<div align="center">

EXECUTIVE COMMITTEE OF THE
MASSACHUSETTS CLEAN WATER TRUST

Meeting Minutes

</div>

Meeting Date:	Thursday, March 11, 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
	Maya Jonas-Silver, Director of Finance & Administration, Trust
Also Present	Nate Keenan, Deputy Director, Trust
	Sally Peacock, Controller, Trust
	My Tran, Treasurer, Trust
	Joshua Derouen, Program Associate, Trust
	Jonathan Maple, Policy Analyst, Trust
	Robin McNamara, Deputy Director of Municipal Services, MassDEP
	Ashraf Gabour, Program Manager, MassDEP
	Gregory Devine, Environmental Engineer, MassDEP

	SUMMARY OF DISCUSSIONS
	Open the Meeting: Ms. Perez opened the meeting after confirming the attendees present.
1.	**Minutes:** The Committee approved meeting minutes from the 2/18/2021 meeting of the Executive Committee.
2.	**Update on Advanced Cash Draws for Administration and Payroll:** Ms. Perez said that Ms. Pinaud and Ms. McNamara have submitted a recommended process to address the two cash draws for MassDEP payroll expenses from the grant set-a-sides that were improper payments as cited in the annual United Stated Environmental Protection Agency (EPA) Drinking Water Program Evaluation Report (PER). The proposal is to have advance drawing from the expendable trust not from the grant and then MassDEP will submit actuals to the Trust for reconciliation when these costs become available.
3.	**Loan Forgiveness for Lynn Water & Sewer Commission:** Ms. Pinaud said that Lynn Water & Sewer Commission (LWSC) has a multi-carryover project currently under construction. The project will not meet the multi-year contract requirement to be awarded loan forgiveness as a Tier 3 Disadvantaged Community. Ms. Perez said that borrowers undergoing multi-year projects are to meet deadlines every Intended Use Plan (IUP) year to be eligible for loan forgiveness. Mr. Devine said that the project is to be done in five phases. The first two phases are listed on the 2019 and 2020 IUPs. Work has fallen behind in these two years. Contracts for the full Project Approval Certificate amount for the 2019 IUP loan were not able to be awarded.

		Ms. Perez asked to have this discussion resume next week when MassDEP is able to present the Executive Committee with a recommendation. MassDEP will provide a recommendation at the next meeting.
4.		**Update on the 2021 Intended Use Plans (IUPs):** Ms. Pinaud said that on February 24th there was a hearing with a high level of participation due to the high number of project evaluations that were submitted in response to the solicitation.
		Revisions are to be made to the draft IUPs before the final documents are published either at the end of March or beginning of April.
		The estimated timeline for publishing the final 2021 IUPs should not cause problems with upcoming town meetings for borrowers with projects. The amounts on the draft IUPs are basically final with project ranking being the only component expected to change.
5.		**Asset Management Planning Working Group Progress:** Mr. Maple said there have been two working group meetings so far. For the 2019 IUP, there are now eight projects that have been closed out as well as seven projects that are complete with closeout documents pending. Six projects are still completing activities, three of which have exceeded the grant deadline. Of those three projects that have exceeded the grant deadline, the Trust is reviewing letters of extension for two projects and waiting for verification for the third.
		There were four recommendations from the working group that Mr. Maple, Ms. Pinaud, and Ms. Perez discussed.
		1. Starting with the 2021 IUP, or with amending 2020 IUP, the deadline for project completion should be extended to two years or eliminated altogether. Eliminating the deadline altogether would lead to Asset Management Plan (AMP) projects proceeding like planning projects with a structured timeline that is not as short. One year has not been a realistic time frame for nearly all participating communities to complete their AMPs.
		Ms. Perez noted that maintaining a "goal post" for project completion was important. If a two-year deadline was insufficient, then she would prefer having the community or engineer requesting a waiver to explain the time needed. Ms. Pinaud agreed with the recommendation.
		2. Starting with the 2022 IUP solicitation, cybersecurity should be an eligible project activity. Cyber security risk assessment would fall in line with maintaining business continuity as a program goal.
		Ms. Perez agreed. However, she was concerned with communities only looking to complete cybersecurity risk assessment without performing the major infrastructure and financial review associated with a traditional AMP.
		Ms. Pinaud agreed with that concern but suggested that in some cases, a community would only be completing activities needed to update their existing AMP. AMPs can be reviewed on a case-by-case basis to see if cybersecurity can be the sole focus or a component of a larger one.
		3. MassDEP is recommending that the Trust hire a third-party engineering firm with expertise in asset management to review the program outputs. The firm would follow up with recipients to confirm that the final product is meeting best practices that are being adopted and utilized by the community.

	Ms. Perez asked for MassDEP to develop a formal proposal to be reviewed by the Committee.
4.	The pre-qualified list of engineers should either be re-opened or eliminated. There are firms looking to be added to the current list. If we are to re-open the list, MassDEP will need to draft a proposal. Ms. Perez noted that the Committee could review the proposal for the third-party review and discuss the prequalified list as it relates to the results of that third-party review.

Other Business (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting)
None

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.

LIST OF DOCUMENTS AND EXHIBITS USED:

Minutes Approved: May 13, 2021