

**Southeast Watershed Alliance (SWA)
Planning Committee Meeting No. 3
Pease DES Office
50 International Drive
Portsmouth, NH**

Agenda

February 2, 2010 @ 1:30 PM

Approve Minutes

Old Business

Action 1.3-1 Planning Committee members to write up organizational and operational questions for the February 17 Alliance meeting.

Action 1.4-1 George Rief to prepare draft mission statement for SWA consideration.

Action 1.8-1 Ted Diers is going to find out what needs to be incorporated into an interstate organization to protect ability to get funds to NH? What are obligations/requirements to set up interstate organization? Perhaps an agreement between two organizations, not states. How legally to include Maine and Mass.

Action 1.8-1A George Rief mentioned the Maine Wastewater Association's newsletter, and will forward a link to the Planning Committee.

Action 1.10-1 Dick Snow will put together a time and mileage form for everyone to fill in.

Action 1.10-2 Alison and Ted will put together a list of grant opportunities including state of Maine.

Action 1.10-2A Ted will have a conversation with people at DES about putting aside money for the SWA. In the meantime, it would make sense to put in a grant application to the Coastal Program's competitive grant program.

Action 1.10-3 Dick Snow will prepare a proposal to the Coastal Program by February 1. Dick will also prepare a proposal to the EPA CARE grants.

Action 1.10-4 Letters of recommendation from the communities will be submitted to Dick by the Planning Committee. This needs to happen before February 1.

Action 2.2-1 Cathy and Ted will post Micheal Perfit's draft bylaws work on a google docs site for review by the Planning Committee. The Committee will identify what is missing and what needs to be expanded upon. Peter said that by the next Planning Committee, the

group needs to have some rough ideas for the bylaws and articles of incorporation. Wally noted that the goal is to get the concepts laid out, not word smithing.

Action 2.2-2 Ted and Cathy will post examples of by-laws from Regional Planning Commissions and others on the DES FTP site for review by the end of this week. The bylaws subcommittee group will review and decide which to post on the google docs site for further review by the Planning Committee by the middle of next week. Peter noted that anyone can be involved in the bylaws subcommittee.

Action 2.2-3 Michael will e-mail a copy of the bylaws out to the Planning Committee.

Action 2.3-1 Peter noted that language needs to be added to the bylaws on the non-binding aspect of the SWA. Additional inter-municipal agreements would be necessary for implementation.

Action 2.4-1 The group will start thinking about additional content for the website. The intention is for the SWA blog to transition to the website www.southeastwatershedalliance.org. Cathy and Micheal will work together on populating website content.

Action 2.5-1 The agenda for the February 17 meeting of the Alliance will be worked on at the next Planning Committee meeting.

Action 2.6-1 Cathy Coletti will email the Planning Committee the RSA 91-A document for their review.

New Business

3.1 Housekeeping

3.2 Membership

Only five towns, Rollinsford, North Hampton, Seabrook, Portsmouth, and Danville, have sent letters or copies of minutes naming representatives.

Responsibly for the membership rolls.

New members should have their towns send email to:

secretary@southeastwatershedalliance.org

3.3 Report to Alliance

- Draft agenda.

3.4 Mission Statement

- Draft Mission Statement

3.5 FAQ Review

- Draft FAQ Document

3.6 Bylaws

- Draft Bylaws

3.7 Other Issues of Concern

3.8 Next Meeting Date