

COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Friday, March 14, 2025 at 10:00 a.m.

Law Library, Portsmouth City Hall and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 10:00 a.m.

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

Attendance via Microsoft Teams: Attorney Curtis Shipley, Ellis & Winters LLP; Suzanne M. Woodland, City of Portsmouth Deputy City Manager / Regulatory Counsel; Joe Montello, Eagon & Associates; Steven Smith, Town of Newington, NH; Michael Tully, Town Administrator, Town of North Hampton, NH

I. Review Minutes of the February 6, 2025 Coakley Executive Committee 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 OU-1 certifications are dated March 14, 2025

Invoices	OU-1 Amount	%
City of Portsmouth – Tax Collector		
Monthly Fee – Peter Britz and Financial Services		
a. 2902740389 (Svcs through 02/28/25, Inv date 02/19/25)	\$ 2,750.00	50%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
b. 64226 (Svcs through 03/31/25, Inv date 03/01/25)	\$ 169.50	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.		
EAGON & Associates, Inc.		
Consulting Services		
c. 1047A-1202531 (Svcs through 01/31/25, Inv date 02/06/25)	\$ 290.13	50%
d. 1047A-2202538 (Svcs through 02/28/25, Inv date 03/07/25)	\$ 736.63	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.		
WSP USA		
2024 Fall LTM		
e. 40159568 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 19,099.95	35%
f. 40159571 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 2,047.05	20%
2024 Spring LTM		
g. 40160045 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 5,495.29	35%

Well Installation Work Plan

h. 40159577 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 445.00	20%
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2024 Winter SW Evaluation

i. 40159565 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 3,335.28	35%
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j. 40159569 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 537.50	50%
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Groundwater Management Permit Appl.

k. 40159576 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 728.44	35%
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l. 40159579 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 352.75	20%
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m. 40159566 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 738.50	35%
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Attorney Jaffe moved to approve items II. e. through m. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

Piscataqua Savings Bank**Administrative Fee**

n. ADMIN Fee OU-1 (Svcs through 11/30/25, Inv date 02/19/25)	\$ 2,500.00	100%
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Attorney Jaffe moved to approve item II. n. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

Total	\$ 39,226.02	
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A. OU-1 Assessment Status

	Amt Due	Amt Paid
BFI		
11/1/2024	\$ 14,154.00	\$ -
Generators		
11/1/2024	\$ 23,000.00	\$ -
Newington		
11/1/2024	\$ 6,281.00	\$ -
1/29/2025		\$ 3,141.00
North Hampton		
11/1/2024	\$ 4,671.00	\$ -
12/24/2024		\$ 4,671.00
Portsmouth		
11/1/2024	\$ 61,587.00	\$ -
1/9/2025		\$ 30,793.00
Waste Management		
11/1/2024	\$ 5,307.00	\$ -
2/26/2025		\$ 5,307.00
Grand Total	\$ 115,000.00	\$ 43,912.00

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval:	<u>\$39,226.02</u>
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IV. OU - 1 RECORD ITEMS

A. Trust balance as of 2/28/2025:

\$236,159.72

B. 2025 OU-1 Invoices paid to date:

Date Approved	Amount Paid
1/7/2025	\$29,563.26
2/6/2025	\$3,233.13
Total paid in 2025:	\$32,796.39

OU-2**V. OU-2 INVOICES:** All payment certifications are dated March 14, 2025

Invoices	OU-2 Amount	%
City of Portsmouth		
City of Portsmouth		
a. 2902740389 (Svcs through 02/28/25, Inv date 02/19/25)	\$ 2,750.00	50%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
b. 64226 (Svcs through 03/31/25, Inv date 03/01/25)	\$ 169.50	50%
Attorney Jaffe moved to approve items V. a. and b. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.		
EAGON & Associates, Inc.		
Consulting Services		
c. 1047A-1202531 (Svcs through 01/31/25, Inv date 02/06/25)	\$ 290.12	50%
d. 1047A-2202538 (Svcs through 02/28/25, Inv date 03/07/25)	\$ 736.62	50%
Attorney Jaffe moved to approve items V. c. and d. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.		
WSP USA		
2024 Fall LTM		
e. 40159568 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 35,471.33	65%
f. 40159571 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 8,188.22	80%
2024 Spring LTM		
g. 40160045 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 10,205.55	65%
Well Installation		
h. 40159572 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 340.00	100%
i. 40159574 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 25,642.83	100%
Well Installation Work Plan		
j. 40159577 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 1,780.00	80%
2024 Winter SW Evaluation		
k. 40159565 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 6,194.08	65%
l. 40159569 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 537.50	50%

Groundwater Management Permit Appl.

m. 40159576 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 1,352.81	65%
n. 40159579 (Svcs through 01/31/25, Inv date 03/07/25)	\$ 1,411.00	80%

2025 Sampling & Analysis Plan Update

o. 40159566 (Svcs through 12/31/24, Inv date 03/07/25)	\$ 1,371.50	65%
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Attorney Jaffe moved to approve items V. e. and o. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

Piscataqua Savings Bank**Administrative Fee**

p. ADMIN Fee OU-2 (Svcs through 11/30/25, Inv date 02/19/25)	\$ 2,500.00	100%
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Attorney Jaffe moved to approve item V. p. for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

North Hampton NH Police Department

Patrol detail	\$ 1,395.00	100%
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q. 25-4-DV (Svcs through 01/16/25, Inv date 01/21/25)

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

Total	\$ 100,336.06	
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A. OU-2 Assessment Status

	Amt Due	Amt Paid
BFI		
11/1/2024	\$ 25,231.00	\$ -
Generators		
11/1/2024	\$ 41,000.00	\$ -
1/24/2025		\$ 41,000.00
Newington		
11/1/2024	\$ 11,199.00	\$ -
1/29/2025		\$ 5,600.00
North Hampton		
11/1/2024	\$ 8,329.00	\$ -
12/24/2024		\$ 8,329.00
Portsmouth		
11/1/2024	\$ 109,780.00	\$ -
1/9/2025		\$ 54,890.00
Waste Management		
11/1/2024	\$ 9,461.00	\$ -
12/31/2024		\$ 9,461.00
Grand Total	\$ 205,000.00	\$ 119,280.00

VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval: **\$100,336.06**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 2/28/2025: **\$357,970.98**

B. 2025 OU-2 Invoices paid to date:

Date Approved	Amount Paid
1/7/2025	\$53,121.18
2/6/2025	\$ 9,505.62
Total paid in 2025	\$62,626.80

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated March 14, 2025

GMZ Permit: The GMZ permit application is scheduled to be finalized and submitted to NHDES in mid-March and notification letters will be sent to newly included parcels.

Surface Water / Groundwater Interaction Evaluation: Work has commenced under the conditionally approved WSP Work Plan. WSP will submit a response to comments on work plan updates to the CLG prior to submittal to the agencies. The update will address comments and conditions from the 12/2/2024 conditional USEPA approval. WSP will be using a drone to determine temperature differentials and seeps on the upcoming weekend.

Deep Bedrock Investigation - Southern Well Installation: The southern well borehole geophysics was completed the week of January 27th and the packer sampling completed the week of February 17th. WSP is expecting analytical results in the next couple of weeks and sampling intervals will be finalized from those results.

Sampling and Analysis Plan Update: The updated Sampling and Analysis Plan was finalized and uploaded to One-stop in February.

Landfill Gas Monitoring: The annual landfill gas monitoring and reporting was completed March 12th. A draft report summarizing landfill gas monitoring activities and field data will be provided once available and the final report will be issued to the CLG and uploaded to OneStop.

WSP Long-term Monitoring Services: The 2024 annual report is expected to be finalized in March 2025. Spring sampling is tentatively scheduled for the last 2 weeks in May.

Emerging Contaminants Funds: We are currently working in coordination with NHDES on the requirements of the Coakley Landfill Surface Water and Ground Water Treatment Project pre-application which is due by June 30, 2025.

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

Attorney Jaffe moved to approve the minutes of the January 7, 2025 Coakley Executive Committee meeting as approved on February 6, 2025 as an OU-1 and OU-2 record item. On a 3-0 vote, the motion was approved.

X. OTHER BUSINESS None

XI. PUBLIC COMMENT None

XII. NON-PUBLIC SESSION

At 10:19 a.m., Attorney Jaffe moved to enter nonpublic session for purposes of discussion with Legal Counsel pursuant to NH RSA 91-A:3, II (1.) regarding meeting protocol, potential loan funding and 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. Motion was approved. At this time, all other attendees left the Teams meeting. There were no other in person attendees present at the meeting.

At 10:42 a.m., Attorney Jaffe moved to leave nonpublic session and seal the minutes of the nonpublic session. Seconded by Attorney Shipley. Roll call in the affirmative by Chair Normandeau, Attorney Jaffe and Attorney Shipley. Motion was approved.

XIII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next meeting of the Coakley Executive Committee was scheduled for Thursday, May 8, 2025 at 10:00 a.m.

At 10:45 a.m., Attorney Jaffe moved to adjourn the Coakley Executive Committee meeting. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

Dated: 5/9/2025

Signed by:

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Glenn Normandeau, Chair
Coakley Executive Committee

As approved on May 8, 2025

Respectfully submitted,
Barbara Zulkiewicz