



**AGENDA**  
**PURCELLVILLE TOWN COUNCIL SPECIAL MEETING**  
**JULY 26, 2016, 6:00 PM**  
**TOWN HALL HERITAGE ROOM**

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- 1. CALL TO ORDER OF SPECIAL MEETING** (Mayor Fraser)
- 2. INTERVIEWS FOR APPOINTMENTS TO THE PLANNING COMMISSION**  
(Town Council)
  - a. 6:00 – 6:20 p.m. - Kelly Merritt (pgs. 3-7)
  - b. 6:20 – 6:40 p.m. – David Dehler (*via conference call*) (pgs. 9-15)
  - c. 6:40 – 7:00 p.m. – Patrick McConville (pgs. 17-18)

**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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## Helbert, Jennifer

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**From:** noreply@civicplus.com  
**Sent:** Thursday, July 24, 2014 10:00 AM  
**To:** Helbert, Jennifer  
**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: Kelly Merritt  
Home Phone #: 703-638-2706 Cell: 703-943-0223 Work: 703-225-7260  
Street Address: 409 Yorkshire Ridge Court, Purcellville, VA 20132  
Mailing Address:  
Email Address: kellykmerritt@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 checked="" type="checkbox"/> Parks and Recreation Advisory Committee |
| <input 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 checked="" type="checkbox"/> Economic Development Advisory Committee <i>IST</i> |   |

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 type="checkbox"/> Real Estate             |
| <input type="checkbox"/> Architecture           | <input checked="" type="checkbox"/> Finance      |
| <input type="checkbox"/> Utilities              | <input checked="" 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.

The following form was submitted via your website: Appointed Boards/Commissions Application

Full Name:: Kelly Merritt

Home Phone #:: 703-638-2706

## Kelly K. Merritt

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409 Yorkshire Ridge Court  
Purcellville, VA 20132  
703-638-2706

To: Distinguished Members of the Town Council

Re: Economic Development Advisory Committee Vacancy

Having grown up in the small-town atmosphere of Warrenton, Purcellville was the obvious choice when looking to purchase my first home. I have lived in the friendly and unique community of Purcellville for over three years and am convinced that settling here was the best decision I have ever made.

Mind you, I do not use the term “community” lightly. A “community” is formed when a group of like-minded people get together to form a microcosm of society, wherein shared values and goals govern the affairs of the community. Purcellville is a special community, a community at a crossroads in terms of economic development. While not everyone agrees on exactly how to strengthen our commercial tax base and revitalize our economy, it IS a common goal. The issue currently facing our community is exactly how to achieve that common goal, knowing that we must permit growth in order to be successful. That’s where Purcellville’s Economic Development Advisory Committee comes in, analyzing data, developing and/or improving upon policies and programs, and listening to residents. Together, as a community, we can make Purcellville a model of responsible growth.

As a professional with extensive legal, management, and operational experience, who also has a deep reverence for my community, I believe I would be an asset to Purcellville’s Economic Development Advisory Committee.

Thank you for your consideration.

Best regards,

A handwritten signature in black ink, appearing to read 'K. Merritt', with a large, stylized flourish extending to the right.

Kelly K. Merritt

# Kelly K. Merritt

Experienced Contracts/Operations Manager with over 10 years combined legal, contractual, operational, and management success.

<b>Professional Experience</b>	
<p>Specialists On Call, Inc. ("SOC")  4/2014 – PRESENT  <b>Director of Contracts</b></p>	<p>Currently directs all contractual operations for a rapidly growing tele-medicine organization, including contract drafting, negotiation, and management of SOC's affiliate entities.</p> <ul style="list-style-type: none"> <li>• Directs contractual management support for all clients and internal vendors.</li> <li>• Contract negotiation direction to Contract Specialists, Sales and Client Engagement Departments based on strategic analysis of terms and conditions, utilization and pricing models.</li> <li>• Serves on Pricing Committee that meets monthly to assess current models.</li> <li>• Provides oversight and management of all contracts department personnel, contract negotiation coordination and development activities.</li> <li>• Continues to utilize excellent communication and leadership skills to manage contract teams and interface with the executive management both internally and at clients.</li> <li>• Corporate Entity management, including but not limited to management of five internal entities doing business in all 50 states.</li> <li>• Works with management to improve internal processes and improve efficiency.</li> </ul>
<p>GlobalLogic, Inc.  11/2013 – 7/2014  <b>Contracts Manager</b></p>	<p>Served on a team of two Contract Management professionals, both reporting to the General Counsel. Provided Contract Management support for clients, subcontractors, and internal vendors, as well as operational assistance supporting a recent merger.</p>
<p>Digital Intelligence Systems LLC (DISYS)  04/2013 to 07/2013  <b>Consultant</b></p>	<p>Provided consulting services including training new employees, contract negotiation and management, risk/compliance management, and operational services development and management. Updated existing manuals and created training materials.</p>
<p>Digital Intelligence Systems LLC (DISYS)  05/2010 to 04/2013  <b>Manager, Contracts &amp; Operations</b></p>	<p>Provided leadership, guidance, and operational management for Contracts &amp; Operations Department. Services included contract negotiation and management, risk/compliance management, and operational services development and management. Reported to the CEO.</p> <ul style="list-style-type: none"> <li>• Led the review of more than 300 new Fortune 1000 contracts annually.</li> <li>• Managed review and approval of all potential subcontractors.</li> <li>• Provided oversight and management of all contracts department personnel, contract negotiation coordination and development activities.</li> <li>• Employed excellent communication and leadership skills to manage contract teams and was able to effectively interface with the senior management team.</li> <li>• Contract management support for all clients, subcontractors, and internal vendors.</li> <li>• Provided contract negotiation direction to Contract Specialists based on strategic analysis of terms and conditions.</li> <li>• Operations management, including but not limited to: <ul style="list-style-type: none"> <li>• MBE certification management/annual renewal;</li> <li>• Insurance management/annual renewal;</li> <li>• Branch office lease management/renewal;</li> <li>• Managed LLC transition;</li> <li>• Assisted with set up of foreign entities;</li> <li>• PeopleSoft implementation: Served as a key member of the team responsible for developing requirements and testing accuracy of developed functionality for multiple modules, including contracts, finance, etc.</li> </ul> </li> </ul>

<b>Professional Experience</b>	
	<ul style="list-style-type: none"> <li>Revisions of ISO certified processes and procedures to reflect new PeopleSoft functionality.</li> </ul>
Digital Intelligence Systems LLC (DISYS) 07/2007 to 05/2010 <b>Sr. Contract Specialist</b>	Served as Lead Contract Specialist reporting to the Contracts and Proposals Manager. <ul style="list-style-type: none"> <li>Led the review of more than 300 new Fortune 1000 contracts annually.</li> <li>Managed review and approval of all potential subcontractors.</li> <li>Employed excellent communication and leadership skills to manage contract teams and was able to effectively interface with the senior management team.</li> <li>Contract management support for all clients, subcontractors, and internal vendors.</li> <li>Provided contract negotiation direction to Contract Specialists based on strategic analysis of terms and conditions.</li> <li>Operations management, including but not limited to:               <ul style="list-style-type: none"> <li>MBE certification management/annual renewal;</li> <li>Insurance management/annual renewal;</li> <li>Branch office lease management/renewal;</li> <li>Managed LLC transition;</li> <li>Assisted with set up of foreign entities;</li> <li>Initial creation and implementation of ISO certified processes for the Contracts Department.</li> </ul> </li> </ul>
Maddox Cole & Miller 08/2006 to 07/2007 <b>Paralegal</b>	Served as right hand to Partner in busy Family Law firm. <ul style="list-style-type: none"> <li>Drafted discovery responses, to include initial review of discovery requests, written and verbal contact with client to discuss what is required, meeting with client to review and finalize responses, and ultimate submission to opposing counsel or party</li> <li>Drafted discovery requests, including requests for admissions.</li> <li>Drafted substantive pleadings, including but not limited to answers and cross-complaints</li> <li>Responsible for reviewing client files and for preliminary creation of VADAR charts</li> <li>Research, trial preparation, calendaring, and contact with IT professionals to maintain/troubleshoot/repair software, server, and networking capabilities for the office.</li> </ul>
Liberty Mutual Insurance Group 02/2006 to 07/2006 <b>Case Manager II</b>	As Team Lead on Liberty Mutual's Resolution Team, I was responsible for management of old claims currently in the litigation phase with complex medical, disability issues. <ul style="list-style-type: none"> <li>Completed Liberty Mutual Group Workers' Compensation New Hire Training in Ontario, CA May 2006</li> <li>Also completed various other medical and disability training programs including Settlement Evaluation and Pricing, Settlement Negotiation, LCE Reserve Calculations, ACOEM Training, to name a few</li> </ul>
Randolph Cregger & Chalfant, LLP 05/2005 - 02/2006 <b>Law Clerk</b>	Assisted two attorneys specializing in Defense litigation. <ul style="list-style-type: none"> <li>Drafted pleadings and motions</li> <li>Drafted discovery, including requests, responses to requests and document acquisition and production</li> <li>Correspondence, written and oral, with opposing counsel, clients, witnesses, etc.</li> <li>Responsible for calendaring and remaining up to date on all aspects of current litigation involving two attorneys</li> </ul>
<b>Additional Past Professional Experience</b>	
Doyle & Bachman LLP — <b>Legal Assistant</b> — 10/2001 to 05/2002	
Browdy & Neimark PLLC — <b>Trademark Assistant</b> — 07/2001 to 10/2001	
Various veterinary hospitals, including critical care— <b>Veterinary Technician</b> —04/1997 to 07/2001	
<b>Educational and Professional Development</b>	

## Professional Experience

**Vice-President** – Branbury Glen Homeowners' Association – 2013 to present

**Six Sigma Green Belt Certificate Program** — James Madison University — certificate earned April 2013

**Leadership Training for Managers** — Dale Carnegie — Completed 2011

**Environmental Law Program** — PACE LAW SCHOOL, White Plains, NY — 2002 to 2005

*Merit Scholarship*

*Phi Alpha Delta Law Fraternity*

*Environmental Law Society*

*Founder/President of SLADF*

**Biological Sciences** — NVCC — 1997 to 2000

**B.A., English; Minor, Business** — JAMES MADISON UNIVERSITY — 1993 to 1997

## Personal Development

Completed 21-day Outward Bound Mountaineering Course in the San Juan Range of the Rockies

Completed Advanced Shakespearean Studies program in England

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## Hays, Diana

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 06, 2015 7:41 AM  
**To:** Hays, Diana  
**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: David Dehler  
Home Phone #: 540-751-1287 Cell: 240-778-4577 Work:  
Street Address: 716 Sturbridge Court, Purcellville, VA  
Mailing Address: Same  
Email Address: [loraxx54@yahoo.com](mailto:loraxx54@yahoo.com)

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Board of Architectural Review | <input checked="" type="checkbox"/> Parks and Recreation Advisory Committee |
| <input 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 checked="" type="checkbox"/> Environment     | <input checked="" type="checkbox"/> Land Use     |
| <input checked="" type="checkbox"/> Public Services | <input type="checkbox"/> Real Estate             |
| <input 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                   |

**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](mailto:dhays@purcellvilleva.gov)  
540-751-2334

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.purcellvilleva.com/Admin/FormHistory.aspx?SID=128>

The following form was submitted via your website: Appointed Boards/Commissions Application

Full Name:: David Dehler

Home Phone #:: 540-751-1287

Cell:: 240-778-4577

## Hays, Diana

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**From:** Dave Dehler <loraxx54@yahoo.com>  
**Sent:** Friday, February 06, 2015 7:50 AM  
**To:** Hays, Diana  
**Subject:** Purcellville Committee Application  
**Attachments:** CV 0114.pdf

Good morning,

I have just recently completed a 3 year term on the Hirst Farm HOA Board and am looking to continue volunteering in support of our town and future. I am willing to help in any way that is needed, however I have an interest in transporation, the environment, recreation and beautification.

We have lived in Hirst Farm for over 10 years and my family loves it here.

My CV is attached and is largely scientific, in education and experience. I sent in the on-line application form however I did not see a way to attach the letter/resume that was requested with the application.

If you see a fit, I would be happy to serve.

Best regards,  
Dave Dehler  
540-751-1287

## DAVID DEHLER

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### PROFESSIONAL EXPERIENCE

#### Smithers Avanza, Gaithersburg, MD

9/12 - Present: Executive Director, Sales & Marketing

Responsible for Toxicology market within the preclinical arena in the US; secondary focus on cross promotion of Smithers other core services (bioanalytical, formulations development, ecotoxicology, EDSP, industrial/agricultural chemical); providing leadership at all levels of the organization; establishing and maintaining professional business relationships with clients, industry officials, and peers, generating marketing strategy including the development of marketing and promotional material/website content, coordinating correspondence between Smithers resources worldwide and the customer, developing and implementing more formal, organized and consistent procedures for client contracts and service agreements.

#### QPS, LLC, Newark, DE/Taipei, Taiwan

5/11 - 9/12: Sr. Director, Business Development, Toxicology Services US

Responsible for introducing the QPS Toxicology brand within the US and drawing clients to the value that can be obtained while placing studies/programs at QPS in Taipei, Taiwan; primary focus is to spread the word and grow market within the preclinical arena in the US; secondary focus on cross promotion of core QPS services (bioanalytical, DMPK, translational medicine, clinical Phase 1 – IV); providing leadership at all levels of the organization (not just BD/client services/marketing); establishing and maintaining professional business relationships with clients, industry officials, and peers, generating marketing strategy including the development of marketing and promotional material/website content, coordinating correspondence between QPS resources worldwide and the customer, developing and implementing more formal, organized and consistent procedures for client contracts and service agreements, advancing QPS use of CRM technology in Taiwan, managing/supervising the relationship with client by monitoring proposal/project progression from identification to closure and beyond (project completion satisfaction), managing/supervising the processing of, and responses to, any Request for Proposal or Information from customers insuring complete/rapid follow-up required to close orders, identification/management and participation in trade shows, exhibitions and conferences, and SWOT analysis and business plan development and implementation.

#### Eurofins Scientific, Dayton, NJ/Brussels, Belgium

5/09 - 5/11: Vice President, Marketing & Business Development

Responsible for expanding the Eurofins brand within the US and internationally for the Pharma Services Division; primary focus is to expand market share in the preclinical arena, secondary focus on intra-site expansion of the preclinical/clinical one-stop shop in the areas of toxicology, microbiology, PK, vaccines, other; Responsible for

staffing/mentoring/training business development personnel as warranted, providing leadership at all levels of the organization (not just BD/client services/marketing), leading the effort to expand current services offered by Eurofins and assisting with development of these activities/services, facilitating integration of EPSL into Eurofins Scientific in terms of global business development and marketing efforts for all Eurofins business units, establishing and maintaining professional business relationships with clients, industry officials, and peers, generating marketing strategy including the development of marketing and promotional material/website content, coordinating correspondence between Eurofins resources worldwide and the customer, developing and implementing more formal, organized and consistent procedures for client contracts and service agreements, advancing Eurofins use of CRM technology, managing/supervising the relationship with client by monitoring proposal/project progression from identification to closure and beyond (project completion satisfaction), managing/supervising the processing of, and responses to, any Request for Proposal or Information from customers insuring complete/rapid follow-up required to close orders, identification/management and participation in trade shows, exhibitions and conferences, and identification of future market/industry trends with emphasis on proactive resource direction.

Ricerca Biosciences, Concord, OH

2/08 - 5/09 Director, Marketing & Business Development

Responsible for corporate business development programs to facilitate preclinical GLP services growth in the eastern United States; primary focus is to expand market share in the preclinical arena, focusing on the IP to IND space, targeting virtual to mid-size biotech/pharma companies needing lead choice/optimization, medicinal chemistry, process chemistry, through analytical, bioanalytical/PK, ADME, and toxicology studies; secondary focus is growth of preclinical large animal toxicology presence for Ricerca; future direction of position incorporates hiring, training, and supervision of toxicology based business development team.

Bridge Global Pharmaceutical Services, Inc. (formerly Gene Logic Laboratories), Gaithersburg, MD

5/05 - 2/08 Senior Director, Business Development

Responsible for developing, implementing and overseeing corporate sales programs to facilitate preclinical GLP services growth in the Southeastern United States (DE - FL, over to TX); exceeded regional sales targets by 25% in 2005 and 2006; #1 in Sales Award for 2007, exceeding plan by 21%; as a senior level director also responsible for the training and mentoring of junior business managers/staff; responsible for building start-up preclinical toxicology business in China and global “hybrid” CRO services to pharmaceutical, small - mid-size biotech, university, and animal health clients.

Exygen Research, Inc., State College, PA.

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4/03 - 5/05 Manager, Business Development

Responsible as a sales force of one for developing, implementing and overseeing corporate sales and marketing programs to facilitate bioanalytical services growth in the GLP pharmaceutical, veterinary pharmaceutical and biopharmaceutical markets,

including identification of target accounts and implementation of strategic sales plans. Responsibilities include marketing strategies, planning and implementation of marketing and business plans, account management, agreements, quotation preparation, project evaluation and initiation. Also responsible for the transfer of information to Operations upon project/program award. Involved in the conduct, preparation and response to on-site visits and audits; successfully grew GLP business from minimal to 60% of total revenue generated (Exygen later acquired by MPI and now represents MPI's primary bioanalytical operation).

Covance Laboratories, Inc., Vienna, Virginia.

5/01 - 4/03 Manager, Client Services - North America

Responsibilities include all of the responsibilities of a Sr. Client Manager; assisting in planning, marketing, and project activities for assigned group; assisting Account Executives and Strategic Account Managers in establishing and developing new accounts by seeking large programs covering more than one service; exercising judgment within broadly defined practices and policies in selecting new services for clients within assigned technology; managing major proposal activities; providing cost estimates and time frames to specific clients, and negotiating and coordinating price quotes for specific clients. Serving as a conduit of information between the Client Managers, administrative support, and management; administering performance evaluations, salary, staffing decisions and other supervisory activities for group; providing senior management direction to designated groups; fostering negotiation of Preferred Provider Agreements; and supervising Reception staff and function.

2/99 - 5/01 Senior Client Manager, Pharmaceutical Services

Responsibilities include primary contact on site for clients including: managing all up-front proposal activity; defining client requirements and relaying information between operational groups; providing cost estimates, scheduling, and guidance; coordinating program requirements between sites worldwide; establishing new client relationships and business opportunities; and attainment of business sales/revenue/operating objectives.

9/95 - 2/99 Toxicologist, Toxicology Administration

Responsibilities include study direction; development of proposals, protocols, and amendments; initiating pricing requests for protocols; overseeing study-related meetings; monitoring critical in-life portions of studies; assembling data and draft summaries for progress reports to clients; client visits; peer-reviewing reports; and writing summary and conclusion statements for toxicology reports.

2/92 - 9/95 Project Manager, Mammalian Toxicology Administration

Responsible for establishing cost/labor/materials estimates for all laboratory operations, monitoring project performance against formal budgets/metrics and schedules and for coordinating corrective actions to improve performance and profitability. Duties include: attending pre-initiation meetings; ensuring that work scope changes are identified and accurately priced; notifying study personnel of actual and potential deviations from established schedules; providing business unit management and study personnel with an assessment of project performance; identifying causes and recommending corrective

actions; ensuring timely processing of protocol amendments and/or contract modifications; reviewing and assessing cost center metrics on a macro scale; and facilitating client presentations.

9/91 - 2/92 Post-life Laboratory Group Leader, Histology

Same responsibilities as a Laboratory Group Leader. Additional duties included overseeing the development of the neurohistology team, immunohistochemistry research and development, necropsy cross-training, study budget management, and subcontracting.

1988 - 9/91 Laboratory Group Leader, Histology

Responsible for effectively supervising and motivating unit staff. Duties included preparing/ initiating studies; generating schedules and reports; developing SOPs; submitting supply/ equipment requisitions; delivering a quality product to the Pathologist prior to the deadline; maintaining a safe and clean laboratory; and developing a well-trained staff.

**EDUCATION**

M.A. Environmental Toxicology, The American University, eligible.  
B.A., Biology, State University of New York, 1985.

**CERTIFICATION**

Six Sigma Green Belt  
ASCP Histologic Technician, 1988 - present

**SPECIAL COURSES/CONTINUING EDUCATION**

Federal Regulations for Toxic Materials  
Biochemistry  
Principles of Toxicology Animals in Research  
Mammalian Physiology and Pathology  
Toxicological Testing  
Chemical Mutagenesis and Carcinogenesis  
Pharmacology  
Developmental Biology of the Neural Crest  
Toxicology Comprehensive Examination

**PROFESSIONAL MEMBERSHIPS**

American Society of Clinical Pathologists, Associate Member, 1992 to present.  
National Society of Histotechnology, 1992  
Drug Information Association, 2004  
NC BIO 2006 - 2011  
VA BIO, member 2008

**PUBLICATIONS, PRESENTATIONS, ABSTRACTS**

1988. Oligocene to quaternary ostracodes of the central equatorial pacific. In Proceedings

of the 9th International Symposium on Ostracoda (Shizuoka, 1985).

11/97. Carcinogenic Response to Dimethylvinyl Chloride following Chronic Administration by Oral Gavage to Heterozygous TG.AC Transgenic Mice. Presented at 1997 American College of Toxicology Meeting.

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## Hays, Diana

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 29, 2016 12:36 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: Patrick McConville II  
Home Phone #: Cell: 703-856-6279 Work:  
Street Address: 103 Newkirk Court  
Mailing Address: 103 Newkirk Court, Purcellville, VA 20132  
Email Address: [patrick.f.mcconville@gmail.com](mailto:patrick.f.mcconville@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

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

Attach Letter of Interest

Committee Interest Letter.docx

\* indicates required fields.

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

Dear Mayor and Town Council,

I am writing to express my interest in various Committees, Commissions and Boards and look forward to serving in the capacity which you feel fits my skill set.

My experience has been in the civil engineering industry as a Land Survey Technician as well as a Project Manager. As a survey tech I would prepare plats, easements, as-built surveys, topographic surveys, ALTA/NSPS Land Title Surveys, house locations, etc. As Project Manager I would work with clients to design and obtain permits to install conduit and fiber within VDOT/MDOT Right-of-Way or obtain easement when on private property.

Through the years I have worked with various architects mostly with the variations of homes and staking out the houses on a property. I have also worked with various entities within local government to obtain the necessary approvals for a project.

As a Town Council member I would work with various committees, commissions and boards to try to make their job easier and provide guidance where my expertise allowed. Now that my tenure on council has come to a close, I am looking to fill other positions within the Town as this isn't just where I live but is my home.

I am looking forward to the interview process and being an active participant in the community.

Thank you!

Patrick McConville II