



New Hampshire Building Officials Association

Established in 1965

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

**September 10, 2025
NHBOA Board Meeting Minutes
Meeting begins at 12:23 pm**

Roll Call:

Present	Tim Herlihy-	President
Present	Mike Hagan-	Vice-President
Present	Shanti Wolph-	Secretary
Absent	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
Absent	Mitch Cady	NHFPS

Secretary report by Wolph:

- Approve minutes from 8/27/25. Motion to approve by Metivier seconded by Wentworth
- Membership status
 - o Current status of membership – number of members is 197 .
- Business Cards: The minimum order for raised print business cards is 500 per name. It would be \$114 for 500 with 2 colors, one sided.
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- The cost to set up one is \$20, 10 would be \$50 for all 10.
- Hagan said he could use Vistaprint

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- Website:
 - New domain, faster

Approval of Secretary Report: Motion to approve by _Metivier_____, seconded by __Wentworth_____

Treasurer Report: Presented by Hagan

- Accounts status – August gross _\$2,378.86_ profit, expended \$4,187.56, loss of \$1,808.70
- 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.
-

Approval of Treasurer report by _Hagan_____ second by _Metivier_____.

President report by Herlihy:

- · 2025 NHMA Contract – research other options for 2026.
- · ICC Fall Conference – Cleveland OH.
- · ICC Election – Letters of Support are coming in. Joint meeting with Region for summer. Shared file created by Shanti. Discussion about the nominees. Herlihy asked for support of the nominees as he presented. Motion by Hagan, seconded by Wolph
- · ***New Business Cards needed for executive board members. Add QR code to our website. Wolph suggests Vista Print
- · Discussed Board Member Dress Shirts? For ICC ABM, our own ABM and for legislative affairs. Discussion about using a local company. Hagan has agreed to put together the order.
- · Lakes Region Email saying that the Association has dissolved. The money will go to the NHBOA.
- Discussed the Annual Gala. Door prizes, etc. Discussed giving back to the membership, apparel subsidy redeemed through a retail website. Entertainment: Herlihy discussed comedy

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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. Cleaveland 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
- December's NHBOA Annual Business Meeting; 60 year Gala possibly, location, timing?
 - o Saturday Night December 13th 6:00-11:00
 - o Puritan Back Room is booked with a \$300 deposit paid.
 - o Look at entertainment, North Shore Comedy Group. 1.5 hour time slot. Hagan will work on researching entertainment.

- o § Malik! Magical Comedy Entertainer

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- o § Matt www.CorporateEntertainmentExpert.com
 - \$1800 - available
- o Door Prizes...
- o Do we want to handle business meeting separately, remotely maybe?
 - awards , recognitions, nominations, instead of training offer the time for entertainment. ICC Board assistance, invite ICC Board members and SFM.
 - o Mike Bosso, Steve McD, Ben Breadmore, Sean Toomey, and Bill Nash
 - History presentation

Training and Education (K. Meile):

- October Derry: Intro to Roof Framing & Decks: Half Day. Derry, NH
- Look into other venue spaces for monthly training. Keene, NHTI Laconia, Jaffrey,
- Discussed average cost of meals in Derry.
- Next year locations are decided.
- Meile said most of next year is booked

Committee Reports:

- Region VI (W. McKinney, T. Herlihy, M. Hagan)
 - o Regional Summer Meeting August 1st at 11am, Treehouse in Charlton Mass.
 - o Looking to have a hybrid candidates forum.
- NHBOEF (W. McKinney, D. Evans, T. Herlihy, M. Hagan)
 - o Golf Tourn. June 4, 2026
 - o Working towards an ICC academy.
- ESBOF: (P. Avila)

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- 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) 2nd 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;
 - September 25, DHHS with Asbestos
 - October 23 TEMCO
 - May 2026, joint meeting
 - December 18th, Annual meeting
- September 18, Lonza Team, for a jobsite tour in Portsmouth NH (field trip).
- NHBOSS – S. Maltais; - Tenney to check with them for Shared registrations

Other Business:

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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, 2024 NEBOEA fall training conference - Amherst, MA
- October 19-22, 2025 ICC ABM – Cleveland, OH.
- October 23 -31, 2025 ICC Committee Action Hearings – Group B #2 – Cleveland, OH.
- Golf Tourn. June 4, 2026
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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
- Mission Statement & Vision.
- Resource list of third-party plans reviewers and inspector & contract inspectors for municipalities

Adjourn: Motion by Wentworth , seconded by Evans 1:40 pm

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