



Notice of Meeting

Who: NRPC Executive Committee
When: **Wednesday, October 21, 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: September 16, 2026 **(Action Item)**
 - b. Sept-Oct Dashboard **(Action Item)**
 - c. Millyard Bank CD **(Action Item)**
 - d. Web/Social Media quarterly report
 - e. Executive Director Evaluation
3. Other Business
 - a. Nonpublic Session per NH RSA 91-A:3 II 1(i)
4. Adjourn

Next NRPC Executive Committee Meeting:
Wednesday, November 18, 2026

Draft Minutes**Executive Committee****September 16, 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 (via Zoom then in person @ 5:27 p.m.) Janet Langdell, Treasurer Tim Berry Camille Correa Karin Elmer Kermit Williams (@ 5:30 p.m.) John Yule		Jerry Roche	Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

Queenan called the meeting to order at 5:06 p.m.

2. Business**a. Minutes: August 19, 2026**

Berry moved to accept the minutes of the August 19, 2026 meeting as presented; Yule seconded the motion. A roll call vote was taken; the motion passed 7-0-0.

b. August-September Dashboard

Minkarah presented the dashboard, reviewing the bank accounts, Accounts Payable, and Accounts Receivable balances.

Minkarah went on to review staff activities, professional development, and pending grant applications. Key activities highlighted included:

- SoRLAC meeting – NRPC is assisting with a 604(b) grant application to identify sources of E.coli in the Souhegan River Watershed with a focus on Beaver Brook.

- Doorway Recovery event – NRPC is conducting outreach under the new opioid grant.
- SCC meeting – Minkarah is now a council member representing the RPC's.
- NHDOT 10126A-101A initial scoping meeting – Discussion with NHDOT, Nashua DPW and planning personnel to discuss the proposed safety & capacity improvements on 101A from Celina Ave. to Somerset Parkway. The project has not been engineered yet and there is no funding for construction in the current Ten Year Plan.
- Staff fall outing – apple picking and corn maze at Lavoie's Farm in Hollis

New grants include:

- Heat pump accelerator – NRPC will be working with Solutions for Energy Efficiency Logistics (SEEL) and NH Community Loan Fund to identify resident owned manufactured housing parks and facilitate the installation of heat pumps, specifically hot water heaters the homes.

Lafond presented the August financial statements. Account balances are up because of receiving annual dues payments.

Berry moved to accept and file the August-September Dashboard; Hennessey seconded the motion. A roll call vote was taken; the motion passed 7-0-0.

c. Executive Committee and Foundation Re-appointments

Hennesey moved to nominate Tim Berry, Camillie Correa, Kim Queenan and Kermit Williams for reappointment to the Executive Committee; Langdell seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

Langdell moved to nominate Karin Elmer and Bill Parker for reappointment to the Executive Committee Hennessey seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

3. Other Business

a. Non-public Session

Langdell moved to enter Non-Public Session per NH RSA 91-A:3 II 1(a) Personnel at 5:39 p.m.; Williams seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

XX moved to exit Non-Public Session per NH RSA 91-A:3 II 1(a) Personnel at X:XX p.m.; XX seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

XX moved to seal the minutes of the Non-Public Session for 10 years; XX seconded the motion. A roll call vote was taken; the motion passed 8-0-0.

4. Adjourn

**NRPC Executive Committee Minutes
September 16, 2026**

The meeting adjourned at X:XX p.m. with a motion by XX, seconded by XX.

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

Respectfully submitted by Kate Lafond, Assistant Director.

NRPC FY 2027 DASHBOARD

Sep-26		Key Statistics	
TD Checking		Staff Activities Sept-Oct	
Beginning Balance	\$207,414.14	SWRPC TAC Meeting - Matt	
Deposits & Credits		Merrimack Walk Audit meeting - Cassie	
Payments		Freedom's Way Board meeting - Sara	
Ending Balance	\$206,632.26	Highway Safety Infrastructure Planning meeting - Matt	
Bar Harbor Checking		NRPC Foundation Meeting - Kate	
Beginning Balance	\$15,003.06	NRSWMD Meeting - Nick, Jay, Salem, Nicole	
Deposits & Credits		Merrimack Valley MPO meeting - Matt	
Payments		Pelham Old Home Days - Donna	
Ending Balance	\$15,003.18	NHDOT Complete Street Committee meeting - Emma	
Indirect Hours		Public Health Advisory Council Meeting - Jay	
30-Sep	15%	Rail in Greater Nashua/Lowell meeting - Jay, Matt, Emma	
Checking Account Balances as of 10/16/26		NEHPA: Nashua RPC Heat Pump Grant Introductory Call - Jay	
TD Checking	\$180,736.68	UWGN Governance Board - Jay	
Bar Harbor Checking	\$15,003.18	RCC Meeting - Donna, Matt, Salem	
NHPDIP	\$304,806.16	NRPC-NHDOT UPWP Mid Contract Review - Jay, Matt, Emma	
Wednesday, September 30, 2026		NHARPC meeting - Jay	
Accounts Payable	\$2,391.20	Transportation Equity Committee meeting @NRPC - Matt	
Accounts Receivable	\$318,711.77	Nashua Local Emergency Planning Committee - Cassie	
Oversight Activities		HHW Collection Event - Nick, Kate, Salem, Jay	
Line of credit (\$75,000) activated?	No	Partnering For Performance NH - Matt, Emma, Jay	
Millyard Bank CD	\$55,890.52	NHLMV Stormwater Coalition - Sara, Tyrel, Nick	
NH PDIP	\$304,806.16	Conservation Commission presentation in Keene - Tyrel	
Petty Cash	\$200.03	RPC Directors Meeting - Jay	
Audit Status	Underway	Milford Pumpkin Festival - Donna, Matt, Emma	
Budget Narrative		Merrimack Fire Dept open house - Tyrel	
Bank Balances/Cash on hand:	\$500,546.02	TTAC - Matt, Emma, Sara, Salem, Jay, Emma, Tyrel	
Payables and Receivables:	Accounts Payable up by \$38k, Accounts Receivable up by \$58K	Transportation Planners Collaborative - Matt, Emma	
FY27 Working Budget		Gate City Bike Coop Board meeting @NRPC- Donna, Tyrel	
Funding Sources		Digital Equity Meeting @NRPC - Donna	
Local Dues	\$181,574	ReGen Valley Consortium Member Meeting - Jay	
Federal Contracts	\$157,080	Nashua Farmers Market MTP Outreach - Emma	
Grants	\$201,309	Professional Development Sept-Oct	
Local Planning Contracts	\$141,978	Road Safety Champion Program Webinar (9/15 & 22) Emma	
Other Income	\$25,040	Housing Trends 2026 Webinar (9/17) Nick	
State Contracts	\$1,350,901	PLAN Webinar: Overview of RSA 79-E (9/17) Jay, Nick	
Total revenues:	\$2,057,882	FHWA Asset Management workshop (9/24) Emma, Matt	
Pending Grant Application Totals	\$4,837,617.00	Plan Reading and Analysis Workshop (9/25) Nick	
		NHDOT state highway safety plan workshop (9/30) Matt	
		GIS Pro conference (10/7-10/14) Emilie	
		PLAN Land Use Amendment Webinar (10/15) Nick	
		Heat Pump Accelerator - \$435,617	
		SS4A Grant - \$252,000	
		Mohawk Tannery CDS - \$3,350,000	
		Beard St MDS - \$500,000	
		Expenses	
		Audit	\$18,700
		Dues & Subscriptions	\$28,366
		Employee Benefits	\$283,667
		GIS	\$24,450
		Insurance	\$18,548
		IT	\$28,398
		Legal	\$500
		Marketing, Outreach, Annual Forum	\$12,300
		Office Expenditures	\$20,748
		Other Expenditures	\$42,530
		Professional Services	\$508,233
		Rent & CAM	\$109,234
		Salaries	\$942,759
		Staff Development	\$5,000
		Travel & Meeting Exp	\$13,250
		Utilities	\$11,688
		Total Expenses:	\$2,068,371
		Delta	-\$10,489

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of September 30, 2026

Sep 30, 26

ASSETS

Current Assets

Checking/Savings

1 TD Bank x5715	206,632.26
2 Bar Harbor Bank x1485	15,003.18
3 NH PDIP	304,806.16
Petty Cash	200.03

Total Checking/Savings 526,641.63

Accounts Receivable

Accounts Receivable (A/R) 318,711.77

Total Accounts Receivable 318,711.77

Other Current Assets

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

Total Other Current Assets 55,890.52

Total Current Assets 901,243.92

Other Assets

FP Mailing Postage Account 17.87

Prepaid Expenses 38,412.86

Security Deposit 8,341.67

Total Other Assets 46,772.40

TOTAL ASSETS 948,016.32

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable (A/P) 40,841.02

Total Accounts Payable 40,841.02

Credit Cards

Bank of America - CC 1,815.21

Total Credit Cards 1,815.21

Other Current Liabilities

Accrued Payroll 0.01

Accrued Vacation 50,139.45

Direct Deposit Liabilities 0.02

Due to NRSWMD 41,712.00

Local Dues - Deferred Revenue 136,180.16

Total Payroll Liabilities -15,703.60

NASHUA REGIONAL PLANNING COMMISSION

Balance Sheet

As of September 30, 2026

Sep 30, 26

Retainers	
Opioid Recovery Rides	17,668.29
Retainer - MS4 Coop. Agreement	12,000.00
Total Retainers	29,668.29
Total Other Current Liabilities	241,996.33
Total Current Liabilities	284,652.56
Total Liabilities	284,652.56
Equity	
Retained Earnings	661,967.88
Net Income	1,395.88
Total Equity	663,363.76
TOTAL LIABILITIES & EQUITY	948,016.32

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	TOTAL			
	Sep 26	Jul '26 - Jun 27	Budget	% of Budget
Ordinary Income/Expense				
Income				
RESOURCES				
2000 Local Dues				
Local Dues Match	-9,429.36	-22,151.94		
2000 Local Dues - Other	15,131.13	45,392.84	181,574.00	25.0%
Total 2000 Local Dues	5,701.77	23,240.90	181,574.00	12.8%
Federal Contracts				
9007 Regional Plan Update	196.04	2,547.90	2,416.00	105.46%
9012 EPA Brownfields	603.90	1,556.83	2,200.00	70.77%
9013 EPA Brownfields	15,399.12	27,719.01	125,000.00	22.18%
9020 EPA Brownfields RLF	545.55	1,933.11	9,000.00	21.48%
Total Federal Contracts	16,744.61	33,756.85	138,616.00	24.35%
Grants				
5500 Stream Crossing Navigator	2,381.21	4,489.17	33,082.00	13.57%
6300 NRSWMD	2,307.60	9,544.89	63,000.00	15.15%
7570 Opioid Recovery Rides	1,055.11	2,101.71		
9082 Hazard Mitigation	0.00	1,350.02	10,000.00	13.5%
XXXX Robinson Pond	0.00	0.00	75,000.00	0.0%
Grants - Other	0.00	0.00	20,000.00	0.0%
Total Grants	5,743.92	17,485.79	201,082.00	8.7%
Local Planning Contracts				
2122 Brookline HOP	0.00	1,636.00	1,445.00	113.22%
2135 Hudson Engineering GIS	0.00	315.00	2,500.00	12.6%
2146 Hudson LU Code Update	10,295.97	24,436.06	33,960.00	71.96%
2150 Mason CR	1,369.24	3,335.00	9,600.00	34.74%
2164 Mont Vernon LEOP	844.08	1,511.50		
2250 Litchfield CR	1,086.50	2,823.50	15,000.00	18.82%
2251 Litchfield CIP	0.00	0.00	2,000.00	0.0%
2271 Lyndeborough CR	419.06	1,173.96	6,120.00	19.18%
2272 Lyndeborough CR ZBA	0.00	0.00	6,120.00	0.0%
2275 Lyndeborough Admin Support	756.82	2,280.20	9,672.00	23.58%
2277 Lyndeborough NRI GIS	0.00	0.00	1,800.00	0.0%
2361 MVD GIS	0.00	0.00	2,500.00	0.0%
2557 Pelham CIP	0.00	1,000.00	2,000.00	50.0%
2603 Wilton HOP	1,443.83	2,427.70	3,111.00	78.04%
2610 Wilton CR	2,393.15	7,761.70	26,800.00	28.96%
2611 Wilton Admin Support	808.08	2,910.24	1,440.00	202.1%
2640 Wilton MP	0.00	0.00	3,000.00	0.0%
6700 SNHPC GIS	1,483.12	5,314.03	1,427.00	372.39%
XXXX Amherst GIS	0.00	0.00	1,200.00	0.0%
Local Planning Contracts - Other	0.00	0.00	25,000.00	0.0%
Total Local Planning Contracts	20,899.85	56,924.89	154,695.00	36.8%
Other Income				
6000 NRPC Foundation	0.00	71.26	8,000.00	0.89%
8000 Pubs/Map Sales/Misc	1,000.00	2,134.00	2,200.00	97.0%
Interest Income	1,185.31	3,447.88	12,840.00	26.85%
Total Other Income	2,185.31	5,653.14	23,040.00	24.54%

NASHUA REGIONAL PLANNING COMMISSION
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	TOTAL			
	Sep 26	Jul '26 - Jun 27	Budget	% of Budget
State Contracts				
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	7,271.72	21,871.20	91,035.00	24.03%
200 POLICY & PLANNING	32,461.09	53,176.07	133,180.00	39.93%
300 PUBLIC INVOLV & COORD	10,613.48	20,651.17	77,080.00	26.79%
400 PLAN SUPPORT	24,721.51	75,302.18	386,149.00	19.5%
500 TECHNICAL ASSIST & SUPPORT	17,448.19	43,452.20	261,584.00	16.61%
600 FTA SECTION 5305e	1,777.56	7,066.54	53,670.00	13.17%
Total 3000 DOT Highway Planning	94,293.55	221,519.36	1,002,698.00	22.09%
3500 FTA Section 5310	0.00	11,379.21	305,547.00	3.72%
Total State Contracts	94,293.55	232,898.57	1,308,245.00	17.8%
RESOURCES - Other	0.00	0.00	0.00	0.0%
Total RESOURCES	145,569.01	369,960.14	2,007,252.00	18.43%
Total Income	145,569.01	369,960.14	2,007,252.00	18.43%
Gross Profit	145,569.01	369,960.14	2,007,252.00	18.43%
Expense				
Annual Forum	1,500.00	1,500.00	11,100.00	13.51%
Audit	0.00	0.00	18,700.00	0.0%
Bank Service Charges	0.00	0.00	250.00	0.0%
Capital Expense	0.00	0.00	10,000.00	0.0%
Dues and Subscriptions	2,840.95	8,958.74	28,366.00	31.58%
Total Employee Benefits/Payroll Exp	18,564.80	55,414.82	264,344.00	20.96%
Equipment Maintenance	0.00	0.00	1,000.00	0.0%
GIS	0.00	3,580.00	24,450.00	14.64%
Insurance	0.00	3,206.16	18,548.00	17.29%
Internet Access & Telephone	1,173.20	3,564.75	14,280.00	24.96%
IT Services	2,227.80	6,983.31	28,398.00	24.59%
Janitorial	249.00	747.00	3,200.00	23.34%
Legal	0.00	112.75	500.00	22.55%
Legal Notices	376.75	753.50	500.00	150.7%
Marketing & Outreach	0.00	390.30	1,200.00	32.53%
Misc	0.00	23.04	3,000.00	0.77%
Office Expenses	957.88	4,861.94	20,713.00	23.47%
Postage	0.00	0.00	500.00	0.0%
Printing	383.42	1,216.26	4,800.00	25.34%
Professional Services	18,562.45	45,144.33	456,075.00	9.9%
Rent & CAM	9,043.33	27,129.99	109,234.00	24.84%
Reserve	0.00	0.00	-8,899.00	0.0%
Total Salaries	75,507.81	196,797.37	962,053.00	20.46%
Small Equipment	0.00	2,374.00	5,000.00	47.48%
Staff Development	729.35	1,229.35	5,000.00	24.59%
Total Travel Expense	964.54	1,654.65	13,250.00	12.49%
Utilities	974.00	2,922.00	11,688.00	25.0%
Total Expense	134,055.28	368,564.26	2,007,250.00	18.36%
	11,513.73	1,395.88		

Memo

To: Executive Committee
From: Nicole Kingsbury, Finance & HR Director
cc: Jay Minkarah
Date: 10/16/2026
Re: Millyard Bank CD Renewal

The CD with Millyard Bank is set to expire on 10/20/26. Upon review of current interest rates with various financial institutions, below is a summary of their offers:

Millyard Bank (renewal): 6 months at 3.8% APR
TD Bank: 6 months at 2.0% APR
Bar Harbor Bank: 6 months at 3.5% APR
NHPDIP: Current rate at 3.88% as of 10/16/26

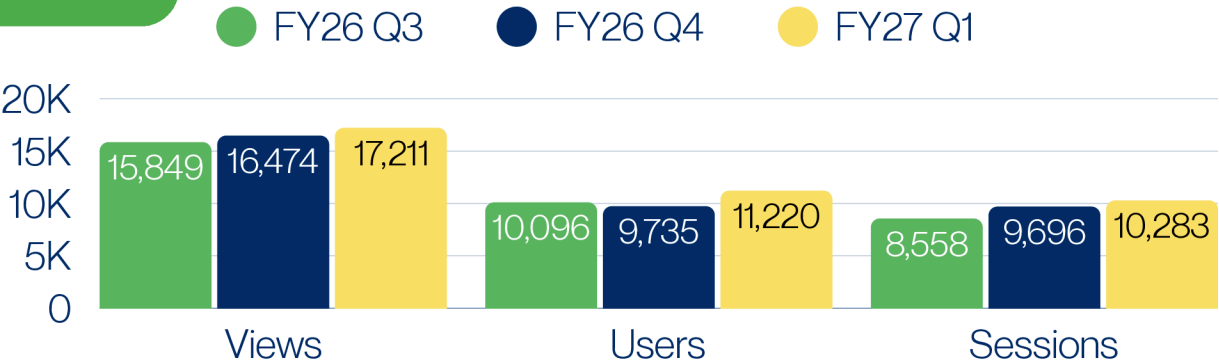
While the NHPDIP rate is currently the best offering, they have consistently trended downwards, up until September when there was a slight increase.

At this time, it is my recommendation to renew with Millyard for another 6 month term and monitor NHPDIP rates. Reassess renewal options in 6 months.

Quarterly Communications Report

July - September 2026

Website Stats

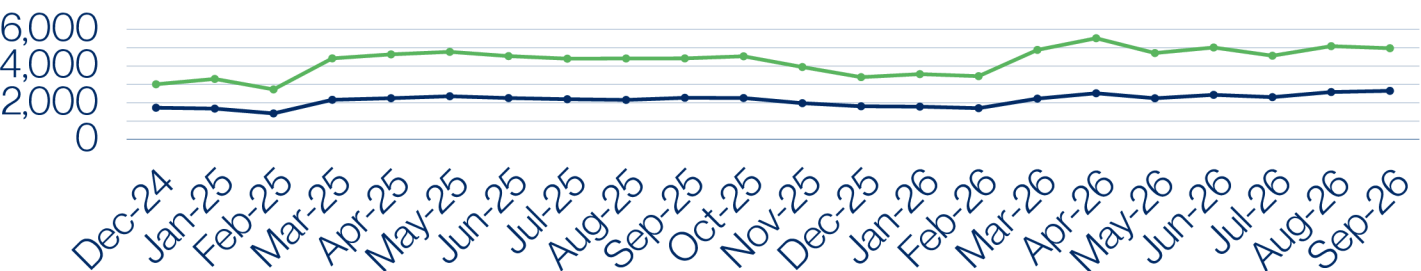


Top 10 Website Page Views

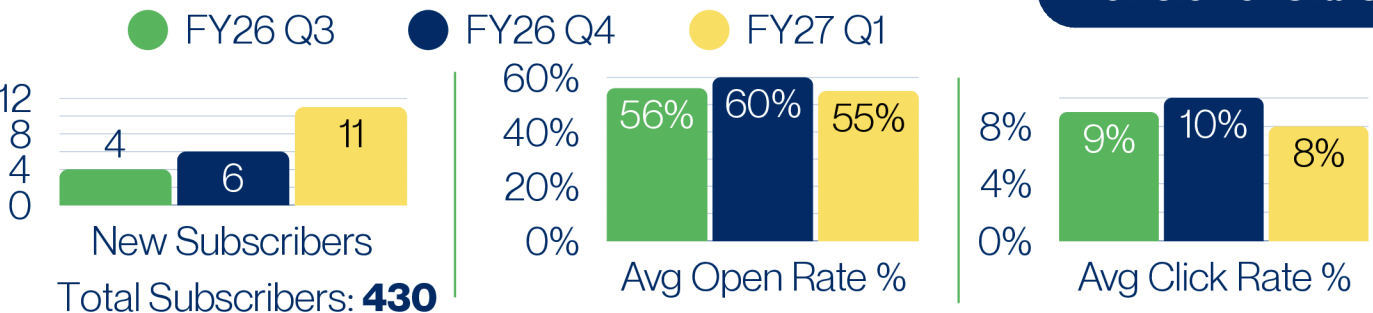
1. NRPC Homepage **(6,115 views)**
2. HHW **(1,690 views)**
3. Pelham Tax Maps **(709 views)**
4. GIS & Mapping **(536 views)**
5. Brookline Tax Maps **(331 views)**
6. Mont Vernon Tax Maps **(322 views)**
7. Job Openings **(211 views)**
8. HHW FAQs **(189 views)**
9. NRPC Staff **(150 views)**
10. Lyndeborough Tax Maps **(129 views)**

MapGeo Parcel Viewer (nrpcnh.mapgeo.io)

Most visits ever in April 2026: 5,517 ● Visits ● Visitors



Newsletter Stats



Top Newsletter Content

- July: **Grants & Funding Opportunities**
- August: **NRPC Website**
- September: **Able NH Lunch & Learn Series**

Quarterly Communications Report

July - September 2026

Facebook

+34

New Followers

Total Followers

1,216

X

-3

New Followers

Total Followers

608

Instagram

+202

New Followers

Total Followers

1,076

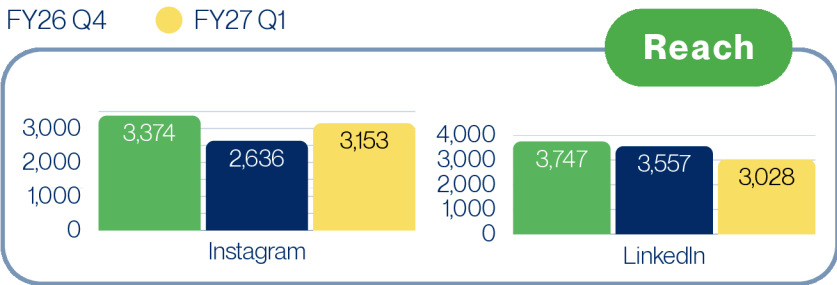
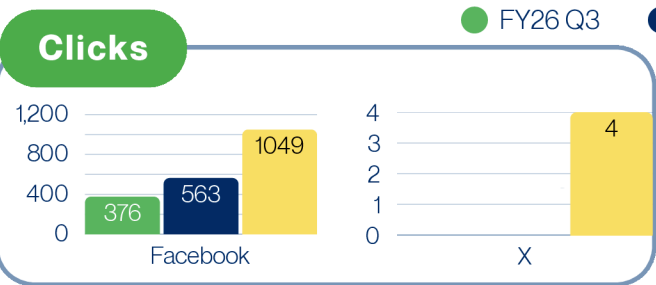
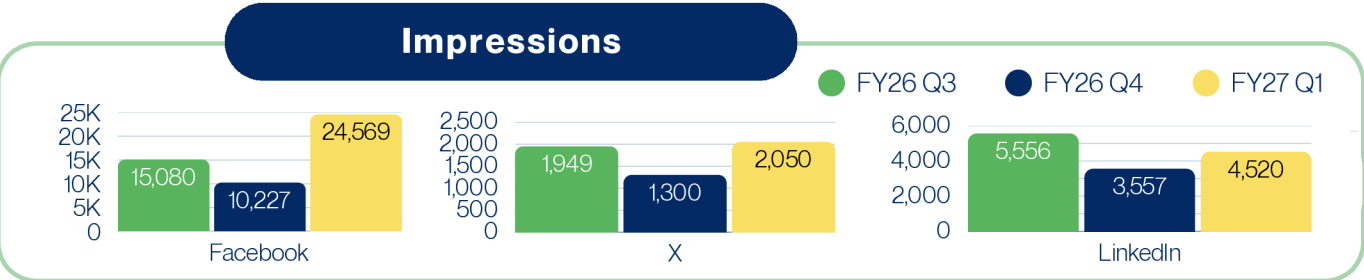
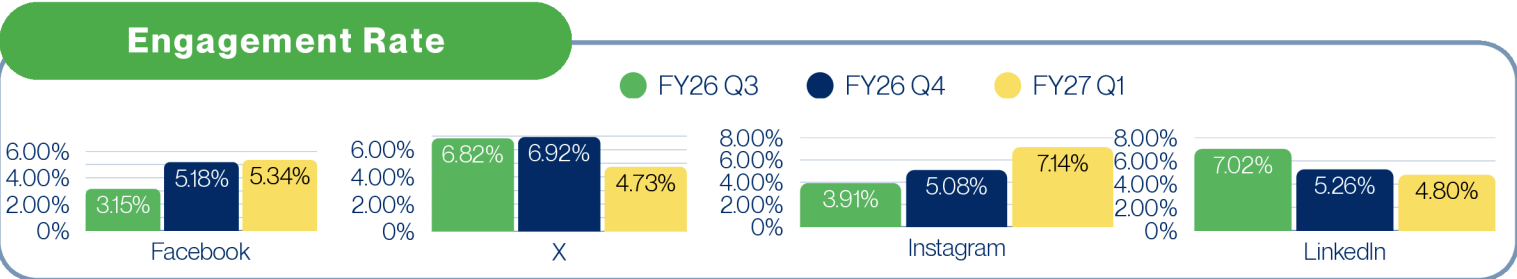
LinkedIn

+151

New Followers

Total Followers

959



Linktree Lifetime Totals

1,100

Views

194

Clicks

17.7%

Click Rate

Top Post for each Platform

Facebook

X

Instagram

LinkedIn