

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

December 19, 2023

8:00 a.m.

**MINUTES**

Voting Members Present:

Russell Denver, Chair  
David Brown  
Dr. John B. Cook, Secretary  
Phil Dromey  
Kelly Fellner  
Ellen Freyman, 1<sup>st</sup> Vice Chair  
Daniel Keenan

Voting Members Absent:

Tom Ashe  
Paul Bailey  
Timothy Sneed

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 year end summary highlights during the meeting. Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation presented the Q1 financial statements during the meeting.

**Call to Order**

Mr. Russell Denver called meeting to order at 8:02 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 17, 2023 meeting minutes. The motion was seconded by Ms. Ellen Freyman and approved unanimously via roll call.

**Motion to Recommend Gubernatorial Appointment to BOD**

A motion was made by Mr. Phil Dromey to recommend Lidya Rivera-Early for a gubernatorial appointment to the STCCAC Board of Directors. The motion was seconded by Ms. Ellen Freyman and approved via roll call.

**Yes (6):** Mr. Russell Denver, Mr. Daniel Keenan, Mr. David Brown, Ms. Ellen Freyman, Ms. Kelly Fellner, Mr. Phil Dromey

**Abstain (1):** Dr. John B. Cook

## **Motion to Recommend Gubernatorial Appointment to BOD**

A motion was made by Mr. Phil Dromey to recommend Ms. Ellen Freyman for another term as a gubernatorial appointment to the STCCAC Board of Directors. The motion was seconded by Mr. David Brown and approved via roll call.

**Yes (6):** Mr. Russell Denver, Mr. Daniel Keenan, Mr. David Brown, Dr. John B. Cook, Ms. Kelly Fellner, Mr. Phil Dromey

**Abstain (1):** Ms. Ellen Freyman

## **Management Report**

Ms. Jennifer Murphy, Senior Property Manager, Springfield Technology Park, reported that the \$50,000 ARPA funding from the City of Springfield designated as Historical Preservation for brick repointing and window sealing, is conditional, and will require STCCAC to match funds spent. Possible improvement options were discussed for the ARPA and matching funds. She also reported that a recent meeting with the Lt. Governor of the Commonwealth was positive, and included recommendations on bond bills to pursue.

Ms. Shinéad Laventure, Assistant Controller, Appleton Corporation presented the Q 1 financial statements, which are included in the packet.

**A motion was made by Mr. Daniel Keenan to accept the Q 1 of FY 24 Financial Statements. The motion was seconded by Ms. Ellen Freyman and approved unanimously via roll call.**

Mr. Brendan Greeley, President, R.J. Greeley, Inc., shared leasing figures from the Tech Park for the calendar year 2023, including 17 total transactions, total square feet leased (around 40 K), total gross rent (\$10.5 M), retained annual gross rent (\$100 K) new annual gross rent (\$1 M) and number of employees working at the Tech park (275).

## **Dates of 2024 Board of Directors Meetings**

Mr. Russell Denver announced the 2024 meeting schedule as follows:

February 20, April 23, June 18, August 20, October 15, December 17, 2024

All meetings are scheduled on Tuesday mornings from 8:00- 9:30 am, taking place virtually on zoom.

## **New Business**

N/A

## **Next Meeting**

The next Springfield Technical Community College Assistance Corporation Board of Directors Meeting will be held on Tuesday February 20, 2024

Meeting was adjourned at 8:30 AM.

Respectfully Submitted by: Dominick Ugucioni