

**COAKLEY EXECUTIVE COMMITTEE
PUBLIC MEETING MINUTES
Wednesday, April 11, 2024 – 10:00 a.m.
Law Library, Portsmouth City Hall**

The Coakley Executive Committee (EC) Teleconference call commenced at 10:31 a.m.

In attendance: Chairman Glenn Normandeau (Chair); Susan G. Morrell, Esq.(Attorney Morrell), Seth Jaffe, Esq. (Attorney Jaffe), Robert P. Sullivan, Esq. (Attorney Sullivan); Peter Britz (Britz), Jillian Harris (Harris), and Barbara Zulkiewicz (Zulkiewicz)

Conferenced in by phone: Curtis Shipley, Esq. (Attorney Shipley) and Joe Montello (Montello).

- I. Review the minutes of the 3/6/2024 Coakley meeting.

Attorney Seth Jaffe moved to approve the minutes, Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed.

OU-1

- II. **BILLS** – All payment certifications are dated 4/11/2024

City of Portsmouth

A.	Invoice #2902282133 dated 3/20/2024 Peter Britz & Financial services – 1/2024	\$2,750.00
B.	Invoice #53240 dated 3/1/2024 Reimburse City for storage – 3/2024	\$ 150.50
C.	Invoice #54172 dated 4/1/2024 Reimburse City for storage – 4/2024	\$ 150.50

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

- III. **OU - 1 ACTION ITEMS**

A. Total of invoices requested for approval: **\$3,051.00**

- IV. **OU - 1 RECORD ITEMS**

A. Trust balance as 3/29/2024: **\$207,877.42**

B. 2024 OU-1 Invoices paid:

Date Approved	Amount Paid
1/8/2024	\$9,470.00
3/6/2024	\$14,130.85
Total paid in 2024:	\$23,600.85

C. All assessments have been sent out:

		Received:	Amount:
Portsmouth	\$112,997.00	1/12/2024	\$56,498.50
N. Hampton	\$8,571.00	12/27/2023	\$ 8,571.00
Newington	\$11,525.00		
Generators	\$42,200.00		
Browning-Ferris Trucking	\$25,970.00		
Waste Management	\$9,738.00		

Peter Britz will be in contact with delinquent municipalities and entities and will give and provide an update at the next meeting.

OU-2

V. **BILLS** – All payment certifications are dated 4/11/2024

City of Portsmouth

- A. Invoice #2902282133 dated 3/20/2024
Peter Britz & Financial services – 1/2024 \$2,750.00
- B. Invoice #53240 dated 3/1/2024
Reimburse City for storage – 3/2024 \$ 150.50
- C. Invoice #54172 dated 4/1/2024
Reimburse City for storage – 4/2024 \$ 150.50

Attorney Jaffe moved to approve Item V – A through C for payment; Attorney Shipley seconded this motion. On a 3-0 vote, the motion passed.

VI. OU - 2 ACTION ITEMS

A. Total of invoices requested for approval: **\$3,051.00**

IV. OU - 2 RECORD ITEMS

A. Trust balance as 3/29/2024: **\$547,965.11**

B. 2024 OU-2 Invoices paid:

Date Approved	Amount Paid
1/8/2024	\$13,477.50
3/6/2024	\$31,125.10
Total paid in 2024	\$44,602.60

C. All assessments have been sent out:

		Received:	Amount:
Portsmouth	\$206,171.00	1/12/2024	\$103,085.50
N. Hampton	\$15,643.00	12/27/2023	\$15,643.00
Newington	\$21,033.00		
Generators	\$77,000.00	2/20/2024	\$77,000.00
Browning-Ferris Trucking	\$47,386.00		
Waste Management	\$17,768.00		

Peter Britz will be in contact with delinquent municipalities and entities and will provide an update at the next meeting.

COMBINED OU-1 & OU-2

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

A. Report of Peter Britz & Jillian Harris of the City of Portsmouth dated 4/11/2024

GMZ Permit: WSP is nearing finalization of the permit application. However, the survey for updating the parcel descriptions, including parcels on Breakfast Hill Road and Lafayette Road, is outstanding. The contract from WSP for the GMP Survey Field Services for North Hampton and Greenland, which includes survey work by Easterly Surveying, is included in the meeting materials. **Attorney Jaffe moved to authorize the Chair to execute the contract with WSP. Attorney Shipley seconded. On a 3-0 vote, the motion passed.**

Southern Well Installation: A rental agreement is being worked on with the property owners to store water tanks on their property, and WSP is coordinating a groundwater discharge permit with NHDES. This will entail drilling a well and testing the water. Work will take place the week of April 29, 2024, and then sampling and monitoring of the wells will take place. **Motion by Attorney Jaffe to authorize the Chair to execute the rental agreement for the storage of the water tanks. Attorney Shipley seconded. On a 3-0 vote, the motion passed.**

Water Service Connections: The water service connections will take place at 399 Breakfast Hill Road within the next few months.

Surface Water Groundwater Evaluation: Work has started on implementing the work plan which was submitted to the agencies on April 27, 2023, and WSP is preparing a response to the EPA's August 22, 2023, letter for CLG review. Attorney Jaffe asked if the work plan time frame, i.e., a year or two, is reasonable. Peter stated that it would be determined by various conditions, such as drought.

WSP Fall/Winter Groundwater Monitoring Services: Fall/Winter monitoring is complete, and WSP is preparing residential letters.

Emerging Contaminants Funds: A pre-application for the NH Clean Water State Revolving Fund Loan Program was received from NHDES with a deadline for submission of May 31, 2024. It was agreed that this would be discussed at the next CLG meeting.

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

A. Minutes of the Coakley Executive Committee 1/8/2024 meeting; approved and executed on 3/6/2024.

X. OTHER BUSINESS - None

XI. PUBLIC COMMENT - None

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next meeting is scheduled for Wednesday, May 15, 2024, at 10.00 a.m. in the Law Library at Portsmouth City Hall.

XIII. NON-PUBLIC SESSION

Attorney Sullivan requested a motion from the Board to enter into a non-public session to discuss the WSP Master Services Agreement in accordance with NH RSA 91A:3 II(I). Attorney Jaffe moved to go into Executive Session for this purpose. Attorney Shipley seconded. On a 3-0 vote, the motion passed at 10:54 a.m.

Attorney Jaffe moved to adjourn the non-public session and resume the public portion of the meeting. Attorney Shipley seconded. On a 3-0 vote, the motion passed at 11:17 a.m.

Attorney Jaffe moved to adjourn meeting. Attorney Shipley seconded. On a 3-0 vote, the motion passed at 11:18 a.m.

Dated: June 14, 2024

DocuSigned by:



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Glenn Normandeau, Chair
Coakley Executive Committee

As approved on May 15, 2024

Respectfully Submitted,
Barbara Zulkiewicz