

**COAKLEY EXECUTIVE COMMITTEE**  
 Teleconference and Meeting Minutes  
 Tuesday, October 31, 2023  
 Law Library, Portsmouth City Hall

**In attendance:** Chairman Glenn Normandeau, Attorney Seth Jaffe, Attorney Susan Morrell, Attorney Robert Sullivan, Peter Britz, Jillian Harris, Synthia Ravell and Barbara Zulkiewicz

**CLG conferenced by phone:** Attorney Curtis Shipley and Joe Montello

**Others in Attendance:** None

**Others conferenced in by phone:** Kate Byfield

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The Coakley Executive Committee (EC) Teleconference call commenced at 10:00AM.

**I. Review Minutes** of the 09/27/2023 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: 10/31/2023

**City of Portsmouth**

- |    |   |                  |            |     |
|----|---|------------------|------------|-----|
| A. | Invoice #2902051056<br>Peter Britz & Financial services – October, 2023 | dated 10/16/2023 | \$2,750.00 | 50% |
| B. | Receipt #47774<br>Reimburse City for storage – October, 2023            | dated 10/1/2023  | \$ 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 #59432 | dated 10/21/2023 | \$1,150.00 | 100% |
|----|----------------|------------------|------------|------|

Jillian noted that this invoice was for the fence pruning and is the final payment.

**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: 09/22/2023

|    |   |                  |            |     |
|----|---|------------------|------------|-----|
| D. | Invoice #J02216654                        | dated 09/12/2023 | \$6,434.77 | 35% |
|    | Fall 2022 biannual Groundwater Sampling   |                  |            |     |
| E. | Invoice #J02216707                        | dated 09/30/2023 | \$ 217.87  | 35% |
|    | Revised Surface Water Eval WP             |                  |            |     |
| F. | Invoice #J02216708                        | dated 09/30/2023 | \$ 36.75   | 35% |
|    | Groundwater Mgt. Permit Appl              |                  |            |     |
| G. | Invoice #J02216709                        | dated 09/30/2023 | \$1,087.36 | 35% |
|    | Spring 2023 Biannual Groundwater Sampling |                  |            |     |

**Attorney Seth Jaffe moved to approve items II – D through G 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: \$11,808.25

**IV. OU - 1 RECORD ITEMS**

A. Trust balance as of 09/30/2023: \$203,225.07

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          |
| 8/30/2023                              | \$44,669.34        |
| 9/27/2023                              | \$24,599.69        |
| <b>Total year to date:\$143,567.61</b> |                    |

**OU-2**

**V. BILLS – All payment certifications are dated 10/31/2023**

**City of Portsmouth**

|    |  |                  |            |     |
|----|--|------------------|------------|-----|
| A. | Invoice #2902051056                              | dated 10/16/2023 | \$2,750.00 | 50% |
|    | Peter Britz & Financial services – October, 2023 |                  |            |     |
| B. | Receipt #47774                                   | dated 10/1/2023  | \$131.50   | 50% |
|    | Reimburse City for storage – October, 2023       |                  |            |     |

**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: 09/22/2023  
Invoices dated: 9/12/2023

|    |   |                   |             |      |
|----|---|-------------------|-------------|------|
| C. | Invoice #J02216656                        | dated: 09/30/2023 | \$55.25     | 65%  |
|    | Groundwater Mgt Permit Appl               |                   |             |      |
| D. | Invoice #J02216651                        | dated: 9/22/2023  | \$905.00    | 100% |
|    | Deep Bedrock Investigation Final Report   |                   |             |      |
| E. | Invoice #J02216652                        | dated: 9/30/2023  | \$8,205.13  | 100% |
|    | Deep Bedrock Well Installation Work Plan  |                   |             |      |
| F. | Invoice #J02216653                        | dated: 9/30/2023  | \$2,102.75  | 65%  |
|    | Revised Surface Water Eval WP             |                   |             |      |
| G. | Invoice #J02216655                        | dated: 9/30/2023  | \$19,957.39 | 65%  |
|    | Spring 2023 Biannual Groundwater Sampling |                   |             |      |

**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 9/30/2023 \$445,771.23

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         |
| 8/30/2023            | \$ 77,587.22        |
| <u>9/27/2023</u>     | <u>\$ 34,107.02</u> |
| Total year to date:  | \$274,826.49        |

## COMBINED OU-1 & OU-2

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

A. Report of Jillian Harris and Peter Britz of the City of Portsmouth dated 10/31/2023

**GMZ Permit** – The boundaries of the Groundwater Management Zone have been determined to be correct by NHDES. We are close to submitting the application.

**Southern Well Installation Workplan** – Peter stated that they spoke to the property owners, who were receptive to installing the wells. This would include payment of \$2,500.00. This would be done in the January / February timeframe which is also a good time for conducting the well installation as it minimizes ground disturbance.

**Water Service Connections** – A contractor went to the site and will soon be providing a quote on two invoices (fire service water line and domestic water line).

**Surface Water Evaluation** – There is a workplan session with the EPA scheduled for April 27, 2024, and there is a field visit scheduled for November 2, 2023. A drone will be utilized to look at seeps and temperatures at the L1 locations. Seth asked who would be operating the drone, Peter stated that most likely it would be WSP or their subcontractor.

**2024 Assessment** – A draft 2024 budget and assessment totals were sent out for review and approval. Seth stated the final budget should be sent out after approval. Seth, Curtis and Glenn stated they were fine with the budget. Seth made note that while he understands we do an annual assessment it does not appear we will need the money at the outset of 2024 and that there is currently approximately \$500,000 in the bank. Peter stated that we typically schedule the assessment in January and give people the option to pay in December of the current year or January of the following year. Seth stated that if we need funds in February, it's ok to make the assessment in November, but that where we don't need the funds until the second half of the year, then we don't need to assess in the November prior. Seth proposed that the first half be due in January, 2024 and half in July, 2024. Peter stated that he would look at the numbers. Seth made a motion to approve the budget and the assessment with the first half of the assessment due by January 31, 2024 and the second half by July 1, 2024. Seth stated that the timing of the funds would be ok. Curtis seconded the motion. Discussion ensued regarding the timing of the second half portion of the assessment. Seth made a motion to amend his prior motion to state that the second half of the assessment be due by July 30, 2024.

**Attorney Seth Jaffe moved to amend the funding dates for the 2024 assessment to the first half due by January 31, 2024 and the second half due by July 30, 2024; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.**

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

A. Minutes of the Coakley Executive Committee 08/30/2023 meeting; approved on 09/27/2023 and executed on 11/14/2023.

B. Report of Jillian Harris and Peter Britz of the City of Portsmouth dated 10/31/2023.

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

**X. OTHER BUSINESS**

Blue Bird Self Storage – notice of rental rate increase from \$263.00 per month to \$289.00 per month effective December 1, 2023. Peter stated that there may be some storage available in the city in the future.

**XI. PUBLIC COMMENT**


There were no public comments.

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

The next Coakley meeting will be held on Wednesday, November 29, 2023 at 10:00AM in the Portsmouth Law Library of City Hall.

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

Dated: 12/5/2023

DocuSigned by:  
  
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Glenn Normandeau, Chair  
Coakley Executive Committee  
As approved: November 30, 2023

Respectfully Submitted,  
Barbara J. Zulkiewicz