

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

NOTICE AND AGENDA

Meeting Date:	Tuesday, September 16, 2025
Time:	2:00 PM
Location:	Remote*
Listing of Topics:	Call to Order
	<ol style="list-style-type: none">1. Review and approval of minutes from the 7/2/2025 meeting of the Executive Committee2. AMP Grant Extension Request: The Trust will present an AMP Grant extension request.3. LSL Grant Extension Requests: The Trust will present LSL Planning Grant extension requests.
	Other Business <i>(Items not reasonably anticipated by the Chair 48 hours in advance of the meeting)</i>

***Location: Remote:** Notice is hereby given that the Tuesday, September 16, 2025 meeting of the Massachusetts Clean Water Trust's Executive Committee will be held through remote participation in accordance with M.G.L. c.30A, §20, as modified by c.20 of the Acts of 2021, c.22 of the Acts of 2022, c.2 of the Acts of 2023, and c.2 of the Acts of 2025.

Those who would like to attend the meeting, please e-mail masswatertrust@tre.state.ma.us to request meeting information. Information to access the meeting will be available through the duration of the meeting. However, we encourage participants to request the information by 5:00 PM the day before the meeting.

To ensure that the audio is clear to all attendees, unless you are actively participating in the meeting, please mute your audio. If you have technical difficulties joining the meeting, please email masswatertrust@tre.state.ma.us.

Please Note: There will be no physical meeting at the offices of the Massachusetts Clean Water Trust.



***Item #1: Draft Minutes of the Meeting
Held on July 2, 2025***

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

Meeting Minutes

Meeting Date: Wednesday, July 2, 2025
Time: 1:30 PM
Location: Remote
Notice: Due public notice given
Attendees Sue Perez, Executive Director, Trust
Robin McNamara, Director of Program Development, Trust
Timur Yontar, Director of Finance & Administration, Trust
Bridget Munster, Deputy Director of Program Development, Trust
My Tran, Treasurer, Trust
Also Present Nate Keenan, Department Director, MCWT
Pam Booker, Accountant, Trust
Iden Abdulrahman, Accountant, Trust
Jonathan Maple, Senior Policy Analyst, Trust
Josh Derouen, Program Manager, Trust
Kailyn Fellmeth, Senior Program Associate, Trust
Aidan O’Keefe, Program Associate, Trust
Esther Omole, Program Associate, Trust
Ray LeConte, Program Associate, Trust
Lillian Krcmar, Intern, Trust
Kathleen Baskin, Assistant Commissioner, MassDEP
Gregory Devine, Section Chief, MassDEP

SUMMARY OF DISCUSSIONS	
	<u>Open the Meeting:</u> Ms. Perez opened the meeting after confirming the attendees present.
1.	<u>Review and approval of minutes from the 6/18/2025 meeting of the Executive Committee:</u> The Committee approved meeting minutes from the 6/18/2025 meeting of the Executive Committee.
2.	<u>Asset Management Planning (AMP) Grant Extension Requests:</u> Mr. O’Keefe stated that AMP Grant extension requests were received for Concord CWA-23-44, Fall River DWA-22-22, and Middleborough DWA-23-71. These are the first extension requests from Concord and Middleborough, and the second from Fall River. The communities have all noted that they have faced various delays to their projects. It was recommended that the communities be granted an extension of 60 days beyond their requested extension deadlines. The Executive Committee voted unanimously to give the deadline extensions through 4/29/2026, 2/20/2026, and 11/14/2025 respectively to allow the communities ample time to complete the scope of work and project closeout documentation.

3.	<p><u>Lead Service Line (LSL) Planning Grant Extension Request:</u> Ms. Omole stated that an LSL Planning Grant extension request was received for Provincetown DWL-23-58. The community noted that they are working with the engineers for assistance with LSL identification and notification activities, including updating the inventory and coordinating additional efforts to identify unknowns with the Water Department. It was recommended that the community be granted an extension of 60 days beyond their requested extension deadline.</p> <p>The Executive Committee voted unanimously to give an extension through 5/30/2026 to allow the community ample time to complete the scope of work and project closeout documentation.</p>
4.	<p><u>Borrower Survey Presentation:</u> Ms. Fellmeth delivered a presentation on borrower surveys, as outlined in the Executive Materials. The surveys were launched in the fall of 2024 to gain a better understanding of how the Trust and MassDEP can improve processes and communications. Electronic forms are sent to community contacts to request feedback on their experience at various stages of the SRF process. Data and trends gathered from survey responses were presented, noting predominantly positive feedback on the services provided. Some respondents requested additional information on the SRF timeline and an overview of processes. The Trust and MassDEP will collaborate on a plan to improve communications with borrowers and grantees.</p> <p>Ms. Perez commended the positive results received from communities and the work done to execute the survey.</p>
<p>Other Business: None.</p>	
<p><u>Adjourn the Meeting:</u> Ms. Perez requested a motion to adjourn the meeting. Ms. McNamara moved the motion. A roll call was held, and all members approved the motion.</p>	

Minutes Approved:



Item #2: *(No Reference Documents)*



Item #3: *LSL Planning Grant Program Update*

LSL Planning Grant Extension Requests

Grantee	Grant Number	Original Grant Expiration Date	Maximum Extension (+10 Months)	Grantee Proposed Closeout Deadline	Extension Recommended (Grantee Proposed Closeout Deadline + 60 Days)
Holyoke Water Works	DWL-23-90	9/6/2025	7/6/2026	6/30/2026	8/29/2026
West Newbury	DWL-23-83	9/6/2025	7/6/2026	12/31/2025	3/1/2026
Whitinsville Water Company	DWL-23-87	9/6/2025	7/6/2026	3/31/2026	5/30/2026