



Notice of meeting

Who: NRPC Executive Committee
When: **Wednesday, April 15, 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: 857 0450 5523
Passcode: ECapril

Agenda

1. Call to Order
2. Business:
 - a. Minutes: March 18, 2026 **(Action Item)**
 - b. March-April Dashboard **(Action Item)**
 - c. Web/Social Media Statistics
 - d. Millyard Bank CD **(Action Item)**
 - e. Executive Director Goals **(Action Item)**
3. Transportation Updates:
 - a. UPWP
 - b. Other
4. Other Business
 - a. Annual Forum
 - b. Project Updates
5. Adjourn

Next NRPC Executive Committee Meeting:
Wednesday, May 20, 2026

Draft Minutes

Executive Committee

March 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 Jason Hennessey, Vice Chair@ 5:13 p.m. Tim Berry Janet Langdell, Treasurer Camille Correa Karin Elmer Jerry Roche		Kermit Williams John Yule	Kate Lafond, Assistant Director	

1. Call to Order

Queenan called the meeting to order at 5:08 p.m.

2. Business

a. Minutes: February 18, 2026

Berry moved to accept the minutes of the February 18, 2026, meeting as presented; Roche seconded the motion. A roll call vote was taken, the motion passed 6-0-1 with Elmer abstaining.

b. Feb-Mar Dashboard

Lafond presented the dashboard reviewing the bank account, Accounts Payable, and Accounts Receivable balances. Lafond indicated that the Finance & Benefits Administrator has not yet needed to transfer funds from NHPDP.

Lafond reviewed staff activities, professional development, and pending grant applications, highlighting:

- Staff participation with Plan NH
- NRPC hosted a meet up of the Nashua NH-MA UZA
- Traffic count season will be kicking off in April, NRPC staff attended the NHDOT/RPC Traffic Data 2026 meeting

- Minkarah participated in an interview with WMUR regarding the Regional Plan. The interview has been shared on social media, the news section of the website and on the NRPC Engage Regional Plan page
- From Plans to Projects Housing Workshop was held at the NRPC offices. It was well attended.
- Professional development included: Stream Crossing Flood Planning Tool Webinar, Safety Analysis Process Webinar, Federal Grants Webinar, Social Pinpoint training, Regional Cyber Defense Training among others on the dashboard.

Lafond noted that the working budget shows a slight deficit through the end of February but NRPC is in receipt of two donations totaling \$20,000 which will be reflected in the March financials. Lafond went on to review the February financial statements with the committee, noting a few projects that aren't progressing as budgeted. Lafond explained that the donations have helped offset this and NRPC may choose not to utilize budgeted capital expense dollars as the fiscal year progresses.

Elmer moved to accept and file the Feb-Mar dashboard; Hennesey seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

c. Executive Director Evaluation & Goals

The committee reviewed Minkarah's progress toward FY2026 goals.

Goal 1: Regional Plan - Langdell asked how long the public comment period was.

Goal 2: Grant Writing Assistance Program – Langdell asked that the program outline be provided to the committee.

Goal 2: Water quality – Langdell would like to see the draft groundwater ordinance prepared for Hudson.

Goal 4: Housing related data – no comments.

Goal 5: Transportation staff succession planning – Elmer suggested that this goal continue into the new year with ensuring current staff document work tasks, timelines, etc. It was questioned whether FY27 Goal 1: Unified Traffic Model also addresses succession planning for the traffic modeler position or if that consideration should carry over to the new year in this goal.

Goal 6: Professional Development – The committee would like more feedback from Minkarah regarding whether attendance at the meetings described have achieved the goal.

Correa asked if the Statement of Strategy action item that each of the FY26 goals corresponds with could be noted for reference.

The committee reviewed the proposed FY2027 goals.

Goal 1: Unified traffic model – The committee had questions related to timeframe and funding sources.

Goal 2: Positive net income – The committee asked what the proposed strategy is for this goal. Discussion regarding NRPC's finances ensued at length.

Grants and contracts ending in FY26 and carrying over into FY27 were discussed.

Queenan asked regarding the NRPC van. The van is in good condition but NRPC may want to consider budgeting some money each year to set aside in a capital reserve fund to eventually be used to purchase a new vehicle.

Discussion touched on hourly rates for local contracts; the committee would like to see rates for each contract and the amount of profit/loss for each contract.

Use and importance of dues and proposing a dues increase was discussed. Elmer noted that the importance of dues should be emphasized to the full commission. Dues being the only funding source that can be used for contract/grant match was discussed, Hennessey suggested looking into how the finances and accounting could be restructured to enable income from local and other non-federal funded contracts to be used for matches. Lafond noted that something like this would take considerable internal financial review.

The committee discussed the Statement of Strategy action items reviewing the progress report and implementation timeline which highlights areas where staff capacity and funding are needed. The committee would like these two documents circulated to them. Lafond noted that there have been little to no grant funding opportunities for the highlighted areas. Dues and donations could help fund these areas if they are identified by the committee & Minkarah to pursue.

Utilizing the NRPC Foundation as a mechanism to help fund the Statement of Strategy goals was discussed. Elmer asked if there was a dollar amount that NRPC would like the Foundation to raise and Langdell asked if there is a list of grant opportunities that NRPC would like the Foundation to pursue.

Other goal topics including energy planning, which is a strategic plan goal and a housing sub-committee were mentioned for further consideration. Funding for each is another factor to consider.

Queenan asked the committee members to have goals in writing before the next meeting. Meeting at 5 p.m. was mentioned as there is a full Commission/MPO committee meeting in April also.

3. Transportation Updates

a. UPWP

Lafond noted UPWP work is progressing as anticipated.

b. Other

None

4. Other Business

a. Project Updates

None

5. Adjourn

NRPC Executive Committee Minutes
March 18, 2026

The meeting adjourned at 7:36 p.m. with a motion by Hennessey, seconded by Berry.

The next Executive Committee meeting is scheduled for April 15, 2026.

Respectfully submitted by Kate Lafond, Assistant Director.

NRPC FY 2026 DASHBOARD

Mar-26		Key Statistics	
TD Checking		Staff Activities March-April	
Beginning Balance	\$100,567.77	NRSWMD Quarterly Meeting - Nick, Salem, Nicole NHDOT Complete Streets Advisory Committee - Emma AHF Public Hearing @ NRPC - NH Housing Alliance for Health Aging Meeting - Donna UWGN Governance Board - Jay Meeting with Portland Council of Governments - Sara, Ryan NHARPC Meeting - Jay Hollis RSMS Kickoff Meeting - Tyrel Transportation Equity Committee meeting - Matt RCC Meeting - Donna, Matt, Salem Circumferential Highway meeting - Jay, Emma Rail in Greater Nashua and Greater Lowell - Jay, Matt, Emma Educating Appraisers on Planning & Comm. Dvlpmnt - Jay SCC Meeting - Jay, Donna Souhegan Sustainability Fair - Donna, Nick TTAC - Matt, Emma, Jay, Tyrel, Salem, Cassie RPC Directors Meeting - Jay NHLMV Stormwater Coalition - Sara, Tyrel NRPC - NMCOG CEDS Implementation Discussion - Jay Protect Our Ponds Conference in Pelham - Nick	
Deposits & Credits			
Payments			
Ending Balance	\$77,197.50		
Bar Harbor Checking			
Beginning Balance	\$15,002.30		
Deposits & Credits			
Payments			
Ending Balance	\$15,002.43		
Checking Account Balances as of 4/9/26			
TD Checking	\$44,252.96		
Bar Harbor Checking	\$15,002.43		
NHPDIP	\$349,015.82		
Tuesday, March 31, 2026			
Accounts Payable	\$28,813.13		
Accounts Receivable	\$249,303.87		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
Millyard Bank CD	\$54,800.54		
NH PDIP	\$349,015.82		
Petty Cash	\$200.03		
Audit Status	Complete		
Budget Narrative			
Bank Balances/Cash on hand:	\$496,216.32		
Payables and Receivables:	Accounts Payable up by \$23k, Accounts Receivable up by \$30K		
FY26 Working Budget			
Funding Sources	Expenses		
Local Dues	\$176,285	Audit	\$18,700
Federal Contracts	\$223,830	Dues & Subscriptions	\$27,387
Grants	\$119,247	Employee Benefits	\$264,188
Local Planning Contracts	\$175,056	GIS	\$18,555
Other Income	\$38,700	Insurance	\$17,373
State Contracts	\$1,280,786	IT	\$32,965
		Legal	\$500
		Marketing, Outreach, Annual Forum	\$12,500
		Office Expenditures	\$19,753
		Other Expenditures	\$53,450
		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:	\$2,013,904	Total Expenses:	\$2,015,549
Pending Grant Application Totals	\$4,195,000.00	Delta	-\$1,645

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
1 TD Bank x5715	77,197.50
2 Bar Harbor Bank x1485	15,002.43
3 NH PDIP	349,015.82
Petty Cash	<u>200.03</u>
Total Checking/Savings	441,415.78
Accounts Receivable	
Accounts Receivable (A/R)	<u>249,303.87</u>
Total Accounts Receivable	249,303.87
Other Current Assets	
Millyard Bank CD - 04/20/2026	<u>54,800.54</u>
Total Other Current Assets	<u>54,800.54</u>
Total Current Assets	745,520.19
Other Assets	
FP Mailing Postage Account	17.87
Prepaid Expenses	11,698.86
Security Deposit	<u>8,341.67</u>
Total Other Assets	<u>20,058.40</u>
TOTAL ASSETS	<u><u>765,578.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	<u>28,813.13</u>
Total Accounts Payable	28,813.13
Credit Cards	
Bank of America - CC	<u>5,747.03</u>
Total Credit Cards	5,747.03
Other Current Liabilities	
Accrued Vacation	46,087.20
Direct Deposit Liabilities	0.02
Local Dues - Deferred Revenue	44,071.22
Total Payroll Liabilities	-1,030.45
Retainers	
Retainer - MS4 Coop. Agreement	<u>12,000.00</u>
Total Retainers	<u>12,000.00</u>
Total Other Current Liabilities	<u>101,127.99</u>
Total Current Liabilities	<u>135,688.15</u>
Total Liabilities	135,688.15
Equity	
Retained Earnings	661,617.82
Net Income	<u>-31,727.38</u>
Total Equity	<u>629,890.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>765,578.59</u></u>

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

	TOTAL				
	Mar 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
RESOURCES					
2000 Local Dues					
Local Dues Match	-8,644.17	-68,806.67			
2000 Local Dues - Other	14,690.42	132,213.77	176,285.00	-44,071.23	75.0%
Total 2000 Local Dues	6,046.25	63,407.10	176,285.00	-112,877.90	35.97%
Federal Contracts					
9007 Regional Plan Update	1,141.94	40,977.00	47,674.00	-6,697.00	85.95%
9012 EPA Brownfields	0.00	66,092.42	30,577.00	35,515.42	216.15%
9013 EPA Brownfields	26,975.47	30,617.10	111,000.00	-80,382.90	27.58%
9020 EPA Brownfields RLF	1,291.83	3,389.09	24,000.00	-20,610.91	14.12%
Total Federal Contracts	29,409.24	141,075.61	213,251.00	-72,175.39	66.16%
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	727.07	1,836.80	27,586.00	-25,749.20	6.66%
6300 NRSWMD	3,188.79	38,234.73	60,000.00	-21,765.27	63.73%
7560 CDFA TPG	0.00	11,555.41	11,200.00	355.41	103.17%
9082 Hazard Mitigation	0.00	35,725.33	17,976.00	17,749.33	198.74%
Total Grants	3,915.86	92,506.07	122,076.00	-29,569.93	75.78%
Local Planning Contracts					
2122 Brookline HOP	0.00	18,501.68	24,904.00	-6,402.32	74.29%
2125 Brookline Impact Fee	0.00	0.00	0.00	0.00	0.0%
2135 Hudson Engineering GIS	90.00	315.00	5,000.00	-4,685.00	6.3%
2139 Hudson CR	0.00	9,288.00	0.00	9,288.00	100.0%
2150 Mason CR	2,410.72	10,933.94	10,000.00	933.94	109.34%
2153 Mason Zoning Review	654.33	1,655.06			
2163 Mont Vernon Regulatory Rev	0.00	2,959.26			
2250 Litchfield CR	803.00	11,458.75	15,000.00	-3,541.25	76.39%
2251 Litchfield CIP	0.00	1,000.00	2,000.00	-1,000.00	50.0%
2271 Lyndeborough CR	923.06	8,829.48	15,000.00	-6,170.52	58.86%
2272 Lyndeborough CR ZBA	243.08	369.08			
2275 Lyndeborough Admin Support	744.00	7,393.50	12,480.00	-5,086.50	59.24%
2361 MVD GIS	0.00	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	1,913.63	23,399.88	32,124.00	-8,724.12	72.84%
2610 Wilton CR	2,002.00	15,909.24	28,500.00	-12,590.76	55.82%
2640 Wilton MP	0.00	5,634.25	15,000.00	-9,365.75	37.56%
2660 Wilton Impact Fee	1,014.54	3,764.54			
Local Planning Contracts - Other	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Local Planning Contracts	10,798.36	127,631.66	187,008.00	-59,376.34	68.25%
Other Income					
6000 NRPC Foundation	0.00	2,000.00			
8000 Pubs/Map Sales/Misc	5,000.00	5,545.30	2,200.00	3,345.30	252.06%
Interest Income	1,180.25	12,897.44	19,500.00	-6,602.56	66.14%
Other Income - Other	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	6,180.25	20,442.74	23,700.00	-3,257.26	86.26%
State Contracts					

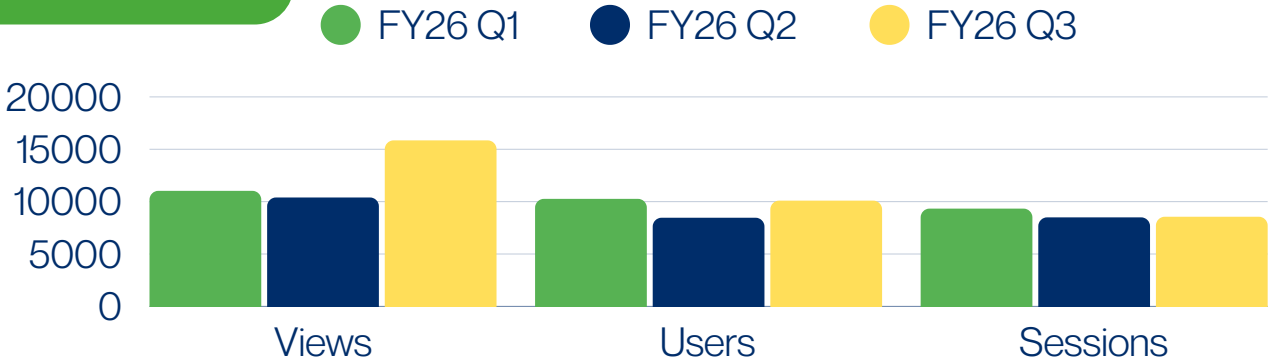
NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	TOTAL				
	Mar 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
1000 NH OPD	0.00	0.00	0.00	0.00	0.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	9,370.07	73,294.11	90,000.00	-16,705.89	81.44%
200 POLICY & PLANNING	15,177.01	116,016.06	148,050.00	-32,033.94	78.36%
300 PUBLIC INVOLV & COORD	3,477.06	57,280.68	76,950.00	-19,669.32	74.44%
400 PLAN SUPPORT	29,617.00	280,040.09	375,125.00	-95,084.91	74.65%
500 TECHNICAL ASSIST & SUPPORT	25,581.73	159,393.74	251,100.00	-91,706.26	63.48%
600 FTA SECTION 5305e	3,218.80	8,944.50	34,014.00	-25,069.50	26.3%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	86,441.67	694,969.18	975,239.00	-280,269.82	71.26%
3500 FTA Section 5310	0.00	166,768.59	305,547.00	-138,778.41	54.58%
Total State Contracts	86,441.67	861,737.77	1,280,786.00	-419,048.23	67.28%
RESOURCES - Other	0.00	0.00	0.00	0.00	0.0%
Total RESOURCES	142,791.63	1,306,800.95	2,003,106.00	-696,305.05	65.24%
Uncategorized Income	0.00	0.00	0.00	0.00	0.0%
Total Income	142,791.63	1,306,800.95	2,003,106.00	-696,305.05	65.24%
Gross Profit	142,791.63	1,306,800.95	2,003,106.00	-696,305.05	65.24%
Expense					
Annual Forum	0.00	5,125.00	11,000.00	-5,875.00	46.59%
Audit	0.00	18,700.00	18,700.00	0.00	100.0%
Bank Service Charges	250.00	250.00	250.00	0.00	100.0%
Capital Expense	0.00	0.00	20,000.00	-20,000.00	0.0%
Dues and Subscriptions	1,016.70	24,425.67	20,034.00	4,391.67	121.92%
Total Employee Benefits/Payroll Exp	20,152.55	176,604.55	250,039.00	-73,434.45	70.63%
Equipment Maintenance	0.00	0.00	1,500.00	-1,500.00	0.0%
GIS	1,571.25	14,141.25	18,555.00	-4,413.75	76.21%
Insurance	1,353.50	12,425.00	15,348.00	-2,923.00	80.96%
Internet Access & Telephone	1,193.92	10,762.41	14,000.00	-3,237.59	76.87%
IT Services	2,158.73	20,008.60	33,997.00	-13,988.40	58.85%
Janitorial	249.00	2,241.00	3,200.00	-959.00	70.03%
Legal	0.00	0.00	500.00	-500.00	0.0%
Legal Notices	376.75	1,335.75	500.00	835.75	267.15%
Marketing & Outreach	0.00	834.50	1,500.00	-665.50	55.63%
Misc	0.00	1,391.28	4,000.00	-2,608.72	34.78%
Office Expenses	1,995.89	16,988.93	19,044.00	-2,055.07	89.21%
Postage	0.00	278.00	500.00	-222.00	55.6%
Printing	393.46	3,579.62	5,000.00	-1,420.38	71.59%
Professional Services	619.10	200,144.40	384,047.00	-183,902.60	52.12%
Rent & CAM	9,043.33	79,483.33	106,375.00	-26,891.67	74.72%
Reserve	0.00	0.00	7,460.00	-7,460.00	0.0%
Total Salaries	78,315.79	721,439.48	1,022,369.00	-300,929.52	70.57%
Small Equipment	1,532.00	4,431.33	7,000.00	-2,568.67	63.31%
Staff Development	0.00	4,344.00	10,000.00	-5,656.00	43.44%
Total Travel Expense	826.69	10,828.23	16,500.00	-5,671.77	65.63%
Utilities	974.00	8,766.00	11,688.00	-2,922.00	75.0%
Total Expense	122,022.66	1,338,528.33	2,003,106.00	-664,577.67	66.82%
Net Ordinary Income	20,768.97	-31,727.38	0.00	-31,727.38	100.0%

Quarterly Communications Report

January - March 2026

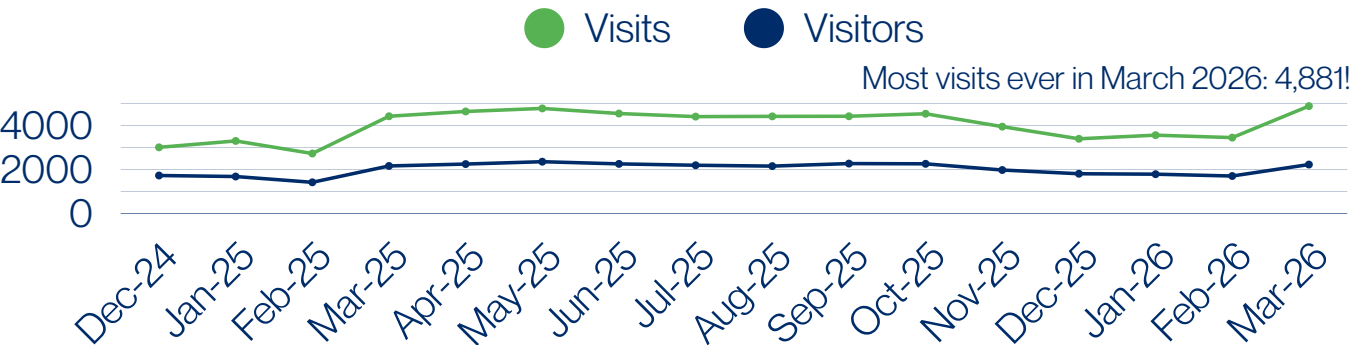
Website Stats



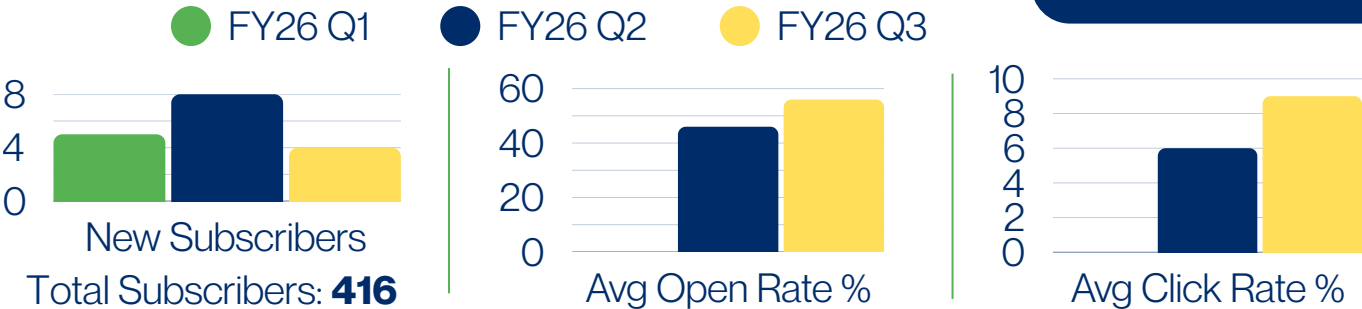
Top 10 Website Page Views

1. NRPC Homepage **(2,536 views)**
2. HHW **(977 views)**
3. Pelham Tax Maps **(786 views)**
4. GIS & Mapping **(728 views)**
5. Mont Vernon Tax Maps **(544 views)**
6. Brookline Tax Maps **(360 views)**
7. NRPC Staff **(290 views)**
8. Lyndeborough Tax Maps **(286 views)**
9. NRPC Calendar **(280 views)**
10. Wilton Tax Maps **(265 views)**

MapGeo Parcel Viewer (nrpcnh.mapgeo.io)



Newsletter Stats



Top Newsletter Content

- January: **Welcome Nick / View NRPC Staff**
- February: **NRPC Calendar**
- March: **NRPC Calendar**

Quarterly Communications Report

January - March 2026

Facebook

+64

Net Followers

Total Followers

1,144

X

+72

New Followers

Total Followers

603

Instagram

+291

New Followers

Total Followers

692

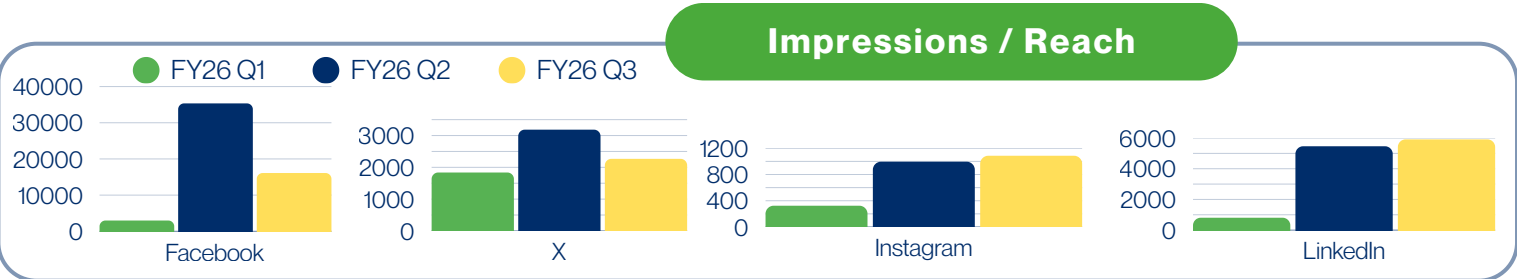
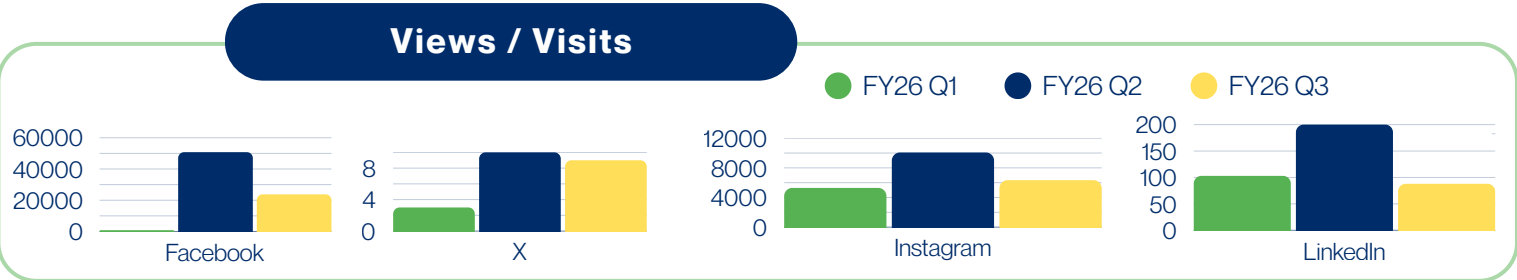
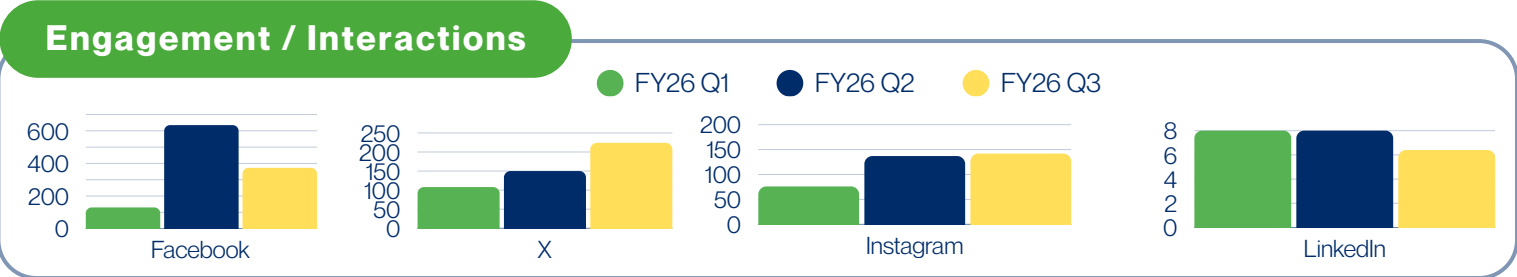
LinkedIn

+123

New Followers

Total Followers

722



Linktree Lifetime Totals

652

Views

132

Clicks

20.3%

Click Rate

Top Post for each Platform

Facebook

X

Instagram

LinkedIn