My name is Tim Phelan and it is with both excitement and enthusiasm I write this personal statement introducing myself as a candidate for the City Clerk of Cambridge. I have a substantial legal background and long personal history of volunteerism, community activism and public service. As Cambridge has a well-earned reputation for excellence in many areas, including municipal government, diversity and inclusion, I was immediately drawn to this opportunity hoping to continue my ideals of government transparency and constituent services.

I served for 22 years as an elected official, including eight as City Council President, chairing all Council meetings in the City of Lynn. I have first-hand experience working extensively, collaboratively and directly, on a daily basis with the City Clerk during this time, on both simple and complex issues. We often relied and depended upon each other while navigating the intricacies of our intertwined roles. I possess a strong working knowledge of the Massachusetts Open Meeting Laws, Conflict of Interest/State Ethic Laws, Public Record/Privacy Laws, Zoning Statutes and Roberts Rules of Order. Having represented a diverse community, I understand the importance of quality and timely communication with both members of the public at large and the City Council. I have always believed no request is too small nor any question unimportant.

In my current position I serve as Chief Legal Counsel and Vice-President of Client Services while managing a large staff. It is a fast paced environment where positive working relationships, organizational skills and teamwork are necessary to succeed. The firm provides human resource guidance, consultation, legal advice and representation in a vast array of labor and employment related matters to approximately 500 employers, including many human service agencies, non-profits and Massachusetts municipalities and school districts. I have drafted
numerous employee handbooks, social media and sexual harassment & discrimination policies. I have also conducted a wide range of management education seminars and trainings for many organizations, focusing in large part on employee retention. I was the project lead of an exceptional internal team in the successful and comprehensive creation and implementation of a claims management application, CRM and shared drive system leading to an innovative paperless office environment. This would not have been accomplished without the participation, effort and cooperation of all internal stakeholders moving in the same direction, which is a management style that always increases the percentage of reaching one’s collective goals.

If fortunate enough to obtain this position, I would be eager to build upon and enhance the past successes of the office in the areas of document management, civic engagement and open government. Disseminating public records in a timely fashion and assisting the City Council in any way needed to effectively and efficiently carry out their responsibilities would be a priority. Prompt communication and accessibility is key. I would explore The City’s impressive Open Data Portal, which encourages public/private partnership and taps into the diverse knowledge and talent of Cambridge residents, to see if or how municipal accessibility can be enriched in partnership with the Clerk’s office.

My experience as a long term municipal leader, lawyer, executive and Adjunct Professor uniquely encompasses the skill set required of this role. Having been a City Councilor and therefore fully grasping the daily, ever-changing obligations and mandates of a Councilor’s duties, provides me a unique perspective and understanding of the Clerk’s job. Being an attorney with a strong comprehension of the applicable statutory requirements would be a valuable asset in carrying out the many functions and overall performance of the office. These attributes,
Personal Introductory Statement: Timothy Phelan

coupled most importantly with my desire to engage and serve the public, a hallmark of the City of Cambridge, have brought me to this point. I thank you for this exceptional opportunity and truly appreciate the time and effort expended throughout this process.

Respectfully,

Timothy Phelan

Timothy Phelan
March 8, 2019

City of Cambridge
Cambridge City Council Office
Cambridge City Hall
795 Massachusetts Ave.
Cambridge, MA 02139

Attn: Naomie Stephen

RE: Letter of Interest

Dear Ms. Stephen:

Please accept this Letter of Interest, in confidence, for the position of City Clerk in Cambridge.

As a long term municipal leader, attorney, senior executive and Adjunct Professor, I bring substantial experience ideally suited for this position. Being a former elected official and President of the City Council I have first-hand experience working extensively and directly with the City Clerk. I have a unique understanding of both the collaboration necessary and legal mandates required of the job. I also have vast experience representing a diverse community and understand the importance of quality and timely communication as well as constituent services and public needs. In my current position I manage a large team of both management and non-management staff, while providing guidance, consultation, legal advice and representation for approximately 500 employers in a wide range of labor and employment related matters in a deadline driven environment. It is a must to remain knowledgeable of any and all new or applicable laws while understanding their impact on the work environment in “real-time”. It is a fast paced environment where exceptional organizational skills are necessary to succeed. I am fortunate to have a team that works well together and grasps the importance of such proficiencies.

I would appreciate the opportunity to discuss my qualifications at your convenience and look forward to hearing from you in the near future.

Yours sincerely,

Timothy Phelan

Timothy Phelan

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EDUCATION

New England School of Law, Boston, MA
Juris Doctorate

Providence College, Providence, RI
Bachelor of Arts, Humanities

MUNICIPAL GOVERNMENT

CITY OF LYNN
Massachusetts

City Council President

• 18 year Councilor at Large; 8 yr. President; 5 yr. VP. Created & appointed all Committee members.
• Committee Chairman: Ordinance 10 yrs. Personnel 8 yrs. Finance 10 yrs. Public Property 8 yrs. Oversight 4 yrs.
• Strong collaboration with Community Development and EDIC arms of City including Land use/Zoning oversight.
• Led successful capital planning and economic development projects through complex municipal financing, statutory restrictions and various regulations such as construction of a police station, state of the art athletic facility as well as separate high & middle schools while maintaining a superior municipal bond rating.
• Extensive workplace cooperation/interaction with Unions, Planning Board, ZBA, Water & Sewer Commission, municipal, legislative, congressional elected officials & multiple City Departments, boards and commissions.

CITY OF LYNN
Massachusetts

School Committee, Vice-Chairman

4 year member, elected as vice-chair by colleagues. Hired 7 principals, oversaw construction of 7 elementary school additions, set policy, financial oversight for 24 schools/14,000+ students.

PROFESSIONAL EXPERIENCE

UTCA, INC
Boston, MA

Chief Legal Counsel & Vice-President of Client Services 2000 - present

General Counsel managing large staff and overseeing all labor/employee relations, client/vendor contract negotiations (including related MGL Chpt. 30B issues), planning & risk assessment while aligning visionary & operational goals. Played senior executive role in the implementation of innovative strategic initiatives developing company from local to regional then National organization, tripling gross revenues since hire. Represent approx.500 union/non-union employers, including numerous MA municipalities & school districts on various unemployment, labor, discrimination, wage/hour, FMLA & HR matters. Author employee handbooks, codes of conduct, drug/alcohol, sexual harassment & social media policies ensuring legal compliance/risk reduction. Coordinate all internal / external investigations. Legislative liaison.
ENDICOTT COLLEGE
Beverly, MA

Adjunct Professor 2015 - present

Van Loan Graduate School MBA Program, teach Human Resource Laws & Compliance (Labor Relations, Employment Law, Civil Rights, FMLA, FLSA, ADA, ADEA, EEO, Title IX & Collective Bargaining) and HR in Transition.

JON-JAY ASSOCIATES
Lynnfield, MA

Sr. Staff Attorney & Director of Human Resources

Started as legal intern and rose to Senior Management Employee. Oversaw all functions of HR & Legal department. Initiated/implemented managerial, fiscal and quality assurance efficiencies, consistent with business strategies resulting in a 40% internal departmental cost savings in 2 yrs. Provided administrative hearing & District Court representation as well "real-time" legal advice to over 600 employers, thus reducing potential financial risk of separating employees focusing on employee retention/talent management.

SUFFOLK COUNTY DISTRICT ATTORNEY'S OFFICE
Boston, MA

Prosecuting Attorney under S.J.C 3:03, Boston Municipal Court.

NEIGHBORHOOD LEGAL SERVICES
Lynn, MA

Attorney for indigent client base in elderly affairs, social sec. disability, landlord-tenant, unemployment & discrimination.

ASSOCIATED INDUSTRIES OF MASSACHUSETTS
Boston, MA

UI Committee Member
Provide legal advice, analysis & practical application oversight of drafting, passage and implementation of potential/passed UI law(s) at State/Federal level.

---LICENSES / CERTIFICATIONS / BAR ADMISSIONS---

- Massachusetts Bar
- United States Federal Court- Massachusetts
- Unites States Court of Military Appeals
- Notary Public, Commonwealth of MA
- Licensed MA Real Estate Broker

---MANAGEMENT EDUCATION---

Conduct Legal, Fiscal and HR Management Education Seminars/Training for:

- Lorman Educational Services
- Employers Association of the Northeast
- MA Assoc. of School Business Officials
- Northeast Human Resource Association
- Assoc. of Developmental Disabilities Providers
- Greater Boston HR Network
- Dallas Human Resource Association

---AWARDS---

- John F. Kennedy Library, Fenn Award Winner
- 2-time Lynn Journal Man of the Year
- Friendly Knights of St. Patrick, Man of the Year
- Lynn English High School Hall of Fame
- Boston Globe Girls Soccer, High School Coach of the Year, 2017

Phelan