

Draft Minutes
Executive Committee
May 20, 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 Jason Hennessey, Vice Chair (@ 6:30 p.m. Janet Langdell, Treasurer Tim Berry Karin Elmer Kermit Williams (@ 6:08 p.m.)		Camille Correa Jerry Roche John Yule	Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

Queenan called the meeting to order at 6:03 p.m.

2. Business

a. April-May Dashboard

Minkarah presented the dashboard, reviewing the bank accounts, Accounts Payable, and Accounts Receivable balances. Minkarah indicated that the Finance & Benefits Administrator had to transfer \$ 50,000 from NHPDIP as previously authorized as a result of delayed invoice approval & payments from NHDOT.

Minkarah went on to review staff activities, professional development, and pending grant applications.

Lafond presented the April financial statements highlighting projects & expenses that were under and over budget.

Berry moved to accept and file the April-May Dashboard; Elmer seconded the motion. A roll call vote was taken; the motion passed 6-0-0.

b. Minutes: April 15, 2026

Berry moved to accept the minutes of the April 15, 2026 meeting as presented; Queenan seconded the motion. A roll call vote was taken; the motion passed 5-0-1 with Elmer abstaining.

c. Bar Harbor Bank Checking Account

Minkarah informed the committee that due to inactivity, the Bar Harbor Bank account is being assessed a \$5 per month fee. Discussion ensued regarding the benefits of keeping the banking relationship active versus closing the account. The committee agreed to keep the account open and active to avoid the monthly fee.

Elmer moved to authorize NRPC personnel to make necessary transactions in order to keep the Bar Harbor bank account in active status; Berry seconded the motion. A roll call vote was taken; the motion passed 6-0-0.

d. Draft FY27 Budget

Minkarah presented and reviewed two draft budget proposals. Option A shows a significant deficit. Total revenue is decreasing slightly; however, a larger portion of the FY27 revenue is passed through to consultants, resulting in a large increase to the Professional Services expense line and less income overall to cover expenses. Health insurance expense is another area of significant increase. Option B reflects a smaller bottom-line deficit as a result of a reduction in staff. The committee agreed that Option A was not sustainable. A finalized draft budget will be presented to the Executive Committee & full Commission at the June meeting.

e. Executive Director Goals

Discussion ensued about the progress of the 2026 goals and what to carry over to 2027. New 2027 goals were discussed. Queenan and Minkarah would finalize goals based on the discussion and send the final document to the committee. The evaluation process will begin in August. Queenan will resend the schedule to the committee and coordinate with Lafond on the staff input.

3. Transportation Update

a. UPWP

Minkarah noted that there will be another TIP amendment before the Commission at the June meeting.

b. Other

Minkarah informed the committee that the toll increase passed the Senate and the top priorities for each region were added back to the ten-year plan.

4. Other Business

a. Annual Forum Debrief

Positive feedback was given about the annual forum. It was noted that the topic brought a different crowd. Minkarah relayed a suggestion he received that non-profit leaders, such as from the chamber of commerce, be invited.

b. Project Updates

None

5. Adjourn

The meeting adjourned at 8:40 p.m. with a motion by Queenan, seconded by Hennessey.

The next Executive Committee meeting is scheduled for June 17, 2026.

Respectfully submitted by Kate Lafond, Assistant Director.