

SHARON A. PENNEY

Post Office Box 490
Franconia, NH 03580
603-728-8984

PROFESSIONAL SKILL SET

- *Comprehensive experience in community development, resolution of planning and zoning issues, multi-agency collaborations and resource cross-leveraging.*
- *Well versed in successful local, state and federal public process, upper management and supervisory capacities.*
- *Experienced in municipal budget creation, implementation and Capital Improvement Program development.*
- *Provided successful legislative advocacy for state-level policy development.*
- *Excellence in writing and communications formats including non-fiction publications and marketing and advertising outreach.*
- *Possess an innate, teamwork approach to problem solving, yet able to assume immediate primary leadership role when required.*

PROFESSIONAL PLANNING and MANAGERIAL EXPERIENCE:

COMMUNITY PLANNER, July 2010 to present

Town of Plymouth, 6 Post Office Square, Plymouth, NH 03264

My present employment as the community planner for the Town of Plymouth requires utilization of multiple skill sets including community development, zoning and planning oversight, economic development and promotional/public relations to address the town's myriad planning demands. Plymouth is the service and commercial center for south-east Grafton County and is also home to Plymouth State University. A former farming community granted charter in 1763, Plymouth is set within the Baker and Pemigewasset River valleys and surrounding mountains, creating an opportunity to provide balance between economic development and preservation of natural resources

The demands of a university host-community whose population is continually fluctuating also provides opportunity to maintain a positive 'town/gown' integration. I work closely with the Town Administrator, Zoning Officer and Select Board to develop policy for the town and enjoy a positive working relationship with other departments to provide a comprehensive and proactive approach to municipal government.

TOWN PLANNER, July 2007 to July 2010

Town of Alton, 1 Monument Square, Alton, NH 03809

As head of a three-person planning department, my position encompassed a variety of land use and planning disciplines in a rural Lake Winnepesaukee community whose population of over 5000 doubles during the summer recreational season. The extensive shore land area of Alton presented significant regulatory oversight in terms of land development for both planning and zoning boards. Additional duties included infrastructure oversight compliance and long-range community planning development in areas such as alternative energy, capital improvement program (CIP) review, emergency management protocols, highway corridor safety upgrades and pedestrian and bicycle initiatives. Grant writing and public relations were also added responsibilities of this position.

CAMPAIGN MANAGER, February 2007 to June 2007

The Conservation Campaign, 33 Union Street, Boston, MA 02108

This limited-term position provided grass roots legislative advocacy and organizational services to a coalition of New Hampshire and national land conservation groups (Society for Protection of NH Forests, The Nature Conservancy, NH Audubon Society and Trust for Public Lands) in their collaborative effort to fully fund the State's Land and Community Heritage Investment Program (LCHIP) during the state legislative budget process. Core requirements of this position centered on soliciting strong legislative support for dedicated funding of LCHIP within the biennial budget process. Constituent outreach, information dissemination, data base creation, strategizing with participating conservation groups and interface with key state legislators comprised the many facets of this position. The effort was successful.

ADMINISTRATOR, November 2006 to June 2007

Franconia Heritage Museum, 533 Main Street, Franconia, NH 03580

This part-time position marked the museum's transition to paid administrative oversight. At its ten-year juncture, the Franconia Heritage Museum sought to expand its event programming, visitor outreach and fundraising capacity with professional staffing. As administrator, I worked with a volunteer board and other cultural and heritage entities to enhance community interface, expand our historic collections, create a monthly program of events, upgrade administrative office systems and provide marketing outreach and grant writing services to build our financial foundation for future development.

EXECUTIVE DIRECTOR, September 2003 to September 2006

Northern White Mountain Chamber of Commerce, 164 Main Street, Berlin, NH 03570

As executive director of a five-municipality chamber of commerce located in New Hampshire's White Mountain and Great North Woods tourism regions, I faced myriad and multi-faceted challenges. Economic diversification and promotion of the area and its member businesses were of paramount concern as the region morphed from a 100-year, timber-based paper manufacturing economy to recreational and heritage tourism within niche marketing. The annual operating budget of approximately \$100,000 was leveraged through regular fundraising events and membership dues. Regional promotional outreach through advertising, community events and membership drives made up a large percentage of the executive director's job and interface with all aspects of the media was integral, including regular writing of editorials and magazine pieces.

An intimate working relationship with local, regional and state agencies was a large part of the position along with administrative oversight of office functions, employee supervision and coordination of volunteers. As executive director, I served on a variety of area economic, cultural and community outreach boards supporting positive growth in the Androscoggin River Valley region.

REGIONAL TRANSPORTATION and LAND USE PLANNER, 1992-2002

North Country Council Regional Planning Commission, 107 Glessner Rd., Bethlehem, NH 03574

This position provided transportation planning and direct services liaison to the 51 communities and 24 unincorporated places comprising the northern third of the State of New Hampshire, an area commonly referred to as "the North Country". The major thrust of this position centered on the implementation of a biennial \$270,000 state contract funded by the US Department of Transportation which conveyed direct public input on regional North Country transportation concerns to the New Hampshire Department of Transportation. I was responsible for championing many diverse municipal transportation issues and their ultimate resolution in the three northern counties. This also allowed me to utilize my writing skills in technical documents, analysis and grant writing in addition to editing many NCC publications and press releases over the years. Legislative testimony was also a requirement of the job.

My work in this position over eleven years provided a great opportunity for community needs assessment in often-isolated North Country towns. I worked towards problem resolution through professional affiliations with a variety of federal, state and local officials, private sector businesses and advocacy and social service groups such as the US Department of Transportation, NH Department of Transportation, Army Corp of Engineers, Tri-County Community Action Program, NH Health and Human Services, Society for the Protection of New Hampshire Forests and others. On the surface, transportation issues may seem to be comprised of only technical engineering components, when in reality successful transportation planning supports the development of significant social capital.

I consider many of my projects, such as the Bath-Haverhill Covered Bridge rehabilitation, the Maidstone Bridge project reconnecting New Hampshire and Vermont, the NH Route 25, US Route 2 and I93 Corridor Studies and the Bemis Bridge rebuild in Crawford Notch to be collaborative success stories in public process.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ADMINISTRATIVE ASSISTANT, 1991 to 1992

North Country Council Regional Planning Commission, 107 Glessner Rd, Bethlehem, NH 03574

As an entry level planning position, this opportunity provided me with hands-on experience in grant administration (primarily Community Development Block Grants) including third party payments, state and federal compliance issues, grant writing and coalition building with partners. This position ended in 1992, where upon I switched to the new transportation planning position within the same agency.

CARTOGRAPHER/DEVELOPMENT PLANNER , 1985 to 1988

Mountain Mapping, NH Route 3, Plymouth, NH 03264

Provided hand-drawn cartographic assistance to busy surveying office. Assisted with field surveying and title research. Oversaw completion of surface water and septic permits from inception to issuance and created basic residential septic design in proposed developments. Additionally was responsible for invoicing of clients and handling all other business aspects of office.

EDUCATIONAL and ADMINISTRATIVE PROFESSIONAL EXPERIENCE:

ADULT BASIC EDUCATION TEACHER, September 2002 to June 2003

Grafton County Adult Learner Program, Bronson Street, Littleton, NH 03561

During the 2002-2003 school year, I was employed as an adult basic education teacher under a NH Department of Education grant providing remedial skills instruction for adults wishing to obtain their General Education Diplomas (G.E.D.s). I interacted with a variety of adults of all ages and backgrounds that chose to resume their educations and improve the circumstances of their lives. For many of my students, this position was a component of the NH Department of Employment Security "JOBS" program, which provided TANF (Temporary Aid to Needy Families) recipients with education, employment and life skills.

CHILDREN'S LIBRARIAN, 1989 to 1990

Plymouth Public Library, Court Street, Plymouth, NH 03264

Worked part-time while my own children were toddlers as the children's librarian for the Town of Plymouth library then located in the tiny "Daniel Webster" former courthouse building. Worked with all aspects of library service including cataloguing, research and community literacy outreach.

ADMINISTRATIVE ASSISTANT, 1980 to 1981

Ammonoosuc Community Health Services, Mt. Eustis Rd., Littleton, NH 03561

Provided administrative assistance for regional family planning and health services clinic. Duties included patient scheduling, intake and billing, and fiscal reconciliation of federal Title X, XIX and XX health and human service program services. Provided program director with editorial consultation for grant writing.

PROFESSIONAL WRITING and MARKETING EXPERIENCE:**ADVERTISING ASSOCIATE, 1978 to 1980**

Attic Associates Advertising Agency, Church St., Berlin, NH 03570

As the "two" of a two-person, multi-media advertising agency, I dealt with many clients in and around the North Country providing advertising copy, design and implementation. Created overall advertising packages from conceptual design to final product with many logos that still exist today.

TECHNICAL WRITER, 1978 to 1979

North Country Education Foundation Services, 300 Gorham Hill Road, Gorham, NH 03581

Served in research, writing and administrative capacity for regional special education services provider. Produced several public outreach brochures and media campaigns for dissemination of special education programs, which were a new federal mandate at this time. Participated in writing of grants for additional program funding. This yearlong position was funded under a special US Department of Education Grant.

JOURNALIST, Summer 1975

The Berlin Reporter, Main Street, Berlin, NH 03570

Was responsible for research, writing, photography and layout of a four-page, multi-community section of the *Berlin Reporter* weekly newspaper as an internship for undergraduate journalism degree.

TELEVISION NEWS WRITER, 1975-1976

"The State We're In", NH Public Television, University of New Hampshire, Durham, NH

Wrote daily television news copy as part of undergraduate journalism curriculum for daily statewide television news show broadcast from UNH studios in Durham.

EDUCATIONAL BACKGROUND:**BACHELOR OF ARTS DEGREE, Non-Fiction Writing, Cum Laude, 1976, University of New**

Hampshire, Durham, New Hampshire. (Mount Saint Mary College, Hooksett, NH, undergraduate course work).

CONTINUING EDUCATION

Granite State College, University System of New Hampshire, White Mountain Community College

- Certificate in "Supervisory Management", 50 course hours, 1997.
- Non-matriculated post-graduate work through Granite State College and Plymouth State University (Historic Preservation Graduate Certificate).
- Regular participation in professional continuing education including UNH's Technology Transfer public works training and NH Local Government Center seminars.
- Graduate-Leadership North Country program – (premier) Class of 2004

PROFESSIONAL and VOLUNTEER AFFILIATIONS (Past and Present*):

- *Androscoggin River Watershed Council- executive board member*
- *Franconia Planning Board – alternate member*
- *AHEAD-Affordable Housing Education and Development- board member*
- *Androscoggin Valley Economic Recovery Corporation (AVER)-board member*
- *North Country United Way-board member*
- *Upper Grafton County Adult Tutorial Program-volunteer*
- *Abbie Greenleaf Library-Franconia, NH-trustee**
- *Contributing Author-Where the Great River Rises-An Atlas of the Upper Connecticut River Watershed in Vermont and New Hampshire—University Press of New England 2009*
- *Member, NH Housing and Community Development Council**
- *Member, New Hampshire Planners Association**

PERSONAL:

- *Single mother of two sons who are recent college graduates.*
- *Sixth generation northern New Hampshire native*
- *Former steam locomotive brakeman-Conway Scenic Railroad*
- *Landscape painter and mountain climber*

REFERENCES

Ms. Cynthia Balcius, Principal, Stoney Ridge Environmental, LLC, (603) 776-5825, 229 Prospect Mtn. Road, Alton, NH 03809

Ms. Cathy Conway, P. E., Vice-President, Northern Community Investment Corporation-(603) 788- 2700, Northern Community Investment Corporation, 1 Middle Street, Lancaster, NH 03584

Dr. Thaddeus Guldbrandsen, Vice Provost for Research & Engagement, Plymouth State University, (603) 535-3434, 17 High Street, MSC 51, Plymouth, NH 03264

Dr. June Hammond-Rowan, Center for the Environment, Plymouth State University, (603) 535-5000, 17 High Street, MSC 63,Plymouth, NH 03264

Mr. Thomas Hoopes, Member, Alton Planning Board, Alton Conservation Commission-(603) 875-3400, Gilman Pond, Alton, NH 03809

Mr. Benoit Lamontagne, North Country Regional Resource Specialist, NH Department of Resources and Economic Development, 172 Pembroke Road, Concord, NH 03302