

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

**Meeting Minutes**

**Meeting Date:** Wednesday, January 10, 2024  
**Time:** 1:30 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** Sally Peacock, Controller, Trust  
Pam Booker, Accountant, Trust  
Nicole Munchbach, Accountant, Trust  
Sunkarie Konteh, Accountant, Trust  
Jonathan Maple, Senior Policy Analyst, Trust  
Joshua Derouen, Senior Program Associate, Trust  
Kailyn Fellmeth, Program Associate, Trust  
Julian Honey, Program Associate, Trust  
Michele Higgins, Section Chief, DEP  
Robin McNamara, Deputy Director of Municipal Services, DEP  
Andrew Hildick-Smith, Cybersecurity Technical Assistance  
Provider, DEP  
Gufran Bulbul, Environmental Analyst, 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 11/29/2023 and 12/13/2023 meetings of the Executive Committee:</u></b> The Committee approved meeting minutes from the 11/29/2023 and 12/13/2023 meetings of the Executive Committee.
2.	<b><u>Update on the Cybersecurity Grant Program:</u></b> Ms. Pinaud stated that DEP is continuing to develop a written proposal for a grant program to fund public water supplier (PWS) cybersecurity upgrades.  The program's purpose is to assist small systems with 10,000 or fewer users and disadvantaged communities of all sizes with developing and implementing cybersecurity upgrades. Grants ranging from \$15,000 to \$50,000 will be awarded to individual PWSs. The dollar amount will depend on the number of users in a PWS. The intended funding source is \$2 million of the Trust's ARPA funds.

	<p>The program is to be jointly managed by DEP and the Trust. The DEP Drinking Water Program will manage project solicitation, evaluate grant proposals, and allocate grant award amounts.</p> <p>Once grants are awarded, grantees are to enter into agreements with the Trust. The grant agreements will assure that ARPA funds are expended no later than the December 31, 2026 deadline.</p> <p>Grant applications will be accepted on a rolling basis until June 1, 2024 or until all \$2 million is awarded, whichever is sooner.</p> <p>The Trust's ARPA funds are eligible for small systems projects and disadvantaged communities. In the grant proposal, MassDEP will state how protecting disadvantaged communities, regardless of size, addresses acute public health concerns due to cyber-attacks.</p> <p>Full program information will be circulated to Executive Committee members once it is available.</p> <p>The Executive Committee unanimously agreed to recommend to the Trust's Board of Trustees that a cybersecurity grant program be established using ARPA funds. Specific implementation for the program will be determined by the Trust's Executive Director and MassDEP.</p>
<p><b>Other Business</b> (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting): None.</p>	
<p><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.</p>	

Minutes Approved: February 21, 2024