



Meeting Minutes

Northwest Regional Planning Commission
Finance and Operations Committee Meeting
Virtual Meeting
Wednesday, October 7, 2026 at 6:30 PM

Attendance: Bill Irwin, Elisabeth Nance, Barclay Morris, Peter Zamore, Catherine Dimitruk, Bethany Remmers

The meeting was called to order at 6:32 PM.

1. Additions or changes to the agenda- None
2. FY28 Municipal Assessment Rate
E. Nance moved to endorse the 3% municipal assessment rate and recommend its approval by the NRPC board at the October meeting. B. Morris seconded. The motion carried.
3. Building Update
 - Foundation repairs: C. Dimitruk updated the committee on the foundation repairs. Staff have reached out to several masons to complete the temporary repairs prior to winter. Contractors have either been non-responsive or have said they are not available until spring. Committee members noted that if a mason cannot be hired prior to winter, staff should cover the site with either plywood or poly to minimize exposure/splash-back until further repairs are possible.
 - Boiler replacement quotes: B. Remmers reported that staff have received two quotes for the boiler replacement and a third quote should be received shortly. The boiler has/is approaching the end of its useful service life. The boiler was installed prior to the purchase of the building in 2012, but the exact date is not known. Committee members requested staff look for an ID tag which may be helpful in determining its exact age. B. Remmers reported that the boiler service expenses were \$1,200 in FY24, \$507 in FY25 and \$943 in FY26.
 - B. Irwin moved that NRPC move forward with the boiler replacement and for the Executive Committee to review/approve the purchase at its next meeting. B. Morris seconded. The motion carried.*

4. Member and staff announcements, public comment- None

E. Nance moved to adjourn. B. Morris seconded. The meeting adjourned at 7:15 PM.