



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, February 18, 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: 882 3463 2057

Passcode: febEC

AGENDA

1. Call to Order
2. Business:
 - a. FY25 Audit (**Action Item**)
 - b. Minutes: January 21, 2026 (**Action Item**)
 - c. Jan-Feb Dashboard (**Action Item**)
 - d. Removal of WILTON-MILFORD-AMHERST-BEDFORD (13692E) NH101 safety improvements in Amherst from TYP (**Action Item**)
 - e. Executive Director Evaluation & Goals
 - f. NRPC Annual Forum Program
3. Transportation Updates:
 - a. UPWP
 - b. Other
4. Other Business:
 - a. Project Updates
5. Nonpublic Session per NH RSA 91-A:3 II, if needed
6. Adjourn

Next Meeting: March 18, 2026



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 Assistant 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. Landgell 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.

NRPC FY 2026 DASHBOARD

Jan-26		Key Statistics			
TD Checking		Staff Activities Jan-Feb			
Beginning Balance	\$187,287.46	CMP with FHWA - Jay, Sara, Matt, Emma, Tyrel UWGN Governance Board - Jay RCC Meeting - Donna, Matt NHLMV Stormwater Coalition - Sara, Tyrel BEA Partner call - Jay NHDOT Complete Streets meeting - Emma Planners Roundtable - Cassie, Nick Transportation Equity Committee meeting - Donna TTAC - Matt, Emma, Jay, Tyrel, Salem, Cassie RPC Directors meeting - Jay NRPC Foundation meeting Statewide Coordinating Council - Matt Friends of Souhegan Valley Rail Trail			
Deposits & Credits					
Payments					
Ending Balance	\$87,829.32				
Bar Harbor Checking					
Beginning Balance	\$15,001.68				
Deposits & Credits					
Payments					
Ending Balance	\$15,001.82				
Checking Account Balances as of 2/12/26					
TD Checking	\$58,660.84	Professional Development Jan-Feb Volunteer Driving Webinar (1/22) Donna Rockland Trust Non-Profit Seminar (2/27) Donna Trends in Housing Permitting & Zoning Webinar (1/22) Jay Social Pinpoint training (1/27, 2/3, 2/10) Salem Inrix webinar (2/28) Tyrel NH Food and Agriculture Strategic Plan Webinar (2/11) Jay How to Submit Congressional Directed Spending (2/11) Jay Alliance for Healthy Aging Webinar (2/9) Donna Regional Cyber Defense Training (2/9) Sara			
Bar Harbor Checking	\$15,002.19				
NHPDIP	\$346,965.05				
Saturday, January 31, 2026					
Accounts Payable	\$66,761.29				
Accounts Receivable	\$304,928.09				
Oversight Activities					
Line of credit (\$75,000) activated?	No				
Millyard Bank CD	\$54,800.54				
NH PDIP	\$346,965.05				
Petty Cash	\$200.03				
Audit Status	Complete				
		Pending Grant Applications Robinson Pond Watershed Management Plan - TBD			
Budget Narrative					
Bank Balances/Cash on hand:	\$504,796.76				
Payables and Receivables:	Accounts Payable up by about \$45k, Accounts Receivable down by \$41K				
FY26 Working Budget					
Funding Sources				Expenses	
Local Dues	\$176,285			Audit	\$18,700
Federal Contracts	\$225,246			Dues & Subscriptions	\$27,387
Grants	\$127,566			Employee Benefits	\$264,188
Local Planning Contracts	\$175,056	GIS	\$18,555		
Other Income	\$38,700	Insurance	\$17,373		
State Contracts	\$1,269,381	IT	\$32,965		
		Legal	\$500		
		Marketing, Outreach, Annual Forum	\$12,500		
		Office Expenditures	\$19,753		
		Other Expenditures	\$52,998		
		Professional Services	\$405,384		
		Rent & CAM	\$106,375		
		Salaries	\$1,008,481		
		Staff Development	\$5,000		
		Travel & Meeting Exp	\$13,250		
		Utilities	\$11,688		
Total revenues:	\$2,012,234	Total Expenses:	\$2,015,097		
Pending Grant Application Totals	TBD	Delta	-\$2,863		

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1 TD Bank x5715	87,829.32
2 Bar Harbor Bank x1485	15,002.19
3 NH PDIP	346,965.05
Petty Cash	200.03
Total Checking/Savings	<u>449,996.59</u>
Accounts Receivable	
Accounts Receivable (A/R)	304,928.09
Total Accounts Receivable	<u>304,928.09</u>
Other Current Assets	
Millyard Bank CD - 04/20/2026	54,800.54
Total Other Current Assets	<u>54,800.54</u>
Total Current Assets	<u>809,725.22</u>
Other Assets	
FP Mailing Postage Account	17.87
Prepaid Expenses	15,090.28
Security Deposit	8,341.67
Total Other Assets	<u>23,449.82</u>
TOTAL ASSETS	<u><u>833,175.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	66,761.29
Total Accounts Payable	<u>66,761.29</u>
Credit Cards	
Bank of America - CC	4,206.41
Total Credit Cards	<u>4,206.41</u>
Other Current Liabilities	
Accrued Vacation	46,087.20
Direct Deposit Liabilities	0.02
Local Dues - Deferred Revenue	73,452.06
Total Payroll Liabilities	-1,405.62
Retainers	
Retainer - MS4 Coop. Agreement	12,000.00
Retainer - Wilton CR	489.59
Total Retainers	<u>12,489.59</u>
Total Other Current Liabilities	<u>130,623.25</u>
Total Current Liabilities	<u>201,590.95</u>
Total Liabilities	<u>201,590.95</u>
Equity	

NASHUA REGIONAL PLANNING COMMISSION
Balance Sheet
As of January 31, 2026

	<u>Jan 31, 26</u>
Retained Earnings	661,617.82
Net Income	<u>-30,033.73</u>
Total Equity	631,584.09
TOTAL LIABILITIES & EQUITY	<u><u>833,175.04</u></u>

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	TOTAL				
	Jan 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
RESOURCES					
2000 Local Dues					
Local Dues Match	-7,498.17	-51,052.85			
2000 Local Dues - Other	14,690.42	102,832.93	176,285.00	-73,452.07	58.33%
Total 2000 Local Dues	7,192.25	51,780.08	176,285.00	-124,504.92	29.37%
Federal Contracts					
9007 Regional Plan Update	5,108.71	34,823.22	47,674.00	-12,850.78	73.04%
9012 EPA Brownfields	9,409.99	66,092.42	30,577.00	35,515.42	216.15%
9013 EPA Brownfields	1,069.15	2,676.17	111,000.00	-108,323.83	2.41%
9020 EPA Brownfields RLF	231.83	1,895.64	24,000.00	-22,104.36	7.9%
Total Federal Contracts	15,819.68	105,487.45	213,251.00	-107,763.55	49.47%
Grants					
3937 Climate Action Plan	0.00	5,153.80	5,314.00	-160.20	96.99%
5265 Robinson Pond Water Qual	0.00	0.00	0.00	0.00	0.0%
5275 Souhegan River Corr Mgmt	0.00	0.00	0.00	0.00	0.0%
5500 Stream Crossing Navigator	191.33	191.33	27,586.00	-27,394.67	0.69%
6300 NRSWMD	3,003.63	31,786.48	60,000.00	-28,213.52	52.98%
7560 CDFA TPG	0.00	13,336.30	11,200.00	2,136.30	119.07%
9082 Hazard Mitigation	0.00	33,194.02	17,976.00	15,218.02	184.66%
Total Grants	3,194.96	83,661.93	122,076.00	-38,414.07	68.53%
Local Planning Contracts					
2122 Brookline HOP	382.02	18,224.45	24,904.00	-6,679.55	73.18%
2125 Brookline Impact Fee	0.00	0.00	0.00	0.00	0.0%
2135 Hudson Engineering GIS	0.00	180.00	5,000.00	-4,820.00	3.6%
2139 Hudson CR	0.00	9,288.00	0.00	9,288.00	100.0%
2150 Mason CR	1,650.72	6,847.98	10,000.00	-3,152.02	68.48%
2163 Mont Vernon Regulatory Rev	0.00	2,959.26			
2250 Litchfield CR	1,735.50	9,412.00	15,000.00	-5,588.00	62.75%
2251 Litchfield CIP	1,000.00	1,000.00	2,000.00	-1,000.00	50.0%
2271 Lyndeborough CR	36.00	6,577.25	15,000.00	-8,422.75	43.85%
2272 Lyndeborough CR ZBA	864.00	864.00			
2275 Lyndeborough Admin Support	790.50	5,905.50	12,480.00	-6,574.50	47.32%
2361 MVD GIS	180.00	5,220.00	5,000.00	220.00	104.4%
2557 Pelham CIP	0.00	1,000.00	2,000.00	-1,000.00	50.0%
2603 Wilton HOP	4,450.68	17,011.64	32,124.00	-15,112.36	52.96%
2610 Wilton CR	2,290.75	11,979.70	28,500.00	-16,520.30	42.03%
2640 Wilton MP	0.00	5,610.66	15,000.00	-9,389.34	37.4%
2660 Wilton Impact Fee	0.00	2,726.20			
Local Planning Contracts - Other	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Local Planning Contracts	13,380.17	104,806.64	187,008.00	-82,201.36	56.04%
Other Income					
6000 NRPC Foundation	0.00	2,065.00			
8000 Pubs/Map Sales/Misc	0.00	545.30	2,200.00	-1,654.70	24.79%
Interest Income	1,221.44	10,645.16	19,500.00	-8,854.84	54.59%
Other Income - Other	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	1,221.44	13,255.46	23,700.00	-10,444.54	55.93%
State Contracts					
1000 NH OPD	0.00	0.00	0.00	0.00	0.0%

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	TOTAL				
	Jan 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	8,358.84	51,687.30	90,000.00	-38,312.70	57.43%
200 POLICY & PLANNING	10,567.94	87,930.18	148,050.00	-60,119.82	59.39%
300 PUBLIC INVOLV & COORD	8,725.28	46,305.74	76,950.00	-30,644.26	60.18%
400 PLAN SUPPORT	26,922.30	220,328.73	375,125.00	-154,796.27	58.74%
500 TECHNICAL ASSIST & SUPPORT	19,717.21	106,918.41	251,100.00	-144,181.59	42.58%
600 FTA SECTION 5305e	690.16	4,260.68	34,014.00	-29,753.32	12.53%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	74,981.73	517,431.04	975,239.00	-457,807.96	53.06%
3500 FTA Section 5310	980.00	163,827.76	305,547.00	-141,719.24	53.62%
Total State Contracts	75,961.73	681,258.80	1,280,786.00	-599,527.20	53.19%
RESOURCES - Other	0.00	0.00	0.00	0.00	0.0%
Total RESOURCES	116,770.23	1,040,250.36	2,003,106.00	-962,855.64	51.93%
Uncategorized Income	0.00	0.00	0.00	0.00	0.0%
Total Income	116,770.23	1,040,250.36	2,003,106.00	-962,855.64	51.93%
Gross Profit	116,770.23	1,040,250.36	2,003,106.00	-962,855.64	51.93%
Expense					
Annual Forum	0.00	5,125.00	11,000.00	-5,875.00	46.59%
Audit	0.00	14,025.00	18,700.00	-4,675.00	75.0%
Bank Service Charges	0.00	0.00	250.00	-250.00	0.0%
Capital Expense	0.00	0.00	20,000.00	-20,000.00	0.0%
Dues and Subscriptions	6,275.78	22,502.35	20,034.00	2,468.35	112.32%
Total Employee Benefits/Payroll Exp	23,102.42	138,718.18	250,039.00	-111,320.82	55.48%
Equipment Maintenance	0.00	0.00	1,500.00	-1,500.00	0.0%
GIS	1,571.25	10,998.75	18,555.00	-7,556.25	59.28%
INDIRECT EXPENSE @ 123%	0.00	0.00			
Insurance	1,353.50	9,718.00	15,348.00	-5,630.00	63.32%
Internet Access & Telephone	1,209.78	8,358.74	14,000.00	-5,641.26	59.71%
IT Services	2,217.09	15,753.12	33,997.00	-18,243.88	46.34%
Janitorial	249.00	1,743.00	3,200.00	-1,457.00	54.47%
Legal	0.00	0.00	500.00	-500.00	0.0%
Legal Notices	411.00	959.00	500.00	459.00	191.8%
Marketing & Outreach	0.00	834.50	1,500.00	-665.50	55.63%
Misc	-0.03	1,382.68	4,000.00	-2,617.32	34.57%
Office Expenses	2,024.81	13,869.76	19,044.00	-5,174.24	72.83%
Postage	78.00	278.00	500.00	-222.00	55.6%
Printing	398.22	2,802.74	5,000.00	-2,197.26	56.06%
Professional Services	9,660.99	173,610.90	384,047.00	-210,436.10	45.21%
Rent & CAM	8,805.00	61,635.00	106,375.00	-44,740.00	57.94%
Reserve	0.00	0.00	7,460.00	-7,460.00	0.0%
Total Salaries	92,440.94	565,457.87	1,022,369.00	-456,911.13	55.31%
Small Equipment	0.00	2,899.33	7,000.00	-4,100.67	41.42%
Staff Development	1,807.00	4,095.00	10,000.00	-5,905.00	40.95%
Total Travel Expense	707.29	8,699.17	16,500.00	-7,800.83	52.72%
Utilities	974.00	6,818.00	11,688.00	-4,870.00	58.33%
Total Expense	153,286.04	1,070,284.09	2,003,106.00	-932,821.91	53.43%
Net Ordinary Income	-36,515.81	-30,033.73	0.00	-30,033.73	100.0%
Net Income	-36,515.81	-30,033.73	0.00	-30,033.73	100.0%