



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 11, 2025
NHBOA Board Meeting Minutes
Meeting begins at 12:44 PM

Roll Call:

Present	Tim Herlihy-	President
Present	Mike Hagan-	Vice-President
Present	Shanti Wolph-	Secretary
Absent	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
Present	Bill McKinney-	Immediate Past President

Secretary report by Wolph:

- Approve minutes from 05/14/25. Motion to approve by Boston seconded Deschenes
- Membership status
 - o Current status of membership – number of members is 192 (3 more than last month).
 - o Still need to update the future training list in the website, Wolph will speak w/Meile
 - o We should add a second user to the Google Suite, and remove Dario. We should also go to an annual pay v/s monthly (this will cover the additional user)
 - o Wolph emailed Judith and asked if she could add to W.A a membership pricing option for municipalities with more than 4 members.
 - o Working with Judith to ensure training registrations go through unless they're behind more than 90 days.
- Website: No issues to date.

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Secretary Report Continued-

- Approval of Secretary Report: Motion to approve by ___Evans_____, seconded by Boston_____

Treasurer Report: No Report this month.

President report by Herlihy:

- 2025 NHMA Contract – research other options for 2026 . *Nothing new this month*
- Update to meeting camera/mic/speaker, purchase for lapel mic also – up to \$900. *Herlihy did purchase the Osbot for \$816.90*
- ICC Spring Conference – Mike Hagan and Tim Herlihy report. Next year will be in Hartford, CT. – Ask Bill Nash to better explain the various ICC conferences...
- ICC Fall Conference – October 19-22. Cleveland OH. – Chapter Benefit points available. *WHO WANTS TO GO? Herlihy, Hagan, McKinney*
- ICC Election – Letters of Support are coming in. Joint meeting with Region for summer. *Shared file created by Wolph*
- ***New Business Cards needed for executive board members. *To be continued.*
- NHSFMO is working with ICC to publish a set of I-codes with NH amendments

Vice President by Hagan:

- Update on contractor trainings for NHHB - Legislative updates regarding Matt Maybury for contractor training...*No trainings until fall and early winter.*
- Code Update to 2024 set of I-Codes. *This month IEBC up first. Modified one amendment for adult diaper changing. Next month will be IBC and IRC. Also will be an ADU amendment to adopt the appendix BC in the 24' code. The 24' code will have a different layout. Hagan also discussed other code amendments.*
- Simplified conference travel planning. *By end of June we'll need to hear who wants to attend.*
- Soft Skills Training Program "Raising the Profile of the Building Official Leader" *NHBOEF may provide this program*
- December's NHBOA Annual Business Meeting, 60 year Gala possibly, location, timing? *Nothing new to report*
- *Jack Shepard will be the new BCRB alternate member*

Training and Education (K. Meile):

- Next month training: *Wood Framed Structures*
- Sent an updated list for future training to Wolph. *This will be updated on the website,*
- Meile is looking for additional training venues. *Discussion of different options. NHTI in Laconia, Perhaps Keene library.*

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Committee Reports:

- NHBOEF (W. McKinney, D. Evans, T. Herlihy, M. Hagan)
 - Another great hot weather event. Close to 40 teams. *75 players.3 second place teams.*
- ESBOF: (P. Avila)
 - Tim will reach out to Pedro... updates, *Is anyone able to assist getting a quorum or activity? Rumoured to hold the spring conference in Mystic Connecticut.*
 - Rumor is this spring conference will be had in Mystic Ct. again.
- NEBOEA (T. Herlihy, J. Richard, D. Evans) –
 - Additional representatives are needed as we are allowed 4 for NH...
 - One more representative is needed for the board of directors
- NHFPS (M. Cady)
 - April's training was Clandestine Labs, Highly recommended for NHBOA to look into. *This months training in Solar.*
- BCRB (M. Hagan, J. Shephard) 2nd Friday of the Month. *Covered under the president's report.*
 - 2024 code update and amendment process...
 - Mike is done by August of 2026.

NH Local and Affiliated Chapter updates:

- Lakes Region – Vacant
- Seacoast – T. Metivier;
 - 6-26-25 Lead.EDU, lead training
 - July's Training DES
 - August, joint training with NHBOA on wall bracing.
- NHBOSS – S. Maltais; - Tenney to check with them for Shared registrations

Other Business:

- David Evans, Fisher Cats game for NHBOA members. *Group tickets for Fisher Cats v/s Redding. \$13.00 per ticket. Evans will send out an email. Seat's behind the dugout. 50 tickets on hold at group rate. Sunday, August 10, 2025.*
- Hagan discussed DADU by right with no setback required. *Also discussed the manufactured home law. Other bills were discussed.*

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Upcoming Events:

- April__, 2026 . ESBOF Spring training Conference – Hilton Mystic Hotel Mystic, CT
- 2026 ICC Leadership Week and 2026 Action Hearings – Hartford CT.
- October 6 – 8, 2024 NEBOEA fall training conference - Amherst, MA

Upcoming Events Continued-

- 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
- 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: 2:13 PM