New Hampshire Building Officials Association

Established in 1965

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

July 29, 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
Absent: Bob Wentworth – Director
Present: Tim Metivier – Director
Present: Jeremy Boston – Director
Absent: Bill McKinney – Immediate Past President
Absent: Mitch Cady – NHFPS
Present: Med Kopczynski.

NHBOA Monthly Board Meeting Minutes

Date: July 2026
Call to Order: 9:03 AM
Presiding: Tim Herlihy, President

1. Approval of Minutes

- **Motion:** To approve the minutes from the June 10th meeting with corrections to the spelling of Med Kopczynski and Tim Herlihy's last name.
- **Proposer:** Scott Tenney; **Second:** Rob Deschenes.
- **Result:** Passed unanimously.

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2. Secretary's Report

- **Membership:** Currently 186 active members (187 total), a decrease of one from the previous month.
- **Website Management:** Randy Peterson has succeeded Liz Zielevki as the website contact. He recently implemented a scrolling training update feature.
- **Code History:** Shanti is cross-referencing the code history document provided by Dario with the version on the Department of Safety (BCRB) website to ensure accuracy before final publication.

3. Treasurer's Report

- **Financial Status:** June gross profit was $3,022.85 with expenses of $1,739.35, resulting in a net monthly income of $820.00.
- **Total Equity:** $86,461.34.
- **Operational Note:** Scott Tenney reported a backlog in spreadsheet updates due to a week-long IT failure at his Town Hall; updates are pending.
- **Motion:** To accept the Treasurer's report.
- **Proposer:** Shanti Wolph; **Second:** Tim Metivier.
- **Result:** Passed.

4. President's report

- Management Company Transition

Med Kopczynski provided an update on the transition away from NHMA (New Hampshire Municipal Association).

- **NHMA Status:** NHMA is reportedly moving away from supporting external associations.
- **Operational Analysis:** Med is breaking down the current contract and Judith's (NHMA) task list into a table to define future needs.
- **Contract Structure:** The board reached a consensus to pursue a **contract-based** management position (LLC or sole proprietor) rather than hiring an employee.
- **Next Steps:** Med will present a formal breakdown of management efforts at the next meeting.

5. Vice President's Report

ICC National Conference (Long Beach)

- **Travel Budget:** Previously capped at $15,000.
- **Logistics:** The board voted against a bus, opting for flights.

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- **Registration:** Members are encouraged to use Chapter Benefit points to cover the $600 registration fees where possible.
- **Accommodations:** A sidebar meeting will be held next week to finalize Airbnb vs. hotel bookings and vehicle rentals.

Committee Reports & Training

- **Home Builders Training:** Mike Hagan reported successful training of 120+ builders and architects. The Association of General Contractors (AGC) has expressed interest in a formal partnership for future sessions.
- **Upcoming NHBOA Trainings:**
  - **August 12:** Regular training in Derry, followed by a board meeting.
  - **September:** Weatherization program with the Align Building Group.
  - **October:** Partnership with NHMA at the DoubleTree in Manchester (Phil Sherman, Noah Hodgins, Mike Hagan).
- **Grants:** A $500,000 BRIC grant for statewide training is in process. A separate $50,000 grant for the City of Keene (plan tables/iPads) is pending.

Legislative Updates

- **HB 1681:** Signed by the Governor (covers yurts and modular buildings).
- **Tiny Homes:** Appendix Q (Tiny Homes on Wheels) is moving forward.
- **Solar Permitting:** Keene is the first in NH to implement "Solar App Plus" for instant residential solar permitting.
- **Third-Party Inspections:** Currently under active study by an interim committee.

6. New Business

- **December Annual Meeting:** Proposed for **Friday, December 11th** (with Saturday as a backup) at the Puritan Backroom in Manchester. Shanti will confirm availability with Peter.
- **Storage:** The association owns an enclosed trailer (currently at Tim Herlihy's yard) that requires an overhaul. The board will inspect NHMA-stored files after the November meeting to determine what to scan or discard.
- **Recording Trainings: Training Director**Keith Meile suggested recording trade-specific trainings (Electrical/Mechanical) for wider distribution, pending legal/ICC copyright review.

7. Adjournment

- **Motion:** To adjourn at 10:07 AM.
- **Proposer:** Tim Metivier; **Second:** Shanti Wolph.
- **Result:** Passed.

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