

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

Meeting Minutes

Meeting Date: Wednesday, January 25, 2023
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 My Tran, Treasurer, Trust
Sally Peacock, Controller, Trust
Nicole Munchbach, Accountant, Trust
Pam Booker, Accountant, Trust
Sunkarie Konteh, Accountant, Trust
Joshua Derouen, Senior Program Associate, Trust
Rachel Stanton, Investor Relations and Communications Graphic Designer, Trust
Kailyn Fellmeth, Program Associate, Trust
Julian Honey, Program Associate, Trust
Jonathan Maple, Senior Policy Analyst, Trust
Robin McNamara, Deputy Director of Municipal Services, DEP
Ashraf Gabour, Program Manager, DEP
Jennifer Pederson, Executive Director, Massachusetts Water Works Association

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 11/30/2022 meeting of the Executive Committee:</u> The Committee approved meeting minutes from the 11/30/2022 meeting of the Executive Committee.
2.	<u>Update on Development of Final 2023 Intended Use Plans (IUPs):</u> Ms. Pinaud stated that 26 people attended the public hearing for the 2023 Clean Water (CW) & Drinking Water (DW) IUPs. Both oral and written testimonies were received. The comments that were received are being taken into consideration for the final IUPs. The final IUPs are expected to be ready in the next couple of weeks. <u>Lead Service Line (LSL) Planning and Construction Open Solicitation</u> Ms. Pinaud proposed that the final 2023 DW IUP include an open solicitation for both LSL planning and construction projects on a rolling basis. The 2022 DW IUP should also be amended to allow for this. We will reach out the EPA but this rolling solicitation may require a written notice to be sent out to all public water suppliers in Massachusetts to meet State Revolving Fund requirements.

	<p>Ms. Perez agreed with these ideas as they would help the Trust to spend its grant funds for this purpose. There is \$130 million in these grant funds between the two IUP years that need to be spent.</p> <p>0% Community Septic Management Program (CSMP) Loans Ms. Pinaud noted that in September, the Board of Trustees approved 0% interest financing for CSMP loans to communities that offer lower rates to their residents based on income. Information on this should be added to the 2023 CW IUP to inform communities of this opportunity.</p> <p>Ms. Perez agreed that this information should be added to the IUP after looking at the requirements set by the September vote language.</p>
3.	<p><u>Logistics for Implementing Bipartisan Infrastructure Law (BIL) Signage Requirement:</u> Ms. Pinaud stated that the EPA issued guidance on specific signage and logos that must be displayed at BIL funded project sites.</p> <p>Signage language will be included in the Project Regulatory Agreements for loans going forward. MassDEP updated both their website and physical signage to ensure compliance.</p> <p>Having the Trust design magnets or stickers to display on preexisting signs would be helpful. This was also done following the 2015 signage and dimensions requirement change. Ms. Perez said that the Trust is fine with taking these actions after getting confirmation from the EPA.</p>
4.	<p><u>Small Systems Technical Assistance Procurement:</u> Mr. Maple said that the Request for Responses (RFR) was published on January 19th. The questions submission deadline is February 3rd. Responses are due on March 10th.</p> <p>In addition to the RFR being posted to COMMBUYS, the Trust reached out directly to 90 different contacts throughout the commonwealth. that are either non-profit organizations, technical colleges, or public water suppliers. The RFR is also being forwarded to other contacts who have expressed interest since publishing.</p>
5.	<p><u>School Water Improvement Grants (SWIG) Fixture Eligibility Update:</u> Mr. Maple said that since the Expanded School Water Improvement Grant (ESWIG) program started in January 2022, recipients have been required to purchase and install filtered water bottle filling stations. This has been restrictive for school and childcare facilities that are rented or utilize sink areas for drinking water that cannot easily be retrofitted with filtered water bottle filling stations.</p> <p>Expanding grant eligibility to under-sink filters for facilities serving children that are pre-kindergarten aged or younger. The under-sink filters would meet the filtering specifications, allow flexibility for installation, and help grant funds go further. Moving beyond the 100 student per fixture requirement for ESWIG will also help better serve eligible facilities since there are often sinks or other drinking water units in each room rather than common areas.</p>

	<p>If these changes are approved, they will be written into the documents for grants awarded in 2023 and the documents for grants awarded in 2022 will be modified.</p> <p>The MassDEP Drinking Water team has already drafted updated technical fixture requirements.</p> <p>The Committee unanimously agreed with these recommendations.</p>
6.	<p><u>Asset Management Planning (AMP) Grant Closeout Extensions:</u> Ms. Fellmeth stated that in August 2022, the Committee agreed to extend the closeout timeline for AMP projects that passed the grant expiration date stated in the AMP Grant Agreements. Extension letters were sent to the affected communities which state that if there were anticipated delays beyond the extended deadline, a written explanation must be sent to their MassDEP point of contact. Further extensions were then to be granted on a case-by-case basis.</p> <p>Two 2020 IUP AMP projects that are currently past the extended deadline are near completion. West Springfield has requested an additional extension for CWA-20-33 through the end of January due to delays in the project. Great Barrington estimates their final report for closeout of CWA-20-36 will be complete and submitted at the end of February.</p> <p>The Executive Committee granting extensions for both projects to March 31, 2023 will give them additional time and flexibility to complete and closeout their respective projects.</p> <p>The Committee unanimously agreed with the recommendation.</p>
<p>Other Business (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting)</p> <p>Audit Committee Meeting</p> <p>Ms. Perez noted that the Trust must schedule the Audit Committee meeting and needs two ex officios in attendance for a quorum.</p> <p>At the Audit Committee meeting, the Fiscal Year 2022 statements and reports will be presented on by the Trust's auditors, CLA.</p> <p>MassDEP and the Executive Office for Administration and Finance should let the Trust know Secretary Gorzkowicz and Acting Commissioner Moran's availability for February and March.</p> <p>Immediate Needs Bond Bill</p> <p>Mr. Yontar noted that the Governor's office filed the Immediate Needs Bond Bill on January 19th with a request for \$104 million in authorizations for the Clean Water Trust state match funds for the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law (BIL).</p> <p>Ms. Pinaud added that EPA indicated that additional funds may be available if other states do not use their base grants or BIL funds. The Trust should prepare to apply for those funds if they become available.</p> <p>Ms. Perez noted that the match amount needed could go up or down. Any substantial changes would necessitate the Trust requesting to be included in another bond bill. The Trust works annually to update the amount of authorization needed for five years. The Executive Office for Administration and Finance will be notified if additional funds are needed through another bond bill.</p>	

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.

Minutes Approved: February 22, 2023