

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

**Meeting Minutes**

**Meeting Date:** Tuesday, September 16, 2025  
**Time:** 2:00 PM  
**Location:** Remote  
**Notice:** Due public notice given  
**Attendees** Sue Perez, Executive Director, 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, Trust  
Nicole Munchbach, Assistant Controller, Trust  
Pam Booker, Accountant, Trust  
Sunkarie Konteh, Accountant, Trust  
Iden Abdulrahman, Accountant, Trust  
Jonathan Maple, Senior Policy Analyst, Trust  
Rachel Stanton, Investor Relations and Communications Graphic Designer, 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  
Gregory Devine, Section Chief, MassDEP  
Michele Higgins, Program Manager, MassDEP  
**Absent** Robin McNamara, Director of Program Development, Trust

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 7/2/2025 meeting of the Executive Committee:</u></b> The Committee approved meeting minutes from the 7/2/2025 meeting of the Executive Committee.
2.	<b><u>Asset Management Planning (AMP) Grant Extension Requests:</u></b> Mr. O’Keefe stated that an AMP Grant extension request was received for Franklin CWA-23-04. The community noted that they have faced delays to the project. It was recommended that the community be granted an extension of 60 days beyond the requested extension deadline.  The Executive Committee voted unanimously to give an extension through 12/30/2025 to allow the community ample time to complete the scope of work and project closeout documentation.

3.	<p><b><u>Lead Service Line (LSL) Planning Grant Extension Requests:</u></b> Ms. Omole stated that LSL Planning Grant extension requests were received from three communities, as outlined in the Executive Materials. West Newbury noted they are working with their engineers to develop a plan to determine which locations require further investigation. Holyoke Water Works requested an extension to continue data collections and update the inventory as necessary. Whitinsville Water Company reported that they are working with their engineers on LSL identification and notification activities. It was recommended that the communities be granted an extension of 60 days beyond the respective extension deadlines requested.</p> <p>The Executive Committee voted unanimously to grant the recommended deadline extensions to allow the communities ample time to complete the scope of work and project closeout documentation.</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. Mr. Yontar moved the motion. A roll call was held, and all members approved the motion.</p>	

Minutes Approved: October 22, 2025