

COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Thursday, January 15, 2026 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 10:02 a.m.

In person attendance: Glenn Normandeau, Chair; Attorney Seth Jaffe, Foley Hoag LLP; Suzanne M. Woodland, City of Portsmouth Regulatory 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; Michael Tully, Town Administrator, Town of North Hampton, NH; John Tuthill

- I. Review minutes of the November 20, 2025 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.

A. OU-1 INVOICES: All payment certifications are dated 1/15/2026.

B. INVOICES:	OU-1 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 72658 (Svcs through 12/31/25, Inv date 12/01/25)	\$ 169.50	50%
b. 73554 (Svcs through 01/31/26, Inv date 01/01/26)	\$ 169.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903140733 (Svcs through 11/30/25, Inv date 11/20/25)	\$ 2,750.00	50%
d. 2903184599 (Svcs through 12/31/25, Inv date 12/15/25)	\$ 2,750.00	50%
e. 2903225392 (Svcs through 01/31/26, Inv date 01/09/25)	\$ 3,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
f. 1047A-11202530 (Svcs through 11/30/25, Inv date 12/04/25)	\$ 481.25	50%
g. 1047A-12202531 (Svcs through 12/31/25, Inv date 01/07/26)	\$ 356.88	50%
WSP USA		
2025 Spring LTM		
h. 40275758 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 1,654.81	20%

General Technical Assistance		
i. 40275759 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 733.75	50%
2025 Fall Sampling		
j. 40275660 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 6,333.53	20%
SW GW Investigation Activities		
k. 40275757 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 1,636.96	50%
Hodgdon, Wilson & Griffin		
2023 / 2024 Corporate Tax Returns		
l. Coakley OU-1 (Svcs through 12/31/24, Inv date 10/16/25)	\$ 750.00	100%
Federal Express		
Shipping		
m. 9-069-35923 (Svcs through 11/06/25, Inv date 11/17/25)	\$ 17.01	50%
n. 9-103-15270 (Svcs through 12/08/25, Inv date 12/15/25)	\$ 17.79	50%
Total	\$ 21,570.98	

Attorney Jaffe moved to approve Items II. B., a. through p. for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

C. OU-1 Assessment Status: There were no OU-1 payments received.

	Amt Due	Amt Paid
BFI		
1/31/2026	\$ 11,077.00	\$ -
7/31/2026	\$ 11,077.00	\$ -
Generators		
1/31/2026	\$ 18,000.00	\$ -
7/31/2026	\$ 18,000.00	\$ -
Newington		
1/31/2026	\$ 4,916.00	\$ -
7/31/2026	\$ 4,916.00	\$ -
North Hampton		
1/31/2026	\$ 3,656.00	\$ -
7/31/2026	\$ 3,656.00	\$ -
Portsmouth		
1/31/2026	\$ 48,197.50	\$ -
7/31/2026	\$ 48,197.50	\$ -
Waste Management		
1/31/2026	\$ 4,153.50	\$ -
7/31/2026	\$ 4,153.50	\$ -
Total	\$ 180,000.00	\$ -

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$21,570.98**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 12/31/2025:	<u>\$157,162.78</u>
B. 2026 OU-1 Invoices paid to date:	\$0.00

OU-2

A. OU-2 INVOICES: All payment certifications are dated 1/15/2026.

B. <u>OU-2 INVOICES:</u>	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 72658 (Svcs through 12/31/25, Inv date 12/01/25)	\$ 169.50	50%
b. 73554 (Svcs through 01/31/26, Inv date 01/01/26)	\$ 169.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903140733 (Svcs through 11/30/25, Inv date 11/20/25)	\$ 2,750.00	50%
d. 2903184599 (Svcs through 12/31/25, Inv date 12/15/25)	\$ 2,750.00	50%
e. 2903225392 (Svcs through 01/31/26, Inv date 01/09/25)	\$ 3,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
f. 1047A-11202530 (Svcs through 11/30/25, Inv date 12/04/25)	\$ 481.25	50%
g. 1047A-12202531 (Svcs through 12/31/25, Inv date 01/07/26)	\$ 356.87	50%
WSP USA		
2025 Spring LTM		
h. 40275758 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 6,619.24	80%
General Technical Assistance		
i. 40275759 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 733.75	50%
2025 Fall Sampling		
j. 40275660 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 25,334.11	80%
SW GW Investigation Activities		
k. 40275757 (Svcs through 10/31/25, Inv date 01/05/26)	\$ 1,636.96	50%

Hodgdon, Wilson & Griffin

2023 / 2024 Corporate Tax Returns

I. Coakley OU-2 (Svcs through 12/31/24, Inv date 10/16/25)	\$	750.00	100%
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Federal Express

Shipping

m. 9-069-35923 (Svcs through 11/06/25, Inv 11/17/25)	\$	17.01	50%
n. 9-103-15270 (Svcs through 12/08/25, Inv 12/15/25)	\$	17.78	50%

The Water Techs

Maintenance and Sampling

o. 3834 (Svcs through 12/17/25, Inv date 01/05/26)	\$	2,322.50	100%
P. 3835 (Svcs through 12/17/25, Inv date 01/05/26)	\$	4,280.00	100%

Total \$ **52,138.47**

Attorney Jaffe moved to approve Items V. B., a. through p. for payment. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

C. OU-2 ASSESSMENT STATUS – There were no OU-2 payments received.

	Amt Due	Amt Paid
BFI		
1/31/2026	\$ 20,554.50	\$ -
7/31/2026	\$ 20,554.50	\$ -
Generators		
1/31/2026	\$ 33,400.00	\$ -
7/31/2026	\$ 33,400.00	\$ -
Newington		
1/31/2026	\$ 9,123.00	\$ -
7/31/2026	\$ 9,123.00	\$ -
North Hampton		
1/31/2026	\$ 6,785.00	\$ -
7/31/2026	\$ 6,785.00	\$ -
Portsmouth		
1/31/2026	\$ 89,430.00	\$ -
7/31/2026	\$ 89,430.00	\$ -
Waste Management		
1/31/2026	\$ 7,707.00	\$ -
7/31/2026	\$ 7,707.00	\$ -
Total	\$ 333,999.00	\$ -

VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval: **\$52,138.47**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 12/31/2025: **\$231,532.92**

B. 2026 OU-2 Invoices paid to date: **\$0.00**

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated January 15, 2026

WSP Contract Closeouts: WSP confirms that all work for the contracts listed in the table included in the Activity Report has been completed and with a savings of \$17,585.01 between initial budget request and actual amount billed to the CLG.

WSP Long-Term Monitoring Services: The Spring 2025 monitoring report is finalized and should be submitted to the agencies after CLG review. Also, residential letters for the Fall 2025 monitoring was sent out on January 5, 2026, and WSP will be preparing the 2025 annual report once the Spring 2025 report is finalized and Fall data is validated.

Surface Water / Groundwater Interaction Evaluation: Drought conditions have impacted the Surface Water / Groundwater Interaction Evaluation work schedule, and reporting is anticipated by the second quarter of 2026. WSP will be providing a proposal to complete the mass flux calculations and other activities outlined for the Evaluation. WSP advised that new beaver dams are reported in the same area of the wetlands where dams were previously removed, and it is working with USDA to address the situation.

CWSRF Emerging Contaminants Funds: City of Portsmouth staff finalized documentation for the CWSRF grant application in December 2025, and NHDES then submitted the Grant Agreement and Certificate of Vote to City staff for review on January 7, 2026.

Attorney Jaffe moved to authorize Chair Glenn Normandeau to execute the NHDES Grant Agreement on behalf of the CLG. Attorney Shipley seconded the motion. On a vote of 3-0, the motion was approved.

2026 – 2046 Long-Term Cash Flow Projection: The Long-Term Cash Flow Projection for 2026-2046 was presented to the Executive Committee per the details outlined in the Activity Report. The projection included conservative assumptions that Spring sampling

costs would be reduced and Fall sampling costs would remain at current levels through 2030, that the federal reimbursement would be paid in 2043, and that work would be completed and an administrative fee incurred under the CWSRF Grant in 2026 and 2027.

Attorney Jaffe made a motion to approve the 2025 – 2046 Long-Term Cash Flow Projection. Attorney Shipley seconded. On a vote of 3-0, the motion was approved

DOJ OU-2 Federal Reimbursement: Invoice 17 in the amount of \$43,055.71 for 20.08% of the Coakley Landfill Superfund Site OU-2 response costs from January 2025 – June 2025 was sent to DOJ for reimbursement in October 2025, and staff was notified that it was approved for payment on January 9, 2026.

Our contact from USDOJ, Daniel Dertke, has announced his retirement effective January 30, 2026, and our new contact will be Christopher Mitchell.

At 10:23 a.m., Attorney Woodland requested that the Committee enter nonpublic session. At this time, Michael Tully and John Tuhill left the meeting. At 10:25 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 threatened litigation and to allow Joe Montello to participate in the nonpublic session of the meeting. Attorney Shipley seconded the motion. On a vote of 3-0, the motion was approved.

At 10:49 a.m., Attorney Jaffe moved to leave nonpublic session, seal the minutes of the nonpublic session and return to public session. Seconded by Attorney Shipley. Roll call in the affirmative by Chair Normandeau, Attorney Jaffe and Attorney Shipley. The motion was approved.

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

- A. Minutes of the September 25, 2025 Coakley Executive Committee meeting, approved on November 20, 2025 (a motion was not presented)

X. OTHER BUSINESS None

XI. PUBLIC COMMENT None

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The scheduling of the next meeting of the Coakley Executive Committee was tabled and will be determined as soon as possible after the meeting. The meeting was later scheduled for Thursday, March 19, 2026 at 10:00 a.m.

XIII. NON-PUBLIC SESSION Nonpublic session took place as noted above in Section VIII.

At 10:53 a.m., Attorney Jaffe moved to adjourn the meeting. Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

Dated: March 19, 2026



Glenn Normandeau, Chair
Coakley Executive Committee

As approved on: March 19, 2026

Respectfully submitted,
Barbara Zulkiewicz