



Notice of Meeting

Who: Nashua Regional Planning Commission/Metropolitan Planning Organization (Full Commission/MPO)
When: **Wednesday, June 17, 2026, at 7 pm**
Where: NRPC Conference Room, 30 Temple Street, Suite 310, Nashua, NH, 03060. If you are unable to attend inperson, you may participate remotely through [Zoom](#):
Meeting ID: 832 4967 7659
Passcode: NashuaRPC

Agenda

1. Call to Order and Introductions (7:00).
2. Privilege of the Floor.
3. Approval of Minutes: April 15, 2026 **(action item)**
4. MPO Policy Committee (7:10)
 - a. **Public Hearing:** NRPC FY2025-2028 Transportation Improvement Program (TIP) and FFY2023-2050 Metropolitan Transportation Plan (MTP) Amendment #5 **(action item)**.
 - b. FY2025-2028 TIP May & June Minor Revisions.
 - c. 2027-2036 Ten-Year Plan update.
5. Annual Business Meeting: (7:30).
 - a. FY 2027 Budget and Work Program **(action item)**.
 - b. Annual Grant and Contract Authorization **(action item)**.
 - c. Setting of FY 2028 Dues **(action item)**.
 - d. Election of members to the Executive Committee **(action item)**.
 - e. Election of FY 2025 Executive Committee Officers **(action item)**.
 - f. NRPC Bylaws – potential amendments
6. Other Business: (8:15)
 - a. NRPC Regional Plan.
 - b. Other Updates.
7. Commissioner Roundtable (8:30).
8. Adjourn.

Next Nashua Regional Planning Commission/Metropolitan Planning Organization (Full Commission/MPO) Meeting: **Wednesday, September 16, 2026**. Refreshments will be provided.



Draft Minutes Nashua Regional Planning Commission/Metropolitan Planning Organization (Full Commission/MPO) Wednesday, April 15, 2026, 7 pm, Public Meeting with Zoom Option

Attendees:

Jason Hennessey, Amherst
Will Ludt, Amherst
Danielle Pray, Amherst
Jerry Roche, Brookline
Alan Rosenberg (ALT), Brookline
Ed Van der Veen, Hudson
Ralph Boehm, Litchfield
Kim Queenan, Litchfield
Charlie Post, Lyndeborough
Larry Larouche, Lyndeborough
Peter Albert, Merrimack
Timothy Tenhave, Merrimack
Chris Costantino, Milford (Zoom)
Janet Langdell, Milford
John Yule, Milford
Tim Berry, Mont Vernon
Michelle Cooke, Pelham
Heather Corbett, Pelham
Kermit Williams, Wilton
William Rose, NHDOT (Zoom)
Jack Wade, NHDES, (Zoom)

NRPC Staff:

Jay Minkarah, Executive Director
Matt Waitkins, MPO Coordinator
Emma Rearick, Transportation Planner
Salem Quinn, Admin./Comms. Coordinator

1. **Call to order:** Queenan called the meeting to order at 7:05 pm.
2. **Privilege of the floor:** nothing brought forward.
3. **Approval of minutes: January 21, 2026 (Action Item)**

Three edits to minutes brought forward by Langdell, Boehm, and Tenhave.

- **Motion by Hennessey: To approve January 21, 2026, Nashua Regional Planning Commission/Metropolitan Planning Organization (Full Commission/MPO) meeting minutes, with edits.** Second by Yule. A rollcall vote was conducted. **Motion adopted** with Ludt, Rosenberg, Post, Larouche, and Van der Veen abstaining.

4. **MPO Policy Committee**

- a. **The Public Hearing opened at 7:10 pm:** NRPC FY2025-2028 Transportation Improvement Program (TIP) and FFY2023-2050 Metropolitan Transportation Plan (MTP) Amendment #4 (**Action Item**). Waitkins presented on the TIP process, the

timeline for the current proposed amendment, and that TTAC recommends adopting the TIP as discussed at their April meeting. Waitkins reviewed regional projects in this Amendment, as listed in the packet posted on the NRPC site. Questions about any projects were answered by Waitkins and/or Rose. Public comment from Garruba was reviewed as well. **The Public Hearing closed at 7:30 pm.**

- **Motion by Hennessey: THAT the Nashua Metropolitan Planning Organization adopt Amendment 4 to the FY 2025-2028 NRPC Transportation Improvement Program (TIP) as discussed.** Second by Roche. Amendment to the motion by Langdell to change Nashua to NRPC. Amendment accepted. **Motion by Hennessey: THAT the NRPC Metropolitan Planning Organization adopt Amendment 4 to the FY 2025-2028 NRPC Transportation Improvement Program (TIP) as discussed.** Second by Roche. A rollcall vote was conducted. **Motion adopted** with Ludt objecting.
- b. **FFY2025-2028 TIP February, March & April Minor Revisions.** Waitkins presented the minor revisions. Projects listed in meeting packet. Information only.
- c. **Demonstration of NRPC Project Tracker & TIP Management Software.** Rearick gave a demonstration of the new Project Tracker. Waitkins gave some background information on how this software came to be. Questions were answered. Ludt wants to utilize this during future presentations by Waitkins on Minors and Amendments. Public and private sites were shown. Langdell wants this type of information for all RPCs, not just MPOs.
- d. **NH 101 Safety Improvements Position Statement.** Information only, statement included in packet. After January MPO meeting, it was discussed in EC to write this statement. Statement was distributed. Boehm gave update on the Ten-Year Plan passing the house with minor changes. Hoping for toll increase to pass so that there's money. Senate now has the Ten-Year Plan.
- e. **Other Transportation updates:** Minkarah discussed the meeting in Hudson last month to kick off the formal process to decommission to circumferential highway. And selling off the surplus ROW. Affects different towns/cities.

5. Other Business:

- a. **NRPC Regional Plan:** Minkarah presented on Regional Plan Chapters for review, and we're looking for MPO feedback. Information will be sent out to MPO.
- b. **NRPC Foundation:** Langdell shared a few points:
 - i. Corbett will present at the Annual Forum regarding Universal Design.
 - ii. NRPC Foundation is participating in NH Gives on June 9-10th, 2026.
 - iii. The Foundation also has dates at the Nash Casino: September 30th-October 4th, 2026.

c. **NRPC Annual Forum:** Everyone should have received an invitation via email and/or postcard. A postcard was passed around the room. Quinn reminded Commissioners about the official NRPC nametags.

d. **Other Updates:** none were brought forth.

6. Commissioner Roundtable:

- a. **Pray (Amherst)** \$10 million bond on ballot in March for land acquisition from the conservation commission, which was voted down. There was a recent Planning Board approval for a 32 or 33 housing unit development that hasn't been appealed yet. Also, a new application for 52 housing units for 55 and up. Recently, NHDOT came to the Selectman meeting. They presented examples for All Way Stops. Amherst has approved an all-way stop going in this summer. Hopefully will help. New website to come. The rail trail has a lot of concerns from abutters. They will decide on how to move forward soon.
- b. **Corbett (Pelham)** Both budgets passed. Corbett didn't re-run. Pop up pond conference. School board butting heads with the budget committee.
- c. **Cooke (Pelham)** There was a citizen petition at the last election to get rid of the WCA, but it was voted down, so they still have conservation district.
- d. **Albert (Merrimack)** Merrimack had their general elections last night. Got through the Master Plan, current plan is 13 years old. Hoping for a new plan in the next 1-2 years. Approved the purchase of 60 acres of land behind commons plaza for proposed public safety building. And DOT has been great regarding recent bridge projects. Conservation Commission is interested in purchasing parcels of the Circumferential Highway.
- e. **Rosenberg (Brookline)** approved the creation of the downtown village district: mixed use, residential and light commercial. Town of Mason in February received an application for excavation that is just over the border from Brookline. The proposal was for up to 50 truck round trips per day, 6 days a week, sometimes Sundays, for 8-15 years. The Mason Planning Board determined that it was a developmental regional impact. Applicants were going to scale back their plan to 5 days a week, fewer phases for 3-6 years. Brookline, with abutter status, provided feedback on issues to be aware of. Next meeting is 1 week from tonight.
- f. **Post (Lyndeborough)** Three petition articles passed. First is allowing two detached ADUs. Second is a Planning Board article that set 2-acre zoning with soil survey required. The third article sets 5-acre zoning with no requirements. Planning Board will sort it out at the next meeting. 2,000 sq ft. two bedrooms is the ADU size. Master Plan is 25 years old. Introduced Larouche.
- g. **Boehm (Litchfield)** Already gave update about the Ten-Year Plan.

- h. **Queenan (Litchfield)** Also didn't run for BOS, will stay on MPO committee. School budget: all items passed. Town budget passed except for three items, including road maintenance.
- i. **Tenhave (Merrimack)** School budget didn't pass, letting go of 20 staff members.
- j. **Langdell (Milford)** CTE vote failed by 27 votes to match state funding. Zoning ordinances, 3 out of 4 failed. Just approved Master Plan after 2 years of work.
- k. **Yule (Milford)** Petition warrant article to change to an elected Conservation Commission failed. Also didn't get any funding for the Conservation Commission. So, they are working on a warrant article to take all land exchange tax proceeds for the Conservation Commission.
- l. **Williams (Wilton)** Town meeting had a lot of push back and concerns about property taxes. Because of that Wilton will have a special town meeting and will be limited to discussing and implementing RSA 7281, which allows the selectboard to create a temporary tax exemption for a portion of the investment for additional commercial or industrial developments for a few years.
- m. **Berry (Mont Vernon)** Traditional town meeting from 10 am – 6 pm. Petition warrant article to go to SB2 didn't get 60%. Next year will probably be the last traditional town meeting. 8 petition warrant articles, 6 of which had to be voted on.
- n. **Roche (Brookline)** Town hall is not safe, and all employees had to be relocated. Roof will drop in. Trying to figure out if they can save the building. Bathroom in the lobby is the only safe spot. Employees scattered around town. Trying to get them all in one place. Need a library, a town hall, and probably something else. If the building is not used as town hall, it will be reverted to the original owners. Rosenberg added that they now need to have a special town meeting to fix the warrant article for removing dam since article was deemed non-valid for not including the 5-year tax impact.
- o. **Pray (Amherst)** Added that they had a petition warrant article Homeowners Association on Baboosic Lake for the town to contribute \$100,000 towards \$400,000 to take care of cyanobacteria. Need a permit from DES. Expecting application to be done soon.

7. Meeting adjourned at 9:10 pm.

The next meeting is Wednesday, June 17, 2026.

Respectfully submitted by Salem Quinn, Administrative/Communications Coordinator NRPC

MEMORANDUM

TO: Nashua MPO Policy Committee

FROM: Matt Waitkins, MPO Coordinator

SUBJECT: FY2025 – 2028 NRPC TIP Amendment 5 – Analysis

DATE: June 11th

The Nashua Regional Planning Commission (NRPC) has received proposed Amendment 5 to the adopted Nashua Metropolitan Area FY2025–2028 Transportation Improvement Program (TIP) from the New Hampshire Department of Transportation (NHDOT). The NRPC is expected to amend the TIP with corresponding updates to the FY2023-2050 Metropolitan Transportation Plan (MTP).

The TIP is a prioritized list of federal and state funded regional transportation projects planned for the next 4 years. NRPC is amending the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). This process is being conducted in accordance with the Nashua MPO Public Participation Plan, and Federal and State Regulations. Amendment 5 impacts projects listed in the FY2025-2028 TIP which is part of the 2023-2050 Metropolitan Transportation Plan (MTP) for the region.

A ten-day (10) day public comment period for Amendment 5 begins on Friday June 5th, 2026, and ends on Monday, June 15th, 2026. During this period, Amendment 5 to the TIP will be available for public review on the NRPC website at the [NRPC Transportation Improvement Program \(TIP\)](#) page, and physical copies can be provided upon request to Matt Waitkins, MPO Coordinator at mattw@nashuarpc.org.

Written comments may be submitted through Monday, June 15th, 2026, via email to mattw@nashuarpc.org or via US mail to: Matt Waitkins, NRPC, 30 Temple Street, Suite 301, Nashua, NH 03060.

Following the public comment period, and pursuant to the NRPC Public Participation Plan, the NRPC MPO Policy Committee will hold a public hearing to review comments, solicit final public feedback, and consider adoption of Amendment 5. The public hearing has been scheduled for Wednesday, June 17th, 2026, at 7:00 PM at the Nashua Regional Planning Commission, located at 30 Temple Street, Suite 310, Nashua. The public hearing also can be attended via Zoom at the following link:

<https://nashuarpc.zoom.us/j/88284199663?pwd=cGZKaE5PZEpYRXdROU5UTzhRYnU3dz09>

Meeting ID: 882 8419 9663

Passcode: 875446

TIP AMENDMENT THRESHOLDS - ([Link to NHDOT STIP Amendment Procedures](#))

- Any change to a project that triggers an Air Quality Conformity Determination.
- Adding or removing a project or phase of a project.

- Making a substantive change in the design concept or scope of a project that uses state or federal funds or any regionally significant projects regardless of the funding source.
- A significant change (>25%) in the total cost of a project within STIP years.
- Officially adding a project that had been previously included for illustrative purposes.

ANALYSIS OF THE PROPOSED CHANGES TO PROJECTS

Projects Being Amended in the NRPC Region:

HUDSON (44228) – NH102 - Construction of pedestrian improvements including 7,455 LF of sidewalk to eliminate gaps, including Rectangular Rapid Flashing beacons, & drainage improvements between Ledge & Alvirne Roads.

Proposed changes:

- This project is being added to the TIP.

Reason for change:

- Preliminary engineering (design) has advanced at the request of the Town of Hudson from year 2032 in the 2027-2036 Ten Year Plan, to year 2027 of the 2025-2028 TIP.

Analysis:

- Adding a project to the TIP requires and Amendment.

NASHUA (10136A) – NH101A - Capacity, pedestrian, bike, and transit improvements to NH 101A from Celina Ave to Somerset Parkway.

Proposed changes:

- The project is being removed from the TIP.

Reason for the change:

- Adjusting the project schedule to reflect the draft 2027-2036 Ten Year Plan.
- Right of Way does not show until 2030, which is beyond the final year of the 2025-2028 TIP.
- The project is therefore being removed from the TIP but is still included in the ten Year Plan.

Analysis:

- Removing a project from the TIP requires and Amendment.

NASHUA (44354) – NH101A, NH111, NH111A, NH130 - Traffic signal phasing & timing, replace underground traffic detection loops to reduce congestion.

Proposed changes:

- Remove the Right of Way phase from the TIP.
- Moving Preliminary Engineering to FY2027.
- Decrease funding estimate within the TIP years from \$262,195 to \$175,000 (decrease by 33%)

Reason for change:

- This is a Municipally Managed project.
- Project funding has been shifted to reflect the project schedule and the City's priorities.

Analysis:

- Removing a project phase requires and Amendment, and,
- A change from the amount approved in the most current TIP of greater than 25% requires an Amendment.

Statewide/Programmatic Projects that are being amended:

None

STAFF RECOMMENDATION

The proposed changes made by Amendment 5 to the NRPC TIP and MTP update meet all applicable air quality conformity requirements under the conformity rule. Hudson Project #44228 (non-motorized project) and Nashua Project #443554 (congestion management project) are exempt projects, meaning they are not subject to air quality conformity. Nashua Project #10136A is also exempt from air quality conformity because the Preliminary Engineering phase of any project is exempt.

The NRPC TTAC reviewed the amendment at the June 10th meeting and there were no objections to approval by the NRPC MPO Policy Committee. NRPC staff has reviewed this amendment in consultation with the NHDOT, NHDES, US EPA, FHWA, FTA and representatives of the NH MPOs, and recommend approving the amendment changes.

Note: Nashua Transit System, which is the FTA Section 5307(c) applicant, has consulted with the MPO and concurs that the public involvement process adopted by the MPO for the development of the TIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision for public notice and the time established for public review and comment.



MEMORANDUM

TO: Nashua MPO Policy Committee

FROM: Matt Waitkins, MPO Coordinator

SUBJECT: Minor Revisions FY2025 – 2028 NRPC TIP May 2026 – Information Only

DATE: May 15th, 2026

The Nashua Regional Planning Commission (NRPC) has received proposed **May Minor Revisions** to the adopted Nashua Metropolitan Area FY2025 – 2028 Transportation Improvement Program (TIP) from the New Hampshire Department of Transportation (NHDOT). The NRPC is expected to revise the TIP with corresponding updates to the FY2023-2050 Metropolitan Transportation Plan (MTP).

Minor revisions are administrative in nature and require no action by the NRPC TTAC or by the MPO Policy Committee.

TIP MINOR REVISIONS THRESHOLDS - ([Link to NHDOT STIP Amendment Procedures](#))

- Minor changes in the total cost of a project (up to 25%).
- Changes to the cost of transit agency projects to reflect annual FTA allocations.
- Minor changes to the scope of work or description of a project that do not affect regional emissions analysis or otherwise trigger a conformity determination.
- Combining or separating two or more projects that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds.
- Combining or separating phases within a project that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds.
- Identifying a specific project that was part of a programmatic project and adjusting the programmatic project accordingly, so long as the total cost changed is within the Minor Revision thresholds.
- Changes to the funding category(s) identified in an approved STIP for a project that are within the Minor Revision thresholds.
- A change in the fiscal year of any phase or portion of a phase of a project in areas where expedited project selection procedures have been adopted, provided they are advanced or delayed within the STIP years and do not affect the financial constraint of the STIP or trigger a Conformity Determination.
- Expedited procedures are currently in effect for the entire State of NH.

NRPC projects that are being revised:

- **Nashua (41586) – Walnut/Chestnut/Central St's** – Safety, capacity, & multimodal access improvements to Walnut St Oval intersection.

Proposed change:

- Preliminary Engineering Phase - Increase FFY 2026 funding estimate. Total overall project cost estimate increase from \$4,895,000 to \$5,031,128 (+2.8%)
- Preliminary Engineering Phase – change funding source to STBG-state flexible (from STBG- areas over 200K).

Reason for the change:

- NHDOT sometimes modifies the source of project funding to maintain financial constraint, ensuring projects align with available revenue, shifting schedules, and changing cost estimates.
- The total project funding estimate is being adjusted to reflect an updated project schedule.

Statewide & Programmatic Projects

- None that directly impacts the NRPC region.



MEMORANDUM

TO: Nashua MPO Policy Committee

FROM: Matt Waitkins, MPO Coordinator

SUBJECT: Minor Revisions FY2025 – 2028 NRPC TIP JUNE 2026 – Information Only

DATE: June 11th, 2026

The Nashua Regional Planning Commission (NRPC) has received proposed ***jUNE Minor Revisions*** to the adopted Nashua Metropolitan Area FY2025 – 2028 Transportation Improvement Program (TIP) from the New Hampshire Department of Transportation (NHDOT). The NRPC is expected to revise the TIP with corresponding updates to the FY2023-2050 Metropolitan Transportation Plan (MTP).

Minor revisions are administrative in nature and require no action by the NRPC TTAC or by the MPO Policy Committee.

TIP MINOR REVISIONS THRESHOLDS - ([Link to NHDOT STIP Amendment Procedures](#))

- Minor changes in the total cost of a project (up to 25%).
- Changes to the cost of transit agency projects to reflect annual FTA allocations.
- Minor changes to the scope of work or description of a project that do not affect regional emissions analysis or otherwise trigger a conformity determination.
- Combining or separating two or more projects that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds.
- Combining or separating phases within a project that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds.
- Identifying a specific project that was part of a programmatic project and adjusting the programmatic project accordingly, so long as the total cost changed is within the Minor Revision thresholds.
- Changes to the funding category(s) identified in an approved STIP for a project that are within the Minor Revision thresholds.
- A change in the fiscal year of any phase or portion of a phase of a project in areas where expedited project selection procedures have been adopted, provided they are advanced or delayed within the STIP years and do not affect the financial constraint of the STIP or trigger a Conformity Determination.
- Expedited procedures are currently in effect for the entire State of NH.

NRPC projects that are being revised:

- **BROOKLINE (40662)** Intersection improvements at NH13 & Old Milford Road – improvements may include a southbound left turn lane from NH13 onto Old Milford Road.

Proposed changes:

- Preliminary Engineering funds are being shifted between fiscal years.
- There is no change to the overall project cost estimate.

Reason for the Change:

- NHDOT sometimes shifts project funding to maintain financial constraint, ensuring projects align with available revenue, shifting schedules, and changing cost estimates.

Analysis:

- A change in the funding estimate & moving phases between FY's require a revision.

- **NASHUA-MERRIMACK-BEDFORD (13761)** FE Everett Turnpike – Turnpike widening of 2-lane sections from Exit 8 (Nashua) to I-293 (Bedford).

Proposed changes:

- Remove FY2025 Right of Way phase.
- Decrease in the total project cost estimate within the TIP years from \$13,876,267 to \$11,802,267 (15%).

Reason for the Change:

- NHDOT sometimes shifts project funding to maintain financial constraint, ensuring projects align with available revenue, shifting schedules, and changing cost estimates.

Analysis:

- A change in the funding estimate & moving phases between FY's require a revision.

- **Pelham (29450)** – Bridge rehabilitation of Old Street Bridge over Beaver Brook – Bridge #109/081.

Proposed change:

- FY2026 Preliminary Engineering cost estimate increased by \$22,367. The result is an overall project funding increase within the TIP years of 0.5% (from \$4,796,354 to \$4,818,721).
- FY2026 Right of Way funding source changing from SB367-4-cents to State Aid Bridge.

Reason for the change:

- NHDOT sometimes modifies the source of project funding to maintain financial constraint, ensuring projects align with available revenue, shifting schedules, and changing cost estimates.
- The total project funding estimate is being adjusted to reflect an updated project schedule.

Analysis:

- A change in the project cost within the TIP years of <25% requires a Minor Revision.
- A change in funding sources requires a minor revision.

- **Pelham (41751A)** – Intersection improvements (roundabout) at Mammoth Road (NH128) and Marsh Road (NH111A).

Proposed change:

- Construction phase is moving from FY2026 to FY2027.
- Federal share of Construction phase has increased, and the “Other ” share has decreased.
- The overall project cost within the TIP years has not changed.
- Construction phase funding source is being adjusted – Carbon Reduction Program funding is being removed. CMAQ and Town funding sources remain.

Reason for the change:

- NHDOT sometimes modifies the source of project funding to maintain financial constraint, ensuring projects align with available revenue, shifting schedules, and changing cost estimates.
- The project funding estimate is being adjusted to reflect an updated project schedule.

Analysis:

- A change in funding sources requires a minor revision.

Statewide & Programmatic Projects

- **PROGRAM (CRDR)** – Culvert replacement & Rehab;
 - Shifting funds between fiscal years.
 - No change in total project estimate.
- **PROGRAM (HSIP)** – Highway Safety Improvement Program;
 - Decreasing PE & ROW funds
 - Increasing Construction & “Other” funds.
 - No change in total project estimate.
- **STATEWIDE UNDERWATER BRIDGE INSPECTION – (44536)** – Underwater bridge inspection 2024-2027.
 - Shifting funding sources between fiscal years.

NRPC FY27 Proposed Budget

NRPC FY27 Proposed Budget			
REVENUE	FY26 Adopted	FY27 Proposed	Difference
Local Dues			
Total Local Dues	\$ 176,285	\$ 181,574	\$ 5,289
Federal Contracts			
9007 Regional Plan Update	\$ 47,674	\$ 2,416	\$ (45,258)
9012 EPA Brownfields	\$ 30,577	\$ 2,200	\$ (28,377)
9013 EPA Brownfields	\$ 111,000	\$ 125,000	\$ 14,000
9020 EPA Brownfields RLF	\$ 24,000	\$ 9,000	\$ (15,000)
Total Federal Contracts	\$ 213,251	\$ 138,616	\$ (74,635)
Grants			
3937 Climate Action Plan	\$ 5,314		\$ (5,314)
XXXX Robinson Pond Watershed Mgmt Plan		\$ 75,000	
5500 Stream Crossing Navigator	\$ 27,586	\$ 33,082	\$ 5,496
6300 NRSWMD - HHW	\$ 60,000	\$ 63,000	\$ 3,000
7560 CDFA TBG	\$ 11,200		\$ (11,200)
9082 HSEM Hazard Mit.	\$ 17,976	\$ 10,000	\$ (7,976)
Other Grants	\$ -	\$ 20,000	\$ 20,000
Total Grants	\$ 122,076	\$ 201,082	\$ 79,006
Local Planning Contracts			
100 - Electricity/Energy/Environment			
200 - Economic Development/Housing			
300 - GIS/Tax Mapping			
400 - Municipal Services			
XXXX Amherst GIS		\$ 1,200	\$ 1,200
2122 Brookline HOP 2	\$ 24,904	\$ 1,445	\$ (23,459)
2135 Hudson Engineering GIS Assistance	\$ 5,000	\$ 2,500	\$ (2,500)
2146 Hudson Land Use Code Update		\$ 33,960	\$ 33,960
2150 Mason CR	\$ 10,000	\$ 9,600	\$ (400)
2153 Mason Zoning Review	\$ -		\$ -
2250 Litchfield CR	\$ 15,000	\$ 15,000	\$ -
2251 Litchfield CIP	\$ 2,000	\$ 2,000	\$ -
2271 Lyndeborough CR	\$ 15,000	\$ 6,120	\$ (8,880)
2272 Lyndeborough CR ZBA		\$ 6,120	\$ 6,120
XXXX Lyndeborough NRP/GIS		\$ 1,800	\$ 1,800
2275 Lyndeborough Admin Support	\$ 12,480	\$ 9,672	\$ (2,808)
2361 MVD GIS	\$ 5,000	\$ 2,500	\$ (2,500)
2531 Nashua CC Trail Mapping	\$ -		\$ -
2557 Pelham CIP	\$ 2,000	\$ 2,000	\$ -
2603 Wilton HOP 2	\$ 32,124	\$ 3,111	\$ (29,013)
2610 Wilton CR	\$ 28,500	\$ 26,800	\$ (1,700)
2611 Wilton Admin Support		\$ 1,440	\$ 1,440
2640 Wilton MP	\$ 15,000	\$ 3,000	\$ (12,000)
2660 Wilton Impact Fee			\$ -
6700 SNHPC GIS		\$ 1,427	\$ 1,427
Other Local Projects	\$ 20,000	\$ 25,000	\$ 5,000
Total Local Planning Contracts	\$ 187,008	\$ 154,695	\$ (32,313)
Other Income			
8000 Pubs/Map Sales/Misc	\$ 2,200	\$ 2,200	\$ -
Interest Income	\$ 19,500	\$ 12,840	\$ (6,660)
NRPC Foundation	\$ 2,000	\$ 8,000	
Total Other Income	\$ 23,700	\$ 23,040	\$ (6,660)
State Contracts			

NRPC FY27 Proposed Budget				
	3000 DOT Highway Planning			
	100 MPO ADMIN & TRAINING	\$ 90,000	\$ 91,035	\$ 1,035
	200 POLICY & PLANNING	\$ 148,050	\$ 133,180	\$ (14,870)
	300 PUBLIC INVOLV & COORD	\$ 76,950	\$ 77,080	\$ 130
	400 PLAN SUPPORT	\$ 375,125	\$ 386,149	\$ 11,023
	500 TECHNICAL ASSIST & SUPPORT	\$ 251,100	\$ 261,584	\$ 10,484
	600 5305e Study	\$ 34,014	\$ 53,670	\$ 19,656
	<i>3000 DOT Highway Planning Total</i>	\$ 975,239	\$ 1,002,697	\$ 27,458
	3500 DOT 5310 RCC	\$ 305,547	\$ 305,547	\$ -
	<i>Total State Contracts</i>	\$ 1,280,786	\$ 1,308,244	\$ 27,458
	Total RESOURCES	\$ 2,003,106	\$ 2,007,251	\$ 4,145
	Annual Forum	\$ 11,000	\$ 11,100	\$ 100
Audit		\$ 18,700	\$ 18,700	\$ -
	Bank Service Charges	\$ 250	\$ 250	\$ -
	Capital Expense	\$ 20,000	\$ 10,000	\$ (10,000)
	Dues & Subscriptions	\$ 20,034	\$ 28,366	\$ 8,332
	Employee Benefits			\$ -
	C Retirement 401	\$ 35,200	\$ 34,958	\$ (242)
	C Dental Insurance	\$ 7,390	\$ 6,507	\$ (883)
	C Health Insurance	\$ 113,514	\$ 137,588	\$ 24,073
	C HRA Contribution	\$ 6,000	\$ 3,500	\$ (2,500)
	C LTD Insurance	\$ 1,121	\$ 1,091	\$ (30)
	C STD Insurance	\$ 4,103	\$ 4,103	\$ -
	C NH PFML Insurance	\$ 4,500	\$ 3,000	\$ (1,500)
	P/R Taxes (Indirect)	\$ 78,211	\$ 73,597	\$ (4,614)
	<i>Total Employee Benefits</i>	\$ 250,040	\$ 264,345	
	Equipment Maintenance	\$ 1,500	\$ 1,000	\$ (500)
GIS		\$ 18,555	\$ 24,450	\$ 5,895
	Insurance	\$ 15,348	\$ 18,548	\$ 3,200
	Internet Access/Telephone	\$ 14,000	\$ 14,280	\$ 280
	IT Service	\$ 33,997	\$ 28,398	\$ (5,598)
	Janitorial	\$ 3,200	\$ 3,200	\$ -
Legal		\$ 500	\$ 500	\$ -
	Legal Notices	\$ 500	\$ 500	\$ -
	Marketing and Outreach	\$ 1,500	\$ 1,200	\$ (300)
Misc		\$ 4,000	\$ 3,000	\$ (1,000)
	Office Expenses	\$ 19,044	\$ 20,713	\$ 1,669
	Postage	\$ 500	\$ 500	\$ -
	Printing	\$ 5,000	\$ 4,800	\$ (200)
	Professional Services	\$ 384,047	\$ 456,075	\$ 72,028
	Rent & CAM	\$ 106,375	\$ 109,234	\$ 2,859
	Reserve Fund	\$ 7,460	\$ (8,899)	\$ (16,359)
	Salaries	\$ 1,022,369	\$ 962,053	\$ (60,316)
	Small Equipment	\$ 7,000	\$ 5,000	\$ (2,000)
	Staff Development	\$ 10,000	\$ 5,000	\$ (5,000)
	Meeting Expenses	\$ 2,000	\$ 2,000	\$ -
	Mileage and Travel	\$ 8,000	\$ 8,000	\$ -
	Vehicle Expenses	\$ 6,500	\$ 3,250	\$ (3,250)
	Utilities	\$ 11,688	\$ 11,688	\$ -
	Total EXPENSES	\$ 2,003,106	\$ 2,007,251	\$ 4,145



ANNUAL GRANT AND CONTRACT AUTHORIZATION FY 2027

On an annual basis, the full Commission must affirm that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion: THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2027 work program of the Commission, and to execute agreements to receive funds for such purposes.



PROPOSED NRPC FY 2028 LOCAL DUES ASSESSMENT

July 1, 2027 - June 30, 2028

Municipality	2024 Estimated Population	% of Region	2024 Equalized Valuation	% of Region	Combined %	Level Funded			3% Increase		5% Increase	
						Adopted FY 27 181,574	Proposed FY28 181,574	Difference	Proposed FY28 187,021	Difference	Proposed FY28 190,653	Difference
Amherst	11,943	5.32%	3,383,366,124	7.00%	6.16%	\$11,216	\$11,186	(\$30)	\$11,522	\$306	\$11,746	\$530
Brookline	5,881	2.62%	1,207,611,287	2.50%	2.56%	\$4,660	\$4,647	(\$13)	\$4,786	\$127	\$4,879	\$220
Hollis	8,674	3.86%	2,800,123,570	5.80%	4.83%	\$8,784	\$8,769	(\$16)	\$9,032	\$247	\$9,207	\$423
Hudson	26,015	11.59%	6,010,470,937	12.44%	12.01%	\$21,845	\$21,813	(\$32)	\$22,467	\$622	\$22,903	\$1,059
Litchfield	8,577	3.82%	1,812,049,107	3.75%	3.79%	\$6,886	\$6,873	(\$13)	\$7,079	\$193	\$7,217	\$331
Lyndeborough	1,760	0.78%	385,959,017	0.80%	0.79%	\$1,438	\$1,437	(\$1)	\$1,480	\$42	\$1,509	\$71
Mason	1,473	0.66%	351,973,824	0.73%	0.69%	\$1,256	\$1,257	\$1	\$1,295	\$39	\$1,320	\$64
Merrimack	29,291	13.05%	6,975,021,351	14.44%	13.74%	\$24,878	\$24,950	\$71	\$25,698	\$820	\$26,197	\$1,319
Milford	16,569	7.38%	3,046,639,311	6.31%	6.84%	\$12,460	\$12,424	(\$36)	\$12,797	\$337	\$13,045	\$585
Mont Vernon	2,657	1.18%	571,510,933	1.18%	1.18%	\$2,155	\$2,148	(\$7)	\$2,213	\$57	\$2,256	\$100
Nashua	93,011	41.43%	17,493,427,892	36.20%	38.82%	\$70,439	\$70,478	\$39	\$72,593	\$2,153	\$74,002	\$3,563
Pelham	14,751	6.57%	3,511,215,070	7.27%	6.92%	\$12,518	\$12,562	\$44	\$12,939	\$421	\$13,190	\$672
Wilton	3,922	1.75%	768,910,182	1.59%	1.67%	\$3,038	\$3,031	(\$7)	\$3,122	\$83	\$3,182	\$144
Region	224,524	100%	48,318,278,605	100%	100%	181,574	181,574	0	187,021	5,448	190,653	9,079

*3% increase in FY26, 5% increase in FY24

[NH BEA POPULATION ESTIMATES OF NEW HAMPSHIRE CITIES AND TOWNS - 2024 published August 2025](#)

[NH DRA EQUALIZATION SURVEY WITHOUT UTILITIES - 2024 published June 2025](#)



NASHUA REGIONAL PLANNING COMMISSION

BYLAWS

Amended and Approved June 21, 2023

ARTICLE I. NAME

The name of this public agency shall be the Nashua Regional Planning Commission, hereinafter referred to as the Commission.

ARTICLE II. PURPOSE

The Commission shall have the purposes, rights, powers, and duties as are conferred or imposed upon it by the regional planning provisions of Revised Statutes Annotated (36:45-53) and any amendments thereto; and as set forth in Section 9 of the Federal-Aid Highway Act of 1962, as amended, and Section 134, Chapter I, Title 23, U.S.C.

ARTICLE III. MEMBERSHIP

Commission membership shall be of those municipalities which have chosen to join the Commission in accordance with provisions of the Revised Statutes Annotated. Commissioners and Alternates to the Commission shall be elected or appointed according to provisions of the Revised Statutes Annotated by municipalities in the region; said appointment or reappointment to the Commission shall be certified by the member municipality.

To fulfill the purpose and intent of the Commission's designation as the Metropolitan Planning Organization (MPO) for transportation planning in the region, the Commission shall establish an MPO Policy Committee whose membership shall include all Commissioners and one representative each from the New Hampshire Department of Transportation, The New Hampshire Department of Environmental Services, the Nashua Transit System (NTS) and the Souhegan Valley Transportation Collaborative (SVTC) and one non-voting representative each from the Federal Highway Administration and the Federal Transit Administration. NTS and SVTC representatives may also serve as municipal representatives. In the event a Commissioner or Alternate resigns, a copy of the resignation shall be filed with the Chair of the Commission.

ARTICLE IV. OFFICERS

A. General: The Commission officers shall include a Chair, a Vice-Chair and a Treasurer who shall be elected at the Annual Meeting of the Commission and shall take office July 1 and serve until June 30 of the following year or until successors have been elected. No individual shall hold more than one office at the same time.

B. Election: A Nominating Committee shall be appointed by the Chair. Officers shall be

nominated by the Nominating Committee and elected by a majority vote of the Commissioners present at the Annual Meeting. The Nominating Committee shall also nominate at-large members to the Executive Committee. A Nominating Committee shall remain in effect until its successor has been appointed.

- C. Vacancies:** In the event a vacancy occurs in any office during the term of office, the Nominating Committee in effect shall nominate a replacement to be voted on at the next meeting of the Commission to fill the unexpired term of office.
- D. Removal:** An officer may be removed for cause from office by a two-thirds vote of the Commissioners present at a meeting after a petition by five (5) members representing three (3) member municipalities has been filed with the Chair and the officer concerned ten (10) days prior to the meeting.
- E. Chair:** The Chair shall preside at all Commission meetings. The Chair shall call special meetings and shall have the right to vote on all matters which may come before the Commission. The Chair shall be a member ex-officio of all committees except the Nominating Committee.
- F. Vice-Chair:** The Vice-Chair shall perform the duties of the Chair in the event of the absence or incapacitation of the Chair. If both the Chair and the Vice-Chair are not present at a meeting, a quorum of the Commissioners shall select Chair pro tem from the members of the Executive Committee present.
- G. Treasurer:** The Treasurer, working with the Executive Director, shall oversee all financial matters of the Commission. The Treasurer shall provide, through the Executive Director, biannual reports to the Commission on the financial status of the Commission.
- H. Official Records:** The Executive Director shall be the Secretary and official keeper of the Commission records and shall not have a voting privilege.

ARTICLE V. MEETINGS

- A. Schedule:** Unless otherwise specified by the Chair of the Commission, meetings shall be held quarterly. The Chair shall have the authority to call a special meeting. Special meetings shall also be held by petitions to the Chair by five (5) Commissioners, on 48 hours notice. The purpose of the special meeting will be the only subject on the agenda. The Annual Meeting shall be held in June for the purpose of electing officers, adopting the annual operating budget and any other business that may come before the Commission. A Commission or MPO Policy Committee quorum shall consist of eleven representatives or duly appointed alternates.

B. Order of Business:

- I. Call to Order
- II. Privilege of the Floor
- III. Approval of Minutes
- IV. Regular Business
- V. MPO Policy Committee Business
- VI. Other Business
- VII. Items of Information
- VIII. Commissioner's Roundtable
- IX. Adjournment

All items on the agenda shall be given a separate number.

C. Roll Call Vote: A roll call vote shall be taken when called for by any Commissioner.

D. Submittal of Additional Items: All resolutions introducing new business and calling for action by the Commission shall be in writing and filed with the Executive Director no later than the 8th day preceding the date of the next Commission meeting. A Commissioner may also introduce new business at a meeting on which no action is called for at that meeting.

E. Agenda: The Chair, after consultation with the Executive Director, shall decide what matters shall be placed on the agenda of the next meeting.

F. Notice of Agenda: The Executive Director shall send a copy of such agenda to all Commissioners along with accompanying materials and shall make copies of the agenda available to the press and to interested citizens who request them.

G. Executive Director: The Executive Director shall have the privilege of the floor at any time for the purposes of giving information to the Commission.

H. Change in Order of Agenda: The Chair shall have the discretion to change the order of agenda items at any meeting.

ARTICLE VI. COMMITTEES

A. General: By a majority vote of the Commissioners present at a meeting, the Commission shall establish committees or subcommittees for such purpose and with such procedures as it deems necessary or desirable. A quorum for committee action shall be a majority of its members. Committees shall take action by vote of a simple majority of Commissioners present and constituting a quorum. Committees, other than the MPO Policy Committee, shall be advisory to the Commission. The MPO Policy Committee shall be the decision-making body for all MPO Policy decisions.

B. Executive Committee: There shall be an Executive Committee which shall consist of the officers and six Commissioners at-large. Members shall be nominated for a three-year term by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve for their three-year term, or until they resign, and may be re-elected for an infinite number of terms. The Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting. The Executive Committee shall meet at least eight (8) times per year. Election to the Executive Committee shall be for a three-year term. - In the event that a vacancy occurs in one of the positions and that vacancy occurs between Annual meetings, the Executive Committee shall fill the position. Those appointed by the Executive Committee shall serve until the next annual meeting of the commission at which time the nominating committee shall nominate someone for the Commission to elect for the balance of the term. The duties of the Executive Committee shall include the following:

1. In accordance with Article VIII D the Executive Committee shall employ auditors to conduct the annual audit of the books of the Commission and shall supervise the work of the auditors.
2. Oversee the administration of such personnel policies, administrative regulations, and financial procedures including the establishment of bond amounts for officers and staff, as may be needed within the pertinent General Statutes, federal requirements, the By-Laws, and the program and budget adopted by the Commission.
3. Consider and propose a budget for the work program, as prepared by the Executive Director, for approval to the Commission prior to July 1 of each year. During the course of the fiscal year, the Executive Committee shall review proposals for budget changes, amendments, and transfers of funds between accounts that may be made from time to time and shall have the authority to approve such changes, amendments, or transfers provided such changes, amendments or transfers do not increase the appropriations of the member municipalities of the Commission.
4. Review and approve procedures to be used in the purchase of supplies and equipment as well as the award of contracts and the expenditures of all Commission funds.
5. In accordance with the Personnel Policies of the Commission, have the authority to recruit, select and fix the salary of the Executive Director subject to approval by the Commission.
6. Have the authority to compensate Commissioners for attending to the proper

business of the Commission.

7. In accordance with the Personnel Policies of the Commission, assist in maintaining administrative and disciplinary control over staff upon recommendations of the Executive Director.

C. Transportation Technical Advisory Committee: There shall be a Transportation Technical Advisory Committee (TAC) which shall consist of one technical or staff level representative from each of the Commission's member municipalities plus representation from the New Hampshire Department of Transportation, the New Hampshire Department of Environmental Services, the Federal Highway Administration, the Federal Transit Administration, the Souhegan Valley Transportation Collaborative, and the Nashua Transit System. The Transportation TAC shall meet at least six (6) times per year to ensure that transportation related decisions of the MPO Policy Committee are based on technically sound principles as well as community goals and objectives. The Transportation TAC shall make regular reports to the MPO Policy Committee. The duties of the Transportation Technical Advisory Committee shall include the following:

1. Render technical advice to the MPO Policy Committee regarding contemplated or ongoing projects in the form of written memoranda and presentations at MPO Policy Committee meetings.
2. Assist staff in identifying transportation issues in the region.
3. Provide recommendations to the MPO Policy Committee and the New Hampshire Department of Transportation on project funding priorities.
4. Make recommendations to the MPO Policy Committee regarding the utilization of the media to provide information which will keep the citizens of the region well informed of transportation plans and the planning process.
5. Organize workshops and public information sessions to provide opportunities for public input into the transportation planning process.

ARTICLE VII. VOTING

- A. General:** A majority vote of the Commissioners present, when a quorum has been established, is required to approve all formal Commission and MPO Policy Committee actions.
- B. Roll Call:** Any Commissioner may request a roll call vote on any matter.
- C. Comprehensive Master Plan:** The Comprehensive Master Plan, or any part thereof as

required by RSA 36:47, shall be adopted by no less than eleven votes in the affirmative.

- D. Alternates:** An alternate shall have voting privileges in the absence of one or more of the Commissioners of the respective member.

ARTICLE VIII. FINANCES

- A. General:** Gifts, bequests, or contribution, may be accepted at a meeting of the Commission, provided such gifts or contributions are to be utilized at the discretion of the Commission. Requests for grants-in-aid from the State or Federal government shall be approved by the Commission; approval of such requests shall include the authorization of the Executive Director to sign such agreements or contracts within the scope of the requests of the Commission. All expenditures in excess of \$1,000 (One Thousand Dollars) shall be authorized by the Chair, Vice-Chair, or Treasurer and the Executive Director; expenditures of \$1,000 (One Thousand Dollars) or less may be authorized by the Executive Director, or in his absence, the Chair, Vice-Chair, or Treasurer and shall be within the terms of the Commission's budget. The Commission's fiscal year shall be from July 1 through June 30.
- B. Fixed Assets:** The Commission shall maintain an inventory of fixed assets. From time to time as necessary the Executive Committee shall designate the minimum value of items which shall be identified as fixed assets based on recommendations from the agency auditor. Purchases of durable goods over that minimum value shall be considered as fixed assets by the Commission and maintained in a fixed asset inventory by the Executive Director. They shall be depreciated on a straight-line basis at a rate determined annually by the Commission's auditor.
- C. "In-Kind" Contributions:** The Commission may accept donations of time from individuals or property which may be considered for their cash value at the discretion of the donor and the Commission according to guidelines established by the Commission and consistent with appropriate state and federal rules governing such contributions.
- D. Annual Audits:** The Commission shall retain the services of a certified public accounting firm approved by the State of New Hampshire to conduct an annual audit of the Commission's financial records.

ARTICLE IX. EXECUTIVE DIRECTOR

- A. Appointment and Duties:** The Commission shall appoint an Executive Director to serve at its pleasure. The Executive Director shall:
1. have charge of and manage the active business operations of the Commission and shall be the Chief Fiscal Officer;

2. prepare the annual budget;
3. be responsible for keeping expenditures and commitments within authorized appropriations and allocations;
4. hire and supervise the Commission's staff, and shall evaluate, promote, demote, and terminate personnel subject to the policies of the Commission;
5. keep active accounts of all the property of the Commission;
6. perform other duties incident to his office and such other duties as may from time to time be assigned to or requested of him by the Commission.

B. Removal: The Commission may remove the Executive Director by a majority vote of all Commissioners of the Commission.

ARTICLE X. PROFESSIONAL AND TECHNICAL ASSISTANCE

Within the budget approved by the Commission, and in a manner prescribed by the Commission, other technical and clerical assistance may be employed to carry out the work of the Commission.

ARTICLE XI. AGREEMENT FOR COMMUNITY PLANNING SERVICES

The Executive Director shall be authorized to undertake for the Commission special projects for member municipalities, the cost of which is to be paid by the municipality in accordance with agreements executed by the Executive Director.

ARTICLE XII. AMENDMENTS

These By-Laws may be amended at any time by two-thirds (2/3) majority of the Commissioners present at a meeting at which a quorum has been established, providing that all Commissioners have been given at least seven (7) days written notice of the proposed amendment(s).

ARTICLE XIII. RULES AND PROCEDURES

The rules contained in Robert's Rules of Order shall govern the Commission in all cases to which they are applicable.