

**Southeast Watershed Alliance (SWA)
Planning Committee Meeting No. 5
271 Mast Road
Dover, NH**

Minutes

March 25, 2010 @ 9:00 AM

Members Present

Peter Rice, Portsmouth	Richard Snow, Candia
Wally Fries, Danville	Jennifer Perry, Exeter
Candace Dolan, Hampton Falls	Michael Perfit, Stratham
Tom Willis, Rochester	

Guests Present

Cathy Coletti, DES
Bill Hounsell, consultant

Call to Order and Introductions

The meeting was called to order at 9:49 AM.

Approve Minutes

Dick Snow moved to approve the March 3 Planning Committee minutes with no revisions. Peter Rice seconded. The minutes were unanimously approved.

Old Business

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

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

Open: This work is in progress.

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

Open: No update was available for this meeting.

New Business

5.1 Housekeeping

The group was saddened to learn of the sudden death of Brian Quinlan, SWA appointee from Kingston. Dick Snow moved to send condolences to Brian's family. Tom Willis seconded.

Action 5.1-1 Michael Perfit will write a letter of condolences on behalf of SWA to send to Brian's wife.

5.2 Bylaws

The most recent draft of the bylaws was discussed. The group made comments and edits relative to specific sections. These detailed changes were recorded by Wally, Peter and Michael.

A few notable points from the discussion:

A 2/3 approval will be required to amend the bylaws.

The SWA fiscal year will match the state's fiscal year of July 1 - June 30. An annual meeting will be held in April.

A discussion on the nomination and election process resulted in general consensus. It was agreed that a nomination committee will select a slate of potential board of directors/officers. The process of how to conduct elections will be revisited at a later time.

The group added a section to the bylaws called "Member Obligations," which states that appointees are responsible for keeping their communities informed of SWA activities.

The group agreed that the default definition of quorum will be used. It is the majority of members present.

How to address conflict of interest in the bylaws remains an unresolved item.

Action 5.2-1 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 full SWA group alerting them so that they can review in advance of the April 7 meeting.

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

Open: This item was not addressed in the agenda.

Action 5.3 Agenda items for next meeting of the Alliance.

The group discussed agenda items for the full SWA meeting on April 7 as well as the order of the items.

A moment of silence will be held for Brian Quinlan.

Regulatory Status Review: A brief presentation outlining the regulatory situation will be given, both for reinforcement and review of why the SWA exists. A restatement of what the SWA hopes to accomplish will be provided as well.

Review of Bylaws: The group will review the draft bylaws. The schedule for approving the bylaws will be explained. The Planning Committee hopes to attain provisional approval from the full SWA of the draft bylaws on April 7. Another meeting of the full SWA is scheduled for May 5, where the Planning Committee will present a final draft for approval. Communities then have the opportunity to present the final draft bylaws to their communities' legal counsel before final approval and agreement on June 9.

In addition, at the May 5 meeting, the Planning Committee, acting as the Nominating Committee, will present a slate of potential board of director/officers to serve SWA. In the meantime, interested parties should get in touch with the Planning Committee.

Announcements: SWA members can use this time allotment in the agenda for any announcements for the group, including workshop opportunities, such as "The Road Less Salted" workshop in May.

Committee Update: A report from the adhoc committee working with Phil Trowbridge will be provided.

Action 5.3-1 Michael Perfit will check in with Rob in Brentwood on the availability of the Brentwood Community Center on the evenings of May 5 and June 9.

Action 5.3-2 Wally Fries will put together a brief PowerPoint presentation, providing an overview of the bylaws for the full SWA meeting on April 7.

Action 5.3-3 Peter Rice will think about and potentially consult the legal dept. on the regulatory status review portion of the agenda.

5.4 Other Issues of Concern

A discussion on potentially requesting the Department of Justice to serve on the Advisory Committee resulted in some thoughts, but no definitive action.

The SWA Advisory Committee will meet on March 30 at 9 AM at the DES Pease Field Office. Wally Fries and Dick Snow will attend on behalf of the SWA Planning Committee. It was pointed out that the role of the Advisory Committee needs to be better defined.

Action 5.4-1 Wally Fries and Dick Snow will attend the SWA Advisory Committee meeting.

5.5 Next Meeting Date

The next meeting of the Planning Committee will be held on April 21 at 9 a.m. at the DES Pease Field Office in Portsmouth.

Motion to adjourn was made by Dick Snow. A second was made by Jennifer Perry. The meeting adjourned at 12:05 PM.