



**AGENDA
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
JULY 12, 2016, 5:00 PM
TOWN HALL HERITAGE ROOM**

- 1. CALL TO ORDER OF SPECIAL MEETING** (Mayor Fraser)

- 2. INTERVIEWS FOR APPOINTMENTS TO THE PLANNING COMMISSION**
(Town Council)
 - a. 5:00 – 5:20 p.m. - David Estey (pgs. 3-4)
 - b. 5:20 – 5:40 p.m. – Brittany Duffy Adkins (pgs. 5-6)
 - c. 5:40 – 6:00 p.m. – Theresa Stein (pg. 7)
 - d. 6:00 – 6:20 p.m. – Christopher Rankin (pgs. 9-11)
 - e. 6:20 – 6:40 p.m. – Timothy Iversen (pgs. 13-14)
 - f. 6:40 – 7:00 p.m. – Tip Stinnette (pgs. 15-16)

3. ADJOURNMENT

(Regular meeting will convene in Council Chambers)

*Roll Call Votes

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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Hays, Diana

From: noreply@civicplus.com
Sent: Tuesday, April 26, 2016 3:56 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: David Estey
Home Phone #: 540-751-9404 Cell: 512-557-1366 Work:
Street Address: 211 Canning Terrace
Mailing Address: Purcellville Va 20132
Email Address: dwestey@aol.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
540-751-2334

Attach Resume RESUME-DWE.docx
Attach Letter of Interest

* indicates required fields.

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

RESUME – DAVID W. ESTEY

GOAL: TO SECURE A POSITION ON ONE OF THE BOARDS, COMMITTEES OR COMMISSIONS FOR THE TOWN OF PURCELLVILLE.

EDUCATION:

B. SCI	INDUSTRIAL ENGINEERING - SAN DIEGO STATE UNIVERSITY
C.P.M.	CERTIFIED PROPERTY MANAGER
I.R.W.A.	SENIOR RIGHT OF WAY AGENT

MILITARY:

COMMANDER - United States Naval Reserve – Retired

OCCUPATION:

2015-Present	SEMI-RETIRED
2002- 2015	LICENSED REAL ESTATE AGENT – WIMBERLEY, TEXAS
1989-2002	REAL ESTATE ASSET AGENT – CITY OF SAN DIEGO
1972-1989	PROPERTY AND CASUALTY AGENT – OWNED INSURANCE AGENCY

RELATED WORK:

WIMBERLEY, TX:

SERVED ON ECONOMIC DEVELOPMENT BOARD FOR THE VILLAGE OF WIMBERLEY.
INSTRUMENTAL IN DEVELOPING A PROPOSAL FOR THE FUTURE ECONOMIC DEVELOPMENT OF THE VILLAGE.

CHAIRMAN OF THE COMMITTEE TO DEVELOP A PLAN FOR THE INSTALLATION OF A WASTE WATER SYSTEM

WORKED ON SEVERAL ASSOCIATED BOARDS TO DEVELOP A PLAN FOR THE IMPLEMENTATION OF A VACATION RENTAL PROGRAM AND A BED AND BREAKFAST ORDINANCE FOR THE VILLAGE.

CITY OF SAN DIEGO. CA:

RESPONSIBILITIES AS AN ASSET MANAGER INCLUDED THE LEASE MANAGEMENT OF PROPERTY OWNED BY THE CITY OF SAN DIEGO -- TO ENSURE THAT LESSEES COMPLIED WITH THE TERMS AND CONDITIONS OF THE LEASE. DUTIES INCLUDED DEVELOPING REQUEST FOR PROPOSALS (RFP) FOR NEW LESSEES. LESSEES INCLUDED THE FOLLOWING:

2 AIRPORTS PLUS 32 RELATED BUSINESSES -- FBO'S, FAA, NOAA, SUPPLIERS, BORDER PATROL AND OTHER PRIVATE AND PUBLIC ENTITIES

6 GOLF COURSES, 23 FARMS AND ORCHARDS. 18 NON PROFITS AND 45 OTHER BUSINESSES

Hays, Diana

From: noreply@civicplus.com
Sent: Thursday, April 07, 2016 10:15 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Brittany Lynn Duffy Adkins
Home Phone #: 7034013743 Cell: 7034013743 Work:
Street Address: 501 South Nursery Avenue
Mailing Address: 501 South Nursery Avenue, Purcellville, VA 20132
Email Address: britt.duffy.adkins@gmail.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

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For additional information, please contact:

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

Attach Resume

Britt Duffy Adkins Resume.pdf

Attach Letter of Interest

* indicates required fields.

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

Britt Duffy Adkins

501 South Nursery Avenue · Purcellville, VA 20132
(703) 401-3743 · britt.duffy.adkins@gmail.com

EXPERIENCE

Crimson Partners

Middleburg, VA; March 2016-Present

Development Associate

- Perform financial analysis to support decision-making for a ground-up, mixed-use development project adjacent to the planned Innovation Center Metro Station.
- Pursue retail strategy and future lease-up of the planned 50,000 SF of ground-floor retail on-site. Lead relationship-building efforts with local, regional, and national retailers in order to bring a diverse and lively mix of uses to the project.
- Assist with design discussions and participate in the selection of architecture firm and other third party consultants.
- Organize due diligence and work with lender and legal team in the closing of land acquisition loan.
- Head of social marketing and community events planning at Dulles Station in Herndon, VA.

Fundrise

Washington, DC; August 2015-March 2016

Real Estate Associate

- Perform underwriting and in-depth analysis of potential preferred equity investments in both ground-up development and stabilized real estate assets using Excel.
- Execute due diligence on sponsor track record and experience, project pro forma and financials, organizational structure of borrowing entity, and market/demographics research. Assist with legal negotiations leading up to deal closing and create the final underwriting package for circulation to investment committee and investor base.
- Led origination efforts in Salt Lake City, which involved sourcing 10+ deals from developers that have projects ranging from \$10-\$100MM.

WashingtonREIT

Washington, DC; June 2014-August 2015

Senior Acquisitions Analyst; Retail Analyst

- Performed underwriting for potential retail and office acquisitions and assisted with the due diligence of assets including creation of Argus DCF/Excel models, investment memos, and other supporting materials for the investment committee.
- Underwrote a forward purchase on a roughly \$70MM mixed-use asset that was under development.
- Analyzed market comps, supply/demand dynamics, and demographic data to assess feasibility of potential investments.
- Helped manage portfolio of 17 retail assets yielding \$45MM+ of annual net operating income. Built new set of Retail Division budget models in Argus Enterprise and provided analytical support to the 2015 budget process.

J.P. Morgan

San Francisco, CA; March 2013-March 2014

Private Banking; Ultra High Net Worth - Investor Analyst

- Dedicated analyst focused solely on the needs of an ultra high net worth client with assets close to \$30BN.
- Assisted in the implementation and execution of \$680MM+ in diversified investments for 2013 and \$150MM+ in 1Q14.
- Created highly specific monthly and quarterly performance reports to track a complex portfolio of assets.

Goldman Sachs

New York, NY; May-August 2012

Investment Banking Division; Financial Sponsors Group - Summer Analyst

- Developed LBO model with multiple financial projections and financing scenarios to support our client's current buy-side bid for a large-cap private technology company.
- Analyzed the separation of a public company in order to evaluate each new company as a potential take-private candidate.

MHT Partners, LP

Boston, MA; June 2011-May 2012

Middle-Market Investment Bank - Summer Analyst/Intern

- Provided M&A sell-side advisory to a small-cap company in the healthcare industry.
- Researched strategic acquirers and financial buyers for prospective clients to bring early-stage clients to market.

EDUCATION

Massachusetts Institute of Technology

Cambridge, MA; May 2013

Bachelor of Science in Urban Studies and Planning (Course 11); Minor in Management (Course 15)

GPA: 4.2/5.0

Activities: Co-CEO of MIT Chapter of Smart Woman Securities (SWS), Attended 2012 Annual SWS Warren Buffett Trip.

Wellesley College

Wellesley, MA; May 2013

Bachelor of Arts in Architecture

GPA: 3.4/4.0

Activities: Member of Tau Zeta Epsilon (Arts & Music Society). Graduate of MIT/Wellesley Double Degree Program.

SAT Score: 1510 (Math: 760; Verbal: 750)

SKILLS

Argus Enterprise, Argus DCF, Excel, REgis, CoStar, Capital IQ, PowerPoint, and ArcGIS.

Hays, Diana

From: Kasmier, Jesse <jkasmier@purcellvilleva.gov>
Sent: Tuesday, July 05, 2016 10:36 AM
To: Hays, Diana
Cc: Kasmier, Jesse
Subject: FW: Online Form Submittal: Appointed Boards/Commissions Application

-----Original Message-----

From: noreply@civicplus.com [<mailto:noreply@civicplus.com>];
Sent: 6/11/2014 9:23:53 AM
To: Helbert, Jennifer [<mailto:jhelbert@purcellvilleva.gov>];
Subject: Online Form Submittal: Appointed Boards/Commissions Application

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

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: Theresa Stein
Home Phone #: 540-338-1117 Cell: 703-554-5955 Work: 703-777-0120
Street Address: 509 Rosemary Lane
Mailing Address: []
Email Address: ivanandbianca@yahoo.com

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

- | | |
|--|--|
| <input type="checkbox"/> Board of Architectural Review | <input type="checkbox"/> Parks and Recreation Advisory Committee |
| <input checked="" type="checkbox"/> Board of Zoning Appeals | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Committee for the Arts | <input type="checkbox"/> Town Council (when vacancy occurs) |
| <input type="checkbox"/> Economic Development Advisory Committee | |

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

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

Jennifer Helbert, Town Clerk
jhelbert@purcellvilleva.gov
540-751-2333

* indicates required fields.

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Hays, Diana

From: noreply@civicplus.com
Sent: Tuesday, May 17, 2016 5:12 PM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Christopher Rankin
Home Phone #: 540-338-8579 Cell: 724-931-0806 Work: 540-338-8579
Street Address: 808 Maple Flats Terrace
Mailing Address: 808 Maple Flats Terrace
Email Address: christopher@crankin.net

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:

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 Utilities Preservation
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If you chose Other, please explain:

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For additional information, please contact:

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

Attach Resume Christopher Rankin Resume.pdf
Attach Letter of Interest Christopher Rankin Letter of Interest.pdf

* indicates required fields.

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

CHRISTOPHER L. RANKIN

(540) 338-8579 Home
(724) 931-0806 Cell
christopher@crankin.net

808 Maple Flats Terrace
Purcellville, Virginia
20132

May 17, 2016

Ms. Diana Hays, Town Clerk
Honorable Mayor Kwasi Fraser and Town Council Members
Town of Purcellville
221 Nursery Avenue
Purcellville, Virginia 20132

Dear Ms. Hays:

Nearly 11 years ago I first visited Purcellville. I was planning to purchase a townhouse in a development near Ashburn and had just come out to view a specific model, with no thought or interest of moving to Purcellville. That opinion changed within a matter of hours as I quickly came to realize that Purcellville and western Loudoun County were where I wanted to call home.

I have always been a strong believer in community service. From my days as a Silver Bronze Palm Eagle Scout (class of '93), to my brief service with both the Purcellville Volunteer Rescue Squad and Lovettsville Fire and Rescue, to my service on the Purcellville Ridge Board of Directors, I have always tried my best to find ways to lend my time (and hopefully talents) to others. This is one of the things that makes our town a community and gives it heart.

After having a brief discussion with Mayor Fraser and a couple of our incoming Council members, I've come to believe that I have reasoning and perspective I can offer to help our Town remain the beautiful, peaceful, positive place it's been all these years on our Planning Commission. My consulting background, participation in a local startup business, and leadership experience within the Purcellville Ridge Homeowners Association give me a perspective that will allow for my participation in making recommendations to help shape our Town's future - continuing to foster an economic environment that attracts the right mix of businesses while ensuring that the qualities which make Purcellville such a special place to live endure and thrive.

If selected to fill a seat on this commission, I promise to bring the same wisdom, judicious decision making, and reasoned analysis that has led to successes in my career to us all in Purcellville. Thank you for your consideration and attention.

Sincerely yours,

Christopher L. Rankin

CHRISTOPHER L. RANKIN

(540) 338-8579 (Home)
(724) 931-0806 (Cell)
christopher@crankin.net

808 Maple Flats Terrace
Purcellville, Virginia
20132

PROFILE

Christopher has deep management, technical and functional experience which spans public and private sector clients including multinational firms and large government agencies. His experience includes leading multinational teams, project and budget management, and high end consultative services to transform problems into growth opportunities.

EXPERIENCE

Service Delivery Manager, CGI Group, Fairfax, Virginia — 2012–Present

Primary point of contact for two large multinational firms for a mission critical financial application hosted in CGI's data centers. Responsible for day to day client contact, monthly delivery reporting, and tracking project financial data.

Manager, Deloitte Consulting LLP, McLean, Virginia — 2007-2012

Managed a multinational team in the development of a prototype medical informatics portal. Managed teams on enterprise scale projects for several large government agencies, including development of an intranet and analysis/reporting of financial data. Managed budgets and project status reporting to senior management.

Senior Consultant, Booz Allen Hamilton — 2002-2007

Developed several web-based data-centric applications for defense related government agencies. Responsible for architecting, recommending, and implementing technical solutions which resulted in reductions of costs in excess of \$25,000 over the project's lifetime.

Systems Analyst, National Rifle Association, Fairfax, Virginia — 2000-2002

Consultant, American Management Systems, Fairfax, Virginia — 1998-2000

EDUCATION

Boler School of Business, John Carroll University — Bachelor of Science, Economics, 1998

SKILLS

Project management: ownership and management of key deliverables, tasks, risks, project scopes, schedules, and budgets; cost estimation; senior leadership reporting and advisory services; cost benefit analysis and SWOT analysis

Leadership of technical projects throughout all phases of the software development life cycle

Leadership of project teams through steady-state application support planning and delivery activities

REFERENCES

Personal and professional references are available upon request.

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Hays, Diana

From: noreply@civicplus.com
Sent: Wednesday, June 01, 2016 3:42 PM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Timothy S. Iversen
Home Phone #: Cell: 5712711468 Work:
Street Address: 109 W O Street, Purcellville, VA 20132
Mailing Address: 109 W O Street, Purcellville, VA 20132
Email Address: sirtsiversen@hotmail.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

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For additional information, please contact:

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

Attach Resume

Attach Letter of Interest

Purcellville Letter.docx

* indicates required fields.

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

June 1, 2016

Purcellville Town Council
221 South Nursery Avenue
Purcellville, VA 20132

To the Purcellville Town Council:

After careful consideration, I have submitted this application with the hope that I will be selected to assist the Town of Purcellville in continuing to properly prepare for its future by serving on the Planning Commission again if the Council sees fit.

I have been a town resident since August of 2004, except for seven months spent living in Ashburn. I have resided on West O Street since 2008. In 2006, I ran for Town Council, and after the election, I was selected to serve on the Planning Commission. During that time, I assisted with the rewriting of the zoning ordinances, and considered applications for developments, including Purcellville Gateway. While on the Planning Commission, I completed the training to become a certified Planning Commissioner in the Commonwealth of Virginia.

During my time in the area, I have volunteered with the Purcellville Volunteer Rescue Squad for over 10 years. I have been employed by the Loudoun County Sheriff's Office for 8 years. I attended Patrick Henry College, studying Public Policy for 2 years, and graduated from Northern Virginia Community College with an AAS in Administration of Justice.

Now that I have become a homeowner in town, I look forward to helping the town again. We have a wonderful neighborhood, and an important part of this next chapter is protecting it from those who would otherwise damage it for their own interests, while allowing for appropriate evolution to meet the needs and desires of our friends and families. I would be happy to make myself available to answer any questions you may have through phone or email. Have a good day.

Sincerely,

Timothy S. Iversen

Timothy Iversen
109 W O Street
Purcellville, VA 20132
571-271-1468
sirtsiversen@hotmail.com

Hays, Diana

From: noreply@civicplus.com
Sent: Monday, October 19, 2015 11:19 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Murrell (Tip) Stinnette
Home Phone #: 540-751-9793 Cell: 703-232-9537 Work: 202-267-7562
Street Address: 309 Oakleigh Court
Mailing Address: Purcellville, VA 20132
Email Address: tip.stinnette@gmail.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

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dhays@purcellvilleva.gov
540-751-2334

Attach Resume Stinnette Bio 042815.doc
Attach Letter of Interest

* indicates required fields.

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



Federal Aviation Administration

Tip Stinnette

Air Traffic Safety Standards Oversight Division Manager

Tip Stinnette is the Division Manager for Air Traffic Safety Standards within the Air Traffic Safety Oversight Service. The division provides policy oversight of Air Traffic Organization safety standards. They also review and approve national level changes pertaining to separation standards, changes to the Safety Management System, Safety Risk Management mitigation strategies for applicable procedures and future systems, and provide safety oversight of aeronautical information products and services. The division employs a systems safety approach informed by risk-based, data-supported research and analysis. They manage the conduct of scheduled and unscheduled audits and investigations and provide skilled Air Traffic Safety Inspectors to support surveillance activities.



Prior to becoming the Division Manager for Air Traffic Safety Standards Oversight, Tip was the Manager for the Future Systems Branch, in the Air Traffic Safety Standards Oversight Division, which provides oversight of policy, standards, and requirements of the Air Traffic Organization Safety Management System. The branch also evaluates future system acquisitions and legacy system service life extensions for safety case sufficiency as related to current procedures, equipment, and technologies impacting the National Airspace System. Prior to coming to the FAA, Tip was a Colonel in the USAF serving in multiple leadership positions ranging from C-130 Hercules Squadron Commander to overseas Wing Commander and Numbered Air Force Deputy Commander.

Tip holds a Masters in Public Administration from Shippensburg University, a Masters in Strategic Studies from the Army War College at Carlisle Pennsylvania, and a bachelor's degree in Economics from the Virginia Military Institute. He is a graduate of the Federal Executive Institute, Leadership for a Democratic Society.