

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

DRAFT Minutes

March 3, 2010 @ 1:30 PM

Members Present

Jennifer Perry, Exeter	Mo Sodini, Greenland
Michael Perfit, Stratham	Wally Fries, Danville
Richard Snow, Candia	George Rief, Durham
Tom Willis, Rochester	Candace Dolan, Hampton Falls
Peter Rice, Portsmouth	Michael Trainque, Chester
Dean Peschel, Dover	

Guests Present

Cathy Coletti, DES	Ted Diers, DES
Randy Henderson, Conservation Law Foundation	
John Jackman, no affiliation noted	

Call to Order and Introductions

The meeting was called to order at 1:35 p.m.

Approve Minutes

The minutes were approved with one change. On page 2 on Action 1.10-3, "Dick Snow" was changed to "Grants Committee" and "March 1" to "March 9."

Old Business

Action 1.10-3 The Grants Committee will prepare a proposal to the EPA CARE grants by March 9. **Open:** The Grants Committee is working on the proposal and will submit it by the deadline.

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.

Resolved: The website is an ongoing activity. Please contact Michael Perfit with ideas for website content. This will not be a further agenda item at this time.

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

Open: Cathy will update the information sheet that was developed last summer to include the website

www.southeastwatershedalliance.org and change the contact information to the new phone number and email for the Alliance to secretary@southeastwatershedalliance.org and 603-559-0028.

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.

Open: No action on this will be taken before the next full SWA meeting.

New Business

4.1 Housekeeping

The space at Brentwood Community Services Center is available to the SWA on April 17. The space is also available for the next four meetings. It was agreed that this location will be used.

Action 4.1-1 Michael Perfit will send Dick Snow the contact information for Rob in Brentwood, so that Dick can inquire about coffee logistics in advance of the next meeting.

4.2 FAQ Outreach Document

Action 4.2-1 Cathy will send Michael a copy of the two SWA maps that have been developed by NHDES.

Candace Dolan moved to finalize the FAQs and post on the website. Dick Snow seconded.

Action 4.2-2 Michael will use the FAQs to populate more content on the website. Michael will post the maps on the website.

4.3 Bylaws

A draft of the bylaws was discussed. The group went through each section and made comments and suggested edits.

Action 4.3-1 Wally will make the changes to the text of the draft bylaws and send to Michael. Michael will post on the website and send an email to the group alerting them so that they can review in advance of the next Planning Committee meeting.

Action 4.3-2 Dick Snow will create a draft organization chart. This will not be part of the bylaws, but rather a visual depiction of how the SWA is structured.

4.4 Other Issues of Concern

Michael will be the point of contact for Alison Watt's DUNS number application.

Action 4.4-1 NHDES will record a new phone message for the SWA phone number at 603-559-0028.

Action 4.4-2 Ted Diers and Alison will meet to discuss the potential grant list that was developed.

4.5 Next Meeting Date

The next meeting will be held at 9:00 a.m. on March 25 at the Dover Community Services Building located at 271 Mast Road, Dover.

Motion to adjourn was made by Tom Willis. A second was made by Michael Perfit.

The meeting adjourned at 4:10 p.m.