

# COAKLEY EXECUTIVE COMMITTEE

## Meeting Minutes

Thursday, April 30, 2026

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 Kevin Chen, Foley Hoag LLP; Suzanne M. Woodland, Regulatory Counsel, City of Portsmouth; Jillian Harris, Principal Planner, City of Portsmouth; and Barbara Zulkiewicz, Administrative Assistant, Legal, City of Portsmouth

Attendance via Microsoft Teams: Susan G. Morrell, City Attorney, City of Portsmouth; Attorney Seth Jaffe, Foley Hoag LLP; Attorney Curtis Shipley, Ellis Winters LLP; Victoria Warren, Eagon & Associates, David Moreira, Waste Management; and Michael Tully, Town Administrator, North Hampton, New Hampshire

- I. Review minutes of the March 19, 2026, 2026 Coakley Executive Committee Meeting.

**Attorney Chen moved to approve the March 19, 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 4/30/2026

B. OU-1 Invoices

Invoices	OU-1 Amount	%
<b>City of Portsmouth Finance Dept.</b>		
<b>Blue Bird Storage</b>		
a. 76236 (Services through 04/30/26, Invoice date 04/02/26)	\$ 185.50	50%
<b>City of Portsmouth Tax Collector</b>		
<b>Monthly Fee</b>		
b. 2903392960 (Services through 04/30/26, Invoice date 04/22/26)	\$ 3,750.00	50%
<b>EAGON &amp; Associates, Inc.</b>		
<b>Consulting Services</b>		
c. 1047B-3202631 (Services through 03/31/26, Invoice date 04/17/26)	\$ 1,630.00	50%
<b>WSP USA</b>		

<b>2025 Spring LTM</b>		
d. 40352998 (Services through 01/30/26, Invoice date 04/23/26)	\$	531.00 20%
<b>General Technical Assistance</b>		
e. 144 (Services through 01/30/26, Invoice date 04/23/26)	\$	450.00 50%
<b>2025 Fall Sampling</b>		
f. 40352997 (Services through 01/30/26, Invoice date 04/23/26)	\$	1,153.25 20%
<b>Peter Britz</b>		
<b>Supplies</b>		
g. PB 04-06-2026 (Services through 04/06/26, Invoice date 04/06/26)	\$	2.75 50%
<b>Total</b>	<b>\$</b>	<b>7,702.00</b>

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

C. OU-1 Assessment Status (as of April 30, 2026)

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

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$7,702.00**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 3/31/2026

**\$232,189.61**

B. 2026 OU-1 Invoices paid to date:

<b>Date Approved</b>	<b>Amount Paid</b>
1/15/2026	\$21,570.98
3/19/2026	\$21,015.35
<b>Total paid in 2026</b>	<b>\$42,586.33</b>

**OU-2**

**OU-2 INVOICES:**

V. A. All payment certifications are dated April 30, 2025

B. OU-2 Invoices

<b>Invoices</b>	<b>OU-2 Amount</b>	<b>%</b>
<b>City of Portsmouth Finance Dept.</b>		
<b>Blue Bird Storage</b>		
a. 76236 (Services through 04/30/26, Invoice date 04/02/26)	\$ 185.50	50%
<b>City of Portsmouth Tax Collector</b>		
<b>Monthly Fee</b>		
b. 2903392960 (Services through 04/30/26, Invoice date 04/22/26)	\$ 3,750.00	50%
<b>EAGON &amp; Associates, Inc.</b>		
<b>Consulting Services</b>		
c. 1047B-3202631 (Services through 03/31/26, Invoice date 04/17/26)	\$ 1,630.00	50%
<b>WSP USA</b>		
<b>2025 Spring LTM</b>		
d. 40352998 (Services through 01/30/26, Invoice date 04/23/26)	\$ 2,124.00	80%
<b>General Technical Assistance</b>		
e. 144 (Services through 01/30/26, Invoice date 04/23/26)	\$ 450.00	50%
<b>2025 Well</b>		
f. 40352999 (Services through 01/30/26, Invoice date 04/23/26)	\$ 2,325.00	100%
<b>2025 Fall Sampling</b>		
g. 40352997 (Services through 01/30/26, Invoice date 04/23/26)	\$ 4,613.00	80%
<b>Peter Britz</b>		
<b>Supplies</b>		
h. PB 04-06-2026 (Services through 04/06/26, Invoice date 04/06/26)	\$ 2.74	50%
<b>Total</b>	<b>\$ 15,080.24</b>	

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

C. OU-2 Assessment Status (as of April 30, 2026)

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

**VI. OU-2 ACTION ITEMS**

A. Total of invoices requested for approval: **\$15,080.24**

**VII. OU - 2 RECORD ITEMS**

A. Trust balance as of 3/31/2026: **\$393,396.31**

B. 2026 OU-2 Invoices paid to date:

Date Approved	Amount Paid
1/15/2026	\$ 52,138.47
3/19/2026	\$ 48,792.49
<b>Total paid in 2026</b>	<b>\$100,930.96</b>

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated April 30, 2026

**WSP Long-Term Monitoring Services:**

The draft of the 2025 annual report was submitted for review by the CLG.

The 2026 Spring sampling has been scheduled for early June. WSP provided the CLG Spring 2026 Sampling Proposal for Spring Monitoring services in the amount of \$171,585.30. The proposed cost is 13% less than the Spring 2025 monitoring contract, largely due to the additional analytical sampling that was required for the 5-year review in 2025. In comparison to the Spring 2024 monitoring contract, the proposal is a 5% increase. **Attorney Chen moved to approve the proposal as presented by WSP. Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.**

**Surface Water Groundwater Evaluation:**

Work is ongoing under the Surface Water Groundwater Evaluation, including stormwater flow monitoring, surface water discharge monitoring, and shallow groundwater sampling. WSP submitted proposed mass flux transects to EPA for review and finalization on 4/10/26. Reporting is scheduled to be complete by July 2026. Victoria provided an explanation of mass flux transects at the request of the Chair.

**WSP General Technical Assistance:**

WSP provides general technical assistance (GTA) to the CLG to support ongoing investigative and monitoring activities at Coakley, including responses to CLG correspondence related to project updates and progress, attendance at monthly project status update meetings, and addressing correspondence from the Agencies. WSP presented CLG with a GTA proposal in the amount of \$6,980.00 for the period through September 2026. **Attorney Chen moved to approve the proposal as presented by WSP. Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.**

**CWSRF Emerging Contaminants Funds:**

The CWSRF grant agreement is scheduled for consideration for approval at the May 6, 2026 New Hampshire Governor's Executive Council meeting. Staff are in the process of drafting an RFP to conduct a pilot project to investigate treatment options to reduce or remove PFAS in surface water and ground water from the site.

**Landfill Gas Monitoring:**

The 2026 Landfill Gas Monitoring was performed by Tomforde Environmental Services on March 26, 2026. Results showed that gas concentrations remain below the NHDES soil gas action level at the property boundary, consistent with previous monitoring

results.

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

- A. Minutes of the January 15, 2026 Coakley Executive Committee meeting, approved on March 19, 2026

**Attorney Chen 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**

Scheduling the next meeting was postponed pending approval of the CWSRF grant.

**XIII. NON-PUBLIC SESSION:**

At 10:24 a.m., Attorney Woodland requested that the Committee enter nonpublic session. At 10:26 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 and to allow Victoria Warren and David Moreira 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 10:38 a.m., Attorney Chen 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 Chen and Attorney Shipley. The motion was approved.

**XIV. Adjournment: Chair Normandeau moved to adjourn the meeting. Attorney Chen seconded the motion. The meeting was adjourned at 10:40 a.m.**

Dated: June 2, 2026



Glenn Normandeau, Chair  
Coakley Executive Committee

As approved on: June 2, 2026

Respectfully submitted,  
Barbara Zulkiewicz