NRPC

Approved Minutes

Executive Committee

June 17, 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 (6:15 p.m.) Janet Langdell, Treasurer Tim Berry Camille Correa (6:08 p.m.) Karin Elmer Jerry Roche Kermit Williams John Yule			Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. **Call to Order**

   Queenan called the meeting to order at 6:02 p.m.

2. **Business**

   a. **Minutes: May 20, 2026**

   Langdell moved to accept the minutes of the May 20, 2026, meeting as presented; Berry seconded the motion. A roll call vote was taken; the motion passed 6-0-1 with Roche abstaining.

   b. **May-June Dashboard**

   Minkarah presented the dashboard, reviewing the bank accounts, Accounts Payable, and Accounts Receivable balances. Billable vs non-billable hours is a new addition to the dashboard at the committee's request. Minkarah discussed how these percentages include holiday, sick, and vacation time, which can cause fluctuations month to month. Moving forward, presenting the unbillable indirect hours may be a better metric. The committee agreed.

   Minkarah went on to review staff activities, professional development, and pending grant applications.

Lafond presented the May financial statements, noting that the brownfields projects were not billed as of the date the reports were printed but have been billed as of today, increasing the month-end revenue.

Langdell noted that there are two BUILD grants listed on the dashboard. Minkarah clarified that one is a Safe Streets for All (SS4A) grant; he will correct the dashboard.

Langdell added that the RCC was made aware of a grant application submitted to NH Charitable Foundation, but she does not see it on this list. Minkarah noted that this was an oversight and provided high-level information about the grant application.

Elmer moved to accept and file the May-June Dashboard; Berry seconded the motion. A roll call vote was taken; the motion passed 9-0-0.

c. FY27 Budget

Minkarah presented the draft budget, explaining that the revenue side has changed slightly from the previous presentation, the revenue projections for projects that carry over into the new year have been refined, and the expense side of the budget has changed as a result of some changes in staffing. Minkarah explained that the Finance & Benefits Administrator has resigned, and the intent is to hire a part-time bookkeeper; Lafond would continue to perform the high-level finance tasks. Minkarah continued that another change is bringing traffic modeling back in-house. Discussion ensued regarding the future potential of sharing a modeler with other RPC's and/or integration of a regional model.

Berry moved to recommend the FY27 budget for adoption by the Commission as presented; Kermit seconded the motion. A roll call vote was taken; the motion passed 9-0-0.

d. FY28 Dues

The committee reviewed FY28 dues with options to level fund, increase by 3%, increase by 5%. Discussion about financial challenges ensued.

Berry moved to recommend the FY28 dues for adoption by the Commission with a 5% increase; Yule seconded the motion. A roll call vote was taken; the motion passed 8-1-0.

e. Nomination of Slate of Officers and Executive Committee Members

The term expirations for the committee members were questioned. Minkarah indicated that the records would be reviewed to verify term expiration dates. The nomination of Executive Committee members will be revisited at the September meeting. The current officers agreed to continue in their respective positions.

Elmer moved to nominate Kim Queenan as Chair, Jason Hennessey as Vice Chair, and Janet Langdell as Treasurer for another year; Berry seconded the motion. A roll call vote was taken; the motion passed 9-0-0.

f. Executive Director Goals

The committee reviewed the final draft of the goals. Hennessey suggested that goal 6 move to the top as goal 1.

Hennessey moved to approve the Executive Director's goals as amended; Berry seconded the motion. A roll call vote was taken; the motion passed 9-0-0.

3. Transportation Update

None

4. Other Business

None

5. Adjourn

The meeting adjourned at 6:57 p.m. with a motion by Queenan, seconded by Hennessey.

The next Executive Committee meeting is scheduled for August 19, 2026.

Respectfully submitted by Kate Lafond, Assistant Director.