NRPC

Approved Minutes

Executive Committee

April 15, 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 Janet Langdell, Treasurer Tim Berry Camille Correa Jerry Roche John Yule Kermit Williams (arrived at 5:39pm)	Jason Hennessey, Vice Chair	Karin Elmer		

1. **Call to Order**

   Queenan called the meeting to order at 5:13 p.m.

2. **Business**

   a. **Minutes: March 18, 2026**

   Donations in the amount of $20,000 noted in the minutes were discussed. The donations were clarified as follows: a $5,000 check went to NRPC directly, while a $15,000 check intended for NRPC was instead made out to the Foundation, which later agreed to transfer those funds to NRPC.

   Berry moved to accept the minutes of the March 18, 2026 meeting as presented; Correa seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

   b. **March-April Dashboard**

   Minkarah reviewed the Dashboard. He noted an approximately $25,000 decrease in the TD account balance and increased accounts payable and receivables. Key activities discussed included a NHHFA public hearing held at NRPC, progress on the congestion management plan, and updates on the Circumferential Highway project in Hudson and Litchfield. The group also discussed plans for extending commuter rail, with a focus on the Nashua Initial Operating Segment, which would end in Nashua. Congressionally directed funding was mentioned as covering the cost of the next phase of the feasibility study for this project. It was noted that the Nashua Initial Operating segment would be much less expensive than what was previously proposed since an extension from

Gallagher Terminal in Lowell to Nashua avoids expensive bridge improvements and at-grade crossings required for the full route to Manchester. He also mentioned a recent presentation to the statewide association of appraisers and assessors, noting that they had limited prior knowledge of regional planning.

Minkarah reported on professional development activities, including a Safe Streets for All webinar and Emma's LPA certification and provided financial updates indicating a positive bottom line for March.

Hennessy moved to accept and file the March-April Dashboard; Berry seconded the motion. A roll call vote was taken, the motion passed 7-0-0.

c. Web/Social Media Statistics

Minkarah reviewed social media stats for the third quarter. He noted strong growth across platforms, particularly on Instagram, with record MapGeo visits and generally positive audience engagement focused on community-specific content.

Social media engagement was discussed. Minkarah explained that while NRPC's Facebook page has over 1,100 followers, content is not automatically shared to town groups unless it's targeted for specific outreach efforts.

Questions related to accessibility requirements for municipal websites were raised. Minkarah detailed ongoing work to ensure website compliance with new accessibility requirements, which must be met by April 2027, noting that Salem has been leading efforts to educate staff and update templates to meet these standards. The discussion highlighted challenges around mapping and document accessibility, with Salem now reviewing all documents for compliance before posting.

d. Millyard Bank CD

Minkarah reported that the term for the Millyard Bank CD is up this month. Staff reviewed interest rates for other options as follows:

Millyard: 3.87% for 6 months
Bar Harbor: 3.5% for 6 months
TD Bank: 2% for 3 months
NHPDIP: current rate is 3.87%

Langdell moved to roll over the Millyard Bank CD for another six months; Berry seconded the motion. A roll call vote was taken, the motion passed 8-0-0.

e. Executive Director Goals

A lengthy discussion of goals for the Executive Director ensured with a focus on financial goals and cost coverage based initially in response to Minkarah' s suggested goal of achieving a positive net income for FY27. The Executive Committee discussed contract rates with member towns and potential fee schedules that clearly outline what services are included in member dues. A key discussion point centered around trying to ensure that both direct and indirect costs are properly covered together with associated challenges if fees become too high. The development of a grant assistance program for communities was also discussed along with the limitations faced in meeting goals in the Statement of Strategy due to insufficient funding.

Minkarah explained that the organization's deficits are primarily due to unbillable staff hours rather than circuit rider contract issues. He identified that positions including the Finance Administrator, Assistant Director, and administrative staff have significant unbillable time, with some being up to 90% non-billable. Jay emphasized the need to either make these staff members more billable or find ways to cover their costs through other means. The discussion concluded with a consensus that analyzing billable hours by position and exploring opportunities for staff to perform more billable work, particularly related to DOT contracts, should be priorities for addressing the financial situation.

Discussion on financial planning continued. Developing a 3-year budget estimate for NRPC, including projections for staffing, grants, and match funding was suggested. There was a consensus that nonbillable hours should be included as a data point in the dashboard for tracking. Revenue opportunities were also discussed including potentially charging for workshops and the need to better manage project time allocation among staff. The conversation briefly touched on the high cost of their current building lease and other potential cost-saving measures.

Discussed related to financial sustainability and budget planning continued. Ways to better utilize available funds for grant matching were discussed, including potentially reorganizing how different funds are tracked in the accounting system. The NRPC Foundation's role was discussed including upcoming events like New Hampshire Gives in June and the planned dates at the Nash in September/October. The consensus was to focus on financial sustainability with a goal of realizing positive net income for FY27, which would involve creating multi-year budget forecasts, reviewing contract rates, and identifying opportunities for matching funds.

3. Adjourn

The meeting adjourned at 6:54 p.m. with a motion by Hennessey, seconded by Yule.

The next Executive Committee meeting is scheduled for May 20, 2026.

Respectfully submitted by Jay Minkarah, Executive Director.