

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ASSISTANCE CORPORATION
EXECUTIVE COMMITTEE MEETING**

December 10, 2024

8:00 am

MINUTES

Voting Members Present: Ellen Freyman, Chair
David Brown, 1st Vice Chair
Russell Denver
Daniel Keenan

Voting Members Absent: Dr. John B. Cook, Secretary, Springfield Technical Community College

Also Present:

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 prior to the meeting 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 8:00 am and roll call was taken. A quorum was established.

Approval of Minutes

A motion was made by Mr. David Brown to approve the October 8, 2024 meeting minutes. The motion was seconded by Mr. Dan Keenan 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.

This will be Mr. Russell Denver's final meeting as a member of the Executive Committee, Mr. Denver will remain a member of the Board through June 30, 2025.

2025 Executive Committee Meetings will be scheduled on the following dates, from 8:00-9:30 am, to be conducted over zoom: February 11, April 15, June 10, August 12, October 14, December 9, 2025

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday February 11, 2025.

Meeting was adjourned at 8:30 am

Respectfully Submitted by: Dominick Uguccione