

COAKLEY EXECUTIVE COMMITTEE
 Teleconference and Meeting MINUTES
 Wednesday, September 27, 2023
 Law Library, Portsmouth City Hall

In attendance: Chairman Glenn Normandeau, Attorney Seth Jaffe, Attorney Susan Morrell, Attorney Bob Sullivan, Peter Britz, Jillian Harris, Synthia Ravell

CLG conferenced by phone: Attorney Curtis Shipley

Others in Attendance: Rep. Mike Edgar

Others conferenced in by phone: Michael Tully, N. Hampton

The Coakley Executive Committee (EC) Teleconference call commenced at 9:30 a.m.

I. Review Minutes of the 8/30/2023 Coakley meeting.

Attorney Seth Jaffe moved to approve the minutes, Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed.

OU-1

II. BILLS – All OU-1 payment certifications are dated: 9/27/2023

City of Portsmouth

- | | | | |
|----|--|------------|-----|
| A. | Invoice #2902016140 dated 9/19/2023
Peter Britz & Financial services - 9/2023 | \$2,750.00 | 50% |
| B. | Receipt #47774 dated 9/1/2023
Reimburse City for storage – September 2023 | \$131.50 | 50% |

Attorney Seth Jaffe moved to approve items II – A and B for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

Piscataqua Landscaping

- | | | | |
|----|--|------------|------|
| C. | Invoice #56873 Invoice dated 9/21/2023
Mowing field and brush through 8/15/2023 | \$9,809.90 | 100% |
|----|--|------------|------|

Peter Britz noted that they were looking to get the fence repaired but there has been an issue with poison ivy that they are also working around.

Attorney Seth Jaffe moved to approve item II – C for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

WSP USA Services through: 8/25/2023
Invoices dated: 9/21/2023

D.	Invoice #J02216656 Groundwater Mgt Permit Appl	\$29.75	35%
E.	Invoice #J02216653 Revised Surface Water Eval WP	\$1,132.25	35%
F.	Invoice #J02216655 Spring 2023 Biannual Groundwater Sampling	\$10,746.29	35%

Attorney Seth Jaffe moved to approve items II – D through F for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: \$24,599.69

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 8/31/23: \$246,818.17

B. Year to date OU-1 Invoices paid:

<u>Date Approved</u>	<u>Amount Paid</u>
2/15/2023	\$39,003.09
3/21/2023	\$ 5,631.50
4/26/2023	\$ 7,360.68
6/21/2023	\$21,848.93
7/13/2023	\$ 454.38
<u>8/30/2023</u>	<u>\$44,669.34</u>
Total year to date:	\$118,967.92

OU-2

V. BILLS – All payment certifications are dated 9/27/2023

City of Portsmouth

A.	Invoice #2902016140 dated 9/19/2023 Peter Britz & Financial services - 9/2023	\$2,750.00	50%
B.	Receipt #47774 dated 9/1/2023 Reimburse City for storage – September 2023	\$131.50	50%

Attorney Seth Jaffe moved to approve items V – A through B for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

WSP USA Services through: 8/25/2023
Invoices dated: 9/12/2023

C.	Invoice #J02216656 Groundwater Mgt Permit Appl	\$55.25	65%
D.	Invoice #J02216651 Deep Bedrock Investigation Final Rpt	\$905.00	100%
E.	Invoice #J02216652 Deep Bedrock Well Installation Work Plan	\$8,205.13	100%
F.	Invoice #J02216653 Revised Surface Water Eval WP	\$2,102.75	65%
G.	Invoice #J02216655 Spring 2023 Biannual Groundwater Sampling	\$19,957.39	65%

Attorney Seth Jaffe moved to approve items V – C through G for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

VI. OU – 2 ACTION ITEMS

A. Total of invoices requested for approval: \$34,107.02

VII. OU – 2 RECORD ITEMS

A. Trust balance as of 8/31/23: \$531,042.88

B. Year to date OU-2 Invoices paid:

<u>Date Approved</u>	<u>Amount Paid</u>
2/15/2023	\$ 61,403.23
3/21/2023	\$ 5,795.44
4/26/2023	\$ 34,628.66
6/21/2023	\$ 56,704.30
7/13/2023	\$ 4,600.62
<u>8/30/2023</u>	<u>\$ 77,587.22</u>
Total year to date:	\$240,719.47

COMBINED OU-1 & OU-2

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

A. Report of Peter Britz of the City of Portsmouth dated 9/27/2023

Peter Britz reported on the current activity at Coakley as noted in his attached Memo to the Coakley Executive Committee.

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

A. Minutes of the Coakley Executive Committee 7/13/2023 meeting; approved and executed on 8/30/2023.

B. Report of Peter Britz of the City of Portsmouth dated 9/27/2023

Attorney Seth Jaffe moved to accept the record items, including the Report of Peter Britz, Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed.

X. OTHER BUSINESS

Robert Sullivan opened discussion regarding the administrative work to be done in replacement of the City's Legal Department staff member, Marian, who retired as of August 31, 2023. The Coakley Group authorized to explore having an outside source for administration, discussion on cost. It was agreed to continue as is for now with Legal Department's Administrative Assistant, Synthia, to do the administrative work but that the situation would be reviewed by Legal and report back at the next Coakley meeting.

XI. PUBLIC COMMENT

Mike Edgar from Hampton said he had no comments.

Michael Tully, North Hampton, said he wanted to note appreciation for the quick action on the signage as well as asked about surface water testing. Peter Britz said he had reports and Michael Tully will contact Peter Britz to discuss further.

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next Coakley meeting will be held on Tuesday, October 31, 2023, at 10:00 am in the Portsmouth Law Library of City Hall.

Attorney Seth Jaffe moved to adjourn. Curtis Shipley seconded. The motion passed and the meeting adjourned at 10:30 am.

Dated: 11/8/2023 _____

DocuSigned by:

1B38FD0A8390400...

Glenn Normandeau, Chair
Coakley Executive Committee
As approved: _____

Respectfully Submitted,
Synthia M. Ravell