
Approved Minutes

Executive Committee

February 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 Tim Berry Janet Langdell, Treasurer Camille Correa @ 6:15 p.m. Kermit Williams John Yule		Karin Elmer Jerry Roche	Jay Minkarah, Executive Director Kate Lafond, Assistant Director	Michael Campo, Plodzik & Sanderson, P.A.

1. Call to Order

Queenan called the meeting to order at 6:08 p.m.

2. Business

a. FY25 Audit

Michael Campo was delayed. The committee agreed to move to the next agenda item and address the audit when Campo was present.

b. Minutes: January 21, 2026

- Correct the spelling of “Langdell” on page 2, section d.

Yule moved to accept the minutes of the January 21, 2026 meeting as amended; Williams seconded the motion. A roll call vote was taken, the motion passed 6-0-0.

c. Jan-Feb Dashboard

Minkarah presented the dashboard reviewing the bank account, Accounts Payable, and Accounts Receivable balances. Minkarah indicated that the Finance & Benefits Administrator has not yet needed to transfer funds from NHPDP; however, due to delayed payments from NHDOT, it may be necessary.

Minkarah reviewed staff activities, professional development, and pending grant applications, including:

**NRPC Executive Committee Minutes
February 18, 2026**

- Staff met with the Federal Highway Administration (FHWA) regarding the Congestion Management Plan (CMP), which is a required document that NRPC is comprehensively updating.
- The February Planners Roundtable was poorly attended. NRPC will reconsider the frequency of these events.
- Salem Quinn attended Social Pinpoint training. Social Pinpoint is the platform NRPC is utilizing for online outreach & engagement.
- Minkarah attended a webinar on how to submit applications for Congressionally Directed Spending (CDS) funds, and at the request of the City of Nashua, NRPC is submitting two applications for CDS through Senator Shaheen & Congresswoman Goodlander. One for the Mohawk Tannery Site Remediation & Redevelopment and the Beard Street Housing Project.
- NRPC previously submitted a letter of intent to apply for 604b funds for the Robinson Pond Watershed Management Plan and has been invited by NHDES to submit a full application.
- NRPC is also applying for a BUILD grant through USDOT to conduct targeted corridor studies on the region's highest priority High Injury Network corridors that were identified in the Safe Streets for All (SS4A) Safety Action Plan that was adopted in 2025.
- NRPC is applying for AARP Community Challenge Microgrants to conduct a select number of walk audits within ½ mile radius of identified senior housing locations in the region. If awarded, NRPC would like to continue to apply for funding and leverage Complete Streets funding to implement an ongoing program to systematically evaluate pedestrian and bicycle conditions across the region.
- NRPC is also applying for an AARP Community Challenge Demonstration Grant to launch a Housing Design Competition.

At this time, Campo was present and presented the FY25 Audit report to the committee. Campo directed the committee to pages 1-3, which is where the auditors give an independent assessment of the organization's financial statements and affirm that the financials can be relied upon.

Campo described the audit process at a high level and went on to page 10, which describes how the organization's financial operations performed against the budget. Campo indicated that salaries overperformed and Miscellaneous underperformed, contributing to a year end deficit.

Campo referenced page 29, the single audit of the organization's federal funds; no issues were found with the use of federal funds.

Campo continued that the Governance Letter would describe any material weakness, of which there were none, and other recommendations. The recommendations related to the treasurer reviewing reconciliation and cybersecurity considerations are not a result of NRPC operations but are in the letter to illuminate potential areas of risk that the commission should be aware of if they are not already. Campo pointed out the

suspension and debarment recommendation, and Lafond described how operationally NRPC is going to implement vendor checks through SAM.gov.

Langdell asked if the additional reporting described on page 4 will require additional staff/time. At this point, Lafond did not anticipate so.

Hennessey moved to accept and file the FY2025 Audit; Williams seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

Lafond reviewed the January financial statements with the committee, noting year-to-date net income and revenue/expense % of budget progress compared to % through the fiscal year. Lafond summarized that through January, both revenue & expenses are lagging, with expenses higher than revenues.

Hennessey moved to accept and file the Jan-Feb dashboard; Berry seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

d. Removal of WILTON-MILFORD-AMHERST-BEDFORD (13692E) NH101 safety improvements in Amherst from TYP

The committee discussed the construction phase of project 13692E being moved from 2026 to 2034. Hennessey noted that this is one of the more dangerous corridors and would like the committee to take a position and send a letter. Langdell noted that the commission has taken positions and sent letters in the past. Discussion ensued regarding letter content and recipients.

Hennessey moved via letter to the state request that the construction phase of the safety improvements for Project # 13692E be restored to the draft 2027-2036 TYP as scheduled in the 2025-2024 plan; Berry seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

e. Executive Director Evaluation & Goals

Queenan reviewed the current process and a proposed process for the evaluation & goal setting. The committee discussed the process, as well as the possibility of changing the forms and having a separate evaluation committee. The committee agreed to move forward with the new process that Queenan proposed.

f. NRPC Annual Forum Program

Minkarah informed the committee that based on the feedback received from the commission and further consideration the topic for the 2026 Annual Forum is the Intersection of Economic Development & Outdoor recreation. Tentative speakers so far include Janel Lawton, Director of Outdoor Recreation Industry Development at NH BEA and Michael Ferguson, Associate Professor Recreation Management & Policy at UNH. Queenan indicated that that NRPC Foundation has asked for a few minutes for the President to speak and to have a slide in the slide deck.

3. Transportation Updates

a. UPWP

None

b. Other

None

4. Other Business

a. Project Updates

None

5. Adjourn

The meeting adjourned at 8:30 p.m. with a motion by Williams, seconded by Berry

The next Executive Committee meeting is scheduled for March 18, 2026.

Respectfully submitted by Kate Lafond, Assistant Director.