New Hampshire Building Officials Association

Established in 1965

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

.

March 11, 2026
NHBOA Board Meeting Minutes
Meeting begins at 12:30_ 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
Present: Tim Metivier – Director
Present: Jeremy Boston – Director
Absent: Bill McKinney – Immediate Past President
Absent: Mitch Cady – NHFPS

Secretary Report (Shanti Wolph)

Approve minutes from February 11. Motion to approve by Evans___ / Second by Tenney___, ___.
Membership status: 181 (72 lapsed) 215 Members previously . Expired members need renewal.
New member applications: all current with approvals.
Website: Added all trainings provided by Meile.
Motion to approve the Secretary report by Hagan___ / Seconded by _Evans__.

Treasurer Report (Scott Tenney)

- Discussed NHBOEF B-1 Academy reimbursement requests: 15 requests (7 pre-approved with limits; 8 submitted after). Waiting on receipts from applicants. Leave it open for another month (April 8) and then close it out.
- Tenney has requested esbof reimbursement for hotel expenses. Motion by Hagan, seconded Evans. Approved
- Business cards for Tim Herlihy, Mike Hagan, and Scott Tenney – Vistaprint; Scott to coordinate; finalization needed. Wolph to send log in information to Hagan.

New Hampshire Building Officials Association

Established in 1965

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

Motion to approve Treasurer's report by Wolph___ / Seconded by _Hagan__.

President Report

- Email access to Hagan
- ICC Spring Conference – Hartford, CT. Registered: Tim, Mike, Scott, David.
- 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.
- BBTT – Update from Evans. Bring Back The Trades Skills Expo: April 18 (Londonderry, NH) and 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.
- NHBOSS – Need outreach to promote membership; they requested to speak at the March meeting in Newington.

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.
- 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? Hagan will send the coupon codes.

Training and Education (Keith Meile)

- All locations booked for 2026 training calendar.
- Added flood training with Jennifer.

New Hampshire Building Officials Association

Established in 1965

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

- 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. Plumbing training (Ron Lemere) in March.
- 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 __2:01____ PM.

New Hampshire Building Officials Association

Established in 1965

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

.