

COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Tuesday, January 7, 2025 at 10:00 a.m.

Law Library, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH
and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 10:04 a.m.

In person attendance: Glenn Normandeau, Chair; Attorney Seth Jaffe, Foley Hoag LLP; Suzanne M. Woodland, City of Portsmouth Deputy City Manager / Regulatory Counsel; Susan G. Morrell, City of Portsmouth City Attorney; Robert P. Sullivan, City of Portsmouth Of Counsel; Peter Britz, City of Portsmouth Director of Planning and Sustainability; Jillian Harris, City of Portsmouth Principal Planner; and Barbara Zulkiewicz, City of Portsmouth Administrative Assistant, Legal.

Attendance via Microsoft Teams: Attorney Curtis Shipley, Ellis & Winters LLP; Joe Montello, Eagon & Associates; Richard Hull, US Environmental Protection Agency; Jeremy Boston, Town of Newington, NH.

I. Review minutes of the November 22, 2024 Coakley Executive Meeting.

Attorney Jaffe moved to approve the minutes; Attorney Shipley seconded. On a vote of 3-0, the motion was approved.

OU-1

II. **OU-1 INVOICES:** All payment certifications are dated 1/7/2025.

Invoices	OU-1 Amount		
City of Portsmouth			
A. 2902621446 (Svcs thru 11/30/24, Inv date 11/19/24)	\$	2,750.00	50%
B. 2902663019 (Svcs thru 12/31/24, Inv date 12/13/24)	\$	2,750.00	50%
Attorney Jaffe moved to approve items II – A and B for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.			
City of Portsmouth			
Blue Bird Storage	\$		
C. 61582 (Svcs thru 12/31/24, Inv date 12/01/24)	\$	150.50	50%
D. 62463 (Svcs thru 12/31/24, Inv date 01/02/25)	\$	169.50	50%
Attorney Jaffe moved to approve items II – C and D for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.			
EAGON & Associates, Inc.			

Consulting Services

E. 1047A-11202430 (Svcs thru 11/30/24, Inv date 12/05/24) \$ 501.63 50%

Attorney Jaffe moved to approve item II - E for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

WSP USA	\$	
2023 Fall LTM	\$	1,172.54
F. 40128416 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	1,172.54 35%
2024 Fall LTM	\$	17,141.44
G. 3617247591.06 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	17,141.44 35%
2024 Spring LTM	\$	1,071.00
H. 3617247591.04 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	1,071.00 35%
Groundwater Management Permit	\$	2,948.48
I. 40128422 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	2,948.48 35%
Well Installation Work Plan	\$	318.01
J. 40128421 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	318.01 35%
Revised Surface Water Evaluation WP	\$	119.00
K. 40059413 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	119.00 35%
GMZ data package	\$	18.00
L. J02216979 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	18.00 100%
2024 Winter SW Evaluation	\$	453.16
M. 3617247591.02 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	453.16 35%
Attorney Jaffe moved to approve items II, F through M for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.		
OU-1 Total	\$	29,563.26

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$29,563.26**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 12/31/2024: **\$205,151.97**

B. 2024 OU-1 Invoices paid to date:

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
10/15/2024	\$16,607.44
11/22/2024	\$40,107.00
Total paid in 2024:	\$186,817.94

OU-2

V. OU-2 INVOICES: All payment certifications are dated 1/7/2025.

Invoices	OU-2 Amount		
City of Portsmouth – Tax Collector			
A. 2902621446 (Svcs thru 11/30/24, Inv date 11/19/24)	\$	2,750.00	50%
B. 2902663019 (Svcs thru 12/31/24, Inv date 12/13/24)	\$	2,750.00	50%
Attorney Jaffe moved to approve items V - A and B for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.			
City of Portsmouth – Finance Department			
Blue Bird Storage			
C. 61582 (Svcs thru 12/31/24, Inv date 12/01/24)	\$	150.50	50%
D. 62463 (Svcs thru 12/31/24, Inv date 01/01/25)	\$	169.50	50%
Attorney Jaffe moved to approve items V - C and D for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.			
EAGON & Associates, Inc.			
Consulting Services			
E. 1047A-11202430 (Svcs thru 11/30/24, Inv date 12/05/24)	\$	501.62	50%
Attorney Jaffe moved to approve item V - E for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.			
WSP USA			
2023 Fall LTM			
F. 40128416 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	2,177.56	65%
2024 Fall LTM			
G. 3617247591.06 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	31,834.09	65%
2024 Spring LTM			
H. 3617247591.04 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	1,989.00	65%
Groundwater Management Permit			
I. 40128422 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	5,475.74	65%
Well Installation Work Plan			
J. 40128421 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	590.59	65%
Revised Surface Water Evaluation WP			
K. 40059413 (Svcs thru 11/29/24, Inv date 12/20/24)	\$	221.00	65%

2024 Winter SW Evaluation

L. 3617247591.02 (Svcs thru 11/29/24, Inv date 12/20/24)	\$ 841.58	65%
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Well Installation

M. 40128420 (Svcs thru 11/29/24, Inv date 12/20/24)	\$ 3,670.00	100%
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Attorney Jaffe moved to approve items V - F through M for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

OU-2 Total	\$ 53,121.18
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VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval:	<u>\$53,121.18</u>
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VII. OU - 2 RECORD ITEMS

A. Trust balance as of 12/31/2024:	<u>\$316,765.83</u>
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B. 2024 OU-2 Invoices paid to date:

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
10/15/2024	\$4,124.75
11/22/2024	\$113,420.58
Total paid in 2024	\$565,265.11

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated January 7, 2025

GMZ Permit: It is anticipated that the finalized permit will be submitted to NHDES by the end of January 2025.

Surface Water Groundwater Evaluation: The EPA conditionally approved the updated Work Plan on December 2, 2024.

Deep Bedrock Investigation – South Well Installation: The southern well rehabilitation to clear the blockage that was found during installation is

scheduled for January 15-16, 2025.

Sampling and Analysis Plan Update: The updated SAP requested by the EPA, which included new wells installed or completed since 2018, private wells added or removed, and surface water locations that have been modified since the last SAP was developed, was submitted to the agencies on October 7, 2024. EPA issued comments and questions on the update on December 5, 2024. WSP is revising the text and addressing comments before resubmitting to EPA and NHDES for a final review.

WSP Long-Term Monitoring Services: The Spring 2024 report was finalized and submitted to the agencies on December 5, 2024. Fall Monitoring was completed in the first two weeks of November, and preliminary data was received in the first two weeks of December. Residential letters are being prepared for CLG review with the unvalidated results. It is anticipated that the annual report will be finalized by March 2025.

Emerging Contaminants Funds: The Committee is working with NHDES on the requirements of the loan application. The Coakley Landfill Group is still trying to determine whether NHDES would allow the Group to be the direct recipient of the loan funds.

2025 – 2045 Coakley Landfill Long-Term Projection: A Long-Term Projection for 2025-2045 was presented, which included a conservative assumption regarding reduced spring sampling costs through 2030, after which they would be reduced to zero. It is assumed that the fall sampling costs would remain at current levels, and that there would be a more robust fall sampling round when spring sampling is eliminated. The projection also assumes that the federal reimbursement will now occur in 2042.

Attorney Jaffe made a motion to approve the 2025 – 2045 long-term cash flow projections. Attorney Shipley seconded. On a vote of 3-0, the motion was approved.

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

A. Minutes of the October 15, 2024 Coakley Executive Committee meeting, approved on November 22, 2024.

X. OTHER BUSINESS

XI. PUBLIC COMMENT

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next meeting of the Coakley Executive Committee was scheduled for Thursday, February 6, 2025 at 2:00 p.m.

XIII. NON-PUBLIC SESSION If needed – No public session

Dated: 2/14/2025

Signed by:

Glenn Normandeau

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Glenn Normandeau, Chair
Coakley Executive Committee

As approved on February 6, 2025

Respectfully submitted,
Barbara Zulkiewicz