



CITY OF BURLINGTON, VERMONT  
OFFICE OF  
THE CITY ATTORNEY  
AND  
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Assistant City Attorney

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Assistant City Attorney

# MEMO

**TO:** Susan Leonard, Human Resources Director

**FROM:** Kenneth A. Schatz, Esq., City Attorney *KAS*

**RE:** Compensation of New Assistant City Attorney

**DATE:** July 6, 2011

As you know, Mayor Kiss intends to appoint Gregg Meyer as a new Assistant City Attorney. I am writing to request that Mr. Meyer commence employment at step 7, a salary above the minimum step of Grade 24, pursuant to Section 5.4 (a) of the City's Personnel Policy.

Mr. Meyer's previous relevant experience exceeds the necessary knowledge and skills, job duties and responsibilities of the Assistant City Attorney position. As can be seen from Mr. Meyer's attached resume, he has more than 16 years of relevant legal experience. Mr. Meyer has substantial experience in litigation, municipal, environmental, employment and other areas of law directly relevant to the role and responsibility of an Assistant City Attorney. Those specific and relevant 16 years of experience, converted at a 2:1 ratio, support employment of Mr. Meyer as an Assistant City Attorney at step 7.

Please feel free to contact me if you have any questions. Thank you for your time and assistance in this matter.

cc: Mayor Bob Kiss

~~Gregg Matthew Meyer~~

~~Montpelier, VT 05602~~

~~(802)~~

November 15, 2010

Human Resources  
131 Church St., Fl 2  
Burlington, Vermont 05401

Re: Assistant City Attorney Position

To Whom It May Concern::

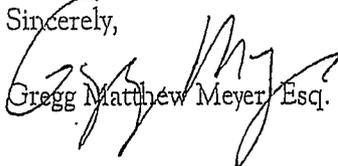
I am writing to submit my application for Assistant City Attorney.

My work history and professional experience make me an ideal candidate for the job. I have a law degree from Vermont Law School and am licensed to practice in the state of Vermont. I have excellent communication and interpersonal skills and work effectively with people. I have experience providing general counsel to a diverse group of people and organizations, including municipalities, and I am a skilled legal researcher and drafter of laws and policies.

During my career I have worked in a variety of settings - from academia and the non-profit world to the public sector and private practice. I am a seasoned litigator and have practiced before countless courts and administrative agencies throughout the state of Vermont. I draft pleadings and discovery and negotiate and engage in settlement conferences on a daily basis. I also draft legal opinions and provide administrative and technical assistance on various policy initiatives. I have performed government relations and legislative advocacy.

Please consider me for the job. Thank you. I look forward to hearing from you.

Sincerely,

  
Gregg Matthew Meyer, Esq.

RECEIVED

NOV 17 2010

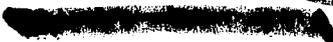
HUMAN RESOURCES

Gregg Matthew Meyer

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Thoughtful and resourceful attorney with experience in public and private practice.

PROFESSIONAL HIGHLIGHTS

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- Successfully briefed and argued Vermont Supreme Court appeals. Able to synthesize complex issues into understandable written and oral communication,
- Litigated, arbitrated, and mediated hundreds of cases before state and federal courts, arbitrators, and administrative panels. Deeply familiar with legal structures of all sizes and levels of sophistication.
- Negotiated collective bargaining agreements on behalf of labor unions and management. Understand the challenges of bringing divided and diverse parties and groups with differing agendas to the table to successfully resolve conflict.
- Provided general counsel to individuals, private companies, non-profit organizations, and municipalities on all areas of operations. Focus on regulatory compliance, human resources, contract interpretation, document drafting, litigation, and ordinance enforcement.

PRESENT POSITION

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Senior Prosecuting Attorney, Vermont Secretary of State, Office of Professional Regulation Montpelier, VT, 2008 – present

Investigate and prosecute complaints of unprofessional conduct for over 40 licensed professions. Responsible for litigation before administrative boards and state and federal courts. Make presentations to legislature, other governmental bodies, and public and private groups and organizations.

WORK HISTORY

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Partner, Kohn, Rath & Meyer, LLP  
Hinesburg, VT, 2001 – 2008

General legal practice with areas of focus including complex litigation, municipal, employment and human resources, environmental and land use development, housing and real estate, civil and human rights, banking, finance, bankruptcy, personal injury, nursing home, elder care issues, professional malpractice, and public protection and consumer fraud law.

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Staff Attorney, Vermont Legal Aid, Inc.

*Rutland, Vermont, 1996 - 2001*

Senior litigator for state-wide low-income advocacy organization. Practice areas included family and juvenile, housing, discrimination, unemployment and worker's compensation, bankruptcy, disability, and public benefits. Provided community education to public and private groups. Provided legislative advocacy on behalf of low-income policy issues. Assisted management by serving on the Program Committee and as Staff Representative to Board of Directors.

Regional Director, Randolph School to Work Consortium

*Randolph, Vermont, 1995 - 1996*

Led community-based business/school partnership in the White River Valley of Vermont. Provided and promoted experiential learning and community-based workforce training and development. Collaborated with local, state, and federal officials to implement the federal School to Work initiative by forging and managing partnerships between local schools, students, community members, and businesses.

Project Coordinator and Assistant to Executive Director, Randolph Community Development Corporation

*Randolph, Vermont, 1994 - 1995*

Assisted in grant management, grant compliance, and community organizing for organization formed to assist in the re-development of rural Vermont towns economically destroyed by fire and other rural economic challenges.

Associate, Biederman & Rakow, P.C.

*Rutland, Vermont, 1993 - 1994*

Civil litigator in well respected firm practicing in areas of labor relations, employment law, civil rights and discrimination law, consumer fraud and personal injury law, domestic relations and all other types of complex litigation. Provided general counsel to for profit and NGO clients as well as litigation support.

Legal Instructor and Staff Attorney, South Royalton Legal Clinic

*South Royalton, Vermont, 1992 - 1993*

Supervised students in their representation of low income Vermont residents in administrative proceedings, state and federal court, and state agencies. Areas of practice included community development, housing, disability and veterans' rights, Social Security and Medicaid law, and domestic relations matters. Gained exposure to community education, legislative advocacy, and law school/legal clinic relations.

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FORMAL EDUCATION

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- University of Vermont, Burlington, VT, 1999  
Post Graduate Certificate Program, Vermont Leadership Institute, Snelling  
Center for Government
  
  - Vermont Law School, South Royalton, VT, 1992  
Juris Doctorate, *Cum Laude*
  
  - Cornell University, Ithaca, NY, 1989  
Bachelor of Science, History and Industrial and Labor Relations, *Cum Laude*
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