### **Wholesale Website Analyst**

*Provided website support to all of our internal employees including 33 branches nationwide, as well as worked directly with a customer base of over 45,000.*

Contributed consistent dependability and dedication to a team of four with sincere abilities to provide prompt knowledgeable answers to all inquiries. Trained employees on new tools and enhancements created for the website. Collected, analyzed, and reported web data to all of our division Managers for the purpose of tracking usage and statistics for specific aspects of the website. Reviewed and posted new advisory content obtained from industry partners on a monthly basis. Thoroughly researched and examined the overall functionality of the website to ensure the environment for our customers was as user-friendly as possible.

- Coordinated with IT to define business requirements and troubleshoot website issues
- Performed testing for quality assurance and for new enhancements within strict deadlines
- Managed technical website inquiries from both internal employees and our broker customers
- Assisted in the creation of training materials
- Maintained all user IDs and passwords for the website
- Ran daily reports to track the overall usage of new enhancements released on the website
- Received 3 Shining Star Recognition Awards for excellent customer service, promptness, and consistent dependability

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Form with fields for Full Name (Dan Abramson), Phone # (Home: 540-338-1297, Cell, Work), Street Address (18251 Turnberry Drive, Round Hill, VA 20141), Mailing Address, and Email Address (daniel@staffdynamics.biz).

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- List of boards and committees with checkboxes: Board of Architectural Review, Board of Zoning Appeals, Committee for the Arts, Committee for the Environment, Economic Development Advisory Committee (checked), Parks and Recreation Advisory Committee, Planning Commission, Town Council (when vacancy occurs), Train Station Steering and Oversight Committee, Tree and Beautification Commission.

Please check any of these areas of special interest which may apply to you:

- Two columns of checkboxes for special interests: Environment, Public Services, Architecture, Utilities, Transportation, Land Use, Real Estate, Finance, Preservation, Other.

Please attach a letter or resume describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334

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**APPOINTED BOARDS/COMMISSIONS APPLICATION**

The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.

Full Name:	Warren Grossman		
Phone #: Home:		Cell: 703-443-2300	Work:
Street Address:	216 Misty Pond Ter., Purcellville, VA 20132		
Mailing Address:	P.O. Box 1235, Leesburg, VA 20177		
Email Address:	wgrossman@gogrossman.com		

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment.

- Board of Architectural Review (1st choice)
- Board of Zoning Appeals
- Committee for the Arts
- Committee for the Environment
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| <input type="checkbox"/> Utilities       | <input type="checkbox"/> Preservation                                     |
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Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334

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## Hays, Diana

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**From:** noreply@civicplus.com  
**Sent:** Saturday, June 18, 2016 4:41 PM  
**To:** Hays, Diana  
**Subject:** Online Form Submittal: Appointed Committees, Commissions & Boards Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Appointed Committees, Commissions & Boards Application

**The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.**

The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting. \*

I understand

Full Name: Nathaniel Gray Stephens  
Home Phone #: Cell: 5712462600 Work:  
Street Address: 38805 triticum lane  
Mailing Address: lovettsville, VA  
Email Address: [nstephe4@masonlive.gmu.edu](mailto:nstephe4@masonlive.gmu.edu)

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? \*

Yes  No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: \*

Board of Architectural Review  Parks and Recreation Advisory Board  
 Board of Zoning Appeals  Planning Commission  
 Committee on the Environment  Town Council (when vacancy occurs)  
 Purcellville Arts Council  Tree and Beautification Commission  
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment  Land Use  
 Public Services  Real Estate  
 Architecture  Finance  
 Utilities  Preservation  
 Transportation  Other

If you chose Other, please explain:

**Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.**

**For additional information, please contact:**

**Diana Hays, Town Clerk**  
[dhays@purcellvilleva.gov](mailto:dhays@purcellvilleva.gov)  
**540-751-2334**

Attach Resume resume.pdf  
Attach Letter of Interest Letter of interest.pdf

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

Nathaniel Stephens  
38805 Triticum Lane  
Lovettsville, VA 20180

Robert W. Lohr  
Purcellville Town Manager  
221 South Nursery Ave  
Purcellville, VA 20132

June 18, 2016

Hello Mr. Lohr,

My name is Nathaniel Stephens and I would like to announce my interest in the vacancy on the Planning Commission. My application comes after long and careful consideration with myself and my peers as to what good I could provide the community of Purcellville.

As you are well aware: Purcellville is the economic center of our area – as Purcellville goes so does the rest of Western Loudoun. That being said, we have seen an increased push for development which could potentially threaten the character and attraction for what this part of Loudoun has come to be know.

This is not to characterize development as unfortunate or unhealthy. We need development to support and attract businesses and new residents that in turn fill the town’s coffers, but development must be done with a mindset of responsible sustainably — thus preserving the nuances of “small town life”.

While I do reside outside of town, Purcellville is where I spend most of my time. It’s where I go to shop, work and play. I enjoy its culture and look forward to what the town will come to be in the future. You can see the influence Purcellville has on the surrounding towns and villages in how they grow and govern themselves. What Purcellville once was Lovettsville now is. There is a visible progression in how our communities evolve. We need members on the Commission that understand the big picture, but can also operate within the minute details to facilitate that vision.

I believe I embody those principles. I have assisted in the operation of my family’s business which consults and engineers solutions for builders and developers to retain the historical integrity of structures. My responsibilities and duties required a knowledge and respect for history while keeping in mind the importance of viability. A building is only

useful if it's occupied and we helped rehabilitate and repurpose older buildings in the DMV for that purpose.

I am also involved with the Blue Ridge Leader. Working for a local publication that focuses so much attention upon the development of Western Loudoun has been a rewarding experience. The BRL has exposed me to the importance of community involvement. In fact without it I would have not applied for this vacancy. My position at the BRL has educated me in the business of the Planning Commission so I come to the table with knowledge and respect for the gravity of the appointment.

All this said, I would like to thank you for your time and consideration on my eligibility.

Best Regards,

Nathaniel Gray Stephens

# Nathaniel G. Stephens

38805 Triticum Lane, Lovettsville VA 20180

(571) 246. 2600

nstephe4@masonlive.gmu.edu

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## Education

### George Mason University 2012-16

- Cumulative GPA: 3.7
- Academic proficiencies: writing, rhetoric, typography, legal studies
- Dean's list past four semesters

### Northern Virginia Community College 2008-10

- Associates Degree *cum laude*, specialization in Linguistics
  - Academic interests: languages, philosophy, history
  - Member of Phi Theta Kappa Honors society
- 

## Business Experience

### Gray R. Stephens LLC 2004-15

*Administrator, Equity Analyst, Production Manager*

- Organized logistics of office and field work for large scale construction projects
  - Researched market trends and consumer demands to satisfy a dynamic market
- 

## Other Work Experience

### Purcellville Gazette 2014

*Intern Journalist*

- Drafted stories about local events

### Blue Ridge Leader 2016

*Writer, Journalist*

- Conducted research and analysis
- Drafted and edited professional documents for public consumption

Stephens Résumé

**MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING**

“As authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointment to committees, commissions and boards. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

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**MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING**

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

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**MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING**

“I move that the Purcellville Town Council adopt Resolution 16-09-05 certifying the closed meeting of September 27, 2016.”

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