

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

Minutes

February 2, 2010 @ 1:30 PM

Members Present

Jennifer Perry, Exeter	George Rief, Durham
Michael Perfit, Stratham	Wally Fries, Daville
Richard Snow, Candia	Jim Irish, Madbury
Tom Willis, Rochester	Candace Dolan, Hampton Falls (Alt.)
Peter Rice, Portsmouth	Michael Trainque, Chester
Dean Peschel, Dover	

Guests Present

Cathy Coletti, DES
Ted Diers, DES
Suzan Lehmann, New Hampshire Attorney General's Office (via phone)
Julie LaBranche, Rockingham Planning Commission
Jeremy Tomkiewicz, UNH graduate student
Randy Henderson, Volunteer from Conservation Law Foundation

Introductions

Meeting was called to order at 1:40 PM with Peter Rice, Walter Fries, and Michael Perfit as co-chairs.

Approve Minutes

Minutes were approved with no changes.

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

Resolved.

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.

Resolved: The information provided at the last Planning Committee meeting answered these questions, which will be incorporated into the bylaws. Ron Poltak at NEWIPCC is available to talk with the full SWA.

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

Resolved. Michael Perfit will email the link to the Planning Committee.

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

Resolved: Tom Willis put together the form. Michael Perfit will publish the form.

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 1.10-2A 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.

Resolved: Ted said he could talk with people at DES about setting up a fund on behalf of SWA; however Peter Rice would rather get organized first so that the Alliance can administer funds on its own.

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. Dick Snow, Candace Dolan, and Alison Watts will prepare the EPA CARE grants by the deadline of March 9. Dick noted that the SWA needs to document match documentation.

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.

Resolved: No letters were received, but the deadline has passed.

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 2.2-2 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.

Resolved: The example bylaws have been posted on the FTP site. Cathy passed out directions on how to access the FTP site to the Planning Committee.

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

Resolved: The bylaws were emailed out to the Planning Committee.

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 2.5-1 The agenda will be worked on at the next Planning Committee meeting.

Resolved: The draft agenda by Michael Perfit was reviewed by the Planning Committee. (See New Business 3.3)

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

Resolved: Michael Perfit emailed the link to RSA-91A to the Planning Committee.

New Business

3.1 Housekeeping

No housekeeping items came up for discussion.

3.2 Membership

There is a general lack of documentation of SWA membership. Documentation can either be in the form of the meeting minutes from the meeting that the town voted to join SWA, or a letter informing of membership.

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.

3.3 Report to the Alliance (draft agenda)

The group reviewed the draft agenda for February 17 provided by Michael Perfit. Jennifer Perry moved to put the new business first in the agenda, and Wally Fries seconded.

The Frequently Asked Questions document will be included in the meeting materials for the full SWA meeting. The SWA will be asked to approve the FAQs on the 17th.

Mission Statement Discussion: Michael Perfit put together an alternative mission and vision statement. Peter moved to float both Michael's and George Reif's statements by the full SWA as working proposals as part of the full meeting agenda. Jennifer Perry seconded.

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.

3.4 Mission Statement

Having a vision and mission statement was discussed. Many organizations have both. Michael Perfit's statement is broader and shorter in scope than George's statement. George agreed that the shorter the better. Peter noted that the vaguer and less confrontational the better. Wally noted that goals and objectives of the organization are critical and follow the mission/vision statement. Education is going to be a key component of the goals.

3.5 FAQ Review

Several revisions were made:

- The question "What happens if we do nothing?" was added. Expand on the concepts at the end of the last paragraph from the question "How are regulations becoming more stringent?"
- Add "System" after "National Pollutant Discharge Elimination" on page 2. Include the acronym.
- Make the question "does it cost money" to join crystal clear by simply expressing that there is no membership fee, and that joining does not mean a commitment for future projects.
- On "How many appointees can the town have?," the answer should say that the by-laws are being written, which may include alternates.
- Cut most of the text on the answer on "What is the group doing".
- Cut "municipalities" out of possible funding sources on "How is the SWA funded?"
- Several other minor changes.

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.

3.6 Bylaws

As time was running short, it was decided not to discuss the bylaws in detail.

3.7 Other Issues of Concern

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

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.

Michael Trainque also mentioned an opportunity to be part of a congressional briefing in Washington, D.C. on March 16. The New Hampshire table still has seven seats available.

3.8 Next Meeting Date

The next meeting will be held on March 3 at 1:30 p.m. at the DES Pease Field Office. The Pease Field Office is moving and the new address is 222 International, Suite #175.

The meeting adjourned at 3:40 p.m.