New Hampshire Building Officials Association

Established in 1965

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

August 12, 2026
NHBOA Board Meeting Minutes

Roll Call

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

Call to Order: 12:22 PM

• Approval of July 29th Minutes: Motion by Scott Tenney, second by Bob Wentworth. Approved as written.

Secretary's Report:

Membership stands at 187. A new link for New Hampshire building code history has been added to the website. Motion to approve by Scott Tenney, second by Bob Wentworth.

New Hampshire Building Officials Association

Established in 1965

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

Treasurer's Report: July gross profit was $1,808.00 with expenses of $2,013.75 (Net: -$205.75). Year-to-date net income is $9,451.45, approximately $400 higher than the previous year. Motion to approve by Mike Hagen, second by Bob Wentworth

Presidents Report:

ICC Fall Conference (Nashville)

• Registration: Early bird deadline is September 11.

• Lodging: The board decided to pursue two 2-bedroom Airbnbs to ensure privacy and cost-effectiveness compared to the $460/night on-site hotel rates.

• Reimbursement: The board agreed to reimburse airfare costs upfront once booked, rather than waiting until after the event, to minimize personal financial burden on members.

Management Transition

• Med Kopczynski's Proposal: The board will request a formal written proposal from Med to serve as the management lead.

• Financial Software: The board discussed moving to QuickBooks Online to maintain digital records independently of the management firm. Med indicated a preference for remaining at "arm's length" from direct financial handling.

Board Appointments

• Honorary Membership: A motion by Scott Tenney and seconded by all passed to nominate Mike Hagan as an honorary retired member effective September 5, 2026.

• Director Vacancies: A motion made by Scott Tenney and seconded by Rob Deschenes passed to request Will Densmore to fill the vacant director seat and Kevin Gagne to fill the Seacoast region director seat.

New Hampshire Building Officials Association

Established in 1965

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

Director of Education Report:

Keith Meile indicated that trainings are lined up for the next eight months.

Participant Contributions Log:

• Meeting Management: Tim Herlihy presided over the meeting, coordinating the agenda and technical setup. He emphasized the need to close out Nashville logistics and proposed the reimbursement strategy for flights.

• Administrative Oversight: Shanti Wolph provided the membership update and shared insights on using AI tools for inspection efficiency. He managed the roll call and recorded motions.

• Financial Reporting: Scott Tenney presented the treasurer's report, noting that while July had a slight deficit, the organization remains on par with last year's performance. He also researched lodging alternatives in Nashville.

• Transition Strategy: The group discussed the limitations of the current NHMA contract, noting that the association was previously unable to track the specific hours worked by management. There was a consensus that moving to a "time and materials" model with Med would provide better transparency.

• Legislative & Professional Support: Mike Hagan, departing the board on September 4th, offered to continue supporting the association overall, as well as legislative bills in Concord. He was commended for his years of mentorship and professional service.

• Regional Updates: Tim Metivier representing the Seacoast chapter noted upcoming weatherization training in September and ongoing efforts to secure mechanical or electrical programs for the fall.

Action Items & Next Steps

Aug 17, 09:00 AM | Planning Meeting | Zoom session to finalize Nashville flights and Airbnb bookings.

Sep 04, 2026 | Resignation Date | Mike Hagan's last official day with the city/board.

Sep 11, 2026 | ICC Early Bird | Deadline for Nashville conference registration.

New Hampshire Building Officials Association

Established in 1965

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

Dec 11, 2026 | Annual Business Meeting | Event scheduled at Puritan Backroom; entertainment to be decided.

• Med: Tim Herlihy to email Med requesting a formal management proposal and an invitation to the next board meeting.

• Kevin Gagne: Scott Tenney to follow up regarding his interest in the Seacoast director seat.

Meeting adjourned at 1:37 PM