

COAKLEY EXECUTIVE COMMITTEE

Meeting Minutes

Thursday, September 25, 2025 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 10:13 a.m. (delay due to technical difficulties).

In person attendance: Glenn Normandeau, Chair; Attorney Kevin Chen, Foley Hoag LLP; Susan G. Morrell, City of Portsmouth City Attorney; 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; Suzanne M. Woodland, City of Portsmouth Regulatory Counsel; Joe Montello, Eagon & Associates; John Tuthill (was admitted into the meeting at 10:30 a.m.)

- I. Review minutes of the July 25, 2025 Coakley Executive Meeting.

**Attorney Shipley moved to approve the minutes; Attorney Chen seconded.
On a vote of 3-0, the motion was passed.**

OU-1

- II. **B. OU-1 INVOICES:** All payment certifications are dated September 25, 2025.

Invoices	OU-1 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 68792 (Svcs through 08/31/25, Inv date 09/03/25)	\$ 169.50	50%
b. 69875 (Svcs through 09/30/25, Inv date 09/03/25)	\$ 169.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2902964716 (Svcs through 07/31/25, Inv date 07/23/25)	\$ 2,750.00	50%
d. 2903001106 (Svcs through 08/31/25, Inv date 08/18/25)	\$ 2,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
e. 1047A-7202531 (Svcs through 07/31/25, Inv date 08/06/25)	\$ 456.38	50%
f. 1047A-8202531 (Svcs through 08/31/25, Inv date 09/15/25)	\$ 605.63	50%
Piscataqua Landscaping		
Annual mowing - 500 Breakfast Hill Road, North Hampton, NH		
g. 89739 (Svcs through 08/18/25, Inv date 08/18/25)	\$ 9,950.00	100%
Tomforde Environmental Services		

Gas monitoring and report preparation

h. 1685 (Svcs through 03/12/25, Inv date 09/17/25)	\$	2,983.69	100%
Total	\$	19,834.70	

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

C. OU-1 Assessment Status

	Amt Due	Amt Paid
BFI		
11/1/2024	\$ 14,154.00	\$ -
3/24/2025		\$ 14,154.00
Generators		
11/1/2024	\$ 23,000.00	\$ -
1/14/2025		\$ 23,000.00
Newington		
11/1/2024	\$ 6,281.00	\$ -
1/29/2025		\$ 3,141.00
7/23/2025		\$ 3,141.00
North Hampton		
11/1/2024	\$ 4,671.00	\$ -
12/24/2024		\$ 4,671.00
Portsmouth		
11/1/2024	\$ 61,587.00	\$ -
1/9/2025		\$ 30,793.00
7/11/2025		\$ 30,793.00
Waste Management		
11/1/2024	\$ 5,307.00	\$ -
2/26/2025		\$ 5,307.00
Total	\$ 115,000.00	\$ 115,000.00

III. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **19,834.70**

IV. OU - 1 RECORD ITEMS

A. Trust balance as of 8/31/2025: **\$219,481.70**

B. 2025 OU-1 Invoices paid to date:

Date Approved	Amount Paid
1/7/2025	\$ 29,563.26
2/6/2025	\$ 3,233.13
3/14/2025	\$ 39,226.02
5/8/2025	\$ 14,938.47
7/25/2025	<u>\$ 15,056.67</u>
Total paid in 2025:	\$102,017.55

OU-2

V. B. OU-2 INVOICES: All payment certifications are dated September 25, 2025.

Invoices	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 68792 (Svcs through 08/31/25, Inv date 09/03/25)	\$ 169.50	50%
b. 69875 (Svcs through 09/30/25, Inv date 09/03/25)	\$ 169.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
c. 2902964716 (Svcs through 07/31/25, Inv date 07/23/25)	\$ 2,750.00	50%
d. 2903001106 (Svcs through 08/31/25, Inv date 08/18/25)	\$ 2,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
e. 1047A-7202531 (Svcs through 07/31/25, Inv date 08/06/25)	\$ 456.37	50%
f. 1047A-8202531 (Svcs through 08/31/25, Inv date 09/15/25)	\$ 605.62	50%
Total	\$ 6,900.99	

Attorney Shipley moved to approve Item V. B., a. through f. for payment. Attorney Chen seconded. On a 3-0 vote, the motion was passed.

C. OU-2 Assessment Status

	Amt Due	Amt Paid
BFI		
11/1/2024	\$ 25,231.00	\$ -
3/24/2025		\$ 25,231.00
Generators		
11/1/2024	\$ 41,000.00	\$ -
1/24/2025		\$ 41,000.00
Newington		
11/1/2024	\$ 11,199.00	\$ -
1/29/2025		\$ 5,600.00
7/23/2025		\$ 5,600.00
North Hampton		
11/1/2024	\$ 8,329.00	\$ -
12/24/2024		\$ 8,329.00
Portsmouth		
11/1/2024	\$ 109,780.00	\$ -
1/9/2025		\$ 54,890.00
7/11/2025		\$ 54,890.00
Waste Management		
11/1/2024	\$ 9,461.00	\$ -
12/31/2024		\$ 9,461.00
Total	\$ 205,000.00	\$ 205,001.00

VI. OU-2 ACTION ITEMS

Total of invoices requested for approval:

\$6,900.99

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 8/31/2025:

\$371,239.64

B. 2025 OU-2 Invoices paid to date:

Date Approved	Amount Paid
1/7/2025	\$ 53,121.18
2/6/2025	\$ 9,505.62
3/14/2025	\$100,336.06
5/8/2025	\$ 51,458.01
7/25/2025	<u>\$ 41,592.17</u>
Total paid in 2025	\$256,013.04

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

- A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated September 25, 2025

GMZ Permit: The Groundwater Management Zone (GMZ) permit approval letter from NHDES was received August 27, 2025. The next renewal will be in 2030.

WSP Long-term Monitoring Services: WSP finalized the 2024 Annual Report in August and residential letters for the Spring Groundwater Monitoring services were sent on August 20, 2025. A draft report for the Spring sampling is due by the end of September. A proposal was recently received from WSP for the Fall Monitoring / Sampling. **Attorney Shipley made a motion to execute the contract with WSP upon further review, cost analysis and any further negotiation that the City deems appropriate. Attorney Chen seconded the motion. On a 3-0 vote, the motion passed.**

Surface Water / Groundwater Evaluation: Work has commenced under the conditionally approved Work Plan which included a schedule for completion of the remaining field activities with reporting to be finalized by December 2025. There is concern about the effects the drought will have on conducting the testing to meet the December reporting deadline; i.e., surface water is not flowing. Peter Britz will contact EPA regarding this issue.

Emerging Contaminants Funds: Staff is working on the requirements of the grant application with NHDES in anticipation of a grant award under the NHDES Clean Water State Revolving Fund (CWSRF) Program. City Attorney Morrell obtained a quote to purchase the required general liability insurance to meet the needs of the Coakley Landfill Group for purposes of grant. The Committee discussed the insurance coverage details and **Attorney Shipley made a motion that the Coakley Landfill Group purchase the general liability insurance at the base coverage as required by the Grant, speak to the agent about any reductions, and decline the Terrorism coverage as it is not required. Attorney Chen seconded the motion. On a 3-0 vote, the motion passed.**

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

- A. Minutes of the May 5, 2025 Coakley Executive Committee meeting, approved on July 25, 2025.

Attorney Shipley moved to enter the May 5, 2025 minutes as an OU-1 and OU-2 record item. Attorney Chen seconded the motion. On a 3-0 vote, the motion passed.

- X. **OTHER BUSINESS:** Attorney Chen will not be able to attend the meetings for the next few months and Attorney Jaffe will temporarily step back into his previous position on the Coakley Executive Committee. Attorney Morrell announced that Suzanne Woodland, Regulatory Counsel for the City of Portsmouth will be attending the

Coakley meetings going forward, utilizing her expertise in regulatory and environmental matters.

XI. PUBLIC COMMENT: None

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next meeting of the Coakley Executive Committee was scheduled for Thursday, November 20, 2025 at 10:00 a.m. in the Law Library at Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH and via Microsoft Teams.

XIII. NON-PUBLIC SESSION:

At 10:52 a.m., Attorney Shipley moved to go into nonpublic session to discuss the NHDES Clean Water State Revolving Fund for Emerging Contaminants Funds grant and related matters and to also allow Joe Montello to participate in the nonpublic session. Attorney Chen seconded the motion. On a 3-0 vote, the motion was passed.

At 11:15 a.m., Attorney Shipley made a motion to return to public session and seal the minutes of the nonpublic session; Attorney Chen seconded the motion. On a 3-0 vote, the motion was passed.

At 11:17 a.m., Attorney Shipley moved to adjourn the meeting of the Coakley Executive Committee. Attorney Chen seconded the motion. On a 3-0 vote, the motion was passed.

Dated: November 20, 2025


Glenn Normandeau, Chair
Coakley Executive Committee

As approved on: November 20, 2025

Respectfully submitted,
Barbara Zulkiewicz