



# New Hampshire Building Officials Association

*Established in 1965*

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

**November 12, 2025  
NHBOA Board Meeting Minutes  
Meeting begins at 12:09 PM \_\_\_\_\_ in Keene, NH**

## **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
Absent	Tim Metivier-	Director
Present	Jeremy Boston-	Director
Present	Bill McKinney-	Immediate Past President
Absent	Mitch Cady	NHFPS

## **Secretary report by Wolph:**

- Approve minutes from 10/29/25. Motion to approve by \_Tenney\_\_\_\_\_seconded by\_Hagan
- Membership status:
- 2 nominees for COTY: Rose Fife from Concord, by Dario. Tim Metivier by Evans.
- Scott Tenney nominated himself for Treasurer, Keith Meile for Education Director, Shanti Wolph for Seacoast, Bob Wentworth and Rob Deschenes for the Director seats.

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- Website:

Approval of Secretary Report: Motion to approve by Evans\_\_\_\_\_, seconded by \_\_Hagan\_\_\_\_\_

## **Treasurer Report:** Presented by Tenney

- Discussed ordering business cards, as well as for McKinney. Tenney said he would take care of it.
- Accounts status – Oct gross \_\$3,799.88\_ profit, Total liabilities and equity for Oct:
- Investment Opportunities. Update? Tenney has not had a chance to research investments. Hagan said he would research as well. He suggested using the same investment agency as the Education Association.
- Discussed having a meeting on Dec 3rd to discuss the budget

Approval of Treasurer report by \_Wolph\_\_\_\_\_ second by\_\_\_Evans\_\_\_\_\_.

## **President report by Herlihy:**

- Discussion about NHMA no longer managing after 2026. They will however honor the current price for 2026. Should we have an accountant for taxes, and a separate management company. Discussion about looking through the existing contract to see what we would like to modify.
- Discussed where we will store the paper copy of records that NHBOA has. Perhaps rent a self storage unit to store the files.
- Membership renewals, cost? City membership discounts Yearly discount? See Judith's email.
- Lakes Region Email saying that the Association has dissolved. The money will go to the NHBOA.
- Discussed the Annual Gala. The cost of the Purriton is \$4,500 for 6-10 PM. Hagan suggested charging \$20 for members and the guest is free. . 85 maximum occupancy. Apparel subsidy redeemed through our retail website. Entertainment is the comedian for 1 hour. Hagan said he can order plaques for COTY and Presidents Award.
- Business meeting, reports and presentations. : Awards, recognitions, nominations, in lieu of training offer time for entertainment. Discussed nominating Carrie as an Honorary member.

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- ICC Board assistance, invite and possibly request for funding. Hurlihy invited the ICC Board staff and the Governor's Office.
- The meeting will not be broadcast remote.
- Need to assign a board to review and approve the COTY award. Also need two members to work on the board.

## **Vice President report by Hagan:**

- NHSFMO is working with ICC to publish a set of I-codes with NH amendments. Hagan explained the introduction to a new chapter 1 for the State Building Code.
- Hagan is also working on updating legacy 67X series of the NH RSA's.
- Update on contractor training for NHHB - Legislative updates regarding Matt Maybury for contractor training... to be scheduled for Fall and early Winter.
- Code Update to 2024 set of I-Codes. 1st batch going to public hearing this Friday June 13.
  - o ADU "appendix BC" proposed in the 2024 IRC
  - o Change in code book layouts as well in the 2024 set.
  - o 2024 set to be adopted in July of 2026.
- Simplified conference travel planning. Cleveland OH. Bill M., Mike H., Tim H.,
- Soft Skills Training Program "Raising the Profile of the Building Official Leader"
  - o Try to offer CBO training for test prep.

Maybe tie this with the efforts of NHBOEF

## **Training and Education (K. Meile):**

- Look into other venue spaces for monthly training. Keene, NHTI Laconia, Jaffrey. Discussed having training at the Fire Academy.
- Next year locations are decided.

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- Meile said most of next year is booked

## **Committee Reports:**

- Region VI (W. McKinney, T. Herlihy, M. Hagan)
  - Regional Summer Meeting August 1<sup>st</sup> at 11am, Treehouse in Charlton Mass.
  - Looking to have a hybrid candidates forum.
- NHBOEF (W. McKinney, D. Evans, T. Herlihy, M. Hagan)
  - Golf Tourn. June 4, 2026
  - Working towards an ICC academy.
- ESBOF: (P. Avila)
  - Tim will reach out to Pedro... updates,
  - 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)
  - This quarter's training was on Solar
- BCRB (M. Hagan, J. Shephard) 2<sup>nd</sup> Friday of the Month
  - 2024 code update and amendment process...
  - Mike H is done by August of 2026.

## **NH Local and Affiliated Chapter updates:**

- Lakes Region – Vacant
- Seacoast –T. Metivier;

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October 23 TEMCO

May 2026, joint meeting

December 18th, Annual meeting

- NHBOSS – S. Maltais; - Tenney to check with them for Shared registrations

## **Other Business:**

- 

## **Upcoming Events:**

- April \_\_, 2026 Tent. ESBOF Spring training Conference – Hilton Mystic Hotel Mystic, CT
- April, 2026 ICC Leadership Week and 2026 Action Hearings – Hartford CT.
- October 6 – 8, 2025 NEBOEA fall training conference - Amherst, MA
- October 19-22, 2025 ICC ABM – Cleveland, OH.
- Golf Tourn. June 4, 2026
- 

## **Action Items:**

- Transferring money to investments
- 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

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- Mission Statement & Vision.
- Resource list of third-party plans reviewers and inspector & contract inspectors for municipalities

**Adjourn:** Motion by Evans, seconded by Meile 1:10 pm