



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 12, 2025

NHBOA Board Meeting Minutes Called to order at 12:25pm by Tim Herlihy

Tim Herlihy
President
Town of Peterborough

Michael Hagan
Vice-President
City of Keene

Shanti Wolph
Secretary
City of Portsmouth

Scott Tenney
Treasurer
Town of Bow

David Evans
*Assistant
Treasurer/Secretary*
Town of Newmarket

Rob Deschenes
Director
Town of Jaffrey

Robert Wentworth
Director
Town of Derry

Tim Metivier
Director
City of Portsmouth

Jeremy Boston
Director
Town of Newington

Keith Meile
*Training & Education
Director*
Town of Windham

Vacant
Director

LRSOA

Vacant
Director

NHSCOA

Roll call: all Board members are present. Immediate past Pres. McKinney attending remotely.

Secretary report:

Approve minutes from 2/12/25. Motion by Wolph, Second by Boston. Motion pass
Membership status

Current status of membership – number of

members is 177

Reimbursement Request approved in the amount of \$436.12 for Scott Tenney for the 2025 ESBOF. A second request by Mark Ekberg for training was forwarded by David Evans to the NHBOEF. Motion to approve by Metivier, second by Boston. Motion pass.

Clarify the difference between our's and

Foundation's

The board discussed and approved purchasing 4 additional website hours.

Motion to approve the report by Metivier, second by Wentworth. Motion pass.

Treasurer Report:

Accounts status: End of Feb \$15,522.74 Net Inc. \$95,570.18 total equities.

First quarter budget status with fill-in, do we need to change any account numbering to align with Judith?

List of Past Due invoices. Follow the bi-laws.

Motion to approve the Treasure report by Wentworth, second by Boston.

President:

Management system – Wild Apricot: At the next training Scott Tenney will do a presentation on how to navigate.

ICC Email addresses needed for tracking Certs.

Any other edits needed? Working process.

2025 NHMA Contract –research other options for 2026

Update to meeting camera/mic/speaker

Annual Report for ICC – done and submitted

ICC Spring Conference – Mike Hagan and Tim Herlihy, anyone else interested?

ICC Election – Letters of Support are coming in.

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Committee Reports Continued:

- NHBOEF (W. McKinney)
 - Do we want to continue as a Golf Tournament Sponsor? In years past we have sponsored with \$2,500. The board agreed to continue to sponsor.
- ESBOF:
 - Pedro Avila from Kingston is now representing.
- NEBOEA (T. Herlihy, J. Richard) –
 - Additional representatives are needed as we are allowed 4 for NH...This will take place the 2nd Friday of the month in Marlboro, MA. Jan-May. David Evans expressed some interest.

NH Local and Affiliated Chapter updates:

- Lakes Region – Vacant
 - Any updates?
- Seacoast – S. Wolph
- NHBOSS – S. Maltais;

Other Business: None

Upcoming Events:

- April 7-8, 2025 ESBOF Spring training Conference – Hilton Mystic Hotel Mystic, CT
- April 26 – May 6, 2025 ICC Leadership Week and 2025 Action Hearings – Group B #1 Orlando Florida.
- October 6 – 8, 2024 NEBOEA fall training conference - Amherst, MA
- 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
- Succession plan for 2025
- 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: 2:22 PM. Motion to adjourn by Herlihy, second by Tenney. Motion passed

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