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The Honorable Minka vanBeuzekom
Cambridge City Council
City Hall
795 Massachusetts Avenue
Cambridge, Massachusetts 02139

Dear Councilor vanBeuzekom,

I am writing to follow-up on our conversation today regarding public access to our exterior courtyard at 250 Massachusetts Avenue.

I understand from our conversation that in the past week members of our security team mistakenly informed you and another individual that only Novartis employees are allowed access to the courtyard. As we discussed, this is not our policy. Our policy is that during business hours the courtyard is open and accessible to the public. Two weeks ago we changed security companies and the new team was not aware of this policy. I apologize for any inconvenience this may have caused. Please be assured that the team has now been fully briefed.

Thank you for bringing this issue to my attention. If you have any questions on this or any other matter, please do not hesitate to contact me.

Best regards,

A handwritten signature in blue ink, appearing to read "Jeff Lockwood", written over a horizontal line.

Jeff Lockwood
Global Head, Communications

Cc: Brian Murphy