

**Southeast Watershed Alliance (SWA)
Planning Committee Meeting No. 4
DES Pease Field Office
Portsmouth, NH**

Agenda

March 3, 2010 @ 1:30 PM

Call to Order and Introductions

Approve Minutes

Old Business

Action 1.3-1 Planning Committee members to write up organizational and operational questions.

Open: Questions need to be prepared by the Planning Committee in advance of the full SWA meeting on Feb. 17.

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

Open: The list of grants will be ready by February 17. Dick Snow would like to see the list of grant opportunities posted on the website.

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.

Open: Dick submitted a grant application to the Coastal Program. He will prepare the EPA CARE grants by the deadline of March 1. Dick noted that the SWA needs to document match documentation.

Action 2.2-1 Cathy and Ted will post Michael 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.

Open: The bylaws have been posted on a google docs site. Cathy will invite the Planning Committee to edit the document. Google docs does not track changes or who made comments. It was decided that Planning Committee members write their initials next to their work. Michael Perfit raised the concern that exchanging documents could be in violation of RSA 91-A. However it was determined that while a vote on the document would be public, using google docs for group work was OK. Susan from the AG's office said that she will e-mail Wally

Fries a list of “sister” entities similarly created by N.H. state legislature.

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

Open: Not discussed.

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 Michael will work together on populating website content.

Open: Peter Rice suggested that in the future, it would be good to have an application where people can donate money to SWA. Michael Perfit needs complete information on all SWA stakeholders to populate the SWA database.

Action 3.2-1 All new members should send notification of membership to secretary@southeastwatershedalliance.org.

Action 3.2-2 Cathy will change all collateral material to reflect the new email above.

Action 3.2-3 Peter Rice suggested that in the future a form could be sent to each community in the SWA to verify membership.

Action 3.3-1 It was decided that the February 17 meeting will be an informational meeting, and a vote on the bylaws will come at a later meeting. Michael Perfit, Wally Fries, and Peter Rice will work on a PowerPoint presentation covering the main points in the bylaws to present to the full SWA. They will send the presentation to the Planning Committee for feedback.

Action 3.3-2 Ted suggested sending the minutes from the last meeting with the agenda. Michael Perfit will send the meeting materials to the full SWA.

Action 3.5-1 Cathy will make revisions and send the revised copy to Michael. Michael will post it on the website and include it in the meeting materials for February 17.

Action 3.7-1 Michael Trainque will make some hardcopies of the PowerPoint presentation for the full SWA meeting.

Action 3.7-2 Michael Trainque will keep the SWA informed on the status of model ordinances being developed by the statewide Stormwater Commission. The Commission may want to use the SWA as a sounding board for these ordinances.

New Business

4.1 Housekeeping

4.2 FAQ Outreach Document

4.3 Bylaws

4.4 Other Issues of Concern

4.5 Next Meeting Date