

MARY E. CALNAN  
ATTORNEY-AT-LAW  
59 MAGAZINE STREET  
CAMBRIDGE 39, MASSACHUSETTS

TEL: UN 4-6238

April 6, 1978

Mr. James Sullivan, City Manager  
City of Cambridge  
City Hall  
Cambridge, Mass.

Re: Chairperson of License Commission position

Dear Mr. Sullivan:

I understand that this position is now vacant and that you are considering applications in order to secure the services of a qualified person to fill it.

I wish to be considered for this position as I feel that I am an extremely qualified person for the post. My reasons are as follows:

1. I am a lifelong resident of Cambridge.
2. I am a practising attorney licensed by the Commonwealth of Massachusetts.
3. I have first-hand knowledge of the requirements and duties of this position. As my personal history discloses, I worked for the City of Cambridge in two departments, the License Commission (11 years) and the office of the City Solicitor.

Thank you in advance for any consideration you may be able to give me in this matter.

Very truly yours,

*Mary E. Calnan*  
MEC:ah

Encls. (Personal History and Position Description)

MARY E. CALMAN

PERSONAL HISTORY

A. Education

College (Evenings)	Boston University (3 years - pre-legal course) Magna Cum Laude
Law School (Evenings)	Boston College Juris Doctor Degree

B. Business Experience

License Commission, City of Cambridge, Massachusetts

Executive Secretary - 11 years  
Have excellent knowledge of all aspects of License Commission operations and administration. Know all functions of this department as well as all laws and regulations applicable thereto.

City Solicitor's Office, City Hall, Cambridge, Massachusetts

Administrative Assistant to the City Solicitor  
Again I was involved in public administration-related work

Mobil Oil Corporation, Boston, Mass. - Legal Secretary, 1945-1956

Work involved primarily real estate transactions. Acquired excellent working knowledge of mortgages, deeds, notes, leases, contracts as well as various other legal documents.

Loyal Protective Life Insurance Company, 17 Deerfield Street, Boston  
1957 to 4/1/78

Legal Assistant, Attorney, Associate Counsel, and Counsel - A detailed Position Description is attached.

C. Military Experience - World War II - three years; Korean War - two years

Both times I worked at the Commander-in-Chief's Headquarters, Washington, D. C. as Admiral's Yeoman or Writer. Was on Admiral King's Staff in an administrative capacity during WW II and was on Admiral Fife's staff as his administrative assistant during the Korean War.

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POSITION DESCRIPTION: CORPORATE COUNSEL

Title: Counsel  
Incumbent: Mary E. Calnan

Responsibilities

1. Litigation

Handles litigation concerning all aspects of company operations, including suits filed by agents and company personnel against the company, and suits filed by the company against others. Assists in selecting outside counsel for litigation involving group and individual health cases. Collects un-earned financing from agents by means of Small Claims Court. Handles violations of insurance department regulations. Works with Dun and Bradstreet on collection of grace period premiums.

2. Regulatory Agencies

Keeps abreast of the requirements of 28 state and 10 provincial insurance departments. Responds to complaints from these insurance departments. Deals with the Securities and Exchange Commission, the Internal Revenue Service, the Social Security Administration, the Department of Labor, the Massachusetts Commission Against Discrimination, the Boston Appellate Tax Board, and the Boston Board of Assessors.

3. Filings

Files policies and riders in various states and assists in writing new policies and riders for individual and group life and health coverage.

4. Agency Department

Interprets agents' contracts, commissions, termination provisions, and instructs Accounting Department on payment of agents' commissions because of death or disability.

5. POS Department

Drafts settlement agreements, interprets unusual beneficiary agreements, and approves assignments. Researches bankruptcy laws and community property laws.

6. Group Department

Researches aspects of group administration. Interprets group policy provisions and their conformity to state requirements. Advises on difficult cases. This includes no-fault insurance questions, co-ordination of benefits, assignments to hospitals, among other things.

7. Investments

Researches and handles questions concerning real estate, mortgages, securities, tax laws, leases, usury, insurance, and insurance department

POSITION DESCRIPTION: CORPORATE COUNSEL

Page 2

requirements relating to investments. Draws leases, deeds, deeds of trust, promissory notes, and releases in connection with real estate transactions. Provides legal assistance and advice to the real estate department. Also assists local counsel in foreclosure proceedings or arrangements.

8. Legislation

Monitors legislative developments, notifying the appropriate members of other departments of changes in the law affecting their sphere of operations.

9. Contracts

Prepares and reviews contracts and amendments involving agents, new insurance products, employee plans, and any other instruments as may be required in the insurance and investment operations of the company. Also reviews contracts for computer equipment, renovations of Home Office building when necessary, renting of Home Office building, roof sign and parking lot contracts.

10. Taxation

Handles tax questions concerning the company and its subsidiaries and its real estate operations. Also advises Accounting Department and Investment Department on tax matters affecting their operations.

Insurance

Handles all company insurance, bonding, liability, fire, boiler, data processing, etc. Also reviews insurance on company loans.

12. Law Library

Maintains an adequate and up-to-date Law Library.

13. Personnel Committee

Is a member of the Personnel Committee and advises on questions of labor law, EEOC regulations, Unemployment Compensation Law, hours of work, holidays, etc.

14. Service of Process

Accepts service of process on behalf of the company and refers matter to appropriate department for handling.

15. Notary Public

Notarizes contracts and corporate documents where required. Is authorized to sign checks on behalf of the company. Refers protested checks to a bonding company and affidavits of forgery to the appropriate bank.

16. Professional Seminars

Attends professional seminars for educational purposes.

POSITION DESCRIPTION: CORPORATE COUNSEL

Page 3

17. LIAM

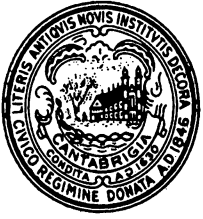
Serves as a member of the Life Insurance Association of Massachusetts at Loyal's request.

18. Long-Range Planning for Loyal

Researches and develops long-term policies for the company, including employee retirement plans, development of new products, compliance with EEOC regulations.

19. Other Responsibilities

Serves on various committees at the company's request, including the United Fund.



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 878-6800

EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

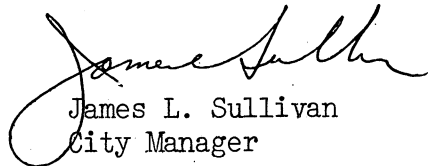
June 5, 1978

To the Honorable, the City Council:

Please be advised that I have appointed Attorney Mary E. Calnan as Chairman of the License Commission, effective June 19, 1978. I am enclosing herewith a copy of Ms. Calnan's resume together with her qualifications. Ms. Calnan is a practicing attorney in the Commonwealth of Massachusetts and worked for the License Commission in the City of Cambridge for 11 years. She also worked in the office of the City Solicitor.

Ms. Calnan has agreed that the position will be considered a full-time position in the City and she will work the regular office hours of a department head in City Hall.

Very truly yours,



James L. Sullivan  
City Manager

JLS/mbf  
Encs. 2

A-70

Appointment of Atty. Mary E. Calnan as  
Chairman of the License Commission.

In City Council,

June 5, 1978

6/5/1978

Placed on File-

APPT EFFECTIVE  
6/19/78  
HOTTEN FROM CITY  
MGR IN COUNCIL  
RECORD