

**EXECUTIVE COMMITTEE OF THE  
MASSACHUSETTS CLEAN WATER TRUST**

**Meeting Minutes**

**Meeting Date:** Thursday, January 17, 2019  
**Time:** 1:00 PM  
**Location:** Massachusetts Clean Water Trust  
1 Center Plaza, Suite 430  
Boston, Massachusetts 02108  
**Notice:** Due public notice given  
**Attendees** Sue Perez, Executive Director, Trust  
Steven McCurdy, Director of Program Development, Trust  
Maya Jonas-Silver, Director of Finance & Administration, Trust  
**Also Present** Nate Keenan, Deputy Director, Trust  
Sean Cronin, Senior Deputy Commissioner, DLS  
Maria Pinaud, Deputy Director, MassDEP  
Jonathan Maple, Policy Analyst, Trust  
**Absent**

**SUMMARY OF DISCUSSIONS**

- 1. Bottle Filling Stations School Assistance Program:** The Board invited Mr. Cronin, the Senior Deputy Commissioner of the Division of Local Services (DLS), to discuss best practices of setting up a school water bottle filling station assistance program. Mr. Cronin, after being updated as to the goals of the program, provided feedback relating to streamlined application processes (short and simple application process), and explaining best practices for providing awards. The Committee discussed the potential of providing grants up front or letters of award due to the small amounts of funding that would be provided to each recipient. Additionally, Mr. Cronin and the Committee discussed timing and when it would be the best time to provide grant awards. Mr. McCurdy noted that schools would most likely want to complete the work over the summer while schools would be relatively empty. Mr. Cronin explained that his experience in providing small grants funds, the best way to get money out the door was to make it as simple as possible to eliminate hurdles for the communities. He also mentioned using the web-based application platform Formstack as a simple to use application.

Mr. Cronin acknowledged that providing a blanket list through OSD would be the most convenient for municipalities, but that it may not be necessary for many larger to mid-size municipalities. These municipalities will have “on call” or contracted services, or could use an OSD blanket contract for support. Mr. Cronin noted that it would be best to get the work out sooner rather than later if schools were going to start work this summer. The Committee confirmed that schools will have to complete testing, either through MassDEP's program or using MassDEP's testing protocol, to receive funding. Additionally, the Committee agreed that retroactive funding would not be provided.

The Committee discussed moving forward with establishing the working group. Ms. Perez nominated Mr. Keenan and Mr. Maple, Ms. Pinaud will represent MassDEP and Ms. Jonas-Silver will join the group. The group will reach out for contacts at Operational Service Division (OSD) and Massachusetts Department of Elementary and Secondary Education (DESE).

The Committee discussed whether the first round should use the procurement (OSD State wide contract) or should it be a flat grant and then update the program after the first round. This question will be put forward to a working group. Additionally, the committee determined that the working group will need to address capping the first round. Using a first come first serve method has the risk of exhausting funds and will need to be addressed by the working group.

Mr. Keenan said he would work on organizing the working group and have Mr. Maple explore the potential of using Formstack or similar technology to implement a streamlined application process. Ms. Perez suggested that the working group reach out to the City of Boston about their current program of installing bottle filling stations.

- 2 Principal Forgiveness – Continue Discussion of Program Changes:** Ms. Perez briefly discussed some of the programmatic questions related to the amount of principal forgiveness associated with the 2018 Intended Use Plan. Ms. Perez noted that the committee should raise the issue at the next meeting to have a full discussion of the process and implications going forward. The group agreed to address the issue at the next meeting.

#### **LIST OF DOCUMENTS AND EXHIBITS USED:**

The meeting adjourned at 2:00 p.m.

Minutes Approved: 02/21/2019