

**COAKLEY EXECUTIVE COMMITTEE
MEETING MINUTES
October 15, 2024 AT 10:00 A.M.
Law Library, Portsmouth City Hall
1 Junkins Avenue, Portsmouth, NH
and via Microsoft Teams**

The Coakley Executive Committee (CEC) meeting commenced at 10:02 a.m.

In person attendance: Chairman Glenn Normandeau, Attorney Seth Jaffe, City Attorney Susan Morrell, Attorney Robert P. Sullivan, Peter Britz, Jillian Harris, Dennis Malloy (Greenland, NH) and Barbara Zulkiewicz

Via Microsoft Teams: Attorney Curtis Shipley, Joe Montello (EAGON Associates), Debra Altschiller, Matt Scruton (Rye, NH), Michael Tully (North Hampton, NH), Jennifer Mandelbaum, and Peggy Balboni

- I. Review the minutes of the August 29, 2024 Coakley Executive Committee meeting.

Attorney Jaffe moved to approve the minutes; Attorney Shipley seconded. On a 3-0 vote, all in favor.

OU-1

- II. **BILLS** - All payment certifications are dated 10/15/2024

City of Portsmouth

A.	Invoice #2902549156	dated 9/20/2024		
	Peter Britz & Financial services – 8/2024		\$2,750.00	50%
B.	Invoice #58828	dated 9/1/2024	\$150.50	50%
	Reimburse City for storage - 9/2024			
C.	Invoice #59760	dated 10/1/2024	\$150.50	50%
	Reimburse City for storage - 10/2024			

Attorney Jaffe moved to approve items II – A through C for payment; Attorney Shipley seconded this motion. On a 3-0 vote, all in favor.

EAGON & Associates, Inc.

D.	Invoice# 1047A-8292431	dated 9/10/2024	\$454.62	50%
	Consulting Services rendered through 8/31/2024			

E. Invoice #1047A-9202430 dated 10/7/2024 \$619.13 50%
Consulting Services rendered through 9/30/2024

Attorney Jaffe moved to approve items II – D through E for payment; Attorney Shipley seconded this motion. On a 3-0 vote, all in favor.

Piscataqua Landscaping

F. Invoice #73368 dated 9/3/2024 \$9,950.18 100%
Annual moving
Services rendered through 9/30/2024

Attorney Jaffe moved to approve item II – F for payment; Attorney Shipley seconded this motion. On a 3-0 vote, all in favor.

Tomforde Environment Services

G. Invoice #1238 dated 9/12/2024 \$2,532.51 100%
Gas monitoring and report preparation

Attorney Jaffe moved to approve item II – G for payment; Attorney Shipley seconded this motion. On a 3-0 vote, the motion passed.

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$16,607.44**

IV. OU - 1 RECORD ITEMS

A. Trust balance of OU – 1 as of 9/30/2024: **\$254,208.36**

B. 2024 OU-1 Invoices Paid:

Date Approved	Amount Paid
1/8/2024	\$9,470.00
3/6/2024	\$14,130.85
4/11/2024	\$3,051.00
5/15/2024	\$3,360.50
7/24/2024	\$78,409.49
8/29/2024	\$21,681.66
Total paid in 2024:	\$130,103.50

C. OU-1 Assessment Status:

		Date Received	Amount Paid
Portsmouth	\$112,997.00	1/12/2024 7/31/2024	\$56,498.50 \$56,498.50
N. Hampton	\$8,571.00	12/27/2023	\$8,571.00
Newington	\$11,525.00	5/13/2024 7/23/2024	\$5,762.50 \$5,762.50
Generators	\$42,200.00	4/19/2024	\$42,200.00
BFI	\$25,970.00	5/3/2024	\$25,970.00
Waste Management	\$9,738.00	4/24/2024 8/26/2024	\$4,869.00 \$4,869.00
		Total	\$211,001.00

OU-2V. **BILLS** All payment certifications are dated 10/15/2024**City of Portsmouth**

- A. Invoice #2902549156 dated 9/20/2024
Peter Britz & Financial services – 8/2024 \$2,750.00 50%
- B. Invoice #58828 dated 9/1/2024 \$150.50 50%
Reimburse City for storage - 9/2024
- C. Invoice #59760 dated 10/1/2024 \$150.50 50%
Reimburse City for storage - 10/2024

Attorney Jaffe moved to approve items II – A through C for payment; Attorney Shipley seconded this motion. On a 3-0 vote, all in favor.

EAGON & Associates, Inc.

- D. Invoice# 1047A-8292431 dated 9/10/2024 \$454.63 50%
Consulting Services rendered through 8/31/2024
- E. Invoice #1047A-9202430 dated 10/7/2024 \$619.12 50%
Consulting Services rendered through 9/30/2024

Attorney Jaffe moved to approve items II – D through E for payment; Attorney Shipley seconded this motion. On a 3-0 vote, all in favor.

VI. **OU - 2 ACTION ITEMS**

Total of invoices requested for approval: **\$4,124.75**

VII. **OU - 2 RECORD ITEMS**

A. Trust balance of OU-2 as of 9/30/2024: **\$349,480.46**

B. 2024 OU-2 Invoices Paid:

Date Approved	Amount Paid
1/8/2024	\$13,477.50
3/6/2024	\$31,125.10
4/11/2024	\$3,051.00
5/15/2024	\$3,760.50
7/24/2024	\$237,768.01
8/29/2024	\$158,537.67
Total paid in 2024	\$447,719.78

C. OU-2 Assessment Status:

Portsmouth	\$206,171.00	1/12/2024 7/31/2024	\$103,085.50 \$103,085.50
N. Hampton	\$15,643.00	12/27/2023	\$15,643.00
Newington	\$21,033.00	5/13/2024 7/23/2023	\$10,516.50 \$10,516.50
Generators	\$77,000.00	2/20/2024	\$77,000.00
BFI	\$47,386.00	5/3/2024	\$47,386.00
Waste Management	\$17,768.00	4/24/2024 8/26/2024	\$8,884.00 \$8,884.00
		Total	\$385,001.00

COMBINED OU-1 & OU-2

VIII. **COMBINED OU – 1 & OU – 2 ACTION ITEMS**

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated 10/15/2024

GMZ Permit: Updated parcel descriptions are needed to complete the required work. WSP has contracted with a surveyor and the work should be completed in October. The permit is anticipated to be completed by the end of the year.

Water Services Connections: MAC Construction had some permitting delays with NHDOT. The application for surety bond was re-submitted and the work with the driller was completed during the week of 10/7/2024. The new water service installation is now complete at 399 Breakfast Hill Road.

Surface Water Groundwater Evaluation: In response to EPA comments, WSP submitted a revised work plan, along with a proposal to complete the first phase of the work plan in the amount of \$52,794.00. The details of the future phases are to be determined based on additional data that is yet to be approved by the USEPA, along with the associated costs.

Peter Britz requested a motion to approve the WSP contract. Attorney Jaffe moved to approve the WSP proposal. Attorney Shipley seconded. All voted in favor. Motion approved.

Deep Bedrock Investigation – Southern Well Installation: After a blockage was discovered earlier this year, WSP conducted a camera inspection to investigate, however; the cause of the blockage was inconclusive. Work with a driller will be needed to clear the blockage so the well can be sampled.

Sampling and Analysis Plan Update: An updated SAP is required by the EPA to reflect modifications to the sampling program approved by the agencies. WSP submitted a draft updated SAP to the agencies on 10/7/2024.

WSP Long-Term Monitoring Services: WSP submitted a proposal for fall monitoring services in the amount of \$152,160.55. WSP submitted details of the differences between spring and fall sampling events, including reduction of surface water sampling locations and addition of groundwater sampling locations. This work will be performed during the first two weeks of November 2024. **Peter Britz requested a motion to approve the WSP contract. Attorney Jaffe moved to approve the WSP proposal. Attorney Shipley seconded. All voted in favor. Motion approved.**

Emerging Contaminants Funds: The CLG pre-application submitted to the NHDES Clean Water State Revolving Fund for the Emerging Contaminants Funds for the Coakley Landfill Surface Water and Ground Water Treatment Project was recently selected by NHDES to submit a loan application with a deadline of June 30, 2025.

IX. COMBINED OU – 1 & OU – 2 RECORD ITEMS

A. Minutes of the Coakley Executive Committee July 24, 2024 meeting; approved on 8/29/2024.

X. OTHER BUSINESS: None

XI. PUBLIC COMMENT: None

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next CLG meeting was scheduled for Friday, November 22, 2024 at 10:00 a.m. in the Law Library, 4TH Floor at Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire.

XIII. NONPUBLIC SESSION

Attorney Jaffe moved to enter Nonpublic Session at 10:36 a.m. for purposes of discussion with Legal Counsel pursuant to NH RSA 91-A:3, II (I.) regarding loan funding details and also to allow Joe Montello to participate in the Nonpublic Session. Seconded by Attorney Shipley. Roll call in the affirmative by Chair Normandeau, Attorney Jaffe and Attorney Shipley. All voted in favor. Motion approved. At this time, all other attendees of the Teams meeting left the meeting.

At 10:47 a.m., Attorney Jaffe moved to leave Nonpublic Session and return to Public Session. Motion seconded by Attorney Shipley. Roll call in the affirmative by Chair Normandeau, Attorney Jaffe and Attorney Shipley. All voted in favor. Motion approved.

Attorney Jaffe moved to adjourn the CEC meeting. Attorney Shipley seconded. On a 3-0 vote, all in favor. The motion passed at 10:48 a.m.

Dated: 12/9/2024 _____

Signed by:

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Glenn Normandeau, Chair
Coakley Executive Committee

Respectfully Submitted,
Barbara Zulkiewicz