New Hampshire Building Officials Association

Established in 1965

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

April 8, 2026
NHBOA Board Meeting Minutes
Meeting begins at 12:33_ pm_____

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
Absent: Tim Metivier – Director
Absent: Jeremy Boston – Director
Absent: Bill McKinney – Immediate Past President
Absent: Mitch Cady – NHFPS
Present: Bill Nash

Secretary Report (Shanti Wolph)

Approve minutes from March 11. Move to next month.
Membership status: 183 Members
New member applications: all current with approvals.
Website: Added all trainings provided by Meile.
Motion to approve the Secretary report by _Tenney__ / Seconded by Hagan__.

Treasurer Report (Scott Tenney)

- $85,035.12 Total Equity. Wrote off over $4,000 in membership dues. For March a loss of $13,731.84
- Discussed NHBOEF B-1 Academy reimbursement requests: Tenney was able to satisfy all of the requests.
- Hurlihy discussed having a formal agreement with the NHBOEF for future reimbursements. Evans suggested having a reimbursement subcommittee to streamline the process. Hagan

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suggested pre-purchasing multiple rooms for overnight stay. Hurlihy discussed having a cap on the amount to reimburse.

- Business cards for Tim Herlihy, Mike Hagan, and Scott Tenney – Vistaprint; Scott to coordinate; finalization needed. Wolph to send log in information to Hagan.

Motion to approve Treasurer's report by Hagan__ / Seconded by Deschenes_.

President Report

- Email access to Hagan
- ICC Spring Conference – Hartford, CT. Registered: Tim, Mike, Scott, David. Need to confirm hotel rooms.
- ICC Fall Conference – Nashville, TN. Interested: Tim +1, Scott +1, Bob +1, Mike +1, Shanti. Travel options discussion: Bus ($5,000-10,000 up to 50 people) vs. flights ($700 pp) with lodging considerations. Hagan will check charter buses. New York is working on coordinating a possible hotel room block. Bill Nash said the rooms will be appx. $225 per night. ICC Candidate support $$. Looking to raise appx. $10,000.
- BBTT – Update from Evans. Bring Back The Trades Skills Expo: NHBOEF attending April 18 (Londonderry, NH) and the Maine BOEF May 19 (South Portland, ME). Tickets required for ME event.
- Management Company – Need detailed rundown from Judith on service scope. Accounting: NHMA now handles IRS 990 short form filing. CPA required if revenue exceeds $60k.
- Hagan-Public Outreach –Spoke about amendment trainings and RSA's. Determine 2026 events. Hagan will work with the NHHBA as well. CEU's under the Keane Preferred Provider. Hagan will coordinate with President Matt Mayberry.
- NHBOSS – Need outreach to promote membership. Nassh said they are planning a chapter benefit day for June.
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Vice President Report (Mike Hagan)

- NHSFMO working with ICC to publish I-Codes with NH amendments.
- Code Update to 2024 I-Codes: First public hearing June 13.
- ADU Appendix BC proposed in 2024 IRC.
- Noted change in code book layout for 2024 edition.
- 2024 Code Set adoption planned for July 2026.

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- Soft Skills Training Program: "Raising the Profile of the Building Official Leader." Potential tie-in with NHBOEF. Discussed offering training outside of the B-1 academy including a remote proctor.
- Hagan and Nash discussed various legislation.
- Proposal: Offer CBO exam prep training.
- Second week of December NHBOA Annual Business Meeting: Puritan works well
- Feedback, changes, raffle prizes, apparel codes? Hagan will send the coupon codes.
- Hagan discussed the BRIC grants and using it for ICC training events. **A motion by Tenny and seconded by Deschaine for Hagan to draft a letter of support for Keane to administer the funds. The motion passed unanimously.**

Training and Education (Keith Meile)

- All locations booked for 2026 training calendar.
- Added flood training with Jennifer.
- Discussed self reporting our CEU's.
- Substantial Improvement/Damage Training – Possible date: March 19, 2026.
- Looking for a new venue to hold monthly training sessions. Possible Primex. Jeremy will investigate.

Committee Reports

- Region VI – Hagan attended the most recent meeting. Summer Meeting August 1 at 11am, Treehouse in Charlton, MA; hybrid candidates forum planned. ICC candidates forum in Portland.
- NHBOEF – Golf Tournament 2026 scheduled for Thursday, June 4. Tim Dupont is looking for volunteers.
- ESBOF – Spring conference in Mystic, CT. Scott and Tim are attending.
- NEBOEA – One additional representative needed for board of directors.
- NHFPS – Last training on residential sprinkler systems; this quarter focuses on Solar.
- BCRB – 2024 Code Update and amendment process (ADU Appendix BC, HB1681 modular buildings, balcony plug-in solar).
- Mike concludes BCRB role in August 2026.
- Will Dinsmore considering Alternate position; to attend February meeting.

NH Local and Affiliated Chapter Updates

- Seacoast – Updates on upcoming trainings.

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- NHBOSS – Membership outreach initiative underway. Annual ICC day.

Other Business

- March 30–31, 2026: ESBOF Spring Training Conference – Hilton Mystic Hotel, CT.
- April 2026: ICC Leadership Week & 2026 Action Hearings – Hartford, CT.
- June 4, 2026: Golf Tournament.
- October 5–7, 2026: NEBOEA Fall Training Conference – Amherst, MA.
- October 17–20, 2026: ICC ABM Committee Action Hearings – Nashville, TN.

Action Items

- Transfer money to investments.
- Record and upload presentations to website.
- Set aside budget to support region for 2025 ABM in Northeast (2026 budget).

Adjournment

Motion by __Hagan_____, seconded by _Wolph____ Meeting adjourned at __2:00 ____ PM.