



New Hampshire Building Officials Association

Established in 1965

*c/o NH Municipal Association
25 Triangle Park Drive
Concord, New Hampshire 03301
603-224-7447*

January 29, 2025 NHBOA Board Meeting Minutes 9:03am In person and Remote via Zoom

Roll Call:

| | | |
|---------|----------------|------------------------------------|
| Present | Tim Herlihy- | President |
| Present | Mike Hagan- | Vice-President |
| Present | Shanti Wolph- | Secretary |
| Present | Scott Tenney - | Treasurer |
| Present | David Evans- | Assistant Treasurer |
| Present | Rob Deschenes- | Director |
| Present | Keith Meile- | Director of Training and Education |
| Absent | Bob Wentworth- | Director |
| Present | Tim Metivier- | Director |
| Present | Jeremy Boston- | Director |
| Absent | Bill McKinney- | Immediate Past President |
| Present | Mitch Cady- | Vice President of NHFPS |

Secretary report:

- Approve minutes from 3/12/25. Motion to approve by Boston, seconded by Wolph
- Membership status
 - o Current status of membership – number of members is 186
 - o No New Member applications for the month
- Reimbursement Request applications.
 - o Discussed clarifying the difference between NHBOA and Foundation's. Confirmed that NHBOA covers only travel expenses, which at times can be more costly than the actual training
 - o Where is this information conflicting? Discussed creating a clarifying document to make the process easier.
- **Website:** Scott paid for an additional two hours of website maintenance.

Treasurer Report: Motion to approve by Hagan, seconded by Evans

- Accounts status

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Treasurer Report Continued:

- First quarter budget status with fill-in, do we need to change any account numbering to align with Judith?
- Investment Opportunities. Brief discussion

President:

- Management system – Wild Apricot seems to be working well. No real issues
 - ICC Email addresses needed for tracking Certs.
 - Any other edits needed? Working process.
- 2025 NHMA Contract – research other options for 2026
- Update to meeting camera/mic/speaker, look for lapel mic also: Has not yet happened
- ICC Spring Conference – Mike Hagan and Tim Herlihy. Next year will be in Hartford, CT.
- ICC Election – Letters of Support are coming in. Joint meeting with Region for summer. No recent letters

Vice President:

- Subcommittee have met for IEBC. Discussion of amendments
- Code Update to 2024 set of I-Codes. Update on contractor trainings for NHHB
- Simplified conference travel planning.
- Soft Skills Training Program “Raising the Profile of the Building Official Leader”
- December’s NHBOA Annual Business Meeting, 60 year Gala possibly, location, timing?
 - Let’s get a few of us working on this event.
- Discussed SB-188

Committee Reports:

- Education – (K. Meile; T. Herlihy)
- Legislative Affairs (W. McKinney, S. Tenney)
- Public outreach – (D. Carrara, E. Hodge) **Need another board member**
 - Website – Comments
 - Social media – FaceBook
- BCRB (M. Hagan):
- Region VI (W. McKinney; T. Herlihy):
 - Will Audrey still be representing NH for this group?
- Transferring money to investments (Update Mike H)
- NHBOEF (W. McKinney, D. Evans, T. Herlihy, M. Hagan)

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Committee Reports continued:

- o Do we want to continue as a Golf Tournament Sponsor? In years past we have sponsored with \$2,500.
- o D.Evans spoke about Casino Night in Nashua
- ESBOF: (P. Avila)
 - o Tim will reach out to Pedro later in the year for updates for this program.
 - o Rumor is this spring conference will be had in Mystic Ct. again.
- NEBOEA (T. Herlihy, J. Richard, D. Evans) –
 - o Additional representatives are needed as we are allowed 4 for NH...
 - o Welcome and thank you David.
- NHFPS: Mitch Cady. V.P of NHFPS and Manchester Fire Marshal discussed the NHFPS and what it's functions are.

NH Local and Affiliated Chapter updates:

- Lakes Region – Vacant
- Seacoast – T. Metivier gave an update of upcoming trainings.
- NHBOSS – S. Maltais;

Other Business:

- David Evans provided information about the Fisher Cats game for NHBOA members.

Upcoming Events:

- April __, 2026 Tent. ESBOF Spring training Conference – Hilton Mystic Hotel Mystic, CT
- April 26 – May 6, 2025 ICC Leadership Week and 2025 Action Hearings – Group B #1 Orlando Florida.
- October 6 – 8, 2024 NEBOEA fall training conference - Amherst, MA
- October 19-22, 2025 ICC ABM – Cleveland, OH.
- October 23 -31, 2024 ICC Committee Action Hearings – Group B #2 – Cleveland, OH.

Action Items:

- Transferring money to investments
- 2021 Digital or PDF Codes to all member communities

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Action Items Continued

- Record and make presentations available from website.
- Moving monies aside to help support region with 2025 ABM in Northeast ICC Board Candidates (Budget for 2023)
- Update by-laws for membership renewal policy
- Code Official of the Year Award Review Requirements
- Mission Statement & Vision.
- Resource list of third-party plans reviewers and inspector & contract inspectors for municipalities

Adjourn: 10:28 am