

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

**Meeting Minutes**

**Meeting Date:** Thursday, June 20, 2024  
**Time:** 12:00 PM  
**Location:** Remote  
**Notice:** Due public notice given  
**Attendees** Sue Perez, Executive Director, Trust  
Timur Yontar, Director of Finance & Administration, Trust  
Maria Pinaud, Director of Program Development, Trust  
Tim Jones, Deputy Director of Program Development, Trust  
My Tran, Treasurer, Trust  
**Also Present** Nate Keenan, Deputy Director, Trust  
Nicole Munchbach, Assistant Controller, Trust  
Pam Booker, Accountant, Trust  
Sunkarie Konteh, Accountant, Trust  
Joshua Derouen, Senior Program Associate, Trust  
Kailyn Fellmeth, Program Associate, Trust  
Rachel Stanton, Investor Relations and Communications  
Graphic Designer, Trust  
Martin Mont, Intern, Trust  
Michele Higgins, Program Manager, DEP  
Robin McNamara, Deputy Director of Municipal Services,  
DEP  
Gufran Bulbul, Environmental Analyst, DEP  
Michael Celona, Drinking Water Specialist, DEP  
Janine Bishop, Regional Planner, DEP  
Yvette DePeiza, Drinking Water Program Director, DEP  
Jennifer Pederson, Executive Director, Massachusetts Water  
Works Association

**SUMMARY OF DISCUSSIONS**

	<b><u>Open the Meeting:</u></b> Ms. Perez opened the meeting after confirming the attendees present.
1.	<b><u>Review and approval of minutes from the 4/24/2024 meeting of the Executive Committee:</u></b> The Committee approved meeting minutes from the 4/24/2024 meeting of the Executive Committee.
2.	<b><u>Update on the Cybersecurity Grant Program:</u></b>  <b>Program Update</b> Mr. Bulbul stated that the Drinking Water Program at MassDEP has received 23 applications from eligible public water supplier (PWS) applicants totaling \$948,767.98, or approximately 50% of available grant funding. Of the 23 applications, 13 have been processed. Project Approval Certificates and Project Regulatory Agreements for the Cybersecurity Grants were drafted and forwarded to the Trust for review by its staff members as well as its legal counsel.

The goal is to have these grants up for a vote at the Trust's Board of Trustees next meeting in July.

**Program Challenges**

Mr. Bulbul said that challenges from the grant application period included a short application period and sensitive data on the applications. Some PWSs noted that they cannot apply for a grant until after their next governance meetings which are scheduled for after the deadline.

The Executive Committee unanimously agreed with the recommendation to extend the deadline by 90 days.

Mr. Bulbul said that the \$50,000 maximum grant amount offered is insufficient for more complex systems. In total, five applicants requested grant amounts exceeding the grant cap, totaling approximately \$165,000. The higher requested amounts are due to greater costs associated with cybersecurity improvements specific to these communities. Brockton, a large, Disadvantaged Community, requested a grant amount of \$150,000 because they are incorporating a wastewater component. Brockton's project proposal was detailed and justifies this amount.

Ms. Perez recommended that requests for funding beyond the maximum grant amount be considered once the grant application window has closed to ensure there are sufficient funds available to all applicants.

**Project Review and Closeout Processes**

Mr. Bulbul clarified that MassDEP meets with communities once their applications are submitted to discuss the scope of the project. Once the cybersecurity plan is complete, MassDEP's Drinking Water Program and a technical assistance provider specializing in water and wastewater systems operational technology will visit the community to ensure that the plan is in place and the project is complete. The final grant disbursement is subject to the visit and final review of the plan.

**Other Business** (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting):

**AMP Grant Extension Request**

Ms. Fellmeth stated that the Town of Avon recently submitted an extension request for their AMP Grant, DWA-22-10. The Town noted that they are working toward completion. They faced challenges including unanticipated vulnerabilities that were prioritized, resulting in delays to their documentation-oriented activities. They also experienced a leadership transition during the project.

The Executive Committee unanimously agreed to give an extension through October 14, 2024 to allow Avon ample time to complete the project.

**Adjourn the Meeting:** Ms. Perez requested a motion to adjourn the meeting. Ms. Pinaud moved the motion. A roll call was held, and all members approved the motion.

**LIST OF DOCUMENTS AND EXHIBITS USED:**

1. Cybersecurity Grant Update

Minutes Approved: July 17, 2024