

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

Meeting Minutes

Meeting Date: Thursday, February 18, 2021
Time: 12:30 PM
Location: By Telephone
Notice: Due public notice given
Attendees Sue Perez, Executive Director, Trust
Maria Pinaud, Director of Program Development, Trust
Also Present Nate Keenan, Deputy Director, Trust
Sally Peacock, Controller, Trust
Joshua Derouen, Program Associate, Trust
Jonathan Maple, Policy Analyst, Trust
Steve McCurdy, Chief Financial Officer, MassDEP
Robin McNamara, Deputy Director of Municipal Services, MassDEP
Ashraf Gabour, Program Manager, MassDEP
Absent Maya Jonas-Silver, Director of Finance & Administration, Trust

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 1/28/2021 meeting of the Executive Committee.
2.	<p><u>Response to EPA's Comment on Advanced Cash Draws for Administration and Payroll:</u> Ms. Perez said that in the annual United States Environmental Protection Agency (EPA) Drinking Water Program Evaluation Report (PER), which reviews the state's management of the program, the EPA is labeling two cash draws for MassDEP payroll expenses from the grant set-a-sides as improper payments. The two draws were for a lesser amount than the actual payroll expenses and EPA is recommending that the next payroll draws include the difference between the actual and the drawn amount to equal the accounts. EPA will provide an email with more information. Additionally, EPA is now stating that the draws are occurring too far in advance of the actual expense being needed even though this has been standard practice of the program for years.</p> <p>Ms. Perez said that MassDEP and the Trust need to create a plan that can be presented to the EPA. Administrative costs can be accounted for ahead of each quarter. MassDEP needs to document what information can be gathered and reflected quarterly. A plan can be finalized after we receive feedback from the EPA.</p>
3.	<p><u>MassDEP Outreach Efforts Related to Enhanced Subsidies and Special Programs:</u> Ms. Pinaud said that MassDEP has been conducting targeted outreach to public water suppliers in communities with lead exceedances so that they are aware of the Lead and Copper Rule changes and the subsidy available through the incentivized lead service line replacement program.</p> <p>Outreach is also being done to Environmental Justice communities, many of which are disadvantaged communities with respect to loan forgiveness eligibility. A list of Environmental Justice communities can be found online.</p>

	The Trust can join in any conversations MassDEP has with communities that respond to these outreach efforts.
<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 Update:</u> Mr. Maple said that Littleton Public Schools has submitted their materials for grant closeout. Quincy Public Schools has informed us that some of their fixtures on back order have been delayed past the grant expiration date in April.</p> <p>Ms. Perez said that an extension until June can be granted to them due to these circumstances.</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: March 11, 2021