



Notice of Meeting

Who: NRPC Executive Committee
When: **Wednesday, June 17, 2026, at 6 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: 832 4967 7659
Passcode: NashuaRPC

Agenda

1. Call to Order
2. Business:
 - a. Minutes: May 20, 2026 (**Action Item**)
 - b. May-June Dashboard (**Action Item**)
 - c. Recommendation to Commission to approve FY27 Budget (**Action Item**)
 - d. Recommendation to Commission to approve FY28 Dues Allocation (**Action Item**)
 - e. Nomination of Slate of Officers and Executive Committee Members (**Action Item**)
 - f. Executive Director Goals (**Action Item**)
3. Transportation Updates:
4. Other Business
5. Adjourn

Next NRPC Executive Committee Meeting:
Wednesday, August 19, 2026

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.

NRPC FY 2026 DASHBOARD

May-26		Key Statistics	
TD Checking		Staff Activities May-June	
Beginning Balance	\$61,713.26	Nashua Chamber Annual Eminence Awards - Jay	
Deposits & Credits		ReGen Valley Tech Hub Community Update Event - Jay	
Payments		NRPC Complete Streets Committee meeting - Emma, Tyrel	
Ending Balance	\$54,211.99	NH GIS User Group - Sara	
Bar Harbor Checking		HHW Coordinators Meeting - Nick	
Beginning Balance	\$14,997.55	Highway Safety Improvement committee - Matt	
Deposits & Credits		Transportation Equity Committee meeting - Donna, Matt	
Payments		RCC Meeting - Donna, Matt, Salem	
Ending Balance	\$15,002.68	NHDOT Front Office Meeting - Jay	
Billable/Non Billable Hours		SWRPC - TTAC meeting - Matt	
26-May	46% billable; 54% unbillable	Partnering For Performance NH - Matt, Emma	
Year to Date	66% billable; 34% unbillable	SCC/NHTA Annual conference - Jay, Matt, Donna	
Checking Account Balances as of 6/11/26		HHW Collection in Nashua - Nick, Tyrel, Matt, Emilie	
TD Checking	\$71,641.13	Merrimack Valley MPO Meeting - Matt	
Bar Harbor Checking	\$15,002.68	Rail in Greater Nashua/Greater Lowell - Jay, Matt, Emma	
NHPDIP	\$301,040.64	HUD Housing Roundtable - Jay	
Sunday, May 31, 2026		Middlesex 3 Transportation Update - Emma	
Accounts Payable	\$94,127.71	TTAC - Matt, Emma, Jay, Tyrel, Salem, Cassie	
Accounts Receivable	\$254,558.62	RPC Directors Meeting - Jay	
Oversight Activities		Litchfield Circumferential ROW Meeting - Jay	
Line of credit (\$75,000) activated?	No	NHLMV Stormwater Coalition - Sara, Tyrel	
Millyard Bank CD	\$55,890.52	Professional Development May-June	
NH PDIP	\$301,040.64	Regional Cyber Defense Training (5/18) Sara	
Petty Cash	\$200.03	Brownfields RLF Workshop (5/27-29) Jay, Kate	
Audit Status	Complete	HHW Coordinator all day Training (5/27) Nick	
Budget Narrative		Paratransit Service Webinar (6/1) Donna	
Bank Balances/Cash on hand:	\$387,684.45	Surface transpo legislation/rails to trails webinar (6/2) Matt	
Payables and Receivables:	Accounts Payable down by \$56k, Accounts Receivable down by \$19K	SADES Pedestrian Teams training (6/9) - Emma, Cassie	
FY26 Working Budget		FME Accelerator training (6/9) Sara	
Funding Sources		Pending Grant Applications	
Local Dues	\$176,285	Robinson Pond Watershed Management Plan - \$75,000	
Federal Contracts	\$221,919	Build Grant - \$300,000	
Grants	\$119,647	Mohawk Tannery CDS - \$3,350,000	
Local Planning Contracts	\$177,686	Beard St MDS - \$500,000	
Other Income	\$43,700	Mohawk Tannery CDS - \$3,350,000	
State Contracts	\$1,246,313	Build Grant - \$240,000	
Total revenues:	\$1,985,550	Expenses	
Pending Grant Application Totals	\$3,952,000.00	Audit	\$18,700
		Dues & Subscriptions	\$27,387
		Employee Benefits	\$263,188
		GIS	\$18,555
		Insurance	\$17,373
		IT	\$32,965
		Legal	\$0
		Marketing, Outreach, Annual Forum	\$12,000
		Office Expenditures	\$19,753
		Other Expenditures	\$31,786
		Professional Services	\$405,384
		Rent & CAM	\$106,375
		Salaries	\$1,008,481
		Staff Development	\$5,000
		Travel & Meeting Exp	\$13,013
		Utilities	\$11,688
		Total Expenses:	\$1,991,648
		Delta	-\$6,098

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of May 31, 2026

May 31, 26

ASSETS

Current Assets

Checking/Savings

1 TD Bank x5715 54,211.99

2 Bar Harbor Bank x1485 15,002.68

3 NH PDIP 301,040.64

Petty Cash 200.03

Total Checking/Savings 370,455.34

Accounts Receivable

Accounts Receivable (A/R) 254,558.62

Total Accounts Receivable 254,558.62

Other Current Assets

Millyard Bank CD - 10/20/2026 55,890.52

Undeposited Funds 31,744.10

Total Other Current Assets 87,634.62

Total Current Assets 712,648.58

Other Assets

FP Mailing Postage Account 17.87

Prepaid Expenses 27,542.76

Security Deposit 8,341.67

Total Other Assets 35,902.30

TOTAL ASSETS 748,550.88

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of May 31, 2026

May 31, 26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable (A/P) 38,491.19

Total Accounts Payable 38,491.19

Credit Cards

Bank of America - CC 1,343.08

Total Credit Cards 1,343.08

Other Current Liabilities

Accrued Vacation 46,087.20

Direct Deposit Liabilities 0.02

Local Dues - Deferred Revenue 14,690.38

Payroll Liabilities

E Aflac Withheld 346.20

E Dental Insurance Withheld -97.15

E FSA Withheld

E FSA - Medical -2,398.92

Total E FSA Withheld -2,398.92

E Health Insurance Withheld -1,174.59

E NH PFML Withheld -58.33

E STD Insurance Withheld -41.17

Federal Taxes 64.41

MA Withholding Tax -120.06

Total Payroll Liabilities -3,479.61

Retainers

Retainer - MS4 Coop. Agreement 12,000.00

Total Retainers 12,000.00

Total Other Current Liabilities 69,297.99

Total Current Liabilities 109,132.26

Total Liabilities 109,132.26

Equity

Retained Earnings 662,707.80

Net Income -23,289.18

Total Equity 639,418.62

TOTAL LIABILITIES & EQUITY 748,550.88

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

	TOTAL				
	May 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	-13,018.60	-91,432.86			
2000 Local Dues - Other	14,690.42	161,594.61	176,285.00	-14,690.39	91.67%
Total 2000 Local Dues	1,671.82	70,161.75	176,285.00	-106,123.25	39.8%
Federal Contracts					
9007 Regional Plan Update	2,329.13	44,104.58	47,674.00	-3,569.42	92.51%
9012 EPA Brownfields	0.00	66,139.50	30,577.00	35,562.50	216.31%
9013 EPA Brownfields	0.00	72,859.25	111,000.00	-38,140.75	65.64%
9020 EPA Brownfields RLF	0.00	4,813.31	24,000.00	-19,186.69	20.06%
Total Federal Contracts	2,329.13	187,916.64	213,251.00	-25,334.36	88.12%
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	1,301.08	3,864.95	27,586.00	-23,721.05	14.01%
6300 NRSWMD	10,365.19	54,720.01	60,000.00	-5,279.99	91.2%
7560 CDFA TPG	0.00	11,518.05	11,200.00	318.05	102.84%
9082 Hazard Mitigation	0.00	35,725.33	17,976.00	17,749.33	198.74%
Total Grants	11,666.27	110,982.14	122,076.00	-11,093.86	90.91%
Local Planning Contracts					
2122 Brookline HOP	1,385.63	22,072.87	24,904.00	-2,831.13	88.63%
2125 Brookline Impact Fee	0.00	0.00	0.00	0.00	0.0%
2135 Hudson Engineering GIS	0.00	945.00	5,000.00	-4,055.00	18.9%
2139 Hudson CR	0.00	9,288.00	0.00	9,288.00	100.0%
2150 Mason CR	951.24	13,032.42	10,000.00	3,032.42	130.32%
2153 Mason Zoning Review	0.00	2,193.92			
2163 Mont Vernon Regulatory Rev	0.00	2,959.26			
2250 Litchfield CR	1,639.25	15,020.50	15,000.00	20.50	100.14%
2251 Litchfield CIP	0.00	1,000.00	2,000.00	-1,000.00	50.0%
2271 Lyndeborough CR	347.06	9,775.60	15,000.00	-5,224.40	65.17%
2272 Lyndeborough CR ZBA	354.50	1,096.58			
2275 Lyndeborough Admin Support	761.69	8,970.87	12,480.00	-3,509.13	71.88%
2361 MVD GIS	675.00	5,895.00	5,000.00	895.00	117.9%
2557 Pelham CIP	0.00	1,000.00	2,000.00	-1,000.00	50.0%
2603 Wilton HOP	2,197.58	26,530.87	32,124.00	-5,593.13	82.59%
2610 Wilton CR	2,656.36	20,315.60	28,500.00	-8,184.40	71.28%
2640 Wilton MP	0.00	5,634.25	15,000.00	-9,365.75	37.56%
2660 Wilton Impact Fee	676.36	4,591.20			
6700 SNHPC GIS	0.00	0.00			
Local Planning Contracts - Other	1,698.01	1,698.01	20,000.00	-18,301.99	8.49%
Total Local Planning Contracts	13,342.68	152,019.95	187,008.00	-34,988.05	81.29%
Other Income					
6000 NRPC Foundation	0.00	2,000.00			
8000 Pubs/Map Sales/Misc	20.00	21,365.30	2,200.00	19,165.30	971.15%
Interest Income	1,135.22	15,153.85	19,500.00	-4,346.15	77.71%
Other Income - Other	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Other Income	1,155.22	38,519.15	23,700.00	14,819.15	162.53%

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

	TOTAL				
	May 26	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
State Contracts					
1000 NH OPD	0.00	0.00	0.00	0.00	0.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	10,380.04	89,587.46	90,000.00	-412.54	99.54%
200 POLICY & PLANNING	29,141.24	158,738.49	148,050.00	10,688.49	107.22%
300 PUBLIC INVOLV & COORD	8,356.88	72,269.27	76,950.00	-4,680.73	93.92%
400 PLAN SUPPORT	40,014.12	354,662.73	375,125.00	-20,462.27	94.55%
500 TECHNICAL ASSIST & SUPPORT	41,075.00	234,049.71	251,100.00	-17,050.29	93.21%
600 FTA SECTION 5305e	1,218.67	11,923.38	34,014.00	-22,090.62	35.05%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	130,185.95	921,231.04	975,239.00	-54,007.96	94.46%
3500 FTA Section 5310	1,401.31	219,700.07	305,547.00	-85,846.93	71.9%
Total State Contracts	131,587.26	1,140,931.11	1,280,786.00	-139,854.89	89.08%
RESOURCES - Other	0.00	0.00	0.00	0.00	0.0%
Total RESOURCES	161,752.38	1,700,530.74	2,003,106.00	-302,575.26	84.9%
Expense					
Annual Forum	5,454.60	11,074.59	11,000.00	74.59	100.68%
Audit	0.00	18,700.00	18,700.00	0.00	100.0%
Bank Service Charges	0.00	255.00	250.00	5.00	102.0%
Capital Expense	0.00	0.00	20,000.00	-20,000.00	0.0%
Dues and Subscriptions	731.70	25,204.67	20,034.00	5,170.67	125.81%
Total Employee Benefits/Payroll Exp	24,507.63	221,908.01	250,039.00	-28,130.99	88.75%
Equipment Maintenance	0.00	0.00	1,500.00	-1,500.00	0.0%
GIS	1,571.25	17,283.75	18,555.00	-1,271.25	93.15%
Insurance	1,353.50	15,132.00	15,348.00	-216.00	98.59%
Internet Access & Telephone	1,192.34	13,147.11	14,000.00	-852.89	93.91%
IT Services	2,337.92	27,975.30	33,997.00	-6,021.70	82.29%
Janitorial	249.00	2,814.00	3,200.00	-386.00	87.94%
Legal	0.00	0.00	500.00	-500.00	0.0%
Legal Notices	0.00	1,335.75	500.00	835.75	267.15%
Marketing & Outreach	0.00	1,117.41	1,500.00	-382.59	74.49%
Misc	10.98	1,508.72	4,000.00	-2,491.28	37.72%
Office Expenses	1,633.40	19,799.75	19,044.00	755.75	103.97%
Postage	0.00	278.00	500.00	-222.00	55.6%
Printing	446.10	4,420.42	5,000.00	-579.58	88.41%
Professional Services	185.70	293,665.97	384,047.00	-90,381.03	76.47%
Rent & CAM	9,043.33	97,569.99	106,375.00	-8,805.01	91.72%
Reserve	0.00	0.00	7,460.00	-7,460.00	0.0%
Total Salaries	117,473.72	917,228.99	1,022,369.00	-105,140.01	89.72%
Small Equipment	0.00	4,481.06	7,000.00	-2,518.94	64.02%
Staff Development	305.00	4,649.00	10,000.00	-5,351.00	46.49%
Travel Expense					
Total Travel Expense	1,931.71	13,556.43	16,500.00	-2,943.57	82.16%
Utilities	974.00	10,714.00	11,688.00	-974.00	91.67%
Total Expense	169,401.88	1,723,819.92	2,003,106.00	-279,286.08	86.06%
Net Income	-7,649.50	-23,289.18	0.00	-23,289.18	100.0%

Nashua Regional Planning Commission (NRPC) Executive Committee - 3 year term
Officers plus 6 members at large (9 in total)

Last	First	Rep or Alt	Original Appointment to Exec. Comm	Most Recent Exec Comm Appointment	Most Recent Appointment as Chair	Most Recent Appointment as Vice Chair	Most Recent Appointment as Treasurer	Consecutive Officer Term Y/N	Current EC Term Expiration Date
Berry	Tim	Rep	6/21/2023						6/30/2026
Correa	Camille	Rep	12/15/2021	6/19/2024					6/30/2027
Elmer	Karin	Rep	6/19/2019	6/21/2023					6/30/2026
Yule	John	Rep	6/18/2025						6/30/2028
Hennessey	Jason	Rep	6/21/2023			6/18/2025			6/30/2026
Langdell	Janet	Rep	4/15/2009	6/21/2023			6/18/2025	Y	6/30/2027
Queenan	Kim	Rep	9/16/2020	6/21/2023	6/18/2025			Y	6/30/2027
Roche	Jerry	Rep	6/18/2025						6/30/2028
Williams	Kermit	Rep	6/21/2023						6/30/2026

*The Nominating Committee for officer and at large appointments is the Executive Committee per the chair's appointment June 21, 2023. This will remain in effect until its successor has been appointed per the bylaws.