

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
ASSISTANCE CORPORATION  
BOARD OF DIRECTORS MEETING**

August 20, 2024  
8:00 a.m.

**MINUTES**

**Voting Members Present:**

Ellen Freyman, Chair  
Bill Baker  
David Brown  
Dr. John B. Cook, Secretary  
Russell Denver  
Phil Dromey  
Kelly Fellner  
Daniel Keenan  
Timothy Sneed

**Voting Members Absent:**

Paul Bailey

**Also Present:**

Matt Flink, President, Appleton Corporation  
Brendan Greeley, President, R.J. Greeley, Inc.  
Shin  ad Laventure, Assistant Controller, Appleton Corporation  
Jennifer Murphy, Senior Property Manager, Springfield Technology Park  
Andrea Nathanson, VP of Administration/CFO, STCC

**Exhibits**

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared the leasing activity report prior to the meeting and reviewed updates during the management report.

**Call to Order**

Ms. Ellen Freyman called the meeting to order at 8:00 a.m. and roll call was taken. A quorum was established.

**Approval of Minutes**

A motion was made by Mr. Russell Denver to approve the June 18, 2024 meeting minutes. The motion was seconded by Mr. Phil Dromey and approved unanimously via roll call.

**Management Report**

Ms. Jennifer Murphy, Senior Property Manager, Springfield Technology Park, acknowledged Ms. Ellen Freyman's first BOD meeting as chair of the STCCAC. Ms. Murphy noted that Mr. Russell Denver has agreed to remain a member of the Executive Committee until January, 2025, and a member of the BOD through June 30, 2025. For

additional membership announcements, Ms. Murphy shared that Lidya Rivera-Early has been approved, and she remains hopeful to receive her appointment letter and be sworn in before the October meeting.

Updates for the Tech Park include \$300k of weatherization work will be completed/funded through Mass Save and Eversource, and that 4 EV charging stations (8 total chargers) will be installed with 60% of the cost being covered by incentives. The brick repointing work with \$50k in matching funds from City of Springfield ARPA funds is now complete.

End of FY 24 financial numbers were shared via email, and also in the meeting as the following balances:

Cash – \$493,904

Mortgage Escrow - \$98,032

Commercial escrow – \$385,203

Mr. Matt Flink, President, Appleton Corporation shared that conversations can be held starting in September about paying down the balance of the Appleton loan.

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared highlights of the leasing activity report. Of note, terms have been agreed to with Lightboard for management of the “Meet Me Room”. Lightboard has proposed to pay \$324,000 and will then pay an additional \$500 in rent for the space, as well as 10% revenue share going forward. Terms have been agreed to, and a lease has been drafted. Libertas Prep has moved into their new space, but classes had not started as of the meeting date.

#### **First Vice Chair**

Ms. Freyman noted that Mr. David Brown has accepted a nomination for the open position of First Vice Chair. A motion was made by Mr. Phil Dromey to appoint Mr. David Brown to the position of First Vice Chair of the Springfield Technical Community College Assistance Corporation. The motion was seconded by Dr. John B. Cook and approved unanimously via roll call.

#### **New Business**

None

#### **Next Meeting**

The next Springfield Technical Community College Assistance Corporation Board of Directors Meeting will be held on Tuesday October 15, 2024

Meeting was adjourned at 8:30 AM.

Respectfully Submitted by: Dominick Uguccioni