

COAKLEY EXECUTIVE COMMITTEE
Meeting Minutes
Wednesday, March 6, 2024 at 10:00AM
Legal Law Library, City of Portsmouth, New Hampshire

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

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

Conferenced in by phone: Curtis Shipley, Esquire, Joe Montello, Michael Tully (North Hampton, NH), and Mathew Scruton (Rye, NH)

- A. Review the minutes of the January 8, 2024 Coakley Executive Meeting.

Attorney Seth Jaffe moved to approve the minutes; Attorney Curtis Shipley seconded. On a 3-0 vote, all in favor.

OU-1

- II. **BILLS:** All OU-1 payment certifications are dated March 6, 2024

City of Portsmouth*

| | | | |
|----|--|-------------------|------------|
| A. | <i>Invoice# 2902191570 dated 1/16/2023 Peter Britz & Financial Services for January 2024</i> | <i>\$2,750.00</i> | <i>50%</i> |
| B. | <i>Invoice# 2902227108 dated 2/13/2024 Peter Britz & Financial Services for February, 2024</i> | <i>\$2,750.00</i> | <i>50%</i> |
| C. | <i>Invoice# 51418 dated 1/2/2024 Reimburse City of Portsmouth for storage</i> | <i>\$150.50</i> | <i>50%</i> |
| D. | <i>Invoice# 52336 dated 2/1/2024 Reimburse City of Portsmouth for storage</i> | <i>\$150.50</i> | <i>50%</i> |

*(*These invoices from the City of Portsmouth were approved for payment on February 21, 2024 as they were overdue. They were paid by Piscataqua Bank on February 26, 2024).*

Attorney Seth Jaffe moved to approve Items II – A thru D for payment; Attorney Curtis Shipley seconded the motion. On a 3-0 vote, all in favor.

WSP USA

- E. Invoice #J02217313 dated 1/16/2024, Services through 2/9/2024
Revised Surface Water Eval WP \$500.85 35%
- F. Invoice #J02217314 dated 1/16/2024 for services through 2/9/2024
Groundwater Mgt Permit Appl \$560.52 35%
- G. Invoice #J02217314, J02216980, J02216952 for services through 2/9/2024
Spring Biannual Groundwater Sampling \$7,268.48 35%

Attorney Seth Jaffe moved to approve Items II – E thru G for payment; Attorney Curtis Shipley seconded the motion. On a 3-0 vote, all in favor.

III. **OU-1 ACTION ITEMS**

- A. Total of invoices requested for approval: \$14,130.85

IV. **OU-1 RECORD ITEMS**

- A. Trust balance as of 2/28/2024: \$215,297.27
- B. 2024 OU-1 invoices paid:

| DATE APPROVED | AMOUNT PAID |
|--------------------|-------------|
| 1/8/2024 | \$9,470.00 |
| TOTAL PAID IN 2024 | \$9,470.00 |

OU-2

- V. **BILLS:** All OU-2 payment certifications are dated March 6, 2024

City of Portsmouth*

- A. Invoice# 2902191570 dated 1/16/2023
Peter Britz & Financial Services for January 2024 \$2,750.00 50%
- B. Invoice# 2902227108 dated 2/13/2024
Peter Britz & Financial Services for February, 2024 \$2,750.00 50%
- C. Invoice# 51418 dated 1/2/2024
Reimburse City of Portsmouth for storage \$150.50 50%

- D. Invoice# 52336 dated 2/1/2024
Reimburse City of Portsmouth for storage \$150.50 50%

(*These invoices from the City of Portsmouth were approved for payment on February 21, 2024 as they were overdue. They were paid by Piscataqua Bank on February 26, 2024).

Attorney Seth Jaffe moved to approve Items V – A thru D for payment; Attorney Curtis Shipley seconded the motion. On a 3-0 vote, all in favor.

WSP USA

- E. Invoice #J02217312 dated 1/16/2024, Services through 2/9/2024
Deep Bedrock Well Installation Work Plan \$9,854.35 100%
- F. Invoice #J02217313 dated 1/16/2024, Services through 2/9/2024
Revised Surface Water Eval WP \$930.15 65%
- G. Invoice #J02217314 dated 1/16/2024 for services through 2/9/2024
Groundwater Mgt Permit Appl \$1,040.98 65%
- H. Invoice #J02217314, J02216980, J02216952 dated 1/16/2024 for services
through 2/9/2024
Spring Biannual Groundwater Sampling \$13,498.62 65%

Attorney Seth Jaffe moved to approve Items V – E thru H for payment; Attorney Curtis Shipley seconded the motion. On a 3-0 vote, all in favor.

VI. OU-2 ACTION ITEMS

- A. Total of invoices requested for approval: \$25,324.10

VII. OU-2 RECORD ITEMS

- A. Trust balance as of 2/28/2024: \$571,128.562
- B. 2024 OU-2 invoices paid:

| DATE APPROVED | AMOUNT PAID |
|--------------------|-------------|
| 1/8/2024 | \$13,477.50 |
| TOTAL PAID IN 2024 | \$13,477.50 |

COMBINED OU-1 AND OU-2

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

- A. Report of Peter Britz and Jillian Harris of the City of Portsmouth dated 3/6/2024

GMZ Permit: WSP is nearing finalization of the permit application. There has been a delay due to finding surveyors to provide estimates. Peter advised that he found one through the DPW.

Southern Wall Installation: WSP is coordinating the installation of this well. Peter advised that the cost is 13% higher (\$140,000) to put the well in the southern location given the location and the need of a treatment tank for storage of the water while labwork is being completed. WSP also requested approval to use remaining funds from the Bedrock Well Completion and Water Level monitoring contract which were completed and invoices came in lower.

Water Service Connections: This will proceed in the Spring/Summer 2024 and will be the last one.

Surface Water Groundwater Evaluation: A sampling was completed in January, 2024 during the Fall/Winter groundwater monitoring round and WSP will send the data as it is received.

WSP Fall/Winter Groundwater Monitoring Services: Fall/Winter monitoring is complete and WSP will send final data to CLG when complete.

- B. **Southern Flowpath Investigation Contract:** Attorney Jaffe moved to authorize the Chair to sign this contract up to \$140,000. Attorney Shipley seconded the motion. **On a 3-0 vote, all in favor.**

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

- A. Minutes of the 11/30/2024 of the Coakley Executive Committee meeting, approved on 1/8/2024 and executed on 1/9/2024.

X. **OTHER BUSINESS**

XI. **PUBLIC COMMENT**

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

next meeting is scheduled for Thursday, April 11, 2024 at 10:00AM in the Law Library at Portsmouth City Hall.

XIII. NON-PUBLIC SESSION (IF NEEDED)

Attorney Jaffee moved to adjourn the meeting. Attorney Shipley seconded. On a 3-0 vote, all in favor - the motion passed at 11:21AM.

Dated: 4/18/2024

DocuSigned by:

Glenn Normandeau

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Glenn Normandeau, Chair
Coakley Executive Committee

As approved: April 11, 2024

Respectfully Submitted,

Barbara Zulkiewicz