

COAKLEY EXECUTIVE COMMITTEE
Meeting Minutes
Thursday, November 20, 2025
Law Library, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH
and via Microsoft Teams

The Coakley Executive Committee meeting commenced at 10:05 a.m.

In person attendance: Glenn Normandeau, Chair; Attorney Seth Jaffe, 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; Michael Tully, Town Administrator, North Hampton, NH; David Moreira, Waste Management

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

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

OU-1

II. **OU-1 INVOICES:** All payment certifications are dated November 20, 2025

Invoices		OU-1 Amount	%
City of Portsmouth Finance Dept.			
Blue Bird Storage			
a. 71743 (Svcs through 11/31/2025, Inv date 11/01/25)	\$	169.50	50%
b. 70838 (Svcs through 10/31/1025, Inv date 10/1/1025)	\$	169.50	50%
State of NH Trade Name Registration			
c. 20259981109838 (Svcs through 08/05/25, Inv date 08/05/25)	\$	28.50	50%
City of Portsmouth Tax Collector			
Monthly Fee			
d. 2903047479 (Svcs through 09/30/25, Inv date 09/25/25)	\$	2,750.00	50%
e. 2903094846 (Svcs through 10/31/25, Inv date 10/20/25)	\$	2,750.00	50%
EAGON & Associates, Inc.			
Consulting Services			
f. 1047A-9202530 (Svcs through 09/30/25, Inv date 10/07/25)	\$	680.25	50%
g. 1047A-10202531 (Svcs through 10/31/25, Inv date 11/11/25)	\$	904.13	50%
WSP USA			
2024 Fall LTM	\$	647.41	20%
h. 40266018 (Svcs through 05/30/25, Inv date 11/18/25)	\$	647.41	20%

SW GW Investigation Activities

i. 40275098 (Svcs through 06/30/25, Inv date 11/18/25)	\$ 2,572.42	50%
j. 40266017 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 1,160.48	50%
k. 40275533 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 4,385.89	50%
l. 40275610 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 385.63	50%

2025 Spring LTM

m. 40275009 (Svcs through 06/30/25, Inv date 11/18/25)	\$ 16,348.77	20%
n. 40275475 (Svcs through 07/31/25, Inv date 11/18/25)	\$ 662.25	20%
o. 40266019 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 5,900.51	20%
p. 40275536 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 485.25	20%
q. 40275611 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 488.75	20%

General Technical Assistance

r. 40275483 (Svcs through 07/31/25, Inv date 11/18/25)	\$ 263.75	50%
s. 40275538 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 600.00	50%
t. 40275614 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 382.50	50%

Piscataqua Savings Bank**Annual Administrative Fee**

u. Admin OU-1 (Svcs through 11/30/26, Inv date 10/09/25)	\$ 2,500.00	100%
Total	\$ 44,235.49	

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

II. OU - 1 ACTION ITEMS

A. Total of invoices requested for approval: **\$44, 235.49**

III. OU - 1 RECORD ITEMS

A. Trust balance as of 10/31/2025: **\$197,444.16**

B. 2025 OU-1 Invoices paid to date:

<u>Date Approved</u>	<u>Amount Paid</u>
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	\$ 15,056.67
<u>9/25/2025</u>	<u>\$ 19,834.70</u>

Total paid in 2025: \$121,852.25

OU-2

V. OU-2 INVOICES: All payment certifications are dated November 20, 2025.

Invoices	OU-2 Amount	%
City of Portsmouth Finance Dept.		
Blue Bird Storage		
a. 71743 (Svcs through 11/31/2025, Inv date 11/01/25)	\$ 169.50	50%
b. 70838 (Svcs through 10/31/1025, Inv date 10/1/1025)	\$ 169.50	50%
State of NH Trade Name Registration		
c. 20259981109838 (Svcs through 08/05/25, Inv date 08/05/25)	\$ 28.50	50%
City of Portsmouth Tax Collector		
Monthly Fee		
d. 2903047479 (Svcs through 09/30/25, Inv date 09/25/25)	\$ 2,750.00	50%
e. 2903094846 (Svcs through 10/31/25, Inv date 10/20/25)	\$ 2,750.00	50%
EAGON & Associates, Inc.		
Consulting Services		
f. 1047A-9202530 (Svcs through 09/30/25, Inv date 10/07/25)	\$ 680.25	50%
g. 1047A-10202531 (Svcs through 10/31/25, Inv date 11/11/25)	\$ 904.12	50%
WSP USA		
2024 Fall LTM		
h. 40266018 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 2,589.65	80%
Well Installation		
i. 18 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 6,784.79	100%
SW GW Investigation Activities		
j. 40275098 (Svcs through 06/30/25, Inv date 11/18/25)	\$ 2,572.41	50%
k. 40266017 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 1,160.47	50%
l. 40275533 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 4,385.89	50%
m. 40275610 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 385.62	50%
2025 Spring LTM		
n. 40275009 (Svcs through 06/30/25, Inv date 11/18/25)	\$ 65,395.10	80%
o. 40275475 (Svcs through 07/31/25, Inv date 11/18/25)	\$ 2,649.00	80%
p. 40266019 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 23,602.05	80%
q. 40275536 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 1,941.00	80%
r. 40275611 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 1,955.00	80%
2025 Southern Well		
s. 40275476 (Svcs through 07/31/25, Inv date 11/18/25)	\$ 7,710.30	100%
General Technical Assistance		
t. 40275483 (Svcs through 07/31/25, Inv date 11/18/25)	\$ 263.75	50%
u. 40275538 (Svcs through 08/30/25, Inv date 11/18/25)	\$ 600.00	50%
v. 40275614 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 382.50	50%
2025 Well		
w. 40266021 (Svcs through 05/30/25, Inv date 11/18/25)	\$ 3,522.19	100%
x. 40275613 (Svcs through 09/30/25, Inv date 11/18/25)	\$ 580.00	100%

Piscataqua Savings Bank

Annual Administrative Fee

y. Admin OU-2 (Svcs through 11/30/26, Inv date 10/09/25)	\$ 2,500.00	100%
Total	\$ 136,431.59	

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

VI. OU-2 ACTION ITEMS

A. Total of invoices requested for approval: **\$136,431.59**

VII. OU - 2 RECORD ITEMS

A. Trust balance as of 10/31/2025: **\$363,177.97**

B. 2024 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	\$ 41,592.17
<u>9/25/2025</u>	<u>\$ 6,900.99</u>
Total paid in 2025	\$262,914.03

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

A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated 11/20/2025:

WSP Long-term Monitoring Services: We are waiting for the Spring sampling report from WSP which is due to be submitted to the agencies by the end of November. Fall sampling took place over the last week of October and first week of November.

Surface Water / Groundwater Evaluation: The work plan schedule has been extended due to the drought and reporting is anticipated in the first quarter of 2026, although more rain will be needed in order to conduct the sampling. WSP will be sending a proposal for the mass flux calculations and reporting to complete the activities outlined for the Evaluation.

Emerging Contaminants Funds: Attorney Morrell provided an update on obtaining the required insurance for the NHDES CWSRF application. The meeting

with NHDES and staff went well. Attorney Jaffe thanked Attorney Morrell and staff for their assistance completing the application and other requirements. The application will be submitted to the A.G.'s office and Governor's Council for approval. Chair Normandeau strongly suggested that someone from Coakley Landfill Group be present at any meetings in case there are any questions.

EE/CA: The updated Scope of Work for the EE/CA was submitted to EPA on 11/3/2025 and work is not anticipated to start until final reporting on the Surface Water Groundwater Evaluation is completed.

Joe Montello – Technical Assistance: Eagon & Associates, Inc. provided a proposal to continue Joe Montello's general technical support of the CLG in 2026, that includes technical review and support related to ongoing studies and issues on an as-needed basis. Based on an average monthly billing of \$1,500, the proposal includes a not to exceed cost of \$18,000 for 2026. Attorney Jaffe moved to accept and approve the proposal as presented. Attorney Shipley seconded the motion. On a 3-0 vote, the motion was approved.

City of Portsmouth Management Agreement: The City of Portsmouth "Agreement for In-Kind Services" to the Coakley Landfill Group was last approved in July 2018. Since then, the workload for administrative services has grown to include three additional City of Portsmouth employees and due to the increase in staff time necessary to manage the work there is a proposed increase in the monthly fee to \$7,500. The proposed fee also includes financial services provided by the City. Attorney Jaffe moved to approve the Agreement as presented. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

2026 Assessment: A proposed assessment has been completed which estimates all of the work for both OU-1 and OU-2 for 2026. The assessment request is for a total of \$180,000 for OU-1 and \$334,000 for OU-2. The proposed assessment is budgeted for half payments due January 31, 2026 and the balance due July 31, 2026, as invoiced the past 2 years. Attorney Jaffe moved to approve the 2026 OU-1 and OU-2 assessment as presented. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

OU-1 AND OU-2 ASSESSMENTS DATE: NOVEMBER 2025					
	OU-1		OU-2		Total
Portsmouth	53.553%	\$96,395	53.551%	\$178,860	\$275,256
N Hampton	4.062%	\$7,312	4.063%	\$13,570	\$20,882
Newington	5.462%	\$9,832	5.463%	\$18,246	\$28,078
Generators	20.000%	\$36,000	20.000%	\$66,800	\$102,800
BFI	12.308%	\$22,154	12.308%	\$41,109	\$63,263
WMI NH	4.615%	\$8,307	4.615%	\$15,414	\$23,721
Total	100.000%	\$180,000	100.000%	\$334,000	\$514,000

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

A. Minutes of the July 25, 2025 Coakley Executive Committee meeting, approved on September 25, 2025.

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, January 15, 2026.

XIII. NON-PUBLIC SESSION If needed – No public session

Attorney Jaffe moved to adjourn the Coakley Executive Committee meeting at 10:38 a.m. Attorney Shipley seconded. On a 3-0 vote, the motion was approved.

Dated: January 15, 2026



Glenn Normandeau, Chair
Coakley Executive Committee

As approved on January 15, 2026

Respectfully submitted,
Barbara Zulkiewicz