New Hampshire Building Officials Association

Established in 1965

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

June 10, 2026
NHBOA Board Meeting Minutes
Meeting begins at _12:31 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
Present: Bob Wentworth – Director
Present: Tim Metivier – Director
Present: Jeremy Boston – Director
Absent: Bill McKinney – Immediate Past President
Absent: Mitch Cady – NHFPS
Present: Med

Secretary Report (Shanti Wolph)

Approve minutes from May 27th. Motion by Hagan-, Second by Evans—---
Membership status: 188 Same as last month
New member applications: All current with approvals.
Website: Need to get caught up with adding links to the BCRB/FMO as well as code updates and code history.
Motion to approve the Secretary report by Evans / Seconded by Hurlihy

Treasurer Report (Scott Tenney)

- Report to be delivered at the next meeting. Tenney didn't have time.
- Discussed ICC reimbursements
- Motion to approve Treasurer's report by Wolph__ / Seconded by Hagan.

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President Report

- 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, Kevin Gagne.
- $15,000 Hotel Room- Air-BNB= $8,000. $1,200 per vehicle x 2= $2,400. Flights $600 x 7 = $4,200. **Roughly $14,600, $700 per person for the conference.**
  Travel options discussion: Bus ($5,000-10,000 up to 50 people) vs. flights ($700 pp) with lodging considerations.
  Wolph made a motion to spend up to $15,000 to cover air travel, lodging, and vehicle rental for the 2026 Nashville, TN Fall Conference. Seconded by Hagan. Motion passes.
- Discussion about revenue. Possibly raise the membership fees.
- Management Company – Med joined the meeting to discuss the possibility of taking over some of the management responsibilities. Discussion on the accounting side of the scope of work. Hagan sent a copy of the contract to Med. Med said he would come up with a proposal and questions.

  Accounting: NHMA now handles IRS 990 short form filing. CPA required if revenue exceeds $60k.
- Discussion about the annual membership meeting in December.
- Discussion about the trailer.
- 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. Nash said they are planning a chapter benefit day for June.

Vice President Report (Mike Hagan)

- Discussion about a grant and what it can be used for. $12,900 for Keane.
- 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.
- Proposal: Offer CBO exam prep training.
- Second week of December NHBOA Annual Business Meeting: Puritan works well
- Feedback, changes, raffle prizes, apparel codes? Coupon codes have been sent.
- . Leadership Academy discussion. Kevin G is interested and will need three letters of recommendation.
- Nashville interest, whose gong? A list of knowns was shared.
- <$10,000 for a bus inc. 2 drivers. Travel information will go out with email chain to get some harder numbers to gauge methods of travel and stay options.
- Discussion on attendees' gifts and the use of the apparel numbers to shop with. There are some left over and some haven't been used. Discussed using the leftovers as door prizes at future meetings by picking one or two at random from those that physically are in attendance. And over time the leftovers will be used up.
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Training and Education (Keith Meile)

- All locations booked for 2026 training calendar.
- Looking for a new venue to hold monthly training sessions. Possible Primex. Jeremy will investigate.

Committee Reports

- Region VI –
- 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.
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NH Local and Affiliated Chapter Updates

- Seacoast – Updates on upcoming trainings. Alternative to steel rebar. Atlantic Building Supply. Includes lunch.
- 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

_ Meeting adjourned at _1:51. Tim and Jeremy_.