



## EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday October 21, 2025

**5:30 p.m. Virtual Meeting**

**Attendance** :Peter Zamore, Barclay Morris, Andy Alling, Kirk Waite, Lori Ruple, Bob Buermann, William Irwin, Barbara Murphy, Catherine Dimitruk

1. Adjustments to the Agenda and Public Comment  
P. Zamore added an agenda item #6 at the end of the meeting, Personnel, Potential Executive Session. The Executive Committee will adjourn for the Foundation meeting and then return to this item.
2. Executive Director Updates- personnel, regional plan, FCIDC annual meeting  
C. Dimitruk announced that Cliff Jenkins has left NRPC, choosing to take a break from Planning. Kathy Lavoie is on medical leave and Marlena Valenta will be on family leave beginning in early December. Senior staff is meeting and evaluating projects assignments and personnel needs before recommending any hiring. The and Use Review Board will have a public meeting about the regional plan on November 13<sup>th</sup>. FCIDC has selected NRPC as business of the year- the award will be presented November 20<sup>th</sup> at their annual dinner. P. Zamore announced the VERTA conference, focusing on local technical assistance, also to be held on November 13<sup>th</sup>. C. Dimitruk will send an email with all of these details.
3. Finance Committee and Budget Update  
K. Waite provided an update of the Finance Committee meeting. The Committee is recommending a 3% increase in municipal assessments consistent with the municipal assessment policy. The committee had a preview of some changes to be included in the mid-year budget adjustment and discussed the audit, which is going well.
4. October Board meeting  
The meeting will be primarily virtual with agenda items to include the Franklin Town Plan and the municipal assessment rate. D. Peirce will provide an overview of the water quality program area and several commissioners will have extended introductions. Future meetings will include more program area highlights and additional commissioner introductions. The Committee discussed the value of in person vs. virtual meetings and decided to keep the approach of mostly virtual with 3 in person meetings per year. The December Board meeting will be December 10<sup>th</sup> or 17<sup>th</sup>.
5. Member and staff announcements  
None.

B. Murphy moved to adjourn to the Foundation meeting. B. Buermann seconded. Motion carried.

P. Zamore called the meeting back to order.

6. Personnel Items, Potential Executive Session

B. Buermann moved to enter Executive Session inviting all members of the Executive Committee. A. Alling seconded. Motion carried, C. Dimitruk exited the meeting.

K. Waite moved to exit executive session, seconded by P. Zamore. Motion passed unanimously. No action was taken as a result of the executive session.

B. Murphy moved to adjourn the executive committee meeting, A. Alling seconded. Motion passed unanimously.