



Boards & Commissions Committee

Thursday, May 21, 2026, 6:45 PM
 City Council Chamber, 1st Floor
 562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Kimberly Vandiver Vice Chair
 Cal Finocchiaro
 Elizabeth Kowal
 Christopher Park
 William Bradley Freeman President, Ex Officio Member
 Ryan Williams Chair

Meeting was called to order by Vice Chair Vandiver at 6:45 PM

Attendee Name	Title	Status	Arrived
Kimberly Vandiver	Vice Chair	Present	
Cal Finocchiaro	Ward 6	Present	Arrived at 6:56 PM
Elizabeth Kowal	At-Large	Present	
Christopher Park	Ward 3	Present	
William Bradley Freeman	President, Ex Officio Member	Present	
Ryan Williams	Chair	Absent	

Manjula Karamcheti, non-voting member, also attended and arrived at 6:56 PM

II. MINUTES APPROVAL

Boards & Commissions Committee Meeting April 6, 2026 6:40 PM

Motion to Approve the minutes by unanimous consent made by Vice Chair Vandiver

All were in favor and minutes were approved

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Bradley Freeman

III. PUBLIC COMMENT

When: May 21, 2026 06:45 PM Eastern Time (US and Canada)
Topic: Boards & Commissions Committee Meeting

Join from PC, Mac, iPad, or Android:
<https://cityofmelrose-org.zoom.us/j/944445450453?pwd=tvWoBbcGBhitkouMkKqkOBNTsmLrQ0.1>
Passcode:923670
Webinar ID: 944 4545 0453

Motion to Open public comment made by Vice Chair Vandiver at 6:46 PM

Comments on the floor:

Jen McAndrew, 12 Sears Avenue, proudly supports the appointment of Mark McKinnon to the Melrose Housing Authority Board. She's known Mark for 20 years as a family friend, a former colleague, and a Ward 1 neighbor. She's had the privilege of working with Mark on two occasions, first in the Massachusetts State House, and then on staff in the U.S. House of Representatives. He listens and works collaboratively, he understands how government works, and he values good government and understands what it can bring to communities. He cares about people and leads with understanding and empathy.

There were no comments via Zoom.

Motion to Close public comment made by Vice Chair Vandiver at 6:48 PM

IV. APPOINTMENTS/REAPPOINTMENTS

- A. **(ID # 2026-1146):** Appointment of Mark McKinnon, 585 Franklin Street, to the Melrose Housing Authority for a five-year term, said term to expire first Monday of March, 2029. Mr. McKinnon is completing the term of Ellen Connolly who has stepped down.

Motion to Recommend made by President Freeman
Seconded by Councilor Park
All were in favor and motion passed

RESULTS:	PASSED [UNANIMOUS]
TO:	City Council
AYES:	Elizabeth Kowal, Christopher Park, Kim Vandiver, Bradley Freeman
NAYS:	None
ABSENT:	Ryan Williams, Cal Finocchiaro absent for this vote due to late arrival

Mayor Jen explained that Mark McKinnon understands the nexus of federal, state, and local government, which is actively at play every day at the Housing Authority, as well as meeting the needs of complex individuals. The most frequent housing calls that come into her office are from our residents at the Housing Authority, and helping folks understand where the city versus the state versus the federal government ends can be really confusing, and being able to do that at a high level on the board and help to communicate that empathetically and consistently will be a really big asset for him on that board. During his time in DC Mark did not work on any housing policy but had worked on LGBTQ issues, immigration, and postal service. He got to work with people who worked

on those types of legislation, like Katherine Clark. Mark wants to serve in Melrose to let as many people in vulnerable communities experience this great place as he did growing up in Melrose. His first priority would be to establish relationships with the other existing board members, then look into public housing for people with intellectual disabilities.

- B. **(ID # 2026-824):** Reappointment of Peter Bowman, 24 Arlington Road, to the Library Board of Trustees for a three-year term, said term to expire the last day of February 2029.

Motion to Recommed made by President Freeman
 Seconded by Councilor Kowal
 All were in favor and motion passed

RESULTS:	PASSED [UNANIMOUS]
TO:	City Council
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Bradley Freeman
NAYS:	None
ABSENT:	Ryan Williams

Mayor Jen stated that a significant portion of what that board does is oversee the many investments of funds that have been dedicated to the library, and Peter Bowman has provided a level of dedication and expertise that has really helped to grow those funds and also make sure that we're in compliance with the many regulations that fall onto the government.

- C. **(ID # 2026-1235):** Appointment of Francisco Morales, 12 Patricks' Place, to the Human Rights Commission, for a three-year term, said term to expire February 2029.

Motion to Recommend made by Councilor Finocchiaro
 Seconded by Councilor Park
 All were in favor and motion passed

RESULTS:	PASSED [UNANIMOUS]
TO:	City Council
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Bradley Freeman
NAYS:	None
ABSENT:	Ryan Williams

Mayor Jen commented that Francisco Morales volunteered on his own, and she is thrilled that someone like this with his caliber of lived and professional experience resides in our community and wants to help make it better. Francisco stated that it's rare for there to be a commission of citizens of a community that partake in this kind of work, and it's part of his life mission to contribute.

V. ADJOURNMENT

The City of Melrose does not discriminate based on disability and is committed to hosting accessible meetings and events. Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Melrose or to attend meetings, should contact the City's ADA Coordinator, Polina Latta platta@cityofmelrose.org.

Motion to Adjourn made by Councilor Finocchiaro at 7:01 PM

Seconded by President Freeman

All were in favor and meeting was adjourned

Dear Council Members,

I am writing to express my interest in serving on the Board of the Melrose Housing Authority. I am committed to supporting safe, affordable, and accessible housing within our community, and I would welcome the opportunity to contribute to the Authority's mission. I am particularly interested in helping strengthen policies and programs that promote housing stability, responsible stewardship of public resources, and equitable service to residents.

Through my professional experience in and out of government, I have developed strong skills in collaboration, problem-solving, and thoughtful decision-making. I understand the importance of balancing strategic planning with the day-to-day needs of the individuals and families the Housing Authority serves. Having been born and raised in this great community and as a current resident of Melrose, I would be honored to bring my time and dedication to the Board and to work alongside fellow members in advancing the Authority's goals.

Thank you for your consideration. I would welcome the opportunity to discuss my interest further.

Sincerely,
Mark McKinnon

Mark McKinnon
585 Franklin St. Apt. 3
Melrose, MA 02176

Mark McKinnon

585 Franklin Street Unit 3, Melrose, MA 02176

Professional Experience

Vertex Pharmaceuticals Incorporated – Boston, MA

Senior Manager, US Commercial Health Systems Marketing, December 2025 – Present

- Lead the planning, strategy, and execution for Health System Congress presence and activities for JOURNAVX® (suzetrigine).
- Lead implementation of all strategic account peer education programs for JOURNAVX composed of field scheduled speaker programs and headquarter-directed speaker events at congresses such as product theaters and roundtables.
- Establish team processes to achieve key thought leader advice to improve understanding of in-market dynamics impacting JOURNAVX and to strengthen promotional plans across the brand.
- Recruit, contract, and manage Strategic Council for ongoing commercialization advice across Health Systems team.
- Support the planning and execution of strategic account led congresses.

Manager, US Commercial Marketing, June 2024 – December 2025

- Manage marketing external budget of ~\$120 million, ensuring efficient allocation of resources while maintaining operational quality and tracking to quarterly budget targets.
- Serve as US Pain Marketing Leadership team member, providing strategic and operational support for Head of US Pain Marketing, coordinate internal calendar and communications, and represent pain marketing on planning committees for major cross-functional meetings.
- Championed creation of marketing team operational excellence model by streamlining workflows and standardizing workstream touchpoints to boost team efficiency and performance.
- Directed cross-functional collaboration with external agency partners through weekly team scrums and quarterly all-agency workshops and business reviews, optimizing vendor performance to deliver high-quality campaigns that support brand marketing goals for JOURNAVX launch.
- Launched and managed marketing and market access/health systems Customer Facing Champion (CFC) teams to strengthen alignment between marketing and sales functions, gathering actionable field insights to enhance branded campaign materials and improve sales team effectiveness and customer experience.

Manager, Marketing Operations (MOps), August 2023 – June 2024

- MOps lead for the launch of CASGEVY, facilitating and coordinating Communication Review Committee (CRC) and launch prep strategy with Regulatory Affairs and commercial business unit.
- Lead member of Launch Readiness Team, working with CRC submitters and agency partners to prepare for FDA approval and launch of external marketing materials for healthcare providers, patient/caregiver communities, and payers.
- Administrator of Veeva Vault PromoMats, consulting with Patient Excellence and Customer Operations, US Marketing, Market Access, and Commercial Training.
- Coordinated with Regulatory and Regulatory Operations to execute FDA 2253 submission filings.
- Increased operational efficiency through implementation and support of new Veeva Vault PromoMats filing process related to Customer Relationship Management (CRM) optimization and utilization.
- Provided training and support for both internal and external CRC submitters (Vertex Project Managers and agency partners) on submission platform and CRC SOP and processes.
- Conducted onboarding of new Marketing Operations team members, CRC reviewers, internal project managers, and agency partners on CRC process, standards, and best practices.

Senior Specialist, Marketing Operations (MOPs), July 2022 – August 2023

- Interim Marketing Operations lead for Hematology Therapy, facilitating and coordinating CRC meetings and launch prep strategy.
- MOPs lead for Corporate Communications, Public Affairs, and Market Access Strategy CRC teams, providing support in both Cystic Fibrosis and other pipeline disease areas.
- Supported activity planning (build agendas, timelines, and project prioritization milestones) for Heme commercial business unit, identifying and communicating opportunities for process improvement.
- Managed and facilitated CRC process for two product label expansions in Cystic Fibrosis, including scenario planning, launch readiness activities, and Regulatory Agency submissions.
- Performed Administrator oversight of the Marketing Operations Electronic Review Platform

Senior Coordinator, Community Affairs and Office of the CEO, July 2018 – July 2022

- Served as project manager for all Community Affairs and Office of the CEO activities to ensure timely execution and cross-functional collaboration with Government Affairs and Public Policy, Corporate Communications, Legal, OBIE, and the Vertex Foundation.
- Tracked, processed, and managed budget for all Massachusetts-based corporate sponsorships, partnerships, and memberships related to Vertex's corporate giving strategy.
- Provided strategic external partnership strategy recommendations to VP of Community Affairs to advance corporate social responsibility goals within the Greater Boston community.
- Conducted external partner meetings and represented Vertex at external events (trade organization business meetings, non-profit board meetings, charity dinners, and galas).
- Served on the planning committee for special projects, including the Vertex High School Intern Program.

U.S. House of Representatives – Washington, D.C.

Scheduler and Legislative Assistant, May 2016 – April 2018

- Public policy research staffer for immigration, civil rights, election reform, and government oversight portfolio and provided legislation floor vote recommendations.
- Managed official, political, and personal schedule for Member of Congress and provided strategic oversight of office operations.
- Created and implemented targeted scheduling plans based on legislative and political priorities and provided preparatory logistical materials and advance work.
- Met with activists, constituents, and business stakeholders, and provided legislative service action reports.

Scheduler and Legislative Correspondent, June 2015 – May 2016

- Managed constituent correspondence program providing oversight of response strategy and operations.
- Drafted, edited, and catalogued hundreds of constituent response letters.

Staff Assistant, January 2014 – June 2015

- Managed administrative operations, including facilitating staff and Member meetings.
- Assembled and managed congressional intern program, including recruiting, hiring, and training.
- Drafted personal correspondence, letters of recommendation, and meeting memos for Member of Congress and senior staff.

Education

The University of Southern California – Los Angeles, CA

Bachelor of Arts in International Relations & Bachelor of Arts in Russian Language & Studies

Awards

2024 Vertex Pinnacle Award

From: [Linda C.W. Gardener](#)
To: [Mayor's Office](#)
Subject: Fwd: Reappointment to the Melrose Library Board of Trustees
Date: Saturday, April 4, 2026 4:27:29 PM

Please see below Peter Bowman's expression of interest in continuing on the Library Board of Trustees.

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Linda CW Gardener [[she/her](#)], Director
Melrose Public Library, Melrose MA
www.melrosepubliclibrary.org
781-665-2313

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

----- Forwarded message -----

From: Peter Bowman <[REDACTED]>
Date: Sat, Apr 4, 2026 at 3:21 PM
Subject: Reappointment to the Melrose Library Board of Trustees
To: Linda C.W. Gardener <lcwgardener@noblenet.org>

Dear Melrose City Council:

I am seeking reappointment to the Melrose Library Board of Trustees. I have been a life long resident of the City of Melrose. I have served on the Traffic Commission and was Chairman of the Melrose Master Plan Committee some years back. I also currently serve on the Cable Access Committee.

I joined the Library Board of Trustees in December 2022. I have served as an officer on the Board, filling positions of Clerk and Treasurer. I currently serve as the Treasurer. I have been an active Board member and in the role I have monitored trust fund investments and interacted with our advisors at UBS. I have worked closely with the Library Director reviewing and revising new policies and policy updates. I look forward to continuing to serve on the Board. Please let me know if you have any questions or need additional information. I look forward to your decision. Thank you.

Peter T. Bowman
[REDACTED]

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From: Francisco Morales <[REDACTED]>

Sent: Tuesday, April 7, 2026 3:56 PM

To: Mayor's Office <mayorsoffice@cityofmelrose.org>

Subject: Melrose Human Rights Commission Member Consideration

Dear Mayor Grigoraitis,

I am interested in joining the Melrose Human Rights Commission ("MHRC") and hope to support my community with this important work. I am inspired by the MHRC's mission of promoting a spirit of diversity and respect for others regardless of their differences. My family moved to Melrose over three years ago, and one of the reasons we chose to live here is because we wanted to join a community that promoted these values.

Professionally, I have been an attorney for over 10 years and for over five years have gained considerable experience with Civil Rights-related issues. Personally, I moved to Massachusetts from Puerto Rico at a young age and understand first-hand the impact a supportive and welcoming community can have on persons from diverse backgrounds. These experiences have allowed me to develop a deep understanding of the importance and sensitivity surrounding the types of disputes and issues the MHRC takes on and I hope to work with the other commissioners to continue MHRC's mission.

As I currently work for the Massachusetts Department of Transportation ("MassDOT"), I would have to recuse myself from any matters that implicate MassDOT, the MBTA, or any Commonwealth executive agency. I am happy to discuss how/if this would impact my participation in this commission.

Please let me know if you need any additional information from me, or if you would like to schedule a time to meet.

Sincerely,

Francisco

Francisco T. Morales

P: [REDACTED]

E: [REDACTED]

Francisco T. Morales, Esq.

EXPERIENCE

-
- Massachusetts Department of Transportation (MassDOT), Boston, MA** **Nov. 2024 – present**
Senior Lead Counsel – Compliance and Regulatory Nov. 2021 – Feb. 2024
- Provide management and oversight of all regulatory compliance matters within the Office of the General Counsel, including the supervision of MassDOT and MBTA attorneys.
 - Manage investigations and compliance inquiries from federal and state oversight agencies, including the U.S. Attorney's Office, Attorney General's Office, Office of the Inspector General, State Auditor, and other government entities. Served as a liaison with federal and state partners in connection with investigations.
 - Advise the Office of Diversity and Civil Rights (ODCR) on legal matters pertaining to MassDOT and the MBTA.
 - Completed the MassDOT Management Certificate Program.
- Acting Chief Diversity Officer – MassDOT/MBTA* Mar. 2024 – Oct. 2024
- Advised the Secretary, the General Manager of the MBTA, and senior staff on matters relating to the development and implementation of MassDOT and the MBTA's various Civil Rights and Diversity Equity, Inclusion, and Belonging (DEIB) programs and policies.
 - Oversaw the Office of Diversity and Civil Rights' (ODCR) administration of MassDOT and the MBTA's Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Title VI, and Americans with Disabilities Act (MassDOT only) (ADA) compliance programs.
 - Worked directly with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to address any Civil Rights-related compliance issues.
 - Issued written decisions as the Appellate Officer for appeals of investigative findings and ADA accommodation decisions.
- Milligan & Company, LLC., Philadelphia, PA (remote employee located in Boston, MA)** **2019 – 2021**
Senior Compliance Analyst
- Regulatory Consultant. Led comprehensive Triennial Reviews on behalf of the Federal Transit Administration (FTA), with a particular focus on grants management, procurement, and civil rights compliance. Delivered large-scale in-person and virtual trainings on FTA regulations for states and municipalities.
 - Qualified by the FTA as a subject matter expert in the areas of Title VI and Disadvantaged Business Enterprise (DBE) and to lead area-specific reviews of transit agencies.
- Calyptus Consulting Group, Inc., Cambridge, MA** **2017 – 2019**
Analyst/Consultant
- Regulatory Consultant. Led comprehensive Triennial Reviews on behalf of the FTA, including compliance with the Americans with Disabilities Act, Title VI, DBE, Equal Employment Opportunity, grants management, procurement, and financial management regulations. Delivered large-scale, in-person trainings on FTA regulations. Managed a bilingual (English/Spanish) technical assistance project for Puerto Rico FTA grant recipients.
 - Performed Procurement System Reviews (PSR) for private and public sector organizations, including a review of solicitations and bid evaluations, contracts, and post-award contract administration, to assess compliance with regulations and contract terms.
- Law Office of Francisco T. Morales, Cambridge, MA** **2015 – 2017**
Attorney at Law
- Criminal defense litigation. Served as lead counsel in hundreds of cases and conducted numerous jury and bench trials, as well as dispositive and evidentiary motion hearings.
- Committee for Public Counsel Services, Roxbury/Dorchester, MA** **2011 – 2015**
Trial Attorney
- Represented indigent defendants charged with misdemeanors and felonies in Massachusetts Superior and District Courts. Individually responsible for a caseload of 60+ clients from arraignment to disposition.
- Hare & Chaffin, Boston, MA** **2004 – 2006, 2007 – 2008**
Paralegal – Civil Litigation
- Coordinated and assisted attorneys with litigation discovery, depositions, and trial preparation.
- Shearman & Sterling LLP, Paris, France** **2006 – 2007**
Paralegal – International Arbitration
- Performed electronic document review in English and Spanish for high-stakes international arbitration cases.

EDUCATION

Suffolk University Law School, Boston, MA, *Juris Doctor* **2008 – 2011**
• Suffolk University Law School National Trial Team, Suffolk Public Defenders Clinic

Amherst College, Amherst, MA, *Bachelor of Arts* **2000 – 2004**
• Major: Law, Jurisprudence, and Social Thought
• Varsity Baseball, 2000 – 2004

BAR ADMISSIONS AND LANGUAGE SKILLS

- Admitted to the Massachusetts Bar
- Native fluency in Spanish (Reading, Writing, and Speaking)