

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

**Meeting Minutes**

**Meeting Date:** Wednesday, October 9, 2024  
**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  
My Tran, Treasurer, Trust  
Bridget Munster, Deputy Director of Program Development, Trust  
**Also Present** Nate Keenan, Department Director, Trust  
Nicole Munchbach, Assistant Controller, Trust  
Sunkarie Konteh, Accountant, Trust  
Pam Booker, Accountant, Trust  
Joshua Derouen, Program Manager, Trust  
Kailyn Fellmeth, Senior Program Associate, Trust  
Rachel Stanton, Investor Relations and Communications Graphic Designer, Trust  
Robin McNamara, Deputy Director of Municipal Services, MassDEP  
Greg Devine, Section Chief, MassDEP  
Yvette DePeiza, Drinking Water Program Director, MassDEP  
Gufran Bulbul, Environmental Analyst, MassDEP  
Michael Celona, Drinking Water Specialist, MassDEP  
Janine Bishop, Regional Planner, MassDEP  
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.
<b>1.</b>	<b><u>Review and approval of minutes from the 8/14/2024 meeting of the Executive Committee:</u></b> The Committee approved meeting minutes from the 8/14/2024 meeting of the Executive Committee.

2.	<p><b><u>Cybersecurity Grant Program Update:</u></b> Mr. Bulbul stated that a total of 27 Cybersecurity Improvement Grant applications were received by the October 1, 2024 extended deadline. Of those, 19 projects have been approved by the Trust's Board of Trustees. To date, \$846,284 of the \$2 million in grant funds have been awarded. Five systems initially applied for grant amounts exceeding the \$50,000 limit. The amounts were then revised and approved accordingly.</p> <p>An additional extension to the grant application deadline until all available funds are expended was suggested to account for the following activities that will delay grantees in completing their applications by the current deadline; an upcoming cybersecurity training on November 1<sup>st</sup>; the pending Lead and Copper Rule Revisions compliance deadline that is taking up capacity of the drinking water utilities; and pending feedback on MassDEP's water and wastewater cybersecurity plan from the National Security Council. It is expected that an extension will greatly benefit the program by increasing participation and allowing grantees to effectively achieve the objectives of the program.</p> <p>Ms. DePeiza said that additional funds beyond the \$50,000 grant cap may be necessary for larger systems or those that are working on combined drinking water and wastewater grants. An update on the program will be provided at the conclusion of the calendar year. Grant requests over \$50,000 may be considered at that time.</p> <p>Mr. Celona noted that the need for Cybersecurity Improvement Grant funds and demand for improvement projects is ongoing. Additional funding to continue the grant program should be considered.</p> <p>The Executive Committee voted unanimously to accept applications for the Cybersecurity Improvements Grant Program on a rolling basis until the \$2 million in allocated funds have been expended.</p>
3.	<p><b><u>Asset Management Planning (AMP) Grant Extension Requests:</u></b> Ms. Fellmeth stated that AMP Grant extension requests were received for Bolton CWA-22-16, Agawam CWA-22-15, and Chelmsford Water District DWA-22-06, all of which are 2022 AMP Grants. The communities have all noted that they have faced various delays to their projects. It is recommended that the communities be granted an extension of 60 days beyond their requested extension deadlines.</p> <p>The Executive Committee voted unanimously to give an extension through January 30, 2025, December 30, 2024, and January 30, 2025, respectively, to allow the communities ample time to complete the scope of work and project closeout documentation.</p>
<b>Other Business</b> (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting): None.	
<b><u>Adjourn the Meeting:</u></b> 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.	

Minutes Approved: December 11, 2024