



DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
January 21, 2026
In-Person Public Meeting with Zoom Attendance Option

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

1. Call to Order

Queenan called the meeting to order at 6:00 p.m.

2. Business

a. Minutes: November 19, 2025

Langdell moved to accept the minutes of the November 19, 2025 meeting; Correa seconded the motion. A roll call vote was taken, the motion passed 6-0-3 with Berry, Elmer & Yule abstaining.

b. Nov-Jan Dashboard

Minkarah presented the dashboard reviewing the bank account balances, noting that the financials are not yet ready for presentation. Minkarah will send the financials when they are available. Minkarah indicated that the Finance & Benefits Administrator has not yet needed to transfer funds from NHPDP as authorized.

Minkarah reviewed staff activities, professional development, and pending grant applications, including:

- GIS Day 2025 event at NRPC
- Pelham RSMS. Pelham was the last town in the region to have Road Surface Management System conducted. All towns have been put on a schedule for future updates
- Staff attended the Mohawk Tannery groundbreaking

- Governor & Council approved the NH Stream Crossing Initiative, and a kick-off meeting was held
- Staff attended the ReGen Valley Housing Summit meeting
- NRPC held its staff holiday event, which was a brunch held at Parker's Maple Barn this year
- Staff are participating in the Nashua Brownfields Advisory Committee
- Staff attended the ReGen Valley Consortium meeting
- NRPC submitted a letter of intent to apply for 604b funds for the Robinson Pond Watershed Management Plan

Elmer moved to accept and file the November-January dashboard; Correa seconded the motion. A roll call vote was taken, the motion passed 9-0-0.

c. Web/Social Media Statistics

Minkarah reviewed the website and social media statistics, noting that website views, users & sessions are down. Newsletter subscribers, open rate & click rate are up. Social media followers, engagement, views, and reach are up.

Progress related to ADA Title II was questioned. Minkarah indicated that the Administrative/Communication Coordinator is actively working on compliant templates for agendas, minutes & public notices.

d. Statement of Strategy Update

Lafond reviewed the 2025 Statement of Strategy Executive Summary. Overall, NRPC was able to accomplish nearly all the priority area action items. Some action items have been delayed to future years due to funding constraints. Limited staff remains a consistent theme across many of the priority areas. Additional funding is necessary to fund staffing. Langdell asked for more town-specific information to be provided. Lafond will send the full 2025 Progress Report to the committee for their review.

3. Transportation Updates

a. UPWP

None

b. Other

None

4. Other Business

a. Project Updates

Minkarah provided an update on progress towards his goals. Queenan provided a schedule for the Executive Director review process.

5. Adjourn

The meeting adjourned at 6:55 p.m. with a motion by Elmer, seconded by Correa.

The next Executive Committee meeting is scheduled for February 18, 2026.

Respectfully submitted by Kate Lafond, NRPC Assistant Director.