

COAKLEY EXECUTIVE COMMITTEE
Tuesday, August 18, 2020
MINUTES
10:00 a.m., Teleconference

The Coakley Executive Committee (EC) Teleconference call commenced at 10:16 a.m.

Conferenced in by phone: Chairman Eric Spear, Seth Jaffe, Esq., Curtis Shipley, Esq., Robert Sullivan, Esq. Peter Britz, Dan MacRitchie, Joe Montello and Marian Steimke.

Guests conferenced in by phone: Matthew Scruton, Town Administrator of Greenland.

Chairman Eric Spear read the following from the Governor's Executive Order:

Per NH RSA 91-A:2, III (b) the Chair has declared COVID-19 outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-16, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

I. Review the minutes of the July 15, 2020 Coakley Teleconference call.

A motion was made by Attorney Seth Jaffe to approve the minutes of the July 15, 2020 meeting; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve the July 15, 2020 minutes.

OU-1

II. Bills

City of Portsmouth

A.	Invoice #	2900472188 dated 7/17/2020	50%	\$2,750.00
	Peter Britz & Financial services - July 2020			

A motion was made by Attorney Seth Jaffe to approve item II – A for payment; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve item II – A for payment.

CES, Inc. Payment Certifications dated: 8/18/2020
 Invoices dated: 7/23/2020
 Services rendered through: 6/28/2020

B.	Invoice # 20203037	35%	\$645.30
	General technical assistance		
C.	Invoice # 20203038	35%	\$337.75
	Fall 2019 Sampling		
D.	Invoice # 20203039	35%	\$606.38
	Spring 2019 Sampling		
E.	Invoice # 20203040	100%	\$1,630.00
	Stormwater Investigation		
F.	Invoice # 20203190	35%	\$8,617.26
	Spring 2020 Sampling		

Peter explained that Item B involved correspondence with the EPA, response to a request for data for a national PFAS database collection effort and coordinating with the DOT. Items C and D involved finalizing the tables of the 2019 sampling. Item E related to planning for potential upcoming work and drafting a letter to the DES. Item F charges were for working on data entry and tables and paying for field equipment and lab fees.

A motion was made by Attorney Seth Jaffe to approve items II – B, C, D, E and F for payment; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve items II – B, C, D, E and F for payment.

Bob asked how things have been going with the changes at CES with Mike being gone. Peter said Chris was doing a great job and has been involved in multiple communications. Joe agreed with Peter and added that with the loss of Mike's years of experience, we lose a little knowledge and senior experience, but Chris has come along, and he is definitely on top of things.

III. OU - 1 Action Items

There were no action items.

IV. OU - 1 Record Items

A. OU – 1 Balance as of 8/11/2020: \$352,848.14

OU-2**V. Bills****City of Portsmouth**

A.	Invoice # 2900472188 dated 7/17/2020 Peter Britz & Financial services - July 2020	50%	\$2,750.00
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A motion was made by Attorney Seth Jaffe to approve item V – A for payment; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve item V – A for payment.

CES, Inc. Payment Certifications dated: 8/18/2020
 Invoices dated: 7/23/2020
 Services rendered through 6/28/2020

B.	Invoice # 20203037 General technical assistance services	65%	\$1,198.40
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C.	Invoice # 20203038 Fall 2019 Sampling	65%	\$627.25
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D.	Invoice # 20203039 Spring 2019 Sampling	65%	\$1,126.12
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E.	Invoice # 20203041 Bedrock Investigation Work Plan	100%	\$2,947.94
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F.	Invoice # 20203190 Spring 2020 Sampling	65%	\$16,003.49
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Peter explained that items B, C, D and F were the same as the OU-1 explanations. Item E was for charges just for OU-2 which involved the deep bedrock study, correspondence with the EPA, working on a plan for a pump test, and a new well being put in.

A motion was made by Attorney Seth Jaffe to approve items V – B, C, D, E and F for payment; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve items V – B, C, D, E and F for payment.

Advance Radon Mitigation

Certification dated: 8/18/2020

Invoice dated: 8/5/2020

Service date: 8/5/2020

G.	Invoice #:	PIN157	100%	\$2,963.00
		Breakfast Hill Golf Club / 339 Breakfast Hill Rd.		
		1,4-Dioxane Sampling & lab fees; Service, Re-bed		
		and Dispose Used Carbon Media		

Peter discussed the carbon filtration. Last year both units were done, but this year it's a little less. With approximately of 120,000 gallons of water moving, this would be the cost each year for one unit. That could change because of COVID, but Peter anticipates this to be the annual cost. Seth asked if the golf course has been open due to COVID, and Peter answered yes.

A motion was made by Attorney Seth Jaffe to approve item V – G for payment; this motion was seconded by Attorney Curtis Shipley.

On a roll call 3-0, the Committee voted to approve item V – G for payment.

VI. OU - 2 Action Items

There were no action items.

VII. OU - 2 Record Items

A. OU-2 Balance as of 8/11/2020: \$741,949.18

COMBINED OU-1 & OU-2**VIII. Combined OU-1 & OU-2 Action Items**

A. Report of Peter Britz of the City of Portsmouth dated 8/18/2020

Spring Sampling: all the field work should be back from the data validator any day. CES will provide data to agencies upon receipt and begin work reporting on the spring sampling.

Annual Report: from 2019 – the last year is complete and has been sent out.

Surface Water Work: we've been working with NH DOT to get access. Once we get that access we'll work with USDA Wildlife Services to remove the beavers that are there and equalize the water level. Seth said give it until Thursday, and reach out again. Curtis asked about new technology, and Peter said a couple of weeks in terms of getting equipment but we also need to wait for beaver removal and water level equalization before anything can be installed in the surface water. Peter said he is hoping to get something installed by the fall. Then in the spring we can make adjustments.

Deep Bedrock Study: MW-6 is the well proposed to use for pump test, which was proposed to the regulators. Once they sign off on that, we hope to have the pump test in approximately 3 weeks. They want us to put in a well, and once we get the approval we can install the well. The plan is within a month we'll have a deep bedrock pump test plan. The goal is to have this done before winter, which will be tight. It is not easy to do in the winter. Seth asked how confident are we that the information we are giving them meets their requirement? Peter said EPA had stated they would likely be supportive of using MW-6 as the pumping well.

DOJ Bill: Peter heard back from DOJ's Dan Dertke who said they are processing the payment from Invoice 11 of approximately \$125,000. Peter was going to send Invoice 12, but it was missing some backup information from CES. That will go out soon. Seth said we can remind them that our cost projections are irrelevant because they signed on to do what the Consent Decree requires. Peter's understanding was they were not questioning their obligation to pay, but just wanted to update their accounting to represent a more accurate cost projection going forward.

IX. Combined OU-1 & OU-2 Record Items

- A. Letter to R. Hull dated 7/21/2020; signed by Chairman Spear re: Trust Fund and cash flow projections: 1/1/2020 through 6/29/2020.

X. OTHER BUSINESS

- A. Unauthorized payment of bills by Piscataqua Savings Bank.

Bob said a meeting is scheduled for Tuesday, August 25th with Tom Queeney of the Bank. Bob asked the group to please email to him any questions they have for the bank. This will be put on the agenda for the next meeting

- B. Coakley documents / upload to City of Portsmouth website update.

Marian gave an update on the reorganization of the Coakley data currently on the City website. The Deputy City Manager uploaded two sets of minutes and activity reports as well. Marian can get access to be able to upload future documentation. Seth suggested that uploading minutes going forward would be the plan, and not to upload old documentation.

C. New accounting firm discussion.

Curtis suggested this be put on the agenda for next month.

XI. Schedule the Next Coakley Executive Committee Meeting

The next Coakley Executive Committee meeting is scheduled for Wednesday, September 30, 2020 at 10:00 a.m. It is planned to be held via teleconference.

The meeting adjourned at 10:41 a.m.

Dated: 9/30/2020 _____

DocuSigned by:


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Eric Spear, Chair
Coakley Executive Committee Chair

Respectfully Submitted,
Marian Steimke