



City of Concord, New Hampshire

OFFICE OF THE MAYOR

Byron O. Champlin

TO: Members of City Council

FROM: Mayor Champlin

DATE: February 28, 2024

RE: Planning Board Appointment

I propose the appointment of the following individual to the Planning Board for a three-year term to expire on April 30, 2027. If approved, this appointment will fill a regular member vacancy that currently exists on the board.

- Dina S. Condodemetraky, Horse Hill Road, Concord. Dina Condodemetraky's letter of interest and resume are attached.

In accordance with Section 18 of the City Council Rules, this proposed appointment is being distributed to City Council as information in advance of formal action at the April 8, 2024 City Council meeting.

Property Manager/ Real Estate Broker



DINA S. CONDODEMETRAKY

Pronounced: KAHN-do-DEM-eh-TRACK-ee

Objective

To leverage my Property and Project Management and Executive Board experience to secure a Concord NH City Council Position.

Licenses & Associations

Strong Foundations Charter School Board, Chair – Since 2011

NH Licensed Real Estate Broker – Since 2008

Aircraft Owner and Pilot's Association – Since 1999

FAA Licensed Private Pilot – Since 1995

Letter of Interest in serving on the Concord City Planning Board

Greetings Mayor Champlin, Chairman Woodfin and Members of the City of Concord Planning Board:

My name is Dina Saunders Condodemetraky, and I am writing to express my interest in serving on this City Council Committee as a volunteer community member. A little about me: I have been a resident of Concord since 2004 living with my husband Chris and two children (my daughter just started at Bennington College in Vermont this past fall). Upon our arrival, we have lived 20 years of welcome and feel more at home in this city than anywhere else in the world. So, when it came time to find our forever home, I told my husband 'It just needs to be in Concord'. We are building on Horse Hill Road.

I landed in real estate professionally shortly after moving here and have found opportunities to broaden my experience in working with multiple NH municipalities, Executive Board administration and membership and navigating the circuit court system. In my experience the most important skill I have learned is positive personal interaction and active listening. People want to know they are being heard and as long as there is mutual respect and willingness to learn about who you are dealing with and understand what their goals are you are on the right track.

There are some challenging topics coming for Concord's landscape, but I like where Concord is heading and want to be a part of the group taking us there. I hope you will consider me for service on the Concord City Planning Board.

Sincerely, Dina S. Condodemetraky

Contact

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Hampshire

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603-715-2663

Education

**Fordham
University**

Fordham College,
Bronx, NY

BA Spanish
Language/Lit

**Universitat de
Barcelona
Central**

Barcelona, Spain

Estudios Hispánicos

Skills

Commercial Property
Management

Real Estate Sales

Executive Board
Management

Language: Spanish
and some Italian

Experience

Property Manager/RE Broker

GC Enterprises Property Management | Laconia, NH
| 2004-Present

Property Manager /Leasing Agent

Foxfire Management

| Concord, NH | 2014-2016

- Monitor vacancies, leasing expirations/renewals and payment arrangements.
- Market property for rent and sale, vetting and approving potential prospects.
- Act as Owner Agent in pro se Landlord/Tenant matters in Circuit Court with working knowledge of general NH courtroom protocol and filing procedures.
- Conduct unit inspections, maintain maintenance punch list and follow up on work completion.
- Manage resident dispute resolution, disciplinary action, and draft related correspondence.

Zoning Board Secretary

Town of Pittsfield, NH

| Pittsfield, NH | 2003

- Prepare and maintain meeting agendas and minutes.
- Notice abutters and public.

Sr. Executive Assistant to the Present/Board The Boston Children's Museum

| Boston, MA | 2000-2002

- Provide administrative and project management support to the Museum President.
- Serve as the Board of Directors liaison including the production of the monthly newsletter.
- Lead Professional Development Management Team in creating and implementing the Museum-wide training program.
- Protocol Officer to visiting foreign nationals who represent sister museums located overseas.