
Approved 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

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- 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

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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.