

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

Meeting Minutes

Meeting Date: Wednesday, October 13, 2021
Time: 1:30 PM
Location: Remote
Notice: Due public notice given
Attendees Sue Perez, Executive Director, Trust
Maria Pinaud, Director of Program Development, Trust
Timur Yontar, Director of Finance & Administration, Trust
Also Present Sally Peacock, Controller, Trust
Jonathan Maple, Policy Analyst, Trust
Joshua Derouen, Program Associate, Trust
Keelan Baldwin, Intern, Trust
Robin McNamara, Deputy Director of Municipal Services, MassDEP
Ashraf Gabour, Program Manager, MassDEP

SUMMARY OF DISCUSSIONS	
	<u>Open the Meeting:</u> Ms. Perez opened the meeting after confirming the attendees present.
1.	<u>Minutes:</u> The Committee approved meeting minutes from the 9/8/2021 meeting of the Executive Committee.
2.	<u>Ongoing pre-qualification of engineering firms for the Asset Management Planning (AMP) Grant Program:</u> Ms. Perez said that the procurement management team (PMT) for the request for responses (RFR) for the pre-qualification of engineering firms for the AMP Grant Program will be meeting on Friday. Three firms that were previously on the pre-qualified list were removed. These three firms have submitted responses that will be reviewed during the upcoming PMT meeting. Mr. Derouen said there is a firm that was never on the pre-qualified list that asked if they may submit a response to the RFR. Ms. Perez said that firms that were not previously on the pre-qualified list can submit responses in accordance with the RFR. There is no deadline for responses with the RFR being ongoing. The PMT will then schedule meetings to review any responses received.

3.	<p><u>Asset Management Planning (AMP) Grant Program:</u></p> <p>Project Regulatory Agreements (PRAs) for AMP Projects</p> <p>Mr. Maple said that the PRAs for AMP projects need revised language to reflect the new two-year expiration timeframe. The timeframe had been extended from one to two years after working group discussions earlier this year. PRAs should also better list grant, loan, cash contributions, and in-kind service contributions along with the totals in the exhibits.</p> <p>Ms. Pinaud said that MassDEP will revise the PRA language and exhibit formats.</p> <p>AMPs on the 2022 Intended Use Plan (IUP)</p> <p>Ms. Pinaud said the limit on the total project cost for all AMPs is flexible with each annual IUP. The 2022 IUP could be the first year with over \$2 million total awarded in grants for all AMPs. The Project Evaluation Forms for each project are being reviewed and ranked.</p>
4.	<p><u>Pool 22 Swap Update:</u> Mr. Derouen said that there is only one community with a Pool 22 loan that will be granted an extension to the timeframe they can draw down loan proceeds. There is one last Pool 22 payment requisition being submitted by MassDEP to the Trust for disbursement later this week.</p> <p>All other remaining proceeds for Pool 22 loans are not needed by communities. Communities with these loans will be sent re-amortized repayment schedules for their loans to reflect the new loan obligation amounts.</p> <p>Ms. Perez said that the reason a community was given an extension to their drawdown timeframe is the project closeout process is being delayed due to contract and legal proceedings.</p>
<p>Other Business (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting)</p> <p><u>School Water Improvement Grant (SWIG) Program:</u> Mr. Maple said that the second round of SWIG is set to be announced in early November. There will be a working group meeting next week with Trust and MassDEP Drinking Water officials. Finalizing program logistics and outreach methods will be discussed at this meeting.</p> <p><u>Adjourn the Meeting:</u> 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.</p>	

LIST OF DOCUMENTS AND EXHIBITS USED:

Minutes Approved: October 20, 2021