



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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MEMORANDUM

DATE: November 17, 2021

TO: Board Members

SUBJECT: Appointment to the Human Resources Board

This memo is to request the Board's approval of my appointment of Andrea Haas, Arlington, MA, as a member on the Human Resources Board, with a term expiration date of 06/30/2024.

A handwritten signature in blue ink, reading "Adam W. Chapdelaine".

Town Manager

PROFESSIONAL EXPERIENCE

Law Offices of Joseph L. Sulman, Employment Litigation, Waltham MA 2016—2021

Litigation Attorney

Fostered positive relationships over course of prolonged litigation by proactively responding to client concerns, educating on legal strategy, and efficiently addressing or escalating concerns. Applied knowledge of labor and employment statutes, regulations, and guidelines, litigation best practices, troubleshooting skills, and adaptive communication techniques to resolve discrimination and wage and hour matters. Contributed towards development of firm's internal litigation monitoring practices. Evaluated and made legal recommendations regarding jurisdiction, viable causes of action, strength of available defenses, and appropriate litigation roadmaps. Promoted workplace atmosphere of professional maturity, emotional intelligence, and legal curiosity. Independently and collaboratively represented clients in state and federal courts, MCAD investigations, and workplace investigations.

Law Offices of Paul H. Merry, Employment Litigation, Boston MA 2009—2016

Litigation Associate

Second chaired jury trials including a race discrimination and retaliation trial in state court and a failure to reasonably accommodate and disability discrimination trial in federal court. Investigated and developed legal strategy involving claims under the First Amendment, ADAAA, ADEA, FMLA, M.G.L. c. 93, §102, M.G.L. c. 149, §185, M.G.L. c. 151B, and state common law. Represented clients in private mediations, negotiations, and in pursuit of unemployment benefits through hearings and appeals to district court. Developed effective legal judgment regarding evaluating case merits, discovery planning and execution, troubleshooting, and developing personal framework for continuous improvement.

Massachusetts Commission Against Discrimination, Legal, Boston MA June 2008—Sept. 2009

Commission Counsel Legal Intern

Conducted investigations and made recommendations to the Investigating Commissioner. Gained exposure to structure of the agency, investigation process, internal workforce, federal funding mechanism, and effective execution of public facing functions. Acted as designee of Commissioner to evaluate LOPC appeals. Performed legal research in support of appellate work including novel legal questions regarding the Commission's jurisdiction and the legislative history of religious exemption provisions in M.G.L. c. 151B. Second chaired public hearing phase of denial of same sex benefits case.

Massachusetts Department of Youth Services, General Counsel's Office, Boston MA 2007

Legal Intern

Investigated agency compliance with evolving state laws and made recommendations regarding the lawful scope of the Commissioner's authority. Investigated employee discrimination complaints and prepared department's response to MCAD complaints. Conducted investigations under the Massachusetts Torts Claims Act analyzing liability and available governmental immunities.

ANDREA L. HAAS

Arlington, MA 02474

blackwell.haas@gmail.com

Hamilton Brook Smith Reynolds, P.C., Intellectual Property Boutique, Concord, MA 2007

Summer Associate

Drafted an appeal brief for the U.S. Patent and Trademark Office, prepared responses to office actions on pending utility patents, drafted a patent application, and performed legal research regarding trademark, copyright, and civil procedure issues. Demonstrated clear written and oral communication with partners and senior attorneys.

Landlord/Tenant Clinic, Suffolk University Legal Services, Chelsea MA 2006—2007

Student Advocate, SJC Rule 3:03 Certified

Defended summary process tenants, including filing answers, preparing and responding to discovery, collaborating on pre-trial memorandum, and negotiating with opposing counsel. Varied communication techniques to effectively interacted with aggrieved tenants, public housing authorities, court personnel, and private landlords.

SUPERVISORY CONSULTING EXPERIENCE

Chase Paymentech Solutions, Financial Services, Salem, NH 2004—2007

Quality Assurance Team Lead

Supervised and managed work assignments for testing team evaluating in-house software for compliance with design and functionality requirements. Established performance benchmarks for direct reports and evaluated team performance. Mentored junior team members in best practices, effective testing techniques, and working under demanding work volume conditions.

Cambridge Technology Partners and Novell, IT Consulting, Cambridge, MA 1997—2004

Senior Developer and Technical Lead

Exhibited techniques for facilitating team consensus, collaborating effectively, assessing competing priorities, and fostering positive team culture. Supervised six member team to develop software in compliance with best software practices, client requirements, and staff skills. Evaluated staff performance and developed performance counseling plan.

Demonstrated competencies including technical writing and contract review. Participated in policy development regarding fostering positive team dynamics, evaluating competency of potential new hires, and estimating scope of expected work.

EDUCATION

Foundations of Diversity and Inclusion At Work, University of Virginia via Coursera, 2021
Attended four module online course teaching methods for increasing effective diversity in the workplace and identifying societal inequities for minority groups in professional settings.

Suffolk University Law School, Boston MA

Juris Doctor, Evening Division, *cum laude*, 2008

Dean's List, 2004 —2008

Balfour Scholarship Winner and Phi Delta Phi Vice Magistar, 2006 —2007

Journal of High Technology Law Staff, Fall 2006

Health and Biomedical Law Concentration

Tufts University, Medford MA

Masters of Science in Computer Science, 2006

Villanova University, Villanova PA

Bachelor of Science in Computer Science, 1997

PROFESSIONAL MEMBERSHIPS, RECOGNITION, AND SERVICE

Equal Opportunity Advisory Committee, Committee Member, 2016 —present

Collaboratively advise Town of Arlington regarding opportunities to increase the diversity of its applicant pool and workforce. Assist in monitoring the number of female and minority individuals working in town funded public works projects with aim of lawfully encouraging opportunities for underrepresented populations. Brainstorm on effective means of continually nurturing equity and inclusion at all functional levels across a municipal workforce.

Massachusetts Employment Lawyers Association, Programming Co-Chair, 2020 —2021

Organized monthly internal speaker series for membership on evolving employment law topics including techniques for examining and discussing unconscious bias, practicing before the Civil Service Commission, practicing before state licensing boards, the Massachusetts Paid Family Medical Leave Act, and the interaction of settlement releases and long term disability benefits. Moderated annual judicial forum and annual fundraiser.

Super Lawyers— Selected to Rising Stars: 2018, Selected to Super Lawyers: 2020 —2021

BAR ADMISSIONS

Massachusetts and U.S. District Court for the District of Massachusetts, 2008 to present

VOLUNTEER INTERESTS

Stratton Elementary Parent Teacher Organization, Fundraising Chair, 2017—2021

Community Cooks, Monthly Volunteer, 2015 —present

Arlington Family Connection, Steering Committee, 2015 —2018

OFFICE OF THE SELECT BOARD

STEPHEN W. DECOURCEY, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
LENARD T. DIGGINS
ERIC D. HELMUTH



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TOWN OF ARLINGTON
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November 17, 2021

Andrea Haas

blackwell.haas@gmail.com

Re: Appointment: Human Resource Board

Dear Ms. Haas:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, November 22, 2021, at 7:15 p.m.

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

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, November 18th by 7:00 p.m.

Please contact this office by e-mail, amaher@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator