

**Southeast Watershed Alliance (SWA)
Planning Committee Meeting No. 7
222 International Drive, Suite 175
Portsmouth, NH**

DRAFT Minutes

May 26, 2010 @ 9:00 AM

Members Present

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|------------------------------|---------------------------|
| Dick Snow, Candia | Jim Irish, Madbury |
| Wally Fries, Danville | Jennifer Perry, Exeter |
| Michael Perfit, Stratham | Michael Trainque, Chester |
| Candace Dolan, Hampton Falls | Alison Watts, Newfields |
| David Green, Rochester | |

Guests Present

Ted Diers, DES
Cathy Coletti, DES
Tom Irwin, CLF
Randy Henderson, CLF
Bill Hounsell, CDM, Inc.
Derek Sowers, PREP

Call to Order and Introductions

The meeting was called to order at 9:05 AM.

Approve Minutes

Jennifer Perry moved to approve the April 21 Planning Committee minutes with no revisions. Michael Trainque seconded. The minutes were unanimously approved. Dick Snow abstained from the vote as he was not present at the April 21 meeting.

Old Business

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

Resolved: Cathy Coletti met with Alison to review the list. Grants require specific work tasks. There were no grant matches for general staff support. However, Ted Diers mentioned that he can populate a fund for SWA to hire staff support.

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.

Resolved: This task is no longer needed.

Action 6.6-2 Ted Diers will talk with Bill Brown at Wright-Pierce about potentially presenting on nutrient trading at the June 9 full SWA meeting.

Resolved: Bill Brown's talk is on hold for a future meeting. The next full SWA meeting will include a presentation from the Advisory Committee.

Action 6.6-3 Randy Henderson from CLF will talk with CLF about a potential regulatory action presentation.

Resolved: Ted Diers and Tom Irwin from CLF have talked about this presentation as being part of a panel in the fall. CLF is willing to be a speaker.

New Business

7.1 Housekeeping

There were no housekeeping items.

7.2 Bylaws Comments from AG and DES

Ted Diers submitted the bylaws to DES in early May. The bylaws were also officially submitted by the SWA on May 11 to both DES and the AG's Office. At DES, the bylaws are likely still in Water Division Director Harry Stewart's inbox. The AG's Office is also very busy, but it is expected that the bylaws will be approved with little comments.

7.3 Committee structure and interactions

The definition of each Committee's role was discussed. The roles are defined in the bylaws in Article VII.

It was decided that the Grants Committee should be folded into the Program Development Committee. Members were not sure if this needed to be officially voted on or not.

It was noted that as the SWA moves forward, further Committees may be formed.

Action 7.3-1 Michael Perfit will write a few sentences on the role of each committee. In addition, a list of tasks that each Committee will accomplish will help attract membership and interest. He will send out an e-mail blast to the SWA membership, asking members to think about signing-up for a Committee at the full SWA meeting.

7.4 Board of Directors' Slate (11 persons needed)

The following SWA representatives have been nominated for the Board of

Directors' Slate: Richard Snow, Candia; Michael Trainque, Chester; Walter Fries, Danville; Dean Peschel, Dover; Jennifer Perry, Exeter; Candace Dolan, Hampton Falls; James Irish, Madbury; Alison Watts, Newfields; Michael Perfit, Stratham; Peter Rice, Portsmouth; Thomas Willis, Rochester.

Dean Peschel and Tom Willis were not present at this meeting and may need to be contacted on their availability for serving on the Board of Directors. In addition, several members of the slate would rather be involved in the Program Development Committee and would prefer to step down if/when other members volunteer.

Action 7.4-1 Michael Perfit will send an email to the SWA membership asking for volunteers to serve on the Board of Directors. He will present the prospective slate to encourage others to be part of the group.

7.5 PREP presentation of Action Ideas

Derek Sowers presented the PREP Management Plan action items most related to SWA. He noted that the development of the plan was the result of a one and a half year stakeholder process. The plan is a "living document" that will serve as a guide for PREP and its partners for the next 10 years.

Derek presented a table of the action items as well as an overview of each, which identified specific activities; ways to measure progress; and leads, cooperators, and funding sources for each. The actions utilize existing assets and partnerships. Derek noted that Action Item WR-14 specifically draws out SWA's strength as a regional municipal organization.

7.6 Agenda for June 9 Meeting

Advisory Committee members presented the idea of doing a presentation/facilitated process at the next full SWA meeting. As the SWA transitions from its organizational start-up focus to setting goals and actions, a recap of "why we are here" will review the issues that brought SWA together.

The facilitator will result in a well-structured conversation that draws out the SWA's perception of problems/solutions as well as the natural resources agencies, organizations', perception. At the end of the facilitated process (which may take two sessions), the goal is to come out with a set of priority action items. The facilitator is available to SWA free of charge.

Several members of the Advisory Committee are not available on the date of June 9. An alternate date of June 15th was suggested.

Dick Snow moved to change the date of the next full SWA meeting to June 15. Alison Watts seconded. The motion was unanimously approved.

The agenda for the June 15 meeting will be as follows: Vote on the bylaws; Hold elections; Advisory Committee Presentation and facilitated process; Meeting schedule - a meeting is expected in September.

Action 7.6-1 The Advisory Committee will develop an outline of the presentation/facilitated process and send to the SWA tri-chairs.

7.7 Meeting schedule for the next six months

After the June 15th meeting, the full SWA will reconvene in September. The Planning Committee hoped that the SWA committees will be able to meet throughout the summer.

7.8 Administrative Support Options

The SWA needs dedicated administrative staff support. Cathy Coletti's time with SWA will be focused on communications work.

The Coastal Program can provide funding assistance to support a part-time staff person.

Wally Fries, Michael Perfit and Michael Trainque will work on developing the SWA's specific staffing needs and put together a proposal for the Coastal Program.

Jennifer Perry thanked Michael Perfit and Cathy Coletti for their work to support SWA.

Michael Perfit moved to thank Cathy Coletti for her work. Dick Snow seconded. It was unanimously approved. Cathy expressed thanks for the note of appreciation.

Motion to adjourn was made by Dick Snow. A second was made by Candace Dolan.

The meeting adjourned at 11:23 AM.