

June 22, 2021

Town of Richmond Selectboard
Attn: Josh Arneson, Town Manager
PO Box 285
Richmond, VT 05477

To the Selectboard:

My name is Dan Mullen and I am applying for appointment to the Richmond Planning Commission. By way of background, I am a transactional attorney at a law firm in Burlington and I specialize in commercial transactions and tax law. My partner, Samantha Fox, and I recently purchased a house in and moved to Richmond and we are both looking to get involved in the community. In my free time, I like to bake, play the piano, and mountain or road bike.

I would like to join the Planning Commission to help create rules and regulations that meet the needs of Richmond residents and visitors. Further, I believe that serving on the Commission will help me to better understand Richmond, its goals, and its needs. From email correspondence with Ravi Venkataraman, I understand that the Planning Commission is, amongst other things, revising the zoning regulation and drafting regulations based on outreach sessions. Although I do not have specific experience serving on a planning commission, I think that my skills as a lawyer can be useful in plotting out zoning regulations and balancing competing interests. Specifically, as former counsel to a civil engineering company, I understand the need for cooperation between planning boards, design professionals, and residents. In sum, I think that my eagerness to learn more about Richmond as well as my professional skills and experiences make me a good fit for the Planning Commission.

Attached to this cover letter, please find a copy of my professional resume. Please reach out to me if you have any questions or would like to discuss anything further. My contact information is below.

Respectfully,

/s/ Daniel Mullen

Daniel Mullen
25 Thompson Rd., Unit 1
Richmond, VT 05477
DJAMullen@gmail.com
c: 570-574-7032



TOWN OF RICHMOND VERMONT

Application Form for Town Commissions, Boards and Committees

Please submit your application to: Volunteer Search, P.O. Box 285, Richmond, VT 05477, by email to jarneson@RichmondVT.gov or by placing it in the drop box outside the Town Office by April 14, 2021. Water & Sewer Commission applications are due June 2, 2021. Development Review Board (DRB) applications are due by March 31, 2021.

Please supply the following information:

- 1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N
Will you be able to serve for the term of the position? Y / N
- 2) Please introduce yourself to the Selectboard by providing a short cover letter detailing your background, training, and experience with the board/ commission/ committee you are applying for and/or resume.

Name of Applicant: Daniel J. Mullen **Date:** June 22, 2021

Phone Number: 570-574-7032 **Email Address:** DJAMullen@gmail.com

Name of Commission/ Board/ Committee: Planning Commission

If you serve on another Commission/Board/ Committee, please indicate which one(s):

Richmond Resident: Y / N (circle one)

For hard copies or accessibility accommodations please contact:
Josh Arneson at 434-5170 or jarneson@richmondvt.gov

Professional Legal Experience

Associate Attorney

February 2020 – Present

SHEEHEY FURLONG & BEHM P.C., Burlington, VT

I am associate attorney in the law firm's transactional group and work on corporate, tax, and employment law matters. Such matters include researching, drafting documents, and advising clients on:

- The formation of for-profit and non-profit organizations, including drafting and filing organizational documents such as bylaws, shareholders agreements, and requests for recognition of tax-exempt status with the Internal Revenue Service
- Acquisition of ownership interests in the client's employing company, including reviewing stock purchase agreements, shareholders agreements, and other acquisition documents
- Commercial contracts, including advising in-house counsel and technical managers of the benefits and risks of contractual provisions
- Family and Medical Leave Act, Fair Labor Standards Act, and similar state employment laws, as well as special COVID-19 related state and federal requirements
- Employment discrimination claims and employment severance agreements, including drafting and filing complaints to the State of Vermont Attorney General's Office and the U.S. Equal Employment Opportunity Commission
- Corporate policies and procedures, ranging from policies on confidentiality to firearms

Assistant General Counsel/Assistant Corporate Secretary

August 2014 – January 2020

PENNONI ASSOCIATES INC., Philadelphia, PA

Pennoni is a multi-disciplinary engineering company with offices and projects across the U.S. and abroad.

As a member of Corporate Counsel's Office, my chief priority was to support corporate operations by drafting and negotiating contracts and advising on employment laws. These matters included:

- Drafting and negotiating contracts, including services agreements, asset purchase agreements, employment agreements, nondisclosure agreements and letters of intent for various types of projects and acquisitions
- Internally managing the due diligence process for transition to 100% Employee Stock Ownership Trust ownership by working with outside counsel, independent trustees, and internal staff
- Drafting and implementing corporate policies for employee handbook, including social media and moonlighting policies
- Advising human resource and technical managers on employment terminations of persons in protected classes
- Manage litigation and outside counsel for professional liability and employment law claims, including serving as corporate representative in mediations and settlement negotiations
- Advising on workers compensation and other insurance issues for full time employees and contractors

Education and Extracurricular Activities

Temple University Beasley School of Law

May 2014

Juris Doctor, *Magna Cum Laude*, Top 10%

Member of the Order of the Coif

Executive Editor, *Temple International and Comparative Law Journal*

Recipient of Joseph W. Price Award for Outstanding Achievement in Tax Law

Distinguished Class Performance: Tax I, Tax II (Commercial and Property Transactions), and Tax Policy and Administration Colloquium

Best Paper: International Tax

Other Relevant Coursework: Partnership Tax, Corporations, Securities Regulation

University of Pittsburgh, College of Business Administration

April 2011

B.S.B.A. (Finance), *Magna Cum Laude*

Member of Blue and Gold Society

Undergraduate Teaching Assistant for Business Ethics and Stakeholder Management

Professional Experience During Law School

U.S. Department of Labor - Office of the Solicitor, *Legal Intern*

January 2014 – April 2014

- Drafted litigation documents and wrote legal memoranda for mine safety litigation

U.S. Internal Revenue Service - Office of Chief Counsel, *Legal Extern*

September 2014 – December 2013

- Drafted memoranda and litigation documents, including answers, stipulations of facts, and “referral letters” to other federal government agencies explaining the facts and law of ongoing litigation

Pennsylvania Office of Attorney General, *Legal Intern*

March 2013 – August 2013

- Researched and co-wrote the post-trial Memorandum of Law in support of Findings of Fact and Conclusions of Law in lawsuit against alleged “Ponzi Scheme” participant

Pennoni Associates Inc., *Corporate Counsel Legal Intern*

May 2012 – April 2013

Other Activities

Pro Bono Work

- Provide advice to area tax exempt/not for profit organizations on various issues such as corporate formalities, contracting, and permissible activities within charitable purpose
- Aided attorney-of-record to research and write litigation documents for victims of sexual assault in the military and subsequent appeals to federal courts, including a Writ of Certiorari and an Amicus Brief with the Supreme Court of the United States

Amateur Cyclist

- Competitively race elite level road and cyclocross cycling disciplines in the Mid-Atlantic and New England regions