

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

December 17, 2024

8:00 a.m.

MINUTES

Voting Members Present:

Ellen Freyman, Chair
David Brown, 1st Vice Chair
Dr. John B. Cook, Secretary
Russell Denver
Phil Dromey
Kelly Fellner
Timothy Sneed

Voting Members Absent:

Paul Bailey
Bill Baker
Daniel Keenan
Lidya Rivera-Early

Also Present:

Jeffrey Fialky, Bacon Wilson
Matt Flink, President, Appleton Corporation
Brendan Greeley, President, R.J. Greeley, Inc.
Shinéad 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 and reviewed updates during the management report. Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation presented the Q1 financial statements during the meeting.

Call to Order

Ms. Ellen Freyman called the meeting to order at 8:01 a.m. and roll call was taken. A quorum was established.

Approval of Minutes

A motion was made by Mr. David Brown to approve the October 15, 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, shared that the Tenant Services Coordinator has left their position at Appleton, and the position will be posted. For Park updates, Ms. Murphy shared that a proposal will be submitted to VHB/Massworks for a \$ 2M parking lot reclamation/re-pavement project, to include pedestrian enhancements for safety. There will be an HVAC software upgrade through Siemens to improve efficiency and temperature control for each tenant. Additionally, there is an \$850K proposal for a second chiller to be installed by summer 2025, Siemens has submitted a financing package. Ms. Murphy also reported that Paul St. Pierre will be a new Board Member to fill the EOED seat on the Board.

Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation, shared highlights of the Q1 financial statements for FY25, which were shared prior to the meeting. Of note, there was a \$413K net surplus for Q1.

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared highlights of the leasing activity report, including new prospects.

Mr. Russell Denver will remain a member of the Board through June 30, 2025.

Board of Directors Meetings will be held on the following dates, from 8-9:30 am, to be conducted over zoom: February 18, April 22, June 17, August 19, October 21, December 16, 2025.

New Business

None

Next Meeting

The next Springfield Technical Community College Assistance Corporation Board of Directors Meeting will be held on Tuesday February 18, 2025.

Meeting was adjourned at 8:30 AM.

Respectfully Submitted by: Dominick Uguccioni