COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Tuesday, June 2, 2026 at 12:00 p.m.
Law Library, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH
and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 12:01 p.m.

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

Attendance via Microsoft Teams: Suzanne M. Woodland, Regulatory Counsel, City of Portsmouth; Attorney Curtis Shipley, Ellis & Winters LLP; and Victoria Warren, Eagon & Associates

I. Review minutes of the April 30, 2026 Coakley Executive Committee Meeting.

Attorney Jaffe moved to approve the April 30, 2026 Coakley Executive Committee minutes; Attorney Shipley seconded. On a vote of 3-0, the motion was approved.

II. OU-1 BILLS

A. All OU-1 payment certifications are dated 6/2/2026

B. OU-1 Invoices

Invoices	OU-1 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 77180 (Services through 05/31/26, Inv. date 05/03/26)	$ 185.50	50%
Docusign - annual invoice		
b. INV65379596 (Services through 04/15/27, Inv. date 04/15/26)	$ 150.00	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903428974 (Services through 05/31/26, Inv. date 05/20/26)	$ 3,750.00	50%
Eagon & Associates, Inc.		
Consulting Services		
d. 1047B-4202630 (Services through 04/30/26, Inv. date 05/12/26)	$ 503.00	50%

WSP USA			
2025 Spring LTM			
e. 40366390 (Services through 02/27/26, Inv. date 05/27/26)	$	1,725.00	20%
f. 40368344 (Services through 03/31/26, Inv. date 05/28/26)	$	615.25	20%
2025 Fall Sampling			
g. 40366388 (Services through 02/27/26, Inv. date 05/27/26)	$	9,660.08	20%
h. 40368337 (Services through 03/31/26, Inv. date 05/28/26)	$	4,321.50	20%
SW GW Investigation Activities			
i. 40368342 (Services through 03/31/26, Inv. date 05/28/26)	$	3,708.00	50%
Tomforde Environmental Services			
Landfill Vent Repair			
j. 2097 (Services through 05/08/26, Inv. date 05/08/26)	$	3,160.00	100%
Landfill Gas Monitoring			
k. 2060 (Services through 03/26/26, Inv. date 04/29/26)	$	3,223.89	100%
Total	**$**	**31,002.22**	

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

C. OU-1 Assessment Status (as of June 2, 2026)

OU-1	Amt Due	Amt Paid
BFI		
1/31/2026	$ 11,077.00	$ 11,077.00
7/31/2026	$ 11,077.00	$ 11,077.00
Generators		
1/31/2026	$ 18,000.00	$ 18,000.00
7/31/2026	$ 18,000.00	$ 18,000.00
Newington		
1/31/2026	$ 4,916.00	$ 4,916.00
7/31/2026	$ 4,916.00	$ -
North Hampton		
1/31/2026	$ 7,312.00	$ 7,312.00
7/31/2026	$ 7,312.00	$ -
Portsmouth		
1/31/2026	$ 48,197.50	$ 48,197.50
7/31/2026	$ 48,197.50	$ -
Waste Management		
1/31/2026	$ 4,153.50	$ 4,153.50
7/31/2026	$ 4,153.50	$ -
Total	**$ 187,312.00**	**$ 122,733.00**

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **$31,002.22**

IV. OU - 1 RECORD ITEMS

A. Trust balance as 5/31/2026 **$230,081.91**

B. 2026 OU-1 Invoices paid to date:

Date Approved	Amount Paid
1/15/2026	$21,570.98
3/19/2026	$21,015.35
4/30/2026	$ 7,702.00
Total paid in 2026	**$50,288.33**

OU-2

OU-2 INVOICES:

V. A. All payment certifications are dated June 2, 2026
B. OU-2 Invoices

Invoices	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 77180 (Services through 05/31/26, Inv. date 05/03/26)	$ 185.50	50%
Docusign - annual invoice		
b. INV65379596 (Services through 04/15/27, Inv. date 04/15/26)	$ 150.00	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2903428974 (Services through 05/31/26, Inv. date 05/20/26)	$ 3,750.00	50%
Eagon & Associates, Inc.		
Consulting Services		
d. 1047B-4202630 (Services through 04/30/26, Inv. date 05/12/26)	$ 503.00	50%
WSP USA		
2025 Spring LTM		
e. 40366390 (Services through 02/27/26, Inv. date 05/27/26)	$ 6,900.00	80%
f. 40368344 (Services through 03/31/26, Inv. date 05/28/26)	$ 2,461.00	80%
2025 Well		
g. 40353001 (Services through 02/27/26, Inv. date 05/27/26)	$ 1,830.00	100%

h. 40368346 (Services through 03/31/26, Inv. date 05/28/26)	$	1,730.00	100%
2025 Fall Sampling			
i. 40366388 (Services through 02/27/26, Inv. date 05/27/26)	$	38,640.32	80%
j. 40368337 (Services through 03/31/26, Inv. date 05/28/26)	$	17,286.00	80%
SW GW Investigation Activities			
k. 40368342 (Services through 03/31/26, Inv. date 05/28/26)	$	3,707.99	50%
Total	**$**	**77,143.81**	

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

C. OU-2 Assessment Status (as of June 2, 2026)

OU-2	Amt Due	Amt Paid
BFI		
1/31/2026	$ 20,544.50	$ 20,544.50
7/31/2026	$ 20,554.50	$ 20,554.50
Generators		
1/31/2026	$ 33,400.00	$ 33,400.00
7/31/2026	$ 33,400.00	$ 33,400.00
Newington		
1/31/2026	$ 9,123.00	$ 9,123.00
7/31/2026	$ 9,123.00	$ -
North Hampton		
1/31/2026	$ 6,785.00	$ 6,785.00
7/31/2026	$ 6,785.00	$ 6,785.00
Portsmouth		
1/31/2026	$ 89,430.00	$ 89,430.00
7/31/2026	$ 89,430.00	$ -
Waste Management		
1/31/2026	$ 7,707.00	$ 7,707.00
7/31/2026	$ 7,707.00	$ -
Total	**$ 333,989.00**	**$ 227,729.00**

VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval: **$77,143.81**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 5/31/2026: **$388,465.47**

B. 2026 OU-2 Invoices paid to date:

Date Approved	Amount Paid
1/15/2026	$ 52,138.47
3/19/2026	$ 48,792.49
4/30/2026	$ 15,080.20
Total paid in 2026	**$116,011.20**

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated June 2, 2026

WSP Long-term Monitoring Services:

- The draft edits to the 2025 Annual Report are in process.
- Spring 2026 sampling is scheduled to begin on June 8.

Surface Water Groundwater Evaluation:

Work needs to be completed per EPA comments. The mass flux transects will not interfere with the scope of work.

CWSRF Emerging Contaminants Funds:

After the CWSRF grant agreement was approved in May, the Coakley Project Coordinators were working on an RFP for a pilot project to investigate treatment options to reduce or remove PFAS in the surface water near the site and in groundwater migrating from the site.

The Portsmouth City Council requested an informational presentation on the project to be presented within the next few months.

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

A. Minutes of the Mach 19, 2026 Coakley Executive Committee meeting, approved on April 30, 2026

Attorney Jaffe moved to enter these minutes as record items.
Attorney Shipley seconded. On a vote of 3-0, the motion was approved.

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 Wednesday, August 5, 2026 at 10:00 a.m.

XIII. NON-PUBLIC SESSION:

At 12:11 p.m., Attorney Morrell requested that the Committee enter nonpublic session. At 12:15 p.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 attorney advice and litigation and to allow Victoria Warren 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 12:36 p.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.

XIV. Adjournment: Attorney Jaffe moved to adjourn the meeting. Attorney Shipley seconded the motion. The meeting was adjourned at 12:40 p.m.

Dated: August 5, 2026

Glenn Normandeau, Chair
Coakley Executive Committee

As approved on: August 5, 2026

Respectfully submitted,
Barbara Zulkiewicz