

COAKLEY EXECUTIVE COMMITTEE
Teleconference and Meeting MINUTES
Wednesday, April 26, 2023 – 9:30 AM
Law Library, Portsmouth City Hall

In attendance: Chairman Eric Spear, Attorney Seth Jaffe, City Attorney Susan Morrell, Attorney Bob Sullivan, Peter Britz and Marian Steimke.

CLG conferenced in by phone: Attorney Curtis Shipley, Dan MacRitchie and Joe Montello.

Others conferenced in by phone: Susan Parker, Greenland; Rep Chris Muns, Hampton; Rose Lopresto from Rye, Paul Sanderson, Greenland and Mindi Messmer.

The Coakley Executive Committee (EC) Teleconference call commenced at 9:33 a.m.

I. **Review Minutes** of the 3/21/2023 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 payment certifications are dated: 4/26/2023

City of Portsmouth

A.	Invoice #2901785670 dated 4/10/2023 Peter Britz & Financial services - 4/2023	\$2,750.00	50%
B.	Receipt #43284 dated 4/1/2023 Reimburse City for storage - April 2023	\$131.50	50%
C.	Invoice #INV40503077 dated 4/15/2023 DocuSign 1 Year Service - eSignature Edition. Was billed to City credit card 4/15/2023. reimbursement to City.	\$150.00	50%

Attorney Seth Jaffe moved to approve items II – A through C for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

WSP USA Services rendered through: 2/24/2023
Invoices dated: 3/16/2023

D.	Invoice #J02215870 Revised Surface Water Evaluation	\$357.00	35%
E.	Invoice #J02215871 Fall 2022 Biannual Groundwater Sampling	\$3,734.18	35%
F.	Invoice #J02215872 Groundwater Management Permit Renewal	\$238.00	35%

Item D was to complete the data review that Haley Ward had begun and to revise the Work Plan. Item E was for sampling services, program coordination, agency review of data and sending data to data validator. Item F was to update property owner information and update agencies on that status.

Paul Sanderson from Greenland joined at this time.

Attorney Seth Jaffe moved to approve items II – D through F 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: \$7,360.68

IV. **OU - 1 RECORD ITEMS**

A. 4/24/2023 OU - 1 Balance: \$272,461.99

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
Total year to date:	\$44,634.59

OU-2

V. **BILLS** – All payment certifications are dated: 4/26/2023

City of Portsmouth

- | | | | |
|----|---|------------|-----|
| A. | Invoice #2901785670 dated 4/10/2023
Peter Britz & Financial services - 4/2023 | \$2,750.00 | 50% |
| B. | Receipt #43284 dated 4/1/2023
Reimburse City for storage - April 2023 | \$131.50 | 50% |
| C. | Invoice #INV40503077 dated 4/15/2023
DocuSign 1 Year Service - eSignature Edition.
Was billed to City credit card 4/15/2023 –
reimbursement to City. | \$150.00 | 50% |

Attorney Seth Jaffe moved to approve items V – A through C for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

WSP USA Services rendered through: 2/24/2023
Invoices dated: 3/16/2023

- | | | | |
|----|--|------------|------|
| D. | Invoice #J02215868
Deep Bedrock Investigation Final Report | \$850.00 | 100% |
| E. | Invoice #J02215869
Deep Bedrock Well Installation Work Plan | \$2,494.00 | 100% |
| F. | Invoice #J02215870
Revised Surface Water Evaluation | \$663.00 | 65% |
| G. | Invoice #J02215871
Fall 2022 Biannual Groundwater Sampling | \$6,934.91 | 65% |
| H. | Invoice #J02215872
Groundwater Management Permit Renewal | \$55.25 | 65% |

Attorney Seth Jaffe moved to approve items V – D through H for payment; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

MAC Construction & Excavation

- | | | | |
|----|---|-------------|------|
| I. | Invoice #1285 dated 3/31/2023
Water service, connection, cap existing well | \$20,600.00 | 100% |
|----|---|-------------|------|

This invoice is for installation of water service at the 178A Lafayette Road property. He said the cost is for the residence already completed. It was \$500 over because the septic was further away than originally anticipated. Peter also discussed the fire service line requested for the other residence on Breakfast Hill Road.

Attorney Seth Jaffe moved to approve item V – I 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: \$34,478.66

VII. OU - 2 RECORD ITEMS

A. 4/24/2023 OU - 2 Balance: \$528,641.01

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
Total year to date:	\$67,198.67

COMBINED OU-1 & OU-2

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

A. Report of Peter Britz of the City of Portsmouth dated 4/26/2023

Deep Bedrock Study Addendum

The EPA conditionally approved the Deep Bedrock Report. The Addendum responded to the comments that needed to be addressed. Peter had not heard back from the EPA on that.

GMZ Permit

Peter said they were waiting until wells to the west were installed and waiting hear back from the EPA on the Deep Bedrock Study comments. The timing for submitting the permit application is within the next month or so. Some survey work still needed to be done.

Southern Well Installation Workplan

The EPA asked the CLG to amend the workplan approach because we did not receive access to the property on the North side of North Road.

Water Service Connections

Still awaiting a response from the property owner on Breakfast Hill Road regarding the sizing of a fire service line that would be installed along with the water service line but would be paid for by the owner.

Surface Water Evaluation

This work plan is to evaluate the interaction of surface water and ground water near the Berrys Brook headwaters and should be completed by WSP within a week.

Spring Monitoring

The proposed cost of this work has increased. Peter was waiting for a response from WSP regarding the increase.

Last year the price was: \$145,750 for the Spring 2022 monitoring done by Haley Ward. The Spring 2023 work is quoted for \$159,000 by WSP but does include a larger scope of work for both Spring and Fall 2023. Peter requested authorization to negotiate a lower price.

Attorney Seth Jaffe moved to authorize Joe Montello and Peter Britz to negotiate a better price up to the amount of the original proposal; Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

Attorney Seth Jaffe moved to authorize Chair Eric Spear to sign the WSP contract; 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 2/15/2023 meeting; approved and executed on 3/21/2023.

- B. Overburden Well Installation Contract Amendment executed by Chair Spear on 3/21/2023
- C. Revised Surface Water Evaluation Work Plan Contract dated 2/21/2023; executed by Peter Britz.
- D. Form 1041 for OU-2 tax year 2022.

Attorney Seth Jaffe moved to accept the record items, Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed.

X. OTHER BUSINESS

There was no other business.

XI. PUBLIC COMMENT

Paul Sanderson, the new Town Administrator in Greenland, said the Town will be paving Breakfast Hill Road, and that would have an impact on the installation of a water service line to a residence on that road. To facilitate coordination of this work, he shared the Paving Id #22613, the State DOT project #16166L, and contact information for Project Manager Ronald Grandmaison (603-271-6198).

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING

The next Coakley meeting will be held on Wednesday, June 21, 2023 at 9:30 a.m. in the Portsmouth Law Library of City Hall.

Attorney Seth Jaffe moved to adjourn. Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed at 9:53 a.m.

Dated: 6/21/2023

DocuSigned by:
Eric Spear
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Eric Spear, Chair
Coakley Executive Committee

Respectfully Submitted, Marian Steimke