COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Wednesday, August 5, 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 10:03 a.m.

In person attendance: Glenn Normandeau, Chair; Attorney Kevin Chen, Foley Hoag LLP; Susan G. Morrell, City Attorney, 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 Seth Jaffe, Foley Hoag LLP Attorney; Curtis Shipley, Ellis & Winters LLP; David Moreira, Waste Management; Michael Tully, Town Administrator, North Hampton, NH

I. Review minutes of the June 2, 2026 Coakley Executive Committee Meeting.

Attorney Shipley moved to approve the June 2, 2026 Coakley Executive Committee minutes; Attorney Chen seconded the motion. On a vote of 3-0, the motion was approved.

II. **OU-1 INVOICES**

A. All OU-1 payment certifications are dated 8/5/2026

B. OU-1 Invoices

Invoices	OU-1 Amount		%
City of Portsmouth Finance Dept.			
Blue Bird Storage			
a. 78099 (Services through 06/30/26, Invoice date 06/02/26)	$	185.50	50%
b. 79049 (Services through 07/31/26, Invoice date 07/06/26)	$	185.50	50%
c. 79951 (Services through 08/31/26, Invoice date 08/03/26)	$	185.50	50%
City of Portsmouth Tax Collector			
Monthly Fee			
d. 2903470451 (Services through 06/30/26, Invoice date 06/18/26)	$	3,750.00	50%
e. 2903507312 (Services through 07/31/26, Invoice date 07/22/26)	$	3,750.00	50%
Eagon & Associates, Inc.			
Consulting Services			
f. 1047B-5202631 (Services through 05/31/26, Invoice date 06/18/26)	$	425.00	50%
WSP USA			
2025 Spring LTM			
g. 40404647 (Services through 04/30/26, Invoice date 07/29/26)	$	120.75	20%
General Technical Assistance			

h. 40395387 (Services through 04/30/26, Invoice date 07/29/26)	$	1,783.75	50%
i. 40410137 (Services through 05/29/26, Invoice date 07/24/26)	$	281.25	50%
2025 Fall Sampling			
j. 40395383 (Services through 04/30/26, Invoice date 07/29/26)	$	2,065.25	20%
k. 40410135 (Services through 05/29/26, Invoice date 07/24/26)	$	768.00	20%
SW GW Investigation Activities			
l. 40395385 (Services through 04/30/26, Invoice date 07/29/26)	$	2,093.33	50%
m. 40410132 (Services through 05/29/26, Invoice date 07/24/26)	$	4,191.10	50%
Mass Flux			
n. 40404643 (Services through 04/30/26, Invoice date 07/29/26)	$	8,020.00	50%
o. 40410138 (Services through 05/29/26, Invoice date 07/24/26)	$	1,461.25	50%
2026 Spring Sampling			
p. 40410139 (Services through 05/29/26, Invoice date 07/24/26)	$	604.00	20%
Piscataqua Landscaping			
Annual Mowing			
q. 107763 (Services through 06/30/26, Invoice date 06/30/26)	$	10,554.96	100%
Hodgdon, Wilson & Griffin			
2025 Tax Prep			
r. Client #4722 (Services through 12/31/25, Invoice date 07/16/26)	$	340.00	100%
Total	**$**	**40,765.14**	

Attorney Shipley moved to approve Items II. B., a. through r. for payment with the modification to the WSP invoices involving Mass Flux to a OU-1 - 50% / OU-2 - 50% allocation. Attorney Chen seconded the motion. On a 3-0 vote, the motion was approved.

*The original amounts of the WSP Invoices regarding Mass Flux were presented on the August 5, 2026 agenda as follows:

Mass Flux			
n. 40404643 (Services through 04/30/26, Invoice date 07/29/26)	$	3,208.00	20%
o. 40410138 (Services through 05/29/26, Invoice date 07/24/26)	$	584.50	20%

It was determined during the meeting that the OU-1 and OU-2 allocations for the Mass Flux invoices from WSP should be an OU-1 - 50% / OU-2 -50% split (as shown in these minutes) and not an OU-1 - 20% / OU-2 - 80% split. A review of prior WSP invoices did not reveal any previous Mass Flux tasks or invoices.

C. OU-1 Assessment Status (July 31, 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: **$40,765.14**

IV. OU - 1 RECORD ITEMS

A. Trust balance as 7/31/2026 **$200,405.67**

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
6/2/2026	$31,002.22
Total paid in 2026	**$81,290.55**

OU-2

OU-2 INVOICES:

V. A. All payment certifications are dated August 5, 2026

B. OU-2 Invoices

Invoices	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a.78099 (Services through 06/30/26, Invoice date 06/02/26)	$ 185.50	50%

b.79049 (Services through 07/31/26, Invoice date 07/06/26)	$	185.50	50%
c. 79951 (Services through 08/31/26, Inv date 08/03/26)	$	185.50	50%
City of Portsmouth Tax Collector			
Monthly Fee			
d. 2903470451 (Services through 06/30/26, Invoice date 06/18/26)	$	3,750.00	50%
e. 2903507312 (Services through 07/31/26, Invoice date 07/22/26)	$	3,750.00	50%
Eagon & Associates, Inc.			
Consulting Services			
f. 1047B-5202631 (Services through 05/31/26, Invoice date 06/18/26)	$	425.00	50%
WSP USA			
2025 Spring LTM			
g. 40404647 (Services through 04/30/26, Invoice date 07/29/26)	$	483.00	80%
General Technical Assistance			
h. 40395387 (Services through 04/30/26, Invoice date 07/29/26)	$	1,783.75	50%
i. 40410137 (Services through 05/29/26, Invoice date 07/24/26)	$	281.25	50%
2025 Fall Sampling			
j. 40395383 (Services through 04/30/26, Invoice date 07/29/26)	$	8,261.00	80%
k. 40410135 (Services through 05/29/26, Invoice date 07/24/26)	$	3,072.00	80%
SW GW Investigation Activities			
l. 40395385 (Services through 04/30/26, Invoice date 07/29/26)	$	2,093.32	50%
m. 40410132 (Services through 05/29/26, Invoice date 07/24/26)	$	4,191.09	50%
Mass Flux			
n. 40404643 (Services through 04/30/26, Invoice date 07/29/26)	$	8,020.00	50%
o. 40410138 (Services through 05/29/26, Invoice date 07/24/26)	$	1,461.25	50%
2026 Spring Sampling			
p.40410139 (Services through 05/29/26, Invoice date 07/24/26)	$	2,416.00	80%
The Water Techs			
Water Sampling and Lab Fees			
q. 4175 (Services through 06/01/26, Invoice date 06/12/26)	$	4,280.00	100%
Hodgdon, Wilson & Griffin			
2025 Tax Prep			
r. Client #4722 (Services through 12/31/25, Invoice date 07/16/26)	$	340.00	100%
Total	**$**	**45,164.16**	

Attorney Chen moved to approve Items V. B., a. through r. for payment with the modification to the WSP invoices involving Mass Flux to a 50 / 50 allocation between OU-1 and OU-2 and this would also apply to any previous approved OU-2 invoices. Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

*The original amounts of the WSP Invoices regarding Mass Flux were presented on the August 5, 2026 agenda as follows:

Mass Flux			
n. 40404643 (Services through 04/30/26, Invoice date 07/29/26)	$	12,832.00	80%
o. 40410138 (Services through 05/29/26, Invoice date 07/24/26)	$	2,338.00	80%

It was determined during the meeting that the OU-1 and OU-2 allocations for the Mass Flux invoices from WSP should be an OU-1 - 50% / OU-2 -50% split (as shown in these minutes) and not an OU-1 - 20% / OU-2 - 80% split. A review of prior WSP invoices did not reveal any previous Mass Flux tasks or invoices.

C. OU-2 Assessment Status (as of July 31, 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: **$45,164.16**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 7/31/2026: **$313,531.32**

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
6/2/2026	$ 77,143.81
Total paid in 2026	**$193,155.01**

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated August 5, 2026

WSP Long-term Monitoring Services:

- WSP submitted the 2025 Annual Report to the agencies for review on June 16, 2026.
- Thee 2026 Spring Groundwater sampling was completed during the first half of June and the results were provided to the CLG and agencies.
- Residential letters will be prepared and sent out.

Surface Water Groundwater Evaluation:

WSP provided a draft of the Coakley Landfill Groundwater / Surface Water Interaction Report document on 8/1/26. WSP is still completing the final edits, table/appendix citations, and quality checks; however, in the interest of time, they wanted to provide a working draft so the CLG could begin a review.

There are two final areas in particular that will be added to the draft in the next week.

- Results of the mass flux calculations, following recent feedback from the agencies.
- A writeup of surface water flow monitoring. WSP is finalizing data graphs and those will be included as part of the final report along with the writeup.

This report will be reviewed by Victoria Warren from Eagon.

CWSRF Emerging Contaminants Funds:

The CWSRF Grant Pilot Project RFP was issued on July 23, 2026 and responses are due August 20, 2026. The pilot project will investigate treatment options to reduce or remove PFAS in the surface water and ground water migrating from the site. The RFP has been downloaded five (5) times. The RFP selection committee will consist of: Glenn Normandeau, Susan Morrell, Peter Britz, Jillian Harris, and Victoria Warren. If the review and selection could occur by the end of September, the work could commence this fall.

General Liability Insurance: At the 09/25/25 CLG Meeting, the Executive Committee approved the purchase of general liability insurance as a requirement of the CWSRF Emerging Contaminants grant. The policy period is from 11/12/25 to 11/12/26 and is up for renewal with the same terms for base coverage. Staff recommend a vote to move forward with the renewal application. A new underwriter is reviewing appropriate coverage and an invoice for the renewal policy will be issued for approval prior to the expiration of the current policy which had an annual cost of $7,090.86. Attorney Chen moved to proceed with the application for continued coverage for next year. Attorney Shipley seconded the motion. The motion was approved.

Settlement Plate Monitoring: The last survey of the settling platforms was conducted in 2012. Peter Britz is recommending that it is time to revisit this to protect the structural integrity of the engineered cap system and to monitor settling. Richard D. Bartlett & Associates provided a proposal to conduct a new survey in the amount of $5,000.00 and the Coakley project management team are in the process of reviewing the terms and conditions of the proposal.

Attorney Shipley motioned to approve the survey with amendments to the terms and conditions as determined and proposed by the City of Portsmouth. Attorney Chen seconded the motion. The motion was approved.

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

A. Minutes of the April 30, 2026 Coakley Executive Committee meeting, approved on June 2, 2026

B. WSP contract for General Technical Assistance, executed by Chair Normandeau on April 30, 2026

C. WSP contract for Professional Technical Consulting and Groundwater Monitoring Services executed by Chair Normandeau on April 30, 2026

Attorney Chen moved to enter these OU-1 and OU-2 record items.
Attorney Shipley seconded the motion. 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 Thursday, October 1, 2026 at 10:00 a.m. in the Law Library at Portsmouth City Hall.

XIII. NON-PUBLIC SESSION:

At 10:26 a.m., City Attorney Morrell requested that the Committee enter nonpublic session. At 10:27 a.m., Attorney Chen 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. Attorney Shipley seconded the motion. On a vote of 3-0, the motion was approved. David Moreira requested to be permitted to remain in the meeting (via Teams). After a short discussion, the Coakley Executive Committee agreed that Mr. Moreira could remain in the nonpublic session as Waste Management is part of the Coakley Landfill Group.

At 10:50 a.m., Attorney Chen moved to leave the 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 Shipley and Attorney Chen. The motion was approved.

XIV. Adjournment: Chair Normandeau moved to adjourn the meeting at 10:50 a.m. Attorney Shipley seconded the motion. The meeting was adjourned at 10:51 a.m.

Dated: October 1, 2026

Glenn Normandeau, Chair
Coakley Executive Committee

As approved on: October 1, 2026

Respectfully submitted,
Barbara Zulkiewicz