



New Hampshire Building Officials Association

Established in 1965

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

May 14, 2025 NHBOA Board Meeting Minutes Meeting begins at 12:37 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
Present	Bill McKinney-	Immediate Past President

Secretary report:

- Approve minutes from 4/09/25. Motion to approve by Wentworth, seconded by Herlihy
- Membership status
 - o Current status of membership – number of members is 189
 - o Herlihy asked if we can update the future training list in the website
 - o No New Member applications for the month
 - o
- Website: No issues to date.
- Approval of Secretary Report: Motion to approve by Metivier, seconded by Herlihy

Treasure Report:

- Accounts status. Tenney says loss of \$4,512 for the month. Total liability and assets \$91,664.01



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Treasurer Report Continued:

- Tenney explained the aging summary. 0-60 days.
- Investment Opportunities. Brief discussion
- Treasurer report acceptance: motion by Wentworth, seconded by Boston.

President:

- Management system – Discussed the issue of not having an option for pricing with municipalities having more than 4 members. After payment a credit would need to be issued. Wolph said he would speak with Judith.
 - ICC Email addresses needed for tracking Certs.
 - Any other edits needed? Working process.
- 2025 NHMA Contract – no updates on research other options for 2026
- Update to meeting camera/mic/speaker, look for lapel mic also: Motion made by Tenney and seconded by Boston to spend up to \$900 on Osbot.
- Discussion about the ICC Spring Conference – Mike Hagan and Tim Herlihy both said it's worth attending. Next year will be in Hartford, CT.
 - ICC Election – No recent letters of support. Joint meeting with Region for summer.

Vice President:

- Discussion of Chapter 1, code amendments
- Discussed December's NHBOA Annual Business Meeting, 60 year Gala possibly, location, possibly the Puritan. Perhaps Saturday, December 13, 2025.
 - Let's get a few of us working on this event.
- Discussed SB-188 and the audit form. Hagan also discussed other legislation.
- Hagan said he'll be leaving the BCRB August of 2026.

Committee Reports:

- Education – (K. Meile; T. Herlihy) Meile gave a summary of upcoming trainings.
- Legislative Affairs (W. McKinney, S. Tenney)
- Public outreach – (D. Carrara, E. Hodge) **Need another board member**
 - Website – Comments
 - Social media – FaceBook
- BCRB (M. Hagan): Update
- Region VI (W. McKinney; T. Herlihy):
 - Who is representing this group?
- Transferring money to investments (Update Mike H): Tenney suggested that we hold off for now due to unknowns in the economy.

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- **Committee Reports continued:**
 - o NHBOEF (W. McKinney, D. Evans, T. Herlihy, M. Hagan): Evans talked about casino night. There was discussion about having an ICC Academy.
 - o Do we want to continue as a Golf Tournament Sponsor? In years past we have sponsored with \$2,500.
- ESBOF: (P. Avila)
 - o Tim will reach out to Pedro later in the year for updates for this program.
 - o Rumor is this spring conference will be had in Mystic Ct. again.
- NEBOEA (T. Herlihy, J. Richard, D. Evans) –
 - o Additional representatives are needed as we are allowed 4 for NH...
 - o Hotel registration is open

NH Local and Affiliated Chapter updates:

- Lakes Region – Vacant
- Seacoast – T. Metivier gave an update of upcoming trainings. August will be a joint training on wall bracing.
- NHBOSS – S. Maltais; No one present to speak.

Other Business:

Upcoming Events:

- April __, 2026 Tent. 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

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Action Items Continued

- 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: 2:27 pm

DRAFT