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 17, 2026
NHBOA Board Meeting Minutes

Roll Call
Present: Tim Herlihy – President
Present: Scott Tenney –Acting 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
Present: Tim Metivier – Director
Absent: Jeremy Boston – Director
Present: Will Dinsmore- Director
Present: Bill McKinney – Immediate Past President
Absent: Mitch Cady – NHFPS
Present: Med Kopczynski

Call to Order: 9:00 AM

The NHBOA Board of Directors met to discuss the management program and the transition away from the New Hampshire Municipal Association (NHMA). The primary focus was reviewing Request for Proposal (RFP) responses for administrative and financial services, as the previous candidate, Med, retracted interest.

New Hampshire Building Officials Association

Established in 1965

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

Management Program & RFP Status

RFP Structure: Scott Tenney revised the initial RFP into three separate documents to allow for the separation of financial/bookkeeping duties from general administrative management.

Candidate Review:

Events Your Way (Nancy Kilbride): A known entity currently working with the Foundation. David Evans noted she is highly detailed but expensive, billing strictly by the hour. A concern was raised regarding her use of spreadsheets instead of QuickBooks.
Lexion Services: Reached out to multiple times with no response; believed to have taken over Cornerstone's business.
Other Leads: Responses received from Benjamin Lowe (bookkeeper), Cold Oaks Advisory and Tax, and Robert Management (Concord). Two other firms requested face-to-face or Zoom meetings to discuss scope.

Operational Transition: The board discussed the "NHBOA Operations Guide," a living document updated by William McKinney and Shanti Wolph, which outlines task ownership (website, emails, etc.).
Software: The association owns Wild Apricot. The board aims to leverage its automation features to reduce the administrative "heavy lift," estimated at roughly 16 hours of work per month based on NHMA data.

Financials & Budgeting

Current Contract: The 2025 NHMA contract was $14,205.60 annually($ 1,183.80/month).
Projected Costs: Tim Herlihy estimated a budget of $20,000–22,000 if outsourcing 8–9 hours a week at $50/hour, though actual NHMA usage averaged only 16 hours per month ($75/hour effective rate).

New Hampshire Building Officials Association

Established in 1965

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

Lobbying: There is ongoing interest in hiring a lobbyist for Concord (estimated at $10,000/year), with discussions on ensuring municipal tax dollars are not used for lobbying by tracking those funds separately from sponsorship or interest income.

Board Appointments & Motions

Director Appointment: Scott Tenney made a motion to appoint Will Dinsmore to a vacant Director's seat. The motion was seconded by Tim Herlihy and approved.
Vice President Appointment: Tim Herlihy made a motion to appoint Scott Tenney as Acting Vice President through the end of the year. The motion was seconded by Shanti Wolph and approved.
Adjournment: A motion to adjourn was made at 10:05 AM by Scott Tenney and seconded by Tim Herlihy.