



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, January 21, 2026 at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely through [Zoom](#):

Meeting ID: 847 2509 7025

Passcode: ECjan26

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: November 19, 2025 (**Action Item**)
 - b. Nov-Jan Dashboard (**Action Item**)
 - c. Web/Social Media Statistics
 - d. Statement of Strategy Update
3. Transportation Updates:
 - a. UPWP
 - b. Other
4. Other Business:
 - a. Project Updates
5. Adjourn

Next Meeting: February 18, 2026



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 19, 2025
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 Janet Langdell, Treasurer Camille Correa Jerry Roche Kermit Williams @ 6:06 p.m.	Jason Hennessey, Vice Chair - 6:24 p.m.	Tim Berry Karin Elmer John Yule	Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

Review of the minutes and dashboard began at 6:02 p.m. without a quorum. A quorum was reached at 6:06 p.m.

2. Business

a. Minutes: October 15, 2025

Williams moved to accept the minutes of the October 15th, 2025 meeting; Roche seconded the motion. A roll call vote was taken, the motion passed 6-0-0 with Roche abstaining.

b. Oct-Nov Dashboard

Minkarah presented the dashboard reviewing the bank accounts, Accounts Payable, and Accounts Receivable balances. Minkarah indicated that Finance & Benefits Administrator Nicole Kingsbury has not yet needed to transfer funds as authorized.

Minkarah reviewed staff activities and professional development. He mentioned his participation on the ReGen Valley Housing Committee. He noted that the committee's goals include creating a summit and a housing coalition and that the next meeting is in December. Minkarah attended the Housing & Economy Conference. Minkarah reported that NRPC staff had a Halloween potluck as part of employee engagement efforts, and that the last household hazardous waste event of the year was held. Other staff activities & professional development discussed included the quarterly planner's roundtable hosted by NRPC. Minkarah participated in the Nashua Business & Industrial Development Authority tour, which was the 1st held in at least 10 years. He also noted that staff held a website redesign kick-off meeting, and attendance at the NHDES Digital Accessibility Webinar.

October financial statements were reviewed. Lafond noted that these are preliminary numbers as the monthly invoice for the 5310 grant was not processed. That invoice is approximately \$17,000, which will reduce the net loss for the month. There will still be a net loss, mainly due to the progress payment for the audit, which is 75% complete.

Langdell moved to accept and file the October-November dashboard and financial statements; Williams seconded the motion. A roll call vote was taken, the motion passed 6-0-0.

c. Digital Accessibility

Minkarah and Lafond discussed ADA Title II Compliance, which affects NRPC as well as State & Town Governments. NHDES clued NRPC in on the Digital Accessibility rule, which needs to be complied with by April 2026. No other state or federal agency has provided notice or guidance. Correa indicated that the City of Nashua is aware of the rule and has an individual on staff to help the city with ADA compliance. She will contact him to see if he can connect with NRPC. No other committee members were aware of the rule and asked Minkarah to share what NRPC was provided. NRPC intends to have templates for agendas & minutes that comply by the end of the calendar year. A checklist for document compliance will be developed, and compliance is an area of focus in the website redesign as well.

3. Transportation Updates

a. UPWP

Minkarah reported that GACIT continues to meet with regard to the Ten-Year Plan; no decisions have been made. NRPC did not provide comments at the hearing held in Hudson, but Executive Councilor Karen Liot Hill reached out to all of the RPCs for a list of projects not included in the plan and the impacts by the end of the week. It was noted that Donna Marceau did provide comments at the hearing on behalf of the RCC.

b. Other

Minkarah indicated that NRPC is wrapping up the traffic count season.

4. Other Business

a. Personnel Update

Minkarah informed the committee that Regional Planner, Mary Brundage, has resigned from her position. She has moved on to a role within the City of Lowell. NRPC has hired Nick Principato as Regional/Environmental Planner, who will start on December 15th. In the interim, Minkarah & Regional Planner Cassie Cashin will be covering Brundage's workload. Environmental Planner, Emma Rearick is on track to transition to Transportation Planner in January.

b. Project Updates

Minkarah updated the committee that the CDFA Transformational Planning Grant project is nearly complete. NRPC has researched & developed feasibility studies for potential residential housing & redevelopment for two brownfield sites. Additionally,

NRPC Executive Committee Minutes
November 19, 2025

the RFPs for the Brownfield Assessment grant and the Brownfield Revolving Loan Fund grant are getting good responses. Minkarah noted that Commissioner Elmer is on the RFP response review team.

Queenan asked regarding the status of the annual financial audit. Lafond reported that it is in progress and going well. The auditors had to cancel the last in-house day due to scheduling conflicts. Lafond will have Finance Administrator, Nicole Kingsbury, reach out to reschedule. Lafond believes the audit is still on track to be completed in January.

Discussion ensued regarding holding a meeting in December. Minkarah indicated that he had nothing pressing for the agenda at this time. The committee agreed not to hold a meeting.

5. Adjourn

There being no further business, the meeting adjourned at 8:16 p.m. with a motion by Hennessey, seconded by Correa.

The next Executive Committee meeting is scheduled for January 21st, 2026.

Respectfully submitted by Kate Lafond, NRPC Assistant Director.

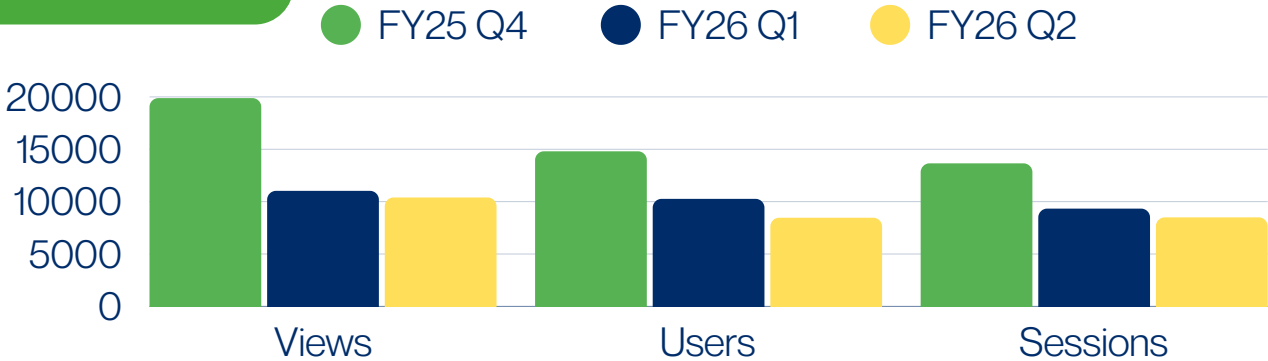
NRPC FY 2026 DASHBOARD

Oct-25		Key Statistics	
TD Checking		Staff Activities Nov-Jan	
Beginning Balance	\$187,287.46	GIS Day 2025 @ NRPC - Sara, Tyrel, Emily, Ryan Pelham RSMS Meeting - Tyrel Gate City Bike Coop @ NRPC - Donna, Tyrel RCC Meeting - Donna, Matt Plan NH Charrette Committee mtg - Cassie UWGN Outreach Event - Jay Mohawk Tannery Groundbreaking - Jay NH Stream Crossing Initiative Quarterly Meeting - Tyrel BEA Partner call - Jay NHDOT Complete Streets meeting - Emma NHPA Annual Meeting - Jay Highway Safety Improvement Program Committee - Matt Transportation Equity Committee meeting - Matt TTAC - Matt, Emma, Jay, Tyrel, Salem, Cassie (2) UWGN Community Advisory Committee - Jay RPC Directors meeting - Jay, Tyrel Public Health Advisory Council meeting - Jay ReGen Valley Housing Summit meeting - Jay NRSWMD Meeting - Emma, Nick, Nicole, Jay NRPC Foundation meeting GACIT meeting - Matt UWGN Governance Board - Jay NRPC Holiday Brunch @ Parkers Maple Barn - all staff NHDOT Front Office Meeting - Jay NHLMV Stormwater Coalition - Sara, Tyrel Nashua Brownfields Advisory Committee - Jay Friends of Souhegan Valley Rail Trail Board - Matt ReGen Valley Consortium Meeting - (virtual) - Jay Professional Development Nov-Jan Rural Transit Assistance Program Conference (12/7) Donna AI That Works for Government Webinar (12/8) Jay Webinar: Designing Smarter Roads (12/18) Emma Webinar: Introduction to Road Safety (1/13) Emma Pending Grant Applications Robinson Pond Watershed Management Plan - TBD Member Directed SBA Grant - \$200,000	
Deposits & Credits			
Payments			
Ending Balance	\$99,908.90		
Bar Harbor Checking			
Beginning Balance	\$15,001.68		
Deposits & Credits			
Payments			
Ending Balance	\$15,001.82		
Checking Account Balances as of 1/16/26			
TD Checking	\$85,973.62		
Bar Harbor Checking	\$15,002.06		
NHPDIP	\$343,609.54		
Friday, October 31, 2025			
Accounts Payable	\$21,373.21		
Accounts Receivable	\$345,867.92		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
Millyard Bank CD	\$53,685.61		
NH PDIP	\$342,391.60		
Petty Cash	\$131.68		
Audit Status	Underway		
	</		

Quarterly Communications Report

October - December 2025

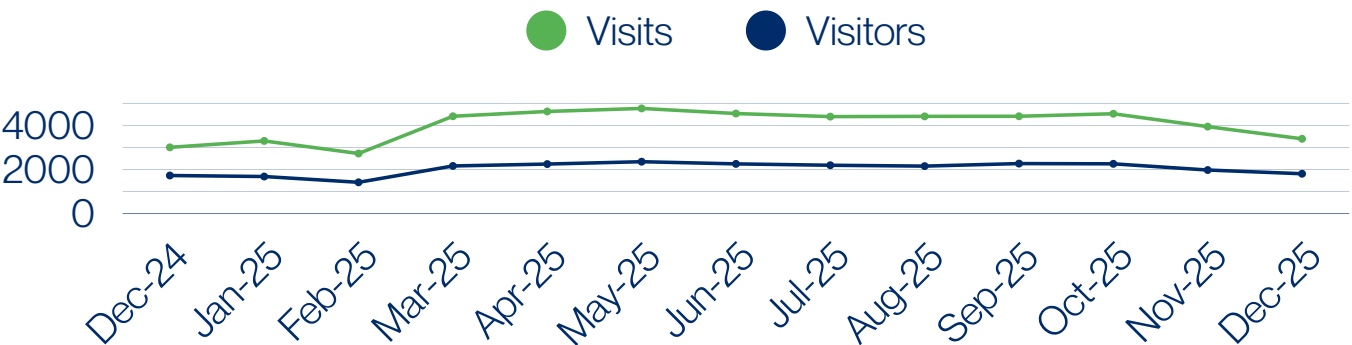
Website Stats



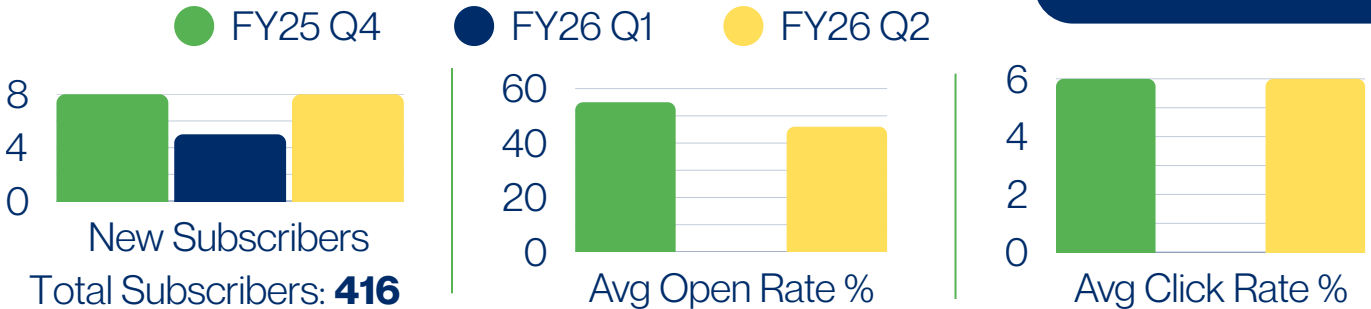
Top 10 Website Page Views

1. NRPC Homepage (**2,966 views**)
2. HHW (**1,414 views**)
3. GIS & Mapping (**669 views**)
4. Mont Vernon Tax Maps (**523 views**)
5. Pelham Tax Maps (**478 views**)
6. Brookline Tax Maps (**357 views**)
7. HHW Events (**349 views**)
8. Calendar (**258 views**)
9. NRPC Staff (**217 views**)
10. Lyndeborough Tax Maps (**213 views**)

MapGeo Parcel Viewer (nrpcnh.mapgeo.io)



Newsletter Stats



Top Newsletter Content

- October: **LinkTree**
- November: **World Town Planning Day**
- December: **Household Hazardous Waste**

Quarterly Communications Report

October - December 2025

Facebook

+53 Net Followers

Total Followers
1,078

X

+103 New Followers

Total Followers
592

Instagram

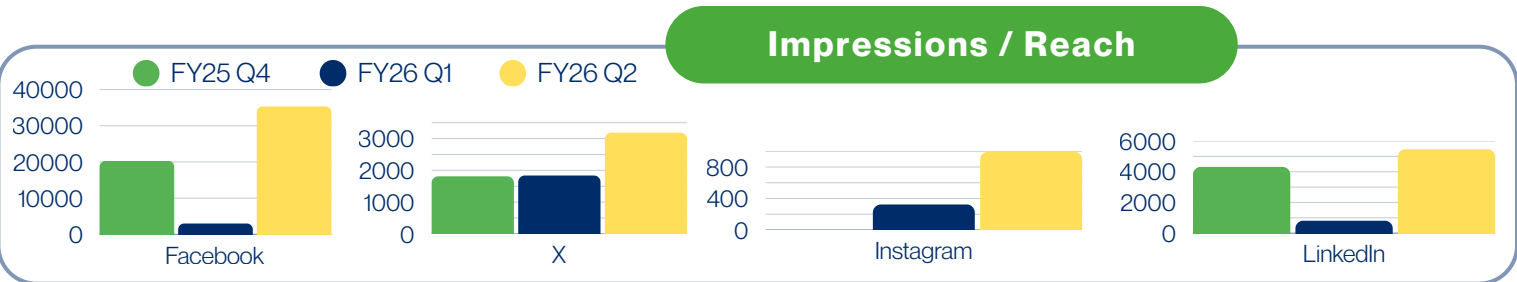
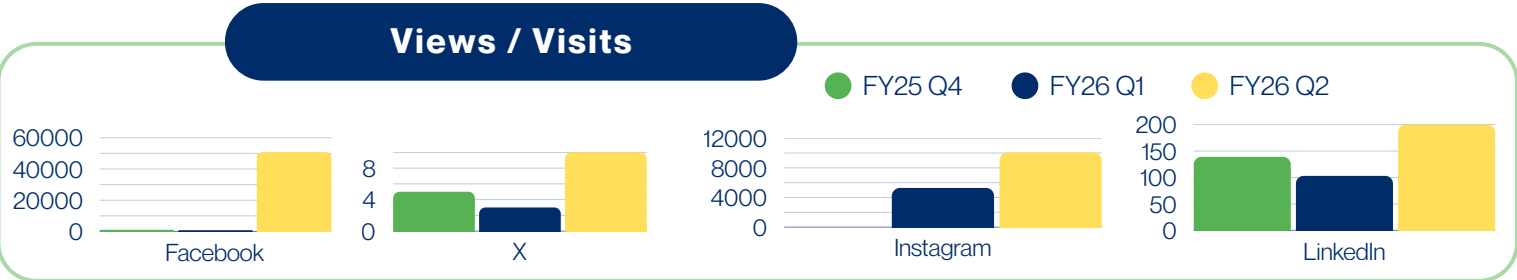
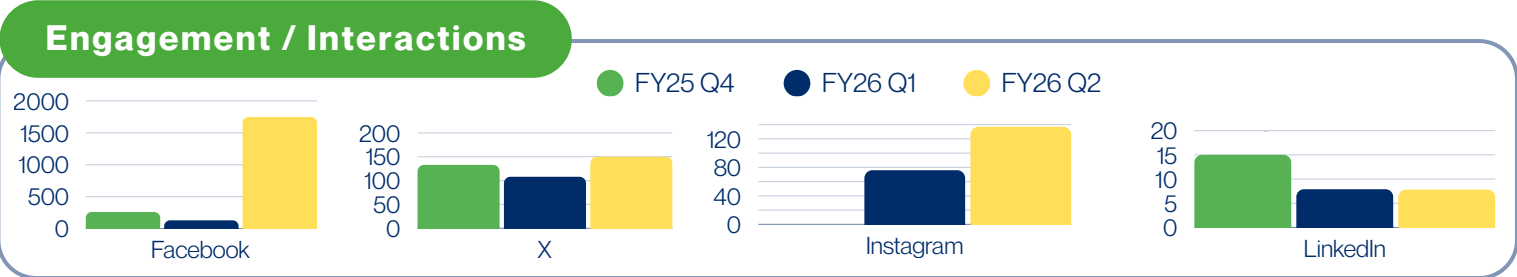
+245 New Followers

Total Followers
401

LinkedIn

+99 New Followers

Total Followers
632



Linktree Lifetime Totals

454 Views

78 Clicks

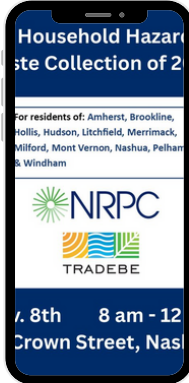
17.2% Click Rate

Top Post for each Platform

Facebook



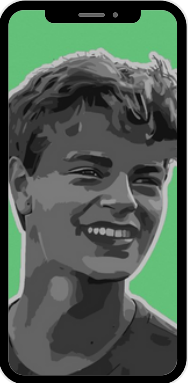
X



Instagram



LinkedIn



2025 Statement of Strategy – Executive Summary

In 2025, Nashua Regional Planning Commission (NRPC) advanced its Statement of Strategy through targeted technical assistance, regional collaboration, and strategic use of limited staff capacity. Work across all priority areas emphasized responsiveness to member communities, leveraging partnerships, and positioning the region for future funding and implementation.

Priority 1: Grant Funding

NRPC continued to strengthen municipal grant capacity through ad hoc grant-writing assistance, technical review of Transportation Alternatives Program applications, and targeted mapping and data support. A regional survey was developed and distributed to assess community interest and needs related to a more formal grant-writing assistance program, laying the groundwork for potential implementation in 2026. NRPC also maintained and expanded dissemination of grant opportunities through its website, newsletters, direct email, and social media, despite temporary staffing constraints mid-year.

Priority 2: Manage, Protect, and Enhance Water Quality and Supply

NRPC advanced water quality and watershed protection efforts through education, planning, and technical assistance. Major accomplishments included completion of the Souhegan River Corridor Management Plan and E. coli mitigation work, ongoing stormwater asset research under the UPWP, and support for communities updating stormwater, groundwater, and watershed-related regulations. NRPC continued to convene and participate in regional water partnerships and pursued additional watershed planning funding to sustain this work.

Priority 3: Expanded Choice in Places to Live

Housing-related technical assistance remained a core focus in 2025. NRPC supported Housing Opportunity Planning grants, zoning updates, and regional housing discussions, while advancing integration of the Regional Housing Needs Assessment into the Regional Plan update. New tools were developed to improve access to housing and demographic data, and NRPC hosted and promoted workshops, forums, and surveys to support informed local decision-making.

Priority 4: Energy Planning

NRPC provided ongoing support to municipalities through its Energy Aggregation Program. During the spring and summer of 2025, staff coordinated securing new three year energy supply agreements for participating towns. Staff also provided ad hoc assistance related to energy planning, solar zoning, electric vehicles, and clean energy funding opportunities. While staff capacity limited expansion into new program areas, NRPC continued to share timely information, support ordinance updates, and participate in professional development to maintain readiness for future energy initiatives.

Priority 5: Economic Development

Economic development efforts focused on partnership-building, resource sharing, and long-term capacity development. NRPC collaborated with the Regional Economic Development Center and other regional partners to support entrepreneurship, downtown vitality, and regional economic planning, including updates to the Comprehensive Economic Development Strategy. While the development of new online economic development toolboxes has been delayed due to a pause in federal funding, the groundwork was laid for future initiatives and planned website enhancements.

Organizational Capacity

NRPC continued to deliver core services despite staffing limitations, including a temporary vacancy in the Administrative/Communications position during the summer of 2025. Across all priority areas, the need for additional staff capacity and funding remained a consistent theme to support program expansion, enhanced technical assistance, and proactive regional leadership in future years.

