

**APPROVED MINUTES**

***TWO HUNDRED AND EIGHTY SECOND MEETING***

of the

**EXECUTIVE COMMITTEE**

of the

**MASSACHUSETTS TECHNOLOGY PARK CORPORATION**

June 29, 2023

Zoom Videoconference

The Two Hundred and Eighty Second Meeting of the Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative” or “Mass Tech”) was held on June 29, 2023, via Zoom videoconference pursuant to notice duly given to the Directors and publicly posted on the Mass Tech Collaborative website with corresponding notice provided to the Office of the Secretary of State and the Executive Office for Administration and Finance.

The following members of the Mass Tech Collaborative Executive Committee were present and participated: Secretary of Economic Development Yvonne Hao, Pamela Reeve, Christina Royal, Julie Chen, and Paige Fetzer-Borelli. The following members of the Mass Tech Board of Directors were present and participated: Albion Cajal and Jeffrey Stein.

The following members of the Mass Tech Collaborative staff were present: Carolyn Kirk, Christine Nolan, Holly Lucas Murphy, Lisa Erlandson, Jennifer Saubermann, Michael Baldino, Pat Larkin, Ben Linville-Engler, Joseph Downing, Briana Wehrs, Brian Noyes, Keely Benson, Jason Hoch, Jody Jones, James Byrnes, Josh Eichen, Sharron Wall, John Petrozzelli, Mary Creamer, Paula Foley, John Wetzal and Colin McDonald.

Secretary Hao observed the presence of quorum and called the meeting of the Mass Tech Executive Committee to order at 12:35 p.m.

**Agenda Item I      Approval of Minutes**

Before the vote on approval of the minutes, Ms. Saubermann indicated that the date of the draft minutes listed in the section of the Agenda Package titled Materials and Exhibits Used at this Meeting be corrected to May 4, 2023. After a period of discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED by a roll call vote:

**The Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation, acting on behalf of the full Board pursuant to section**

**three of Chapter Forty J of the General Laws of the Commonwealth, hereby adopts the Draft Minutes of the Two Hundred and Eighty First Meeting of the Executive Committee, held on June 16, 2023, via Zoom teleconference, as the formal Minutes thereof.**

**Agenda Item II            Report of the Chairperson**

Secretary Hao began her report by discussing her recent visit to Ireland at the invitation of U.S. Ambassador to Ireland Claire Cronin, along with Governor Maura Healey and Secretary of Energy and Environmental Affairs Rebecca Tepper. She noted that both Ms. Chen and Ms. Kirk also participated in the visit which consisted of a series of business-focused events designed to highlight Massachusetts' technology, clean energy, and educational sectors. Secretary Hao emphasized that the discussions on Women in Technology and the ClimateTech Roundtable were particularly noteworthy and that Governor Healey was warmly received at each event. Secretary Hao noted that her office is continuing to monitor activity under the Chips and Science Act, and concluded her report by discussing the ongoing economic development outreach sessions that will form the basis of the Commonwealth's mandated five year economic development plan.

Secretary Hao then turned the floor over to Ms. Kirk for her report.

**Agenda Item III            Report of the Executive Director**

Ms. Kirk stated that she would yield the time otherwise used for her report to the budget discussion. She then turned to presentation of the proposed budget.

**Agenda Item IV            Fiscal Year 2024 ("FY24") Budget Review and Discussion (motion item)**

Ms. Kirk began the budget discussion by detailing the three "buckets" of funding for Mass Tech: 1) state budget appropriations; 2) funding from the state's capital plan; and 3) federally funded programs. With regard to the state budget, Ms. Kirk indicated that the funding amount is roughly comparable to the previous year, coming in at approximately \$10 million of appropriations. This amount has yet to be finalized, but Ms. Kirk expressed optimism it will be approved in July consistent with past practice. Turning to available capital and federal funds, Ms. Kirk anticipated \$82.4 million in funding for FY24. Ms. Kirk then discussed Mass Tech's organizational chart for FY24 and identified two (2) changes from prior years: 1) a new, yet to be filled Chief Operating Officer ("COO") position; and 2) a newly formed Strategic Investment Team. Discussion then ensued regarding the duties and reporting structure of the new COO position and whether a less senior level position would be more suitable. Ms. Erlandson and Ms. Murphy indicated that the new COO position was intended to take on functions (specifically compliance, facilities, and IT oversight) currently performed by Ms. Erlandson. Ms. Kirk confirmed that additional consideration would be given to the responsibilities and seniority of the position prior to the position being posted.

Ms. Fetzner-Borelli joined the meeting at 1:04 p.m.

Ms. Kirk then turned to a discussion of the FY24 expense budget broken out on a divisional basis. She noted an increase in personnel expenses (from \$9 million in FY23 to \$10.7 million in FY24) corresponding with the increase in number of FTEs (from 66.25 in FY23 to 74.25 in FY24). Ms. Kirk explained that these additional personnel are forecasted due to the growth in Mass Tech's

programs including a new robotics initiative, support for the advanced manufacturing sector, and the magnitude of anticipated work in the Massachusetts Broadband Institute (“MBI”). Ms. Kirk indicated that each division cross-charges against the funding sources available to it which results in sufficient funding for operations in FY24. Before turning the presentation over to the Division Directors, Ms. Kirk concluded by pointing out that Mass Tech anticipates making “financial assistance” awards in the amount of \$112 million in FY24 with MBI awards being the largest percentage of that amount. Ms. Kirk then turned the discussion over to Mr. Larkin.

Mr. Larkin presented the FY24 budget for the Innovation Institute. He explained that the Innovation Institute “looks over the horizon” for opportunities for growth in emerging tech sectors including robotics, artificial intelligence, fintech, blockchain, quantum, and bluetech. Mr. Larkin indicated that the primary change to the Innovation Institute’s organizational chart in FY24 is the addition of a new robotics division which would bring the Innovation Institute’s total FTEs to 12. He also noted an increase in Professional Fees for FY24 which includes costs for an evaluation of the R&D program and support and marketing services for the robotics ecosystem.

Next, Ms. Benson presented the FY24 budget for the Massachusetts eHealth Institute (“MeHI”). Ms. Benson explained that the MeHI division works to strengthen the state’s digital health ecosystem and has been organized into two (2) segments: 1) digital health initiatives (including Digital Health Sandbox Program, Challenge Grants, and Aging and Caregiving innovations); and 2) the HIway team, which continues to work with the Executive Office of Health and Human Services to advance the state’s health information exchange efforts. Ms. Benson noted that in the division’s FY24 budget, personnel costs are slightly reduced and “other” expenses are slightly increased. Ms. Keely explained that these planned expenses include costs for software licenses, professional development, and division-sponsored events.

Mr. Baldino then present the MBI FY24 budget and indicated that all of MBI’s Last Mile projects supported by state bond funds will be completed before the end of FY24. Regarding Middle Mile initiatives, Mr. Baldino indicated that Mass Tech will enter into a new operating agreement for operation of the MassBroadband 123 Network. Mr. Baldino explained that in FY24, MBI will use \$6.5 million in state bond funds to support the following three cost categories: 1) third party network infrastructure access costs; 2) costs associated with oversight and operation of the MassBroadband 123 Network; and 3) capital improvement costs to upgrade the Network. Turning to a discussion of FY24 staffing, Mr. Baldino indicated that federal funding is available to support MBI’s planned increased staffing capacity. Specifically, MBI is planning to bring on an additional four (4) FTEs in FY24, bringing the total staffing to fourteen (14) FTEs. These positions are necessary, explained Mr. Baldino, to successfully administer the MBI initiatives to be funded by federal programs, including the American Rescue Plan Act (“ARPA”) Capital Projects Fund (“CPF”), and the Infrastructure Investment and Jobs Act (“IIJA”) Digital Equity Act (“DEA”) and the Broadband Equity, Access and Deployment (“BEAD”) program. Mr. Baldino concluded his presentation by briefly discussing the \$65 million in expected grant awards for FY24, funded primarily through these federal sources.

Next, Ms. Nolan reviewed the Center for Advanced Manufacturing (“CAM”) budget. Ms. Nolan explained that CAM works with Massachusetts manufacturers to scale next generation technologies and workforce development. Ms. Nolan proposed six (6) FTEs in FY24, up from four (4) in FY23. This increase is needed, Ms. Nolan explained, as a result of increasing activities including the CHIPS and Science Act. Ms. Nolan also noted an increase in professional fees for FY24, which includes web development, grant writing, and other consulting fees to support federal opportunities and special projects. Lastly, Ms. Nolan indicated an expected \$19.9 million in

“financial assistance” awards for FY24.

Mr. Petrozzelli then provided an update on the MassCyberCenter budget. He indicated that the MassCyberCenter collaborates with leaders in government, the private sector and nonprofits to increase cybersecurity awareness and to coordinate responses to emerging cyber threats. In FY24, Mr. Petrozzelli explained, the Department’s four (4) FTEs will continue to roll out the SOC/Range program in partnership with CyberTrust Massachusetts and will conduct joint cyber resiliency efforts with the Executive Office of Technology Services and Security and the Executive Office of Public Safety and Security. Mr. Petrozzelli stated they will not go forward with the fifth FTE discussed in last year’s budget which results in lower personnel and total division expenses than FY23.

Mr. Linville-Engler then provided an overview of Mass Tech’s newly formed Strategic Investment Team. He indicated that the Strategic Investment Team integrates the collective intelligence across all of Mass Tech’s divisions to facilitate knowledge sharing, collaboration, and data integration. The FY24 organizational chart consists of three FTEs, explained Mr. Linville-Engler, all of whom are currently in place with the recent on-boarding of Mr. Wetzel. Discussion then ensued regarding whether the Strategic Investment Team will also work with other state agencies to share information and to reduce duplicative efforts across agencies that may have overlapping jurisdictions with Mass Tech’s focus areas. Mr. Kirk indicated that discussions are ongoing regarding the team’s interagency role.

Next, Ms. Erlandson began the discussion of the FY24 budget for Central Office and Program Support by reviewing the proposed budgets for Finance, IT, and Facilities. She indicated that Finance is forecasting increased volume based on dollars moving through Mass Tech, as well as an increased compliance burden due to awarded federal funds. For IT, Ms. Erlandson explained that FY24 will bring an upgrade to Microsoft 365 and continuing efforts to provide a secure and robust IT infrastructure. For Facilities, Ms. Erlandson discussed capital improvements scheduled for FY24 including the Weiss Center roof and air condenser, as well as a cooling tower replacement and HVAC upgrades. Ms. Erlandson explained that these improvements will be funded by Enterprise Funds restricted for campus development.

Mr. Noyes next provided an overview of the Communications and Marketing Department, stating that the focus in FY24 will be to boost Mass Tech’s communications reach by expanding engagement across divisions and to utilize various channels to reach tech, business, and government contacts with messaging campaigns that highlight the Commonwealth’s tech and innovation sector.

Ms. Murphy then discussed the Human Resources Department, indicating that the priority for FY24 will be fulfilling the increasing hiring needs of the various divisions and departments within Mass Tech.

Ms. Saubermann then provided an update on the Legal and Government Affairs Department. She indicated that in FY24, emphasis will center on successfully completing the Middle Mile Network Operator contracting process, as well as providing legal support and contracting relating to federally funded projects. Ms. Saubermann explained that additional goals for FY24 include further strengthening of connections with key allies in the Legislature and increasing Mass Tech’s visibility in the State House.

Ms. Erlandson rounded out the discussion of the FY24 budget with an overview of Mass

Tech’s consolidated profit and loss statement. She pointed out that Federal Funding shows significant growth from previous years, although she emphasized that the timing of this funding is difficult to forecast. Ms. Erlandson also indicated that Investment Income also shows a large uptick for FY24 from previous years. Ms. Erlandson explained that these two (2) factors contribute to a sizeable increase in revenue for FY24 for a total of \$95,924,916. On the expense side, Ms. Erlandson pointed out an increase in Financial Assistance in FY24 from previous years, as well as an increase in Professional Fees, with total expenses for FY24 projected at \$106,311,550. Ms. Erlandson wrapped up the budget discussion by concluding that Mass Tech’s FY24 budget will be funded by projected FY24 appropriations, bond funds, federal funds, and other revenue as well as funds remaining from prior year appropriations and revenue.

After a period of discussion and upon a motion duly made and seconded, it was unanimously VOTED by roll call vote:

**The Executive Committee (“Committee”) of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative”), acting pursuant to the authority delegated under Chapter 40J of the General Laws of the Commonwealth, does hereby approve the Fiscal Year 2024 Budget (“FY24 Budget”) in a form that substantially comports with all material elements of the FY24 Budget as presented to the Committee. Furthermore, the Committee hereby delegates to the Executive Director of the Mass Tech Collaborative the authority to approve modifications to the FY24 Budget to reflect adjustments relating to: (1) the appropriate allocation between the Fiscal Year 2023 actual results and FY24 Budget following the Fiscal Year 2023 year-end financial closing; (2) the actual final Fiscal Year 2024 state appropriation amounts; provided that the Executive Director shall notify the Committee of any modifications to reflect actual state appropriation amounts that materially deviate from the FY24 Budget, as presented, and shall provide an appropriately detailed description of the modifications and the associated budgetary impact; and (3) the receipt of additional revenue from the state and correlating expenditures due to the accelerated implementation of programs, to the extent that such revenue and expenditures are in line with the programs in the FY24 Budget, as presented; provided that the Executive Director shall be required seek Committee approval for any individual commitment of funds in excess of the Executive Director’s delegated authority as set forth in Mass Tech Collaborative’s policies.**

**Agenda Item V      Mass Broadband Institute – Digital Equity Partnerships Program - AgeSpan on behalf of the Mass Healthy Aging Collaborative (motion item)**

Given the limited time remaining in the meeting, Secretary Hao indicated that the last two items on the agenda were thoroughly detailed in the Agenda Package, and suggested that the Executive Committee could vote on both items without a presentation by Mass Tech staff. After a brief period of discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED by a roll call vote:

**The Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative”), acting pursuant to the authority delegated under Chapter 40J of the General Laws of the Commonwealth, does hereby**

**authorize an award under the Digital Equity Partnerships Program (RFP No. 2023-MBI-04) to AgeSpan, as presented, in an amount not to exceed \$2,950,598.85, to be funded from American Rescue Plan Act (ARPA), State Fiscal Recovery Funds. The award is subject to the execution of a grant agreement in a form and with terms approved by MassTech Collaborative’s Executive Director.**

**Agenda Item VI      Innovation Institute – Tech and Innovation Ecosystem Grant Program – Boston University New England Research Cloud (NERC) Expansion (motion item)**

Similar to the previous agenda item, the Executive Committee indicated their preference to vote without a detailed presentation of this agenda item from Mass Tech Staff. After a brief period of discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED by a roll call vote:

**The Executive Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative”), acting pursuant to the authority delegated under Chapter 40J of the General Laws of the Commonwealth, does hereby authorize a grant award under the Technology and Innovation Ecosystem Awards Program (RFP 2022-JAII-03), in an amount not to exceed \$1,340,000, to Boston University (BU) for Accelerating the Expansion of the New England Research Cloud (NERC), as presented. This grant award includes \$1,190,000 in capital support to be funded from the Scientific and Technology Research and Development Matching Grant Fund (M.G.L. Chpt. 40J, Sec. 4G) paired with \$150,000 in operational support to be funded from the John Adams Innovation Institute Fund (M.G.L. Chpt. 40J, Sec. 6A). The grant award is subject to the execution of a grant agreement in a form and with terms approved by Mass Tech Collaborative’s Executive Director.**

Having determined that there was no other business to discuss, Secretary Hao adjourned the meeting at 2:02 p.m.

A TRUE COPY ATTEST: (Secretary)

DATE:

**Materials and Exhibits Used at this Meeting:**

1. Draft Minutes for the June 16, 2023, Mass Tech Collaborative Executive Committee Meeting
2. Presentation - FY24 Budget Review and Discussion (motion item)
3. Digital Equity Partnership Program – AgeSpan on behalf of the Massachusetts Healthy Aging Collaborative (motion item)
4. Tech & Innovation Ecosystem Grant – Boston University Accelerating the Expansion of the New England Research Cloud (motion item)