

COAKLEY EXECUTIVE COMMITTEE
MEETING MINUTES
MONDAY, JANUARY 8, 2024 AT 11:00AM
Law Library, Portsmouth City Hall

The Coakley Executive Committee (EC) meeting commenced at 11:00AM.

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

Conferenced in by phone: Curtis Shipley, Esq., Joe Montello and Michael Tully (North Hampton).

Others in attendance: None

- I. Review the minutes of the 11/30/2023 Coakley Executive Committee 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 1/8/2024.

City of Portsmouth

A.	Invoice #	2902145787	dated 12/12/2023		
		Peter Britz & Financial services - 12/2023		\$2,750.00	50%
B.	Receipt #	50509	dated 12/1/2023	\$144.50	50%
		Reimburse City for storage - 12/2023			

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

DC MacRitchie

C.	Invoice#	205883	dated 11/29/2023	\$516.25	50%
		Professional Services			

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

- D. Invoice # J02216978 dated 12/15/2023 \$29.75 35%
Revised Surface Water Eval WP
Services through 11/24/2023
- E. Invoice # J02216979 dated 12/15/2023 \$279.50 35%
Groundwater Mgt Permit Appl
Services through 11/24/2023

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

Fences Unlimited, Inc.

- F. Invoice# 113555 dated 12/5/2023 \$5,750.00 100%
Repairs to chain link fence per contract

Attorney Seth Jaffe moved to approve items II – 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: **\$9,470.00**

IV. OU - 1 RECORD ITEMS

- A. Trust balance as of 12/29/2023: **\$188,055.67**
- B. 2023 OU-1 Invoices paid:

Date Approved	Amount Paid
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
10/31/2023	\$11,808.25
11/30/2023	\$5,522.49
Total paid in 2023:	\$160,898.35

OU-2

V. **BILLS** – All payment certifications are dated 1/8/2024.

City of Portsmouth

- A. Invoice # 2902145787 dated 12/12/2023
Peter Britz & Financial services - 12/2023 \$2,750.00 50%
- B. Receipt # 50509 dated 12/1/2023 \$144.50 50%
Reimburse City for storage - 12/2023

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

DC MacRitchie

- C. Invoice# 205883 dated 11/29/2023 \$516.25 50%
Professional Services

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

WSP USA

- D. Invoice# J02216977 dated 12/15/2023 \$644.00 100%
Deep Bedrock Well Installation Work Plan
- E. Invoice# J02216978 dated 12/15/2023 \$55.25 65%
Revised Surface Water Eval WP
- F. Invoice# J02216979 dated 12/15/2023 \$552.50 65%
Groundwater Mgt Permit Appl

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

The Water Techs

- G. Invoice# 1115231 dated 11/30/2023 \$2,135.00 100%
368 Breakfast Hill Rd. 1,4-Dioxane & PFAS Sampling & lab fees; Maintenance
- H. Invoice# 112923 dated 11/30/2023 \$6,680.00 100%
339 Breakfast Hill Rd. 1,4-Dioxane & PFAS Sampling & lab fees. Carbon Exchange Maintenance

Attorney Seth Jaffe moved to approve items V – G and H 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: **\$13,477.50**

VII. OU - 2 RECORD ITEMS

- A. OU-2 Trust Balance as of 12/29/2023: **\$393,450.83**
- B. 2023 OU-2 Invoices paid:

Date Approved	Amount Paid
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
9/27/2023	\$34,107.02
10/31/2023	\$28,611.11
11/30/2023	\$5,381.50
Total paid in 2023	\$308,819.10

COMBINED OU-1 & OU-2

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

- A. Report of Peter Britz of the City of Portsmouth dated 01/08/2024

Attachments:

- i. MAC Construction & Excavation proposal in re 399 Breakfast Hill Road, Greenland, NH
- ii. WSP CLG Fall 2023 Surface Water Evaluation
- iii. WSP CLG Fall 2023 Groundwater Monitoring and Reporting Services
- iv. Cash Flow Projection for OU-1 and OU-2 thru 2024 prepared by Jillian Harris

GMZ Permit

The GMZ is moving forward as WSP is nearing finalization on the permit application. We need to determine metes and bounds, surveyors are busy, and the work will be done as soon as the surveying is completed. The wells have been installed and will be included in the new application.

Southern Well Installation Workplan

Installation of the southern well is anticipated in February and we expect a contract will be submitted for review before the next meeting.

Water Services Connections

A proposal was received from MAC Construction & Excavation to install the domestic water line at 399 Breakfast Hill Road. There are two options for the installation of the water main connection which will be determined by a number of factors: Option 1 (\$22,230) - installation at the shortest distance from Seavey Way and at an angle to the 399 Breakfast Hill Road property. Option 2 (\$26,900) - if NHDOT requires this, the installation will need to cross the entire width of Seavey Way and then run perpendicular to the target property. There is also a potential for an additional cost of \$10,900 if it becomes necessary to open cut excavate across Breakfast Hill Road because drilling under the road is unsuccessful. Peter recommended that the MAC Construction contract be voted on and signed.

Attorney Seth Jaffe moved to accept MAC Construction's proposal and that the proposal be signed. Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

Surface Water Evaluation

Following workplan submissions to the EPA, the CLG received comments and recommendations and held a meeting to discuss their comments. A field visit took place on 11/2/2023 to review leachate seep locations and stormwater sampling areas. EPA is fine with continuing work and structuring a plan to go forward. Additional work is scheduled for the week of 1/15/2024.

WSP Groundwater Monitoring Services Contract

As discussed at the November 30, 2023 meeting, WSP was contacted to discuss the increase of their services proposals. WSP submitted a revised groundwater contract in the amount of \$148,638.24 which included reduced hours for sampling when only one mobilization for both groundwater monitoring and surface water evaluation tasks can be done at the same time. Also, conducting the sampling in January vs. in the Fall resulted in a more reasonable amount.

WSP submitted a stand-alone contract for the Surface Water Evaluation in the amount of \$19,016.95 should it be necessary to conduct that work in a separate mobilization. If they are able to schedule both tasks together, this would result in savings of \$3,510.88 as it would require only one mobilization. This would need to be done before the end of January.

Spring sampling will need to be conducted before June 21, 2024 (date TBD). This may also include getting competitive quotes from other companies.

Peter stated that both contracts will need to be signed.

Attorney Seth Jaffe moved to accept the WSP Groundwater Monitoring and Reporting Contract and the Surface Water Evaluation Fall 2023 Contract and the contracts be signed. Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

2024 – 2044 Coakley Landfill Long-Term Projection

The projection includes a conservative assumption that there will be reduced spring sampling through 2029. Fall sampling costs would remain at current levels but could increase slightly if and when we are able to eliminate spring sampling. A discussion of the federal reimbursement program ensued.

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

A. Minutes of the Coakley Executive Committee 10/31/2023 meeting; approved on 11/30/2023 and executed on 12/5/2023.

Attorney Seth Jaffe moved to place Items IX – A on record. Attorney Curtis Shipley seconded this motion. On a 3-0 vote, the motion passed.

X. OTHER BUSINESS

A. Bluebird Storage – Tenant Insurance Coverage update

Jillian spoke with Bluebird Storage and advised them that the City of Portsmouth wished to decline the tenant insurance coverage (\$12.00 per month) per their letter dated 12/4/2023. They stated that the City would need to provide proof of insurance. It was decided that Bluebird Storage would be sent a copy of the City of Portsmouth's insurance coverage.

X1. PUBLIC COMMENT

None

XII. SCHEDULE THE NEXT COAKLEY EXECUTIVE COMMITTEE MEETING


The next meeting is scheduled for Wednesday, March 6, 2024 at 10:00AM in the City of Portsmouth Law Library.

XIII. NON-PUBLIC SESSION (if needed)

None

Attorney Seth Jaffe moved to adjourn the meeting. Attorney Curtis Shipley seconded. On a 3-0 vote, the motion passed at 11:34AM.

Dated: 3/6/2024

DocuSigned by:

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Glenn Normandeau, Chair
Coakley Executive Committee

As approved: March 6, 2024

Respectfully Submitted,

Barbara Zulkiewicz