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SPECIAL BOARD OF DIRECTORS' MEETING
Wednesday, June 22, 2016
10:00 am – 11:00 am
ACCEPT Office

In Attendance:

Jim Adams, Ashland
Brad Jackson, Holliston
Nancy Gustafson, Millis
Daniel Gutekanst, Needham
David Lussier, Wellesley

Stacy Scott, Framingham
Armand Pires, Medway
Peter Sanchioni, Natick
Jon Evans, South Middlesex Reg. Voc. Tec.

Also in Attendance:

Marcia Berkowitz, ACCEPT
Garry Holmes, R. W. Holmes Realty, Co., Inc.

Bill Hurley, ACCEPT

1) Welcome

Dr. Gutekanst welcomed the Board and the meeting began at 10:10 a.m. Marcia Berkowitz welcomed and introduced Garry Holmes from R. W. Holmes Realty Co., Inc. in Wayland.

2) Overview of search for space

Bill Hurley gave a history of the facilities search process. A Request for Proposal (RFP) for appropriate space was published in March of 2015 and the results were disappointing so a second RFP was issued this month, with a deadline of July 18, 2016. Mr. Hurley and Ms. Berkowitz have been working diligently for months with several brokers and touring many sites to find the right building for both classroom and office space. The influx of businesses into the MetroWest area impacted the search for new space.

3) 4 Tech Circle, Natick building details

Garry Holmes proposed the property at 4 Tech Circle, Natick, located in a small industrial park. This building has a total of 36,000 square feet; 24,000 square feet on the first floor for both elementary and transition programs and 12,000 square feet on the second floor that is close to move in condition for office space.

Mr. Hurley discussed R.W. Holmes Realty Co., Inc.'s reputation, impressive list of clients, and the positive feedback he gathered when speaking with their current tenants. He stated that 4 Tech Circle offers opportunities for efficiencies, consolidating the administrative and transportation offices, as well as room for classrooms and professional development programs. The classrooms from the Pittaway School and the transition programs will be moved to Tech Circle.

Mr. Hurley provided an overview of the layout of the building. There was a question on parking spaces and Mr. Hurley answered there are 100 spaces available with other spaces close by to lease for professional development days. The location is a safe area and accessible to major

highways and is close to possible job sites for the transition program. Additionally, there are many opportunities for teaching and learning in the adjacent eight acre conservation land and trails. Mr. Hurley reassured the Board the neighborhood was a good fit for the students and Collaborative with minimal heavy truck or other traffic.

Mr. Holmes was confident attractive financial options could be developed that would meet the Collaborative's budget requirements and the finished space will be attractive and functional. He offered a proposal for a build out and lease back for 15 years with options to extend the agreement. Ms. Gustafson asked whether there was space available to expand. Mr. Holmes answered that there was, if needed, a portion of the building is single story and the structure could support a second floor addition.

4) Garry Holmes from R.W. Holmes

Garry Holmes shared his company's philosophy and history as a local real estate firm and their extensive experience in purchasing, renovating, and leasing commercial properties. Mr. Holmes responded to a question about why he wanted to partner with ACCEPT on this project. He explained his philanthropic ties to the community and saw synergies with ACCEPT's mission. Further, he would take pride in helping the Collaborative attain our goals.

5) Architectural plan

The two contractors interested in the project will visit the current ACCEPT classrooms in Ashland to get a feel for the needs of the programs. When the bid proposals are submitted, lease accepted and signed, the actual drawings for the renovations will be made available.

6) Next steps, Schedule and Vote

The RFP provides for a short turn around from the July 18th deadline to a signed lease. Dr. Gutekanst requested a vote of the Board to endorse a long-term, 15 year lease based on the information presented today and the outcome of the anticipated RFP bid proposals on July 18th. Dr. Scott put forth the motion and Ms. Gustafson seconded the motion. All were in favor.

After further discussion about the RFP process, Dr. Gutekanst agreed to provide an objective review of all responses to the RFP.

Dr. Gutekanst requested an amended motion to include the review he agreed to conduct. The Board voted to endorse, following the review by Dr. Gutekanst, the execution of a 15 year lease for new office and classroom space deemed in the best interest of ACCEPT Education Collaborative. Dr. Sanchioni put forth the motion and Mr. Adams seconded the motion. All were in favor.

7) Adjournment

Dr. Gutekanst thanked Mr. Holmes for his presentation and Ms. Berkowitz and Mr. Hurley for their hard work and commitment to finding a viable solution to the Collaborative's current and future space needs.

The meeting was adjourned at 11:40 a.m.