



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: January 29, 2019  
TO: Board Members  
SUBJECT: Appointment to the Board of Library Trustees

---

This memo is to request the Board's approval of my appointment of Stephen Quinlan, Arlington, MA, to the Board of Library Trustees, with a term expiration of 1/31/2022.

  
Town Manager

Stephen J. Quinlan

December 13, 2018

***By Electronic Mail***

Andrea Nicolay  
Director of Libraries  
730 Massachusetts Avenue  
Arlington, MA 02476  
anicolay@minilib.net

Dear Andrea:

Per our conversation earlier this week, I am writing to submit my application to fill the vacancy on the Arlington Library Board of Trustees. I was born and raised in Arlington, and I relied on the Robbins and Fox libraries for my studies when I attended public school. As a person who is now raising a family in Arlington and attends events at the library and uses the library's resources, I am eager to give back to my community. I can use my skills to contribute positively to the Library Board of Trustees and help steer the library system as technology changes the way we receive information and form communities.

Arlington's library system faces a unique set of challenges because of the increasing number of families settling in our community and the changing methods by which Arlington's residents research information and interact with each other. The town has also recognized a need to renovate our libraries to meet the needs of our changing community. Making Arlington's libraries an attractive place for youth learning will cultivate a hub where Arlington's residents will see the libraries as places to foster civic engagement, connect with others, and collaborate across generations.

My experience in the law and in community organizing makes me uniquely suited for this appointment. As a Peace Corps volunteer in El Salvador, I used my community's library as a meeting place to foster relationships and educate people. In law school, I advocated housing law issues for low-income communities. And today as corporate counsel for an educational technology company, I have gained experience in finance and strategic planning. My experiences combined with my history in this town make me a qualified candidate for this position.

Many of my childhood memories involve the Robbins and Fox libraries. Throughout my time as a student, I used the libraries to prepare research projects, borrow books for summer reading, collaborate on school projects, and much more. A library system is one of the vital organs of any community, and I would be grateful to have the privilege to fulfill the duties of a Trustee. I would be delighted and honored to further discuss my candidacy for this position.

Sincerely,

Stephen J. Quinlan

# STEPHEN J. QUINLAN

## EDUCATION

<b>Harvard Law School</b>	<b>Cambridge, MA</b>	<b>05/10</b>
<i>J.D.</i>		
Awards:	Thomas E. Upham Class of 1868 Scholarship Dean's Scholar	
Activities:	Harvard Legal Aid Bureau: Secretary-Treasurer <i>Environmental Law Review</i> : Technical Editor	
<b>Harvard College</b>	<b>Cambridge, MA</b>	<b>06/04</b>
<i>B.A. cum laude in Environmental Science and Public Policy and Economics</i>		
Awards:	Harvard College Academic Scholarship	
Activities:	Environmental Action Committee: Co-Chair	

## WORK EXPERIENCE

<b>Curriculum Associates, LLC: Corporate Counsel</b>	<b>Billerica, MA</b>	<b>1/17 - Present</b>
<ul style="list-style-type: none"> <li>• Counsel leadership of company in corporate governance issues and acquisitions.</li> <li>• Ensure compliance with data security and privacy statutes and contractual requirements.</li> <li>• Negotiate and draft agreements with vendors, customers, research organizations, and lobbyists.</li> <li>• Research and ensure compliance with federal and state procurement regulations.</li> </ul>		
<b>BondStreet.io LLC: Chief Operations Officer/General Counsel</b>	<b>Boston, MA</b>	<b>3/16 - 12/16</b>
<ul style="list-style-type: none"> <li>• Performed risk management analysis for marketing and provision of technology services.</li> <li>• Negotiated and drafted leasing agreements, real estate transactions, vendor contracts, and privacy agreements.</li> <li>• Managed outside counsel in general litigation matters and ensured regulatory compliance.</li> </ul>		
<b>Foley &amp; Lardner LLP: Associate</b>	<b>Boston, MA</b>	<b>1/14 - 3/16</b>
<ul style="list-style-type: none"> <li>• Advised clients on environmental mitigation, corporate governance, and transactional risk management.</li> <li>• Set case strategy in trial and appellate litigation including product liability and employment disputes.</li> </ul>		
<b>Bingham McCutchen LLP: Associate</b>	<b>Boston, MA</b>	<b>10/11 - 12/13</b>
<ul style="list-style-type: none"> <li>• Analyzed complex business and legal issues in commercial and employment litigation.</li> <li>• Managed review teams in the discovery process for large securities actions.</li> </ul>		
<b>Hon. Richard M. Berman, United States District Judge, Southern District of New York: Law Clerk</b>	<b>New York, NY</b>	<b>08/10 - 08/11</b>
<ul style="list-style-type: none"> <li>• Composed and edited legal orders for dispositive motions and trials.</li> <li>• Researched and wrote bench memoranda for Second Circuit panels on which the judge sat by designation.</li> </ul>		
<b>Harvard Legal Aid Bureau: Secretary-Treasurer</b>	<b>Cambridge, MA</b>	<b>08/08 - 05/10</b>
<ul style="list-style-type: none"> <li>• Managed the labor and employment practice and served on the board of directors.</li> <li>• Litigated trials as lead counsel, argued before state and federal judges, and delivered closing arguments.</li> </ul>		
<b>Justice Department, Antitrust NCES: SLIP Summer Associate</b>	<b>Washington DC</b>	<b>06/09 - 08/09</b>
<ul style="list-style-type: none"> <li>• Assisted in the preparation of plea packages for use in negotiations.</li> <li>• Composed legal memoranda on discovery obligations within antitrust and criminal law among other topics.</li> </ul>		
<b>Justice Department, CCIP Section: Intern</b>	<b>Washington DC</b>	<b>06/08 - 08/08</b>
<ul style="list-style-type: none"> <li>• Wrote legal memoranda on a variety of topics including sentencing, protective orders, and national security.</li> <li>• Reviewed and assessed legal briefs.</li> </ul>		

## MEMBERSHIPS/ADMISSIONS

Massachusetts State Bar; New York State Bar; Court of Appeals, First Circuit; District of Massachusetts; ABA

## LANGUAGES

Fluent in Spanish



## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
JOSEPH A. CURRO, JR.  
JOHN V. HURD  
CLARISSA ROWE



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

January 30, 2019

Stephen Quinlan

Re: Appointment: Board of Library Trustees

Dear Mr. Quinlan:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, February 11th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran, Ashley, or Lauren at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:ls