

**COAKLEY EXECUTIVE COMMITTEE  
MEETING MINUTES  
Wednesday, May 15, 2024 – 10:00 a.m.  
Law Library, Portsmouth City Hall**

The Coakley Executive Committee (EC) Meeting / Teleconference call commenced at 10:31 a.m.

**In attendance:** Chairman Glenn Normandeau (Chair); Seth Jaffe, Esq. (Attorney Jaffe), Susan G. Morrell, Esq. (Attorney Morrell), Robert P. Sullivan, Esq. (Attorney Sullivan); Peter Britz (Britz), Jillian Harris (Harris), and Barbara Zulkiewicz (Zulkiewicz)

**Conferenced in by phone:** Curtis Shipley, Esq. (Attorney Shipley) and Joe Montello (Montello).

- I. Review the minutes of the 4/11/2024 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 payment certifications are dated 5/15/2024.

**City of Portsmouth**

- |    |   |            |     |
|----|---|------------|-----|
| A. | Invoice # 2902327542 dated 4/23/2024<br>Peter Britz & Financial Services – 4/2024   | \$2,750.00 | 50% |
| B. | Invoice #55057 dated 5/1/2024<br>Reimburse City of Storage at Blue Bird Storage   | \$ 150.50  | 50% |
| C. | Invoice #INV482296445 dated 4/15/2024<br>DocuSign 1 Year Service/ eSignature Edition<br>Was billed to City Credit Card / Reimburse City | \$ 150.00  | 50% |
| D. | Invoice #111430 dated 5/1/2024<br>A&B Lock and Security / Padlocks  | \$ 310.00  | 50% |

**Attorney Seth Jaffe moved to approve Item II – A through D 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: **\$3,360.50**

**IV. OU - 1 RECORD ITEMS**

A. Trust balance as 4/30/2024 **\$252,819.97**

B. 2024 OU-1 Invoices paid:

<b>Date Approved</b>	<b>Amount Paid</b>
1/8/2024	\$9,470.00
3/6/2024	\$14,130.85
4/11/2024	\$3,051.00
<b>Total paid in 2024:</b>	<b>\$26,651.85</b>

C. All assessments have been sent out:

		<b>Received:</b>	<b>Amount:</b>
Portsmouth	\$112,997.00	1/12/2024	\$56,498.50
N. Hampton	\$8,571.00	12/27/2023	\$ 8,571.00
Newington	\$11,525.00	5/13/2024	\$5,762.50
Generators	\$42,200.00	4/19/2024	\$42,200.00
Browning-Ferris Trucking	\$25,970.00	5/3/2024	\$25,970.00
Waste Management	\$9,738.00	4/24/2024	\$4,869.00

**OU-2**

**V. BILLS – All payment certifications are dated 5/15/2024**

**City of Portsmouth**

A. Invoice # 2902327542 dated 4/23/2024  
 Peter Britz & Financial Services – 4/2024 **\$2,750.00 50%**

- B. Invoice #55057 dated 5/1/2024 \$ 150.50 50%  
Reimburse City of Storage at Blue Bird Storage
- C. Invoice #INV482296445 dated 4/15/2024 \$ 150.00 50%  
DocuSign 1 Year Service/ eSignature Edition  
Was billed to City Credit Card / Reimburse City
- D. Invoice #2024-0407 dated 4/18/2024 \$ 400.00 100%  
Magnet Group LLC – Storage for month 2
- E. Invoice #111430 dated 5/1/2024 \$ 310.00 50%  
A&B Lock and Security / Padlocks

**Attorney Jaffe moved to approve Item V – A through E for payment; Attorney Shipley seconded this motion. On a 3-0 vote, the motion passed.**

**VI. OU - 2 ACTION ITEMS**

- A. Total of invoices requested for approval: **\$3,760.50**

**IV. OU - 2 RECORD ITEMS**

- A. Trust balance as 3/29/2024: **\$555,838.70**
- B. 2024 OU-2 Invoices paid:

<b>Date Approved</b>	<b>Amount Paid</b>
1/8/2024	\$13,477.50
3/6/2024	\$31,125.10
4/11/2024	\$ 3,051.00
<b>Total paid in 2024</b>	<b>\$47,653.60</b>

C. All assessments have been sent out:

		<b>Received:</b>	<b>Amount:</b>
Portsmouth	\$206,171.00	1/12/2024	\$103,085.50
N. Hampton	\$15,643.00	12/27/2023	\$ 15,643.00
Newington	\$21,033.00	5/13/2024	\$ 10,516.50
Generators	\$77,000.00	2/20/2024	\$ 77,000.00
Browning-Ferris Trucking	\$47,386.00	5/3/2024	\$ 47,386.00
Waste Management	\$17,768.00	4/24/2024	\$ 8,884.00

**COMBINED OU-1 & OU-2**

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

A. Report of Peter Britz & Jillian Harris of the City of Portsmouth dated 5/15/2024.

**GMZ Permit:** The application for this permit is nearly complete. Surveyors advised that they cannot do the work until July.

**Southern Well Installation:** In coordination with the EPA, WSP drilled 306’ into the bedrock and Britz advised that the well is flowing well. This resulted in a contract amendment for an additional \$27,722.00, which Britz stated was reasonable. Montello also reviewed the additional cost and stated it appeared to be valid. **Motion by Attorney Jaffe to approve the amendment to the contract for the additional cost. Attorney Shipley seconded. On a 3-0 vote, the motion passed.**

**Water Service Connections:** The water service connections will be completed this Summer. Awaiting updates on completion from the contractor.

**Surface Water Groundwater Evaluation:** CLG has been working with EPA to finalize the workplan which was submitted in April 2023. EPA asked that we continue to work on the draft plan.

**WSP Fall/Winter Groundwater Monitoring Services:** Residential letters have been sent out and WSP expects to submit the report this month.

**WSP Spring Groundwater Monitoring Services Contract:** The Committee discussed the details of the proposal from WSP and the increase from last year. Peter and Jillian recommended staying with WSP. **Motion by Attorney Jaffe to**

**authorize the Chair to execute the proposed contract from WSP. Attorney Shipley seconded. On a 3-0 vote, the motion passed.**

**Emerging Contaminants Funds:** As discussed at the April meeting, a pre-application for the NH Clean Water State Revolving Fund Loan Program was received from NHDES with a deadline for submission of May 31, 2024. Britz stated he spoke with NHDES, and the funding would be covered through a no-interest loan with 100% forgiveness. The question was raised whether the pre-application would be proposed by a municipality, and Attorney Sullivan stated it would be. Britz also stated that there was support from Newington and North Hampton. Attorney Jaffe stated he would be comfortable going forward with the pre-application. **Motion by Attorney Jaffe to authorize the City to proceed with submitting the NHDES Clean Water State Revolving Fund pre-application along with North Hampton and Newington. Attorney Shipley seconded. On a 3-0 vote, the motion passed.**

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

A. Minutes of the Coakley Executive Committee 3/6/2024 meeting; approved on 4/11/2024 and executed on 4/18/2024.

**X. OTHER BUSINESS:** A brief discussion of the possibility of having the CLG meetings via Zoom or Teams ensued. Legal and Planning will research from an IT perspective and advise the Coakley Executive Committee.

**XI. PUBLIC COMMENT: None**

**XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING**


The next meeting was scheduled for Thursday, June 20, 2024, at 10.00 a.m. in the Law Library at Portsmouth City Hall.

**XIII. NON-PUBLIC SESSION**

At this time, the Coakley Executive Committee expressed their sincere thanks to Joe Montello for all his years of service on the Coakley Executive Committee.

**Attorney Jaffe moved to adjourn meeting. Attorney Shipley seconded. On a 3-0 vote, the motion passed at 10:45 a.m.**

Dated: 8/14/2024

Signed by:  
  
\_\_\_\_\_  
1B38FD0A3390400...  
Glenn Normandeau, Chair  
Coakley Executive Committee  
As approved on: July 24, 2024

Respectfully Submitted,  
Barbara Zulkiewicz