

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

**Meeting Minutes**

**Meeting Date:** Wednesday, July 2, 2025  
**Time:** 1:30 PM  
**Location:** Remote  
**Notice:** Due public notice given  
**Attendees** Sue Perez, Executive Director, Trust  
Robin McNamara, Director of Program Development, Trust  
Timur Yontar, Director of Finance & Administration, Trust  
Bridget Munster, Deputy Director of Program Development, Trust  
My Tran, Treasurer, Trust  
**Also Present** Nate Keenan, Department Director, MCWT  
Pam Booker, Accountant, Trust  
Iden Abdulrahman, Accountant, Trust  
Jonathan Maple, Senior Policy Analyst, Trust  
Josh Derouen, Program Manager, Trust  
Kailyn Fellmeth, Senior Program Associate, Trust  
Aidan O’Keefe, Program Associate, Trust  
Esther Omole, Program Associate, Trust  
Ray LeConte, Program Associate, Trust  
Lillian Krcmar, Intern, Trust  
Kathleen Baskin, Assistant Commissioner, MassDEP  
Gregory Devine, Section Chief, MassDEP

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 6/18/2025 meeting of the Executive Committee:</u></b> The Committee approved meeting minutes from the 6/18/2025 meeting of the Executive Committee.
2.	<b><u>Asset Management Planning (AMP) Grant Extension Requests:</u></b> Mr. O’Keefe stated that AMP Grant extension requests were received for Concord CWA-23-44, Fall River DWA-22-22, and Middleborough DWA-23-71. These are the first extension requests from Concord and Middleborough, and the second from Fall River. The communities have all noted that they have faced various delays to their projects. It was recommended that the communities be granted an extension of 60 days beyond their requested extension deadlines.  The Executive Committee voted unanimously to give the deadline extensions through 4/29/2026, 2/20/2026, and 11/14/2025 respectively to allow the communities ample time to complete the scope of work and project closeout documentation.

3.	<p><b><u>Lead Service Line (LSL) Planning Grant Extension Request:</u></b> Ms. Omole stated that an LSL Planning Grant extension request was received for Provincetown DWL-23-58. The community noted that they are working with the engineers for assistance with LSL identification and notification activities, including updating the inventory and coordinating additional efforts to identify unknowns with the Water Department. It was recommended that the community be granted an extension of 60 days beyond their requested extension deadline.</p> <p>The Executive Committee voted unanimously to give an extension through 5/30/2026 to allow the community ample time to complete the scope of work and project closeout documentation.</p>
4.	<p><b><u>Borrower Survey Presentation:</u></b> Ms. Fellmeth delivered a presentation on borrower surveys, as outlined in the Executive Materials. The surveys were launched in the fall of 2024 to gain a better understanding of how the Trust and MassDEP can improve processes and communications. Electronic forms are sent to community contacts to request feedback on their experience at various stages of the SRF process. Data and trends gathered from survey responses were presented, noting predominantly positive feedback on the services provided. Some respondents requested additional information on the SRF timeline and an overview of processes. The Trust and MassDEP will collaborate on a plan to improve communications with borrowers and grantees.</p> <p>Ms. Perez commended the positive results received from communities and the work done to execute the survey.</p>
<p><b>Other Business:</b> None.</p>	
<p><b><u>Adjourn the Meeting:</u></b> Ms. Perez requested a motion to adjourn the meeting. Ms. McNamara moved the motion. A roll call was held, and all members approved the motion.</p>	

Minutes Approved: September 16, 2025