



Eileen Donoghue  
City Manager

January 2, 2020

Members of the City Council

RE: Planning Board Associate Member Appointment

Dear Members of the City Council:

Pursuant to the authority specified under Mass. G.L. Chap. 41, sec. 81A and City Code §9-15, it is with pleasure that I am appointing Mr. Russell Pandres of 586 Merrimack Street, Apt. 5B, Lowell, MA 01854 as the associate member to fill the unexpired term of Caleb T. Cheng expiring September 1, 2024.

Confirmation by the City Council is required for this appointment and is hereby requested.

I have attached his resume for your review. I would be happy to answer any inquiries you may have concerning this appointment.

Very truly yours,

Eileen M. Donoghue  
City Manager

ED/boards

cc: City Clerk  
Diane Tradd, Asst. City Manager/Director DPD  
Planning Board

City Solicitor  
City Auditor  
MIS

## Russell Pandres

586 Merrimack Street, Apt 5B, Lowell, MA 01854

### EXPERIENCE

#### **Real Estate Project Manager**

November 2018 - Present

Coalition for a Better Acre, Lowell, MA

- Manage affordable housing real estate projects from concept to closeout.
- Create and advance strategic partnerships with external organizations.
- Write grant applications, rental voucher applications, and seek tax credit equity to support real estate projects.
- Support asset management of Coalition for a Better Acre owned properties.

#### **Economic Development Representative**

April 2014 - November 2018

Office of Congresswoman Niki Tsongas (MA-03), Lowell, MA

- Draft briefings to Congresswoman Tsongas regarding local issues and federal policy.
- Liaison with constituents, businesses, and non-profits throughout the 3<sup>rd</sup> District.
- Provide quality and empathetic constituent services regarding:
  - Utilities, housing, postal service, small business assistance,
- Collect and disseminate Federal grant opportunities to local and regional partners and elected officials.
- Outreach for economic & community development agencies and organizations.
- Support public, private, and non-profit partnerships to advance economic development goals throughout the 3<sup>rd</sup> Congressional district.
- Logistics, outreach, and setup for events.
- Advance the Congresswoman's agenda on a variety of topics including energy, environment, economic development, housing, transportation, and public safety.

#### **Senior Data & Policy Intern**

January 2012- December 2013

Pioneer Valley Planning Commission, Springfield, MA

- Gather, organize and analyze data of regional demographic, economic, health, environmental, and social indicators.
- Update & edit the annual Comprehensive Economic Development Strategy and the Pioneer Valley Plan for Progress.
- Compose, update, and edit data digest publications on various topics including the Community Preservation Act and Green & Renewable Energy for the Pioneer Valley.
- Respond to data requests from municipalities, local leaders, organizations, and citizens.
- Train fellow data interns and troubleshoot data issues.

---

### EDUCATION

#### **University of Massachusetts at Amherst – Amherst, MA**

2017

Masters of Public Policy & Administration

Capstone – *Improving Building Flexibility to Increase Housing Affordability – An economic analysis of housing cost burden and vacancy rates*

#### Research Assistantship

- Numerical and textual data collection, analysis, summarization, cleaning, and troubleshooting for use in publication on a variety of subjects including:
  - Government (Federal, state, and local) employment.
  - State lottery revenues and payouts.
  - Regulatory Impact Analyses (RIAs) and scholarly citations in Federal rulemaking.
    - *Public policy's bibliography: The use of research in US regulatory impact analyses* - Bruce A. Desmarais and John A Hird, Regulation & Governance (2013)

#### Client Based Projects

- Prelude to a Master Plan - Studio in Ware, Massachusetts
- Gleasondale Village mill revitalization charrette - Stow, Massachusetts
- Participant in the NetImpact Sustainability Challenge

North Carolina State University – Raleigh, NC  
B.S. Economics – Honors - Magna Cum Laude

2011

---

**EXTRACURRICULAR LEARNING AND CIVIC ENGAGEMENT**

- Public Matters: A Program in Civic Engagement (2015)
- Mill City Grows – North Common Garden Coordinator (2014-present)
- Vesna Nuon for Lowell City Council, volunteer