

# COAKLEY EXECUTIVE COMMITTEE

## Meeting Minutes

Thursday, February 6, 2025 at 2:00 p.m.

Law Library, Portsmouth City Hall and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 2:00 p.m..

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

Attendance via Microsoft Teams: Jillian Harris, City of Portsmouth Principal Planner; Joe Montello, Eagon & Associates; Attorney Curtis Shipley, Ellis & Winters LLP; Matt Scruton, Town Administrator, Town of Rye, NH; Michael Tully, Town Administrator, Town of North Hampton, NH; Suzanne M. Woodland, City of Portsmouth Deputy City Manager / Regulatory Counsel

- I. Review Minutes of the January 7, 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 payment certifications are dated 2/6/2025.

Invoices	OU-1 Amount	%
<b>City of Portsmouth – Tax Collector</b>		
<b>Monthly Fee – Peter Britz and Financial Services</b>		
A. 2902699240 (Svcs through 01/31/25, Inv date 01/21/25)	\$ 2,750.00	50%
<b>Attorney Jaffe moved to approve item II – A for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.</b>		
<b>City of Portsmouth – Finance Department</b>		
<b>Blue Bird Storage – monthly fee – credit card reimbursement</b>		
B. 63522 (Svcs through 02/28/25, Inv date 02/01/25)	\$ 169.50	50%
<b>EAGON &amp; Associates, Inc.</b>		
<b>Consulting Services</b>		
C. 1047A-12202431 (Svcs through 12/31/24, Inv date 01/07/25)	\$ 313.63	50%
<b>Attorney Jaffe moved to approve items II – B and C for payment; Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.</b>		
<b>Total</b>	<b>\$ 3,233.13</b>	

A. OU-1 Assessment Status:

	Amount Due	Amount 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	\$ -
Total	\$ 115,000.00	\$ 38,605.00

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$3,233.13**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 1/31/2025: **\$233,290.47**

B. 2025 OU-1 Invoices paid to date:

<u>Date Approved</u>	<u>Amount Paid</u>
1/7/2025	\$29,563.26
Total paid in 2025:	<b>\$29,563.26</b>

OU-2

V. OU-2 INVOICES

A. All payment certifications are dated 2/6/2025.

B. OU-2 Invoices:

Invoices	OU-2 Amount	%
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**City of Portsmouth – Tax Collector****Monthly Fee – Peter Britz and Financial Services**

D.2902699240 (Svcs through 01/31/25, Inv date 01/21/25)	\$	2,750.00	50%
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**City of Portsmouth – Finance Department****Blue Bird Storage – monthly fee – credit card reimbursement**

E. 63522 (Svcs through 02/28/25, Inv date 02/01/25)	\$	169.50	50%
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**EAGON & Associates, Inc.****Consulting Services**

F. 1047A-12202431 (Svcs through 12/31/24, Inv date 01/07/25)	\$	313.62	50%
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**The Water Techs****Carbon Exchange and Sampling - 399 Breakfast Hill Road**

G. 3170 (Svcs through 12/19/24, Inv date 01/03/25)	\$	4,115.00	100%
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H. 3180 (Svcs through 12/23/24, Inv date 01/03/25)	\$	2,157.50	100%
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**Attorney Jaffe moved to approve items V - D through H for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.**

<b>Total</b>	<b>\$</b>	<b>9,505.62</b>	
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**C. OU-2 Assessment Status:**

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

**VI. OU-2 ACTION ITEMS**

A. Total of invoices requested for approval:	<b><u>\$9,505.62</u></b>
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VII. OU - 2 RECORD ITEMS

A. Trust balance as of 1/31/2025: **\$366,300.30**

B. 2025 OU-2 Invoices paid to date:

<u>Date Approved</u>	<u>Amount Paid</u>
1/7/2025	\$53,121.18
<b>Total paid in 2025</b>	<b>\$53,121.18</b>

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

Report of Peter Britz and Jillian Harris of the City of Portsmouth dated February 6, 2025.

**Surface Water / Groundwater Interaction Evaluation:** WSP has commenced work under the conditionally approved Work Plan and will submit work plan updates to the CLG for review prior to submittal to the agencies. Plan updates will address comments and conditions from the December 2, 2024 conditional approval by USEPA.

**Deep Bedrock Investigation - Southern Well Installation:** The blockage rehabilitation work was completed on January 15-16, 2025. The driller spent two-days cleaning out the existing boring to 307 feet (blockage at 228 feet), but the hole kept collapsing back to the original depth of the blockage. EPA was notified. The borehole geophysics were completed the week of January 27, 2025, and packer sampling intervals are tentatively scheduled for the week of February 17, 2025.

**Sampling and Analysis Plan Update:** EPA issued comments and questions on the SAP update on December 5, 2024. WSP has revised the text to address minor comments and the SAP update will be circulated for signatures the week of February 3, 2025

**WSP Long-term Monitoring Services:** Fall Monitoring was completed in the first two weeks of November and residential letters were sent in the beginning of January. Finalization of the annual report is anticipated by March 2025.

**Emerging Contaminants Funds:** At the May CLG Meeting, the NHDES Clean Water State Revolving Fund (CWSRF) was discussed. The Executive Committee expressed interest in moving forward with the pre-application process for Emerging Contaminants Funds. The CLG's pre-application 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. We are currently working in coordination with NHDES on the requirements of the application.

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

A. Minutes of the November 22, 2024 Coakley Executive Committee meeting which were approved on January 7, 2025

**X. OTHER BUSINESS:** None

**XI. PUBLIC COMMENT:** None

**XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING**


The next meeting of the Coakley Executive Committee was scheduled for Thursday, March 13, 2025 at 10:00 a.m.

Note: Due to a scheduling conflict with a Committee member, the next Coakley Executive Committee meeting date was later changed to Friday, March 14, 2025 at 10:00 a.m.

**XIII. NONPUBLIC SESSION If needed:** No nonpublic session.

Attorney Jaffe moved to adjourn the meeting at 2:16 p.m. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

Dated: 4/4/2025

Signed by:  
  
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 Glenn Normandeau, Chair  
 Coakley Executive Committee

As approved on March 14, 2025

Respectfully submitted,  
 Barbara Zulkiewicz