

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

June 16, 2020
8:30 a.m.

MINUTES

Voting Members Present: Ricky Swaye, Chair
 Russell Denver
 David Brown
 Ellen Freyman

Also Present: Paul Stelzer, President, Appleton Corporation
 Shinead Vasquez, Accountant, Appleton Corporation
 Brendan Greeley, President, R.J. Greeley, Inc.
 Joseph DaSilva, Vice President/CFO, STCC
 Jennifer Murphy, Regional Property Manager, Appleton Corporation

Call to Order

Mr. Ricky Swaye called meeting to order at 8:30 a.m. Chairman Swaye, Russell Denver, David Brown, Ellen Freyman and Jennifer Murphy met in executive session from 8:00 a.m. to 8:30 a.m.

Approval of Minutes

Mr. Russell Denver made a motion to approve the April 14, 2020 STCCAC Executive Committee Meeting Minutes. Mr. David Brown seconded the motion. Vote: Unanimous.

Management Report

Mr. Brendan Greeley presented a leasing and marketing update to the committee. The life science company from Boston is still showing interest in the Technology Park. The estimated total amount of space they will need is approximately 28,000 square feet. A proposal was submitted and Mr. Greeley will inform the committee of any updates. Mr. Greeley has been in contact with the proposed tenants' broker weekly for the last two months. The broker has given indication that the Technology Park is the top choice.

Windstream lease renewal has been sent out for execution. The renewal term is 10 years with an aggressive schedule of annual rent increases of 3%.

RJ Greeley continues to market the available space through multiple marketing mediums.

Mr. Paul Stelzer updated the committee on the COVID-19 situation. Appleton Corporation is complying with the orders handed down from the Commonwealth regarding signage, etc. One area of concern is the supply chain – a number of items have been difficult to obtain but we have been assured by their cleaner that they will be able to obtain the necessary supplies.

Ms. Jennifer Murphy presented an update on the current projects at the Technology Park. The paving project is 99% complete and the roofing and sidewalk projects should both be complete within the next week. An issue came up regarding the contractor chosen to do the door replacement project. The signed contract was never received bank by the low bidder who was chosen to complete the project. Therefore, it was decided to move to the next lowest bidder. Once this was done, the original contractor reappeared with a signed contract. Ms. Murphy is working to rectify the situation.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Board of Directors Meeting will be held on August 11, 2020.

Adjournment:

The meeting was adjourned at 8:45 a.m.