

Town Manager
David A. MekarSKI

Town Attorney
Sally Hankins

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Chief of Police
Cynthia A. McAlister

Town Clerk
Diana Hays

Department Directors
Elizabeth Krens, Finance
Buster Nicholson, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

DATE: **October 2019**

TO: **Purcellville Town Council**
 Sally Hankins, Town Attorney

FROM: **Kimberly Bandy, Deputy Town Clerk**

SUBJECT: **Notice of Town Council Special Meeting**

This is to notify you that, in accordance with the Code of Virginia §15.2-1418, the Mayor has called a special meeting on Tuesday, October 8, 2019 at 6:30 PM at Town Hall, 221 S. Nursery Avenue., Purcellville, VA.

The topic of discussion is listed on the agenda for the special meeting. A copy of the agenda is attached.



AGENDA
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
TUESDAY, OCTOBER 8, 2019, 6:30 PM
TOWN HALL COUNCIL CHAMBERS

- 1. CALL TO ORDER OF SPECIAL MEETING**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION**
- 4. DISCUSSION/INFORMATIONAL ITEMS**
 - a. Interviews of Applicants for Committees, Commissions, and Boards**
- 5. CLOSED MEETING* (Optional)**
- 6. ADJOURNMENT**



STAFF REPORT
INFORMATION/DISCUSSION ITEM

Item # 4.a.

SUBJECT: Interviews of Applicants for Committees, Commissions, and Boards

DATE OF MEETING: October 8, 2019

STAFF Diana Hays, Town Clerk
CONTACT(S): Kimberly Bandy, Deputy Town Clerk

ATTACHMENTS:

First interview - Richard Rowand
Second interview - Tina Cote

Hays, Diana

From: noreply@civicplus.com
Sent: Thursday, August 29, 2019 2:52 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 I acknowledge that interviews are generally conducted during a public meeting. *

I understand

Full Name: Richard Rowand
Home Phone #: 7574775988 Cell: Work:
Street Address: 620 Dominion Ter #104
Mailing Address: 620 Dominion Ter #104 Purcellville, VA 20132
Email Address: rrowand@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 Planning Commission
 Board of Zoning Appeals Town Council (when vacancy occurs)
 Purcellville Arts Council Train Station Advisory Board
 Economic Development Advisory Committee Tree and Environment Sustainability Committee
 Parks and Recreation Advisory Board

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

Attach Letter of Interest arts council ltr.pdf

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.purcellvilleva.gov/Admin/FormHistory.aspx?SID=275>

The following form was submitted via your website: Appointed Committees, Commissions & Boards Application

August 29, 2019

To Whom It May Concern:

I am interested in serving as a member/volunteer on the Purcellville Arts Council to help sustain and promote the arts in my adopted home town.

My experience started with being the editor-in-chief of both my high school newspaper and literary magazine in Norfolk, VA. After serving with the Army in Vietnam, I was selected as assistant editor-in-chief of my college newspaper in Ft. Myers, Fl and later became a freelance photographer and custom darkroom technician in Norfolk, VA.

Switching to retail, I rose through the ranks to become assistant sales manager of a retail grocery chain while publishing a science fiction magazine and later publishing a successful daily ezine of recipes, boomer nostalgia, and other features that was popular on the internet for twenty years.

After retiring and moving to Purcellville (to be close to our grandchildren) I rediscovered my love of photography and have been selected to display my work at the Franklin Arts Center, Carver Senior Center, the Parks and Recreation Building in Leesburg, and the new Purcellville Art Gallery.

Having served in management positions and being involved with the arts most of my adult life, I feel I would be a good fit for the Purcellville Arts Council.

Yours,
Richard Rowand

Bandy, Kimberly

From: noreply@civicplus.com
Sent: Monday, September 23, 2019 11:25 AM
To: Hays, Diana; Bandy, Kimberly
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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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 I acknowledge that interviews are generally conducted during a public meeting.*

I understand

Full Name: Tina Cote
Home Phone #: 5403382353 Cell: Work:
Street Address: 628 Elliott Dr
Mailing Address:
Email Address: tcote91@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

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 Planning Commission
 Board of Zoning Appeals Town Council (when vacancy occurs)
 Purcellville Arts Council Train Station Advisory Board
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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

Attach Letter of Interest

TCote_TownofPville_application.pdf

* indicates required fields.

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<http://www.purcellvilleva.gov/Admin/FormHistory.aspx?SID=276>

The following form was submitted via your website: Appointed Committees, Commissions & Boards Application

Submitted on September 23, 2019

Attn: Diana Hays, Town Clerk

dhays@purcellvilleva.gov

540-751-2334

To Whom It May Concern:

My primary interest in serving on the Purcellville Arts Council, Town Council (in the event a vacancy needs to be filled), Parks & Recreation Advisory Board and/or the Train Station Advisory Board is to help improve Purcellville as a great place to live, work and raise a family. My family moved to Purcellville in 1979, and I matriculated from Emerick Elementary, Blue Ridge Middle and Loudoun Valley High Schools and went on to graduate from UVA. I feel that I have an excellent understanding of the town's history and its unique challenge of being an economically successful community while preserving the agricultural history of Western Loudoun. A synopsis of my curriculum vitae may be found at <https://www.linkedin.com/in/tinacote/>

You may note from my LinkedIn profile that I have extensive business experience, including the management and supervision of large projects. I have a financial background with degrees/certificates from both UVA's undergraduate and graduate business schools. Of particular note is my experience in managing large budgets and capital expenditures, as well as raising money for capital improvement projects. Of particular note for the Arts Council is my work related to an original 9' sculpture of Thomas Jefferson for the University of Virginia. I personally commissioned this bronze sculpture of Mr. Jefferson for the Class of 1974 and managed all aspects of the project from conception to installation. Because Mr. Jefferson is UVA's founder and representations of him are culturally sensitive, this project involved required historical accuracy and clearing numerous layers of bureaucratic hurdles before it could even be pursued. In addition, the largest donor to the project desired that a fountain or water feature be included as part of the project before they would contribute. At the time, UVA prohibited fountains and water gardens due to public safety concerns. I sought out, retained, worked with and managed a landscape architect to achieve the donor's desires and meet UVA's restrictive safety guidelines by designing and installing a fountain with a two inch water depth (photos attached).

Not represented on my LinkedIn profile/resume is my experience working at various child care, summer camp and after-school programs including the Neighborhood Learning Center, Dragon Yong-In Martial Arts and Loudoun County Parks & Recreation Community Service (PRCS). As the Program Director for the after-school martial-arts program, I managed a classroom of 60 children, occasionally assisted by one high school aide. The classroom children ranged in age from seven to seventeen. I provided homework help and

tutored the students, mostly in math and language arts. I planned and conducted weekly crafts and science experiments to keep them engaged in fun learning. I enjoy seeing the children at the library and various community events, and I still actively keep in touch with their parents to follow their progress and development.

Throughout my life, I have been passionate about helping families. Often these families were in difficult or unexpected circumstances. This passion is demonstrated by my involvement with the Junior League of Chicago, where I raised money and volunteered on numerous community projects in some of Chicago's poorest neighborhoods including the now-raised Cabrini-Green housing project. My Chicago home abutted the Infant Welfare Society. I chose that location and purchased that home so that I could more easily serve at-risk families in that community. My commitment was further demonstrated by my volunteer work for the Junior League of Charlottesville, where I was instrumental in creating the Learning Circle partnership with the Boys & Girls Club to engage and mentor pre-teen girls from Buford Middle School. With friend Susan Rockwell, I helped to design a weekly after-school program to mentor pre-teen girls, give them hope and see opportunity for their futures. Our goal was to help these future women see their potential and develop the self-esteem required to avoid risking their lives through school failure, violence, juvenile crime or gang activity. This pilot program (developed in 2005) is successfully operating today, and is now the signature program for the JLC.

I hope through my service on one of the town committees, I will be able to make a difference for Purcellville families by helping the town enhance its already stellar reputation of a great place to live, work and raise a family. I feel called to help current and future parents of Western Loudoun have better opportunities than I had growing up in Purcellville. I believe I can make connections necessary to encourage local families to take advantage of the rich resources and learning opportunities that exist in our community, and expand Purcellville's offerings in the arts, history and parks & recreation. I intend to be a good ambassador for the Town of Purcellville.

Respectfully submitted,

A handwritten signature in black ink that reads "Tina Cote". The signature is written in a cursive, flowing style.

Tina Cote

