



Notice of Meeting

Who: NRPC Executive Committee
When: **Wednesday, September 16, 2026, at 5 pm**
Where: NRPC Conference Room, 30 Temple Street, Suite 310, Nashua, NH, 03060. If you are unable to attend in-person, you may participate remotely through [Zoom](#):
Meeting ID: 832 4967 7659
Passcode: NashuaRPC

Agenda

1. Call to Order
2. Business:
 - a. Minutes: August 19, 2026 **(Action Item)**
 - b. August-September Dashboard **(Action Item)**
 - c. Executive Director Evaluation
3. Other Business
 - a. Nonpublic Session per NH RSA 91-A:3 II 1(i)
4. Adjourn

Next NRPC Executive Committee Meeting:
Wednesday, October 21, 2026



Draft Minutes

Executive Committee

August 19, 2026

In-Person Public Meeting with Zoom Attendance Option

Members Attending In-Person	Members Attending on Zoom	Members Absent	NRPC Staff Attending	Others Present
Kim Queenan, Chair Janet Langdell, Treasurer Tim Berry Camille Correa Karin Elmer Jerry Roche John Yule	Jason Hennessey, Vice Chair	Kermit Williams	Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

Queenan called the meeting to order at 6:02 p.m.

2. Business

a. Minutes: June 17, 2026

Replace the word “brief” with “in depth” in section *2d. FY28 Dues* and amend the vote to reflect Hennessey voting nay.

Elmer moved to accept the minutes of the June 17, 2026 meeting as amended; Berry seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

b. July-August Dashboard

Minkarah presented the dashboard, reviewing the bank accounts, Accounts Payable, and Accounts Receivable balances. Billable vs non-billable hours for July and FY26. Next month, the unbillable indirect hours will be reported instead.

Minkarah went on to review staff activities, professional development, and pending grant applications. Key activities included participation in the Public Health Advisory Council, an e-bike education campaign with Nashua, a ReGen Valley Consortium meeting, an Opportunity Zone workshop, a successful household hazardous waste collection in Pelham, and the initiation of a Local Emergency Management Operations Planning project in Mount Vernon. New grants include \$38,000 for opioid recovery

transportation program. The discussion clarified that this new program is through NRPC and is separate from the 5310 funded community rides program.

Lafond presented the year-end FY26 financial statements and the preliminary July financial statements. FY26 ended with a slight profit. July financials reflect a slight deficit, which is typical; the July accounts receivable billing cycle is only through July 19th, not a full month.

Elmer moved to accept and file the July-August Dashboard; Berry seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

c. Web/Social Media quarterly report

Minkarah presented the quarterly communications report. Overall views, followers, and engagement are up. The website showed generally positive metrics with increased views and sessions, though the upcoming site transition may affect future numbers. Newsletter subscribers remained at 421 with steady open and click rates. Langdell asked how many newsletter subscribers are part of our contact database and whether we automatically subscribe new town board members. Minkarah would check with the Communication Coordinator about the makeup of our subscribers and added that we automatically subscribe new commissioners but is unsure about town board members. Social media platforms showed growth across Facebook, Instagram, and LinkedIn, with Instagram growing the fastest and LinkedIn showing decreased impressions. Minkarah noted that with the new website launch, the web stats may look wonky in the next quarterly report.

3. Transportation Update

a. NH Ten-Year Plan Status

Minkarah informed the committee that the Governor's veto was overridden. The Ten-Year Plan includes the proposed toll increases. The Ten-Year Plan projects will now be visible in the project tracker on our website. The committee questioned the solicitation process moving forward. Minkarah indicated the process is slightly delayed due to the veto, but NRPC staff have been in communication with the towns to confirm project priorities. No new projects will be solicited but communities will be asked to confirm whether current projects remain a priority and if not, there may be opportunity to substitute them with new projects. Minkarah expects a preliminary list to be ready for the November Commission/MPO meeting.

4. Other Business

a. Regional Plan

Minkarah indicated that we are in the 30-day public comment period, which ends September 1st. The Public Hearing will be held at the September full Commission/MPO meeting.

b. Personnel Updates

Nicole Kingsbury has returned to the finance position in a part-time status.

c. Non-public Session

Elmer moved to enter Non-Public Session per NH RSA 91-A:3 II 1(a) Personnel at 6:55 p.m.; Berry seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

Langdell moved to exit Non-Public Session per NH RSA 91-A:3 II 1(a) Personnel at 7:51 p.m.; Berry seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

Hennessey moved to seal the minutes of the Non-Public Session for 10 years; Berry seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

5. Adjourn

The meeting adjourned at 7:52 p.m. with a motion by Yule, seconded by Berry.

The next Executive Committee meeting is scheduled for September 16, 2026.

Respectfully submitted by Kate Lafond, Assistant Director.

NRPC FY 2027 DASHBOARD

Aug-26		Key Statistics	
TD Checking		Staff Activities Aug-Sept	
Beginning Balance	\$39,869.42	Complete Streets Advisory Committee - Emma, Cassie, Jay UWGN Community Advisory Committee - Jay SoRLAC Meeting - Nick SNHRPC TAC meeting - Matt Highway Safety Improvement statewide committee - Matt Doorway Recovery Event - Donna NHDOT MS2 update meeting - Tyrel Transportation Equity Committee meeting - Matt RCC Meeting - Donna, Matt, Salem Monadnock Region RCC - Matt Merrimack Town Center Committee Meeting - Tyrel Partnering For Performance NH - Matt, Emma, Jay NSGIC GeoWomen forum - Sara Pelham Opioid Outreach Event - Donna UWGN Governance Board - Jay SCC Meeting - Jay, Donna NHLMV Stormwater Coalition - Sara, Tyrel, Nick RPC Directors Meeting - Jay NHDOT 10136A-101A Initial Meeting - Jay, Matt NTS Triennial review @ NTS - Matt Staff Fall Outing	
Deposits & Credits			
Payments			
Ending Balance	\$207,414.14		
Bar Harbor Checking		Professional Development Aug-Sept	
Beginning Balance	\$15,002.93	Brownfields RLF training (9/1) Kate Changes to Land Use Laws Webinar (8/20) Nick, Jay	
Deposits & Credits			
Payments			
Ending Balance	\$15,003.06		
Indirect Hours		Pending Grant Applications	
31-Aug		Heat Pump Accelerator - \$435,617 SS4A Grant - \$300,000 Mohawk Tannery CDS - \$3,350,000 Beard St MDS - \$500,000 SS4A Grant - \$252,000	
Checking Account Balances as of 9/11/26			
TD Checking	\$231,629.14		
Bar Harbor Checking	\$15,003.06		
NHPDIP	\$303,853.27		
Monday, August 31, 2026			
Accounts Payable	\$2,391.20		
Accounts Receivable	\$261,160.49		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
Millyard Bank CD	\$55,890.52		
NH PDIP	\$303,853.27		
Petty Cash	\$200.03		
Audit Status	Complete		
Budget Narrative			
Bank Balances/Cash on hand:	\$550,485.47		
Payables and Receivables:	Accounts Payable down by \$92k, Accounts Receivable down by \$189K		
FY27 Working Budget			
Funding Sources		Expenses	
Local Dues	\$181,574	Audit	\$18,700
Federal Contracts	\$157,080	Dues & Subscriptions	\$28,366
Grants	\$201,309	Employee Benefits	\$258,086
Local Planning Contracts	\$140,695	GIS	\$24,450
Other Income	\$25,040	Insurance	\$18,548
State Contracts	\$1,350,901	IT	\$28,398
		Legal	\$500
		Marketing, Outreach, Annual Forum	\$12,300
		Office Expenditures	\$20,748
		Other Expenditures	\$42,530
		Professional Services	\$508,233
		Rent & CAM	\$109,234
		Salaries	\$960,498
		Staff Development	\$5,000
		Travel & Meeting Exp	\$13,250
		Utilities	\$11,688
Total revenues:	\$2,056,599	Total Expenses:	\$2,060,529
Pending Grant Application Totals	\$4,837,617.00	Delta	-\$3,930

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of August 31, 2026

Aug 31, 26

ASSETS

Current Assets

Checking/Savings

1 TD Bank x5715	207,414.14
2 Bar Harbor Bank x1485	15,003.06
3 NH PDIP	303,853.27
Petty Cash	200.03

Total Checking/Savings 526,470.50

Accounts Receivable

Accounts Receivable (A/R) 261,160.49

Total Accounts Receivable 261,160.49

Other Current Assets

4 Millyard Bank CD - 10/20/2026 55,890.52

Total Other Current Assets 55,890.52

Total Current Assets 843,521.51

Other Assets

FP Mailing Postage Account 17.87

Prepaid Expenses 38,412.86

Security Deposit 8,341.67

Total Other Assets 46,772.40

TOTAL ASSETS 890,293.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable (A/P) 2,391.20

Total Accounts Payable 2,391.20

Credit Cards

Bank of America - CC 2,229.18

Total Credit Cards 2,229.18

Other Current Liabilities

Accrued Payroll 0.01

Accrued Vacation 50,139.45

Direct Deposit Liabilities 0.02

Local Dues - Deferred Revenue 151,311.29

Total Payroll Liabilities -11,968.20

Retainers

Opioid Recovery Rides 18,632.14

Retainer - MS4 Coop. Agreement 12,000.00

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of August 31, 2026

	Aug 31, 26
Total Retainers	30,632.14
Total Other Current Liabilities	220,114.71
Total Current Liabilities	224,735.09
Total Liabilities	224,735.09
Equity	
Retained Earnings	661,967.88
Net Income	3,590.94
Total Equity	665,558.82
TOTAL LIABILITIES & EQUITY	890,293.91

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	TOTAL				
	Aug 26	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
RESOURCES					
2000 Local Dues					
Local Dues Match	-6,961.36	-12,722.58			
2000 Local Dues - Other	15,131.13	30,261.71	181,574.00	-151,312.29	16.67%
Total 2000 Local Dues	8,169.77	17,539.13	181,574.00	-164,034.87	9.66%
Federal Contracts					
9007 Regional Plan Update	0.00	1,583.56	2,416.00	-832.44	65.55%
9012 EPA Brownfields	452.93	952.93	2,200.00	-1,247.07	43.32%
9013 EPA Brownfields	0.00	10,899.10	125,000.00	-114,100.90	8.72%
9020 EPA Brownfields RLF	0.00	105.33	9,000.00	-8,894.67	1.17%
Total Federal Contracts	452.93	13,540.92	138,616.00	-125,075.08	9.77%
Grants					
5500 Stream Crossing Navigator	1,873.74	2,107.96	33,082.00	-30,974.04	6.37%
6300 NRSWMD	5,019.23	7,237.29	63,000.00	-55,762.71	11.49%
7570 Opioid Recovery Rides	1,117.86	1,117.86			
9082 Hazard Mitigation	843.77	1,350.02	10,000.00	-8,649.98	13.5%
XXXX Robinson Pond	0.00	0.00	75,000.00	-75,000.00	0.0%
Grants - Other	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Grants	8,854.60	11,813.13	201,082.00	-189,268.87	5.88%
Local Planning Contracts					
2122 Brookline HOP	1,636.00	1,636.00	1,445.00	191.00	113.22%
2135 Hudson Engineering GIS	180.00	315.00	2,500.00	-2,185.00	12.6%
2146 Hudson LU Code Update	10,330.51	14,140.09	33,960.00	-19,819.91	41.64%
2150 Mason CR	1,363.24	1,965.76	9,600.00	-7,634.24	20.48%
2164 Mont Vernon LEOP	667.42	667.42			
2250 Litchfield CR	682.50	1,737.00	15,000.00	-13,263.00	11.58%
2251 Litchfield CIP	0.00	0.00	2,000.00	-2,000.00	0.0%
2271 Lyndeborough CR	401.06	754.90	6,120.00	-5,365.10	12.34%
2272 Lyndeborough CR ZBA	0.00	0.00	6,120.00	-6,120.00	0.0%
2275 Lyndeborough Admin Support	761.69	1,523.38	9,672.00	-8,148.62	15.75%
2277 Lyndeborough NRI GIS	0.00	0.00	1,800.00	-1,800.00	0.0%
2361 MVD GIS	0.00	0.00	2,500.00	-2,500.00	0.0%
2557 Pelham CIP	0.00	1,000.00	2,000.00	-1,000.00	50.0%
2603 Wilton HOP	295.34	983.87	3,111.00	-2,127.13	31.63%
2610 Wilton CR	2,641.11	5,368.55	26,800.00	-21,431.45	20.03%
2611 Wilton Admin Support	701.04	2,102.16	1,440.00	662.16	145.98%
2640 Wilton MP	0.00	0.00	3,000.00	-3,000.00	0.0%
6700 SNHPC GIS	2,293.14	3,830.91	1,427.00	2,403.91	268.46%
XXXX Amherst GIS	0.00	0.00	1,200.00	-1,200.00	0.0%
Local Planning Contracts - Other	0.00	0.00	25,000.00	-25,000.00	0.0%
Total Local Planning Contracts	21,953.05	36,025.04	154,695.00	-118,669.96	23.29%
Other Income					
6000 NRPC Foundation	0.00	0.00	8,000.00	-8,000.00	0.0%
8000 Pubs/Map Sales/Misc	1,134.00	1,134.00	2,200.00	-1,066.00	51.55%
Interest Income	1,213.53	2,262.57	12,840.00	-10,577.43	17.62%

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	TOTAL				
	Aug 26	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Total Other Income	2,347.53	3,396.57	23,040.00	-19,643.43	14.74%
State Contracts					
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	7,525.16	14,599.48	91,035.00	-76,435.52	16.04%
200 POLICY & PLANNING	11,448.16	20,714.98	133,180.00	-112,465.02	15.55%
300 PUBLIC INVOLV & COORD	4,580.84	10,037.69	77,080.00	-67,042.31	13.02%
400 PLAN SUPPORT	28,079.16	50,580.67	386,149.00	-335,568.33	13.1%
500 TECHNICAL ASSIST & SUPPORT	14,439.68	26,004.01	261,584.00	-235,579.99	9.94%
600 FTA SECTION 5305e	3,540.57	5,288.98	53,670.00	-48,381.02	9.86%
Total 3000 DOT Highway Planning	69,613.57	127,225.81	1,002,698.00	-875,472.19	12.69%
3500 FTA Section 5310	10,250.14	11,379.21	305,547.00	-294,167.79	3.72%
Total State Contracts	79,863.71	138,605.02	1,308,245.00	-1,169,639.98	10.6%
RESOURCES - Other	0.00	0.00	0.00	0.00	0.0%
Total RESOURCES	121,641.59	220,919.81	2,007,252.00	-1,786,332.19	11.01%
Total Income	121,641.59	220,919.81	2,007,252.00	-1,786,332.19	11.01%
Gross Profit	121,641.59	220,919.81	2,007,252.00	-1,786,332.19	11.01%
Expense					
Annual Forum	0.00	0.00	11,100.00	-11,100.00	0.0%
Audit	0.00	0.00	18,700.00	-18,700.00	0.0%
Bank Service Charges	0.00	0.00	250.00	-250.00	0.0%
Capital Expense	0.00	0.00	10,000.00	-10,000.00	0.0%
Dues and Subscriptions	1,216.97	6,117.79	28,366.00	-22,248.21	21.57%
Total Employee Benefits/Payroll Exp	17,418.79	34,722.28	264,344.00	-229,621.72	13.14%
Equipment Maintenance	0.00	0.00	1,000.00	-1,000.00	0.0%
GIS	1,790.00	3,580.00	24,450.00	-20,870.00	14.64%
Insurance	1,603.08	3,206.16	18,548.00	-15,341.84	17.29%
Internet Access & Telephone	1,197.84	2,391.55	14,280.00	-11,888.45	16.75%
IT Services	2,389.77	4,755.51	28,398.00	-23,642.49	16.75%
Janitorial	249.00	498.00	3,200.00	-2,702.00	15.56%
Legal	112.75	112.75	500.00	-387.25	22.55%
Legal Notices	239.75	376.75	500.00	-123.25	75.35%
Marketing & Outreach	390.30	390.30	1,200.00	-809.70	32.53%
Misc	0.00	23.04	3,000.00	-2,976.96	0.77%
Office Expenses	1,932.69	3,904.06	20,713.00	-16,808.94	18.85%
Postage	0.00	0.00	500.00	-500.00	0.0%
Printing	383.42	832.84	4,800.00	-3,967.16	17.35%
Professional Services	609.86	11,529.51	456,075.00	-444,545.49	2.53%
Rent & CAM	9,043.33	18,086.66	109,234.00	-91,147.34	16.56%
Reserve	0.00	0.00	-8,899.00	8,899.00	0.0%
Total Salaries	73,167.51	121,289.56	962,053.00	-840,763.44	12.61%
Small Equipment	1,134.00	2,374.00	5,000.00	-2,626.00	47.48%
Staff Development	0.00	500.00	5,000.00	-4,500.00	10.0%
Total Travel Expense	429.85	690.11	13,250.00	-12,559.89	5.21%
Utilities	974.00	1,948.00	11,688.00	-9,740.00	16.67%
Total Expense	114,282.91	217,328.87	2,007,250.00	-1,789,921.13	10.83%
Net Income	7,358.68	3,590.94			