

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

**Meeting Minutes**

**Meeting Date:** Wednesday, July 27, 2022

**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** Sally Peacock, Controller, Trust  
Nicole Munchbach, Accountant, Trust  
Pam Booker, Accountant, Trust  
My Tran, Treasurer, Trust  
William Kalivas, Treasury Specialist, 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  
Kathleen Baskin, Assistant Commissioner, MassDEP

**SUMMARY OF DISCUSSIONS**

**Open the Meeting:** Ms. Perez opened the meeting after confirming the attendees present.

1. **Drinking Water State Revolving Fund (DWSRF) Set-Aside Reporting:** Ms. Perez said that the grant applications have been submitted to the Environmental Protection Agency (EPA). The Clean Water application was accepted by EPA.
- The Trust and MassDEP are collaborating to submit the requested additional information so that the Drinking Water grant application can be accepted. The EPA requested information that had not been requested in the past. Use of specific templates was also required by the EPA.
- Ms. Pinaud added that the Trust will be receiving a write up on DWSRF set-asides that will tie out to the FY 2023 budget that the Board of Trustees approved last month.

2.	<p><b><u>2022 Intended Use Plan (IUP) Project Drops:</u></b> Ms. Pinaud gave an account on the projects that dropped from the 2022 IUPs. The number of dropped projects increased after the June 30<sup>th</sup> deadline for local authorization. As of today, 51 projects have dropped between the CWSRF and DWSRF with a total combined amount of approximately \$369 million. There were 38 Clean Water projects in the amount of \$334 million that dropped. There were 13 Drinking Water projects in the amount of \$35 million that dropped.</p> <p>Ms. Pinaud noted that there will likely be more drops after the October 14<sup>th</sup> loan application deadline.</p> <p>Ms. Perez said that the number of projects that have dropped is lower than usual for the CWSRF.</p>
3.	<p><b><u>Program Capacity for 2023 Financing Cycle:</u></b> Ms. Pinaud said that now that the Trust has the latest list of drops, DEP needs information on funding capacity for the 2023 IUP project selection.</p> <p>Mr. Derouen confirmed that Ms. Pinaud sent a list of drops and Mr. Honey added them to the Trust's capacity tracking files.</p> <p>Ms. Perez said that the Trust should be able to send DEP information for capacity planning in the near future.</p>
4.	<p><b><u>2% Technical Assistance Set Aside for Small, Rural, and Tribal publicly owned treatment works using Clean Water State Revolving Fund (CWSRF):</u></b> Ms. Pinaud explained that MassDEP would like to propose a technical assistance program using this set-aside to assist small, rural, and tribal publicly owned wastewater treatment works, with priority for disadvantaged communities.</p> <p>The Trust and MassDEP would contract with a qualified non-profit to provide tailored technical assistance (TA) and outreach through the loan application process. This would include workshops to help complete the Project Evaluation Form and highlight the advantages of the program.</p> <p>Ms. Pinaud said that this initiative is in response to initiatives that last year's focus group recommended.</p> <p>Ms. Perez asked whether there would be one or multiple non-profits assisting.</p> <p>Ms. Pinaud answered that MassDEP will need to see the number of responses to the Request for Responses (RFR) that will be published. Ideally there will be enough applicants for borrowers to select a familiar TA provider.</p> <p>Ms. Perez said that the RFR will be drafted before the next Executive Committee meeting. It will state that one or more non-profits will be selected.</p>

	<p>A working group would be helpful to help work out the details.</p> <p>Mr. Yontar asked for clarification on how “small” and “rural” will defined.</p> <p>Ms. Pinaud responded that small and rural treatment works service a population of 10,000 or less, or discharge less than one million gallons per day.</p>
5.	<p><b><u>ARPA Project Status Updates:</u></b> Ms. Perez explained that the Trust has been tracking projects that will receive ARPA funds. We have noticed that some of these projects have yet to be issued Project Regulatory Agreements (PRAs) because extensions have been granted.</p> <p>Ms. Pinaud said that most of the PRA extensions are until September. An extension until December has been given to one community.</p> <p>Ms. Perez said that PRAs are needed for all projects that are to receive ARPA funds to determine the amounts that are to be awarded per project. We can review the information that is available at the end of September then revisit in the months after, if necessary. This information is needed before we communicate with communities because we may have enough funds to offer ARPA subsidies greater than the IUP costs in cases where the PRA amounts are greater</p> <p>Ms. Perez also noted that the federal funds group within the Executive Office for Administration and Finance has communicated that the House Bill may affect the amount of ARPA funds available.</p>
6.	<p><b><u>Barnstable County Septic Loan Program Updates:</u></b> Due to Mr. Keenan’s absence, this discussion will be tabled until the next Executive Committee meeting.</p> <p>Ms. Pinaud said that she will bring information on the proposed nitrogen sensitive area designation regulatory changes to a future meeting.</p>
<p><b>Other Business</b> (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting) No other business discussed.</p>	
<p><b><u>Adjourn the Meeting:</u></b> Ms. Perez requested a motion to adjourn the meeting at 1:46 pm. Ms. Pinaud moved the motion. A roll call was held, and all members approved the motion.</p>	

Minutes Approved: September 14, 2022