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 27, 2026
NHBOA Board Meeting Minutes
Meeting begins at _9:02_am___

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
Absent: 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 March 11, and April 8. Motion by Wolph, Second by Tenney
Membership status: 188 Members, up 5 from last month
New member applications: all current with approvals.
Website: Added all trainings provided by Meile. Wolph has been uploading job postings.
Motion to approve the Secretary report by Tenney__ / Seconded by_Deschenes.

Treasurer Report (Scott Tenney)

- $85,572.63 Total Equity. Total income $3,790 For March a loss of $1,306
- Discussed ICC reimbursements
- Discussed reimbursement for ICC Certification, James Hounsel
- Business cards for Tim Herlihy, Mike Hagan, and Scott Tenney – Vistaprint; Tenney to coordinate; finalization needed.

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- 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. Need to confirm hotel rooms.
- ICC Fall Conference – Nashville, TN. Interested: Tim +1, Scott +1, Bob +1, Mike +1, Kevin Gagne.
  Travel options discussion: Bus ($5,000-10,000 up to 50 people) vs. flights ($700 pp) with lodging considerations. Hagan will check charter buses. New York is working on coordinating a possible hotel room block. Bill Nash said the rooms will be appx. $225 per night. ICC Candidate support $$. Looking to raise appx. $10,000.
- BBTT – Update from Evans. Bring Back The Trades Skills Expo: NHBOEF attending April 18 (Londonderry, NH) and the Maine BOEF May 19 (South Portland, ME). Tickets required for ME event.
- Management Company – Hagan said Med is retiring and suggested using him to administer our management program. Need detailed rundown from Judith on service scope. Discussion on the accounting side of the scope of work. We need a copy of the existing contract.
  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. Hagan will coordinate with President Matt Mayberry.
- NHBOSS – Need outreach to promote membership. Nassh said they are planning a chapter benefit day for June.
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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.

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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.
- Hagan and Nash discussed various legislation.
- 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.
- 10:15 Mike H is excused.
- 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 – 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.

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- 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.
- 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 __10:22____AM.