

**Southeast Watershed Alliance (SWA)
Planning Committee Meeting No. 1
Pease DES Office, Portsmouth, New Hampshire**

Minutes

January 6, 2010 @ 2:00 p.m.

Members Present

Richard Snow, Candia
George Rief, Durham
Maurice Sodini, Greenland
James Irish, Madbury
Alison Watts, Newfields
Tom Willis, Rochester
Michael Perfit, Stratham

Walter Fries, Danville
Jennifer Perry, Exeter
Peter Rice, Portsmouth
Candace Dolan, Hampton Falls
Ted Diers, NHDES

Guests Present

Chris Jacobs, Somersworth
Cathy Coletti, NHDES

Bill Stewart, New Castle

Introductions

Meeting was called to order at 2:03 PM with Peter Rice, Walter Fries, and Michael Perfit as co-chairs. Cathy Colletti took notes. Minutes prepared by Michael Perfit.

1.1 House-Keeping

- Select location for February 17 meeting
- How the meetings will run
- Minute format

1.2 Legislative Requirements

Dick moved to add member from Attorney General's office to Advisory Committee.

Walter Fries will gather information from Attorney General's office.

Peter asked Dick to put together list/summary of legislative requirements.

Wally will write letter to Attorney General's office.

Jen Perry observed that additions to the Advisory Committee need to be voted on the the Full Alliance.

Peter moved to propose at the Feb 17 meeting to have AG rep to serve on Advisory Commission in the meantime Wally will send a letter asking for a participant; Michael seconded. Passed unanimously.

Action 1.2-1 Wally will send a letter to AG's office asking for a participation in the planning process.

1.3 Research organizational structure models

Dick Snow stated that we don't want bylaws to "put us in cement."

Michael stated that the deadline for having an organizational structure was June 12.

Each member of Planning Committee agreed to write down questions to pose to the full SWA on the 17th of February.

Ted will scan Solid Waste District for ideas on organization.

Jen stated it is more important to do this right than to do this quick.

Action 1.3-1 Planning Committee members to write up organizational and operational questions for the January 19 Planning Committee meeting.

1.4 Discuss Status of Mission Statement

Jen stated that this is a key piece of what needs to happen in full Alliance, could be a meeting in itself and that we shouldn't do the Mission Statement in the Planning Committee.

Peter suggested to present Mission statement as an action item that needs to be done in a special meeting.

George Rief suggested using the enabling legislation as a starting point for the Mission Statement not verbatim but with minor word smithing. He agreed to prepare a draft.

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

1.5 Develop Organizational Structure

<Covered in part 1.3>

1.6 Discuss Process for Legal Review

Walter Fries suggested that the informal relationship established for the protection of Attorney General's office and NHDES.

Peter suggested that municipalities do their own legal staff reviews through developing organization structure process. We want to identify potential pitfalls (legal questions) before they come up.

1.7 Propose Board of Directors (On Hold)

Postponed until structure is developed.

1.8 Determine Maine Watershed Towns' Inclusion

Action 1.8-1 Ted 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 1.8-2 DES agreed to talk with Ron Poltak of NEIWPC for information about his regional organization.

1.9 Determine Mass Watershed Towns' Inclusion

<This item will be covered in 1.8>

1.10 Identify Financial Resources

Candace Dolan said that there is EPA Care grant due March 1.

Walter Fries stated that we should track our hours and mileage for matching grants.

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

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

1.11 Other Issues of Concern

Michael Perfit agreed to purchase some suitable domain names. No objections.

Action 1.11-1 Michael Perfit to purchase some suitable domain names.

1.12 Next Meeting Date

Next Meeting scheduled for 2:00 PM on January 19, 2010 at the Dover Community Services Building at 271 Mast Road in Dover.

The meeting adjourned at 4:17 PM.