

- *Executive Board Minutes*
    - November 18, 2025
    - **9:30 am –11:00 am**
    - Zoom Meeting Format
- Call to Order – Brian Lockard, Vice-President

The meeting began at 9:34 – a quorum was not present initially, so the agenda was altered to start with budget updates.

- Attendance
  - Wayne Whitford, President – absent
  - Brian Lockard, VP – present
  - Liam Ehrenzweig, Secretary – present
  - Courtney Bogaert – present
  - Lisa Bechok – present
  - Nancy Kilbride, Events Your Way – present
  - Sophia Johnson, DPHS Health Officer Liaison Unit – present
  - Madison Bailey, -- absent
  - Heidi Peek-Kukulka – present
  - Brian Santiago, Concord, NH Health Officer – absent
  - Angela Liberty, -- absent
  - Kendall Hughes, --present
- Treasurer’s Report – Nancy Kilbride
  - Nancy reported on the month of October 2025:
  - we spent \$3,759.44 on the conference to date. More expenses will reflect on the November budget: printing, \$50 raffle
  - \$312.50 on the NHMA contract
  - Revenues: \$658 on conference registration. Additional income to come in November – registrations and PayPal account. Unknown on final conference budget
  - Total of \$14,557.65 in checking account

Brian brought up the discussion on whether to continue with NHMA on legislative tracking. Heidi reflected that everyone is so busy and it is nice to have someone do the leg work as long as they are effective and what is the price point. Nancy pointed out that we currently pay \$1,250 per year. Brian negotiated with NHMA last year and reduced the fee by 50%. We were paying \$2,500 Kendal stated it made sense to continue with the contract. All voted yes. Brian will reach out to NHMA to secure the same pricing for next year.

- Approval of September 16, 2025 minutes
  - A motion to approve the minutes from the previous Board meeting. The minutes were approved.

- Fall Conference Close Out
  - Brian L. asked if everyone had a chance to review the conference survey results distributed by Nancy. He commented the DES presentation was well-received, and the venue received positive responses. Nancy noted she has contacted the other venue used for recent conferences, Doubletree in Concord, and reports their prices have increased considerably.
  - Nancy noted Liam had mentioned a glitch with the microphone cutting out at times. She relayed that to the Puritan venue, and their position is that it was the use of the microphone and not the device itself that was the cause. Courtney received thanks from Nancy for providing IT support. Courtney stated her impression that the technology worked well, and she heard no negative comments from any presenters.
  
- Spring Conference
  - Nancy has been in contact with Beverly Druin regarding DHHS sponsorship of the spring conference, with a budget possibly up to \$10,000. This sponsorship would be similar to the Public Health Lab sponsorship previously provided to NHHOA. Fees will be charged as usual and those will be allocated toward future conference costs.
  - Nancy has booked the Puritan in Manchester for May 6, 2026, and made the deposit for that. She has posted a Save the Date notice on the NHHOA website.
  - Sophia has developed a list of potential topics for presentation. Brian L. noted the topics align with previous health officer requests, and represent recurring challenges faced in health officer duties. He asked if NHHOA is responsible for obtaining speakers and developing the agenda. Nancy responded her expectation is she and Sophia will work together on those. Sophia informed she has ideas for capable speakers. She has a contact in Manchester who might be able to present on *bedbugs*. Condemned buildings/ordering a building vacated is expected to be a case study presentation. She mentioned Christine at NHMA could present on *administrative inspection warrants*, and that Natch had established guidance on that before he left the position. Sophia mentioned Beverly's idea for a presentation on the health officer role in lead paint *RRP violations*. This presentation would likely entail an additional cost, but perhaps the DHHS sponsorship funds could be applied to facilitate that. Sophia also mentioned the topic of *green burial* has been adduced to her by three health officers, and is becoming an increased interest for families looking to inter relatives on their property. Brian L. thought it would be beneficial for health officers to get an early introduction to this new method. Sophia's hope is that possibly an NH Building Officials Organization member could present *minimum housing standards*. Heidi mentioned that Nashua has a code enforcement position she interacts with. Kendall stated Ashland shares a building inspector position with Plymouth, and this person also happens to work for the Plymouth Fire

Department. Liam thought a member of a fire department would be a good choice, since NH fire code provides greater authority to enter buildings than does building code. He believes Hanover has a designated position to handle housing standard complaints.

- Courtney stated *conflict management* is a worthwhile subject. Sophia has done preliminary work to secure a presenter on that topic. Heidi agreed it is an important subject that unfortunately happens too often. Lisa stated she always brings law enforcement with her when she visits properties. Courtney affirmed she has had nerve wracking interactions while performing her duties. Brian L. asked if we will have time available to squeeze in another topic. Nancy reminded we will have to leave the venue by 2:45. Sophia said we should ask speakers for their expected time allotment. Nancy doesn't expect any presenter to plan for less than 45 minutes, based on previous experience.
  - Courtney suggested a vote be taken to partner with DHHS for the spring conference. The vote was approved. Heidi had reservations but was willing to vote affirmative. Nancy will work to maintain separation of identities between NHHOA and DHHS. Brian L. noted the topics align with Healthy Homes conferences, and this year's HH conference was cancelled. He also encouraged health officers who might object to partnership with DHHS to join the NHHOA Board and have their voices heard.
- Membership Package 2026
    - Nancy has sent a draft of the 2026 membership renewal/activation letter to Wayne. She included the increase in membership fee that was previously approved by the Board. She plans to get the registration notice distributed prior to Christmas because sometimes 2025 budget can be used to fund 2026 memberships. She noted mail-in registrations will be acceptable, because that method is often a preference to members and her past experience is that this option increases member response.
  - Health Officer Liaison Updates – Sophia Johnson
    - Sophia reported that the first ever in-person training will be offered soon for the required 3-hour training required for new and renewing health officer appointees. 60 people are registered for the first in-person training.
  - New Business
    - Brian L. asked if there was interest in meeting at the Red Blazer in Concord for the next December Board meeting. Nancy, Liam, and Heidi will not be able to attend. Brian L. resolved the next Board meeting in December will be a regular zoom meeting.
  - Action Items
    - Brian L. will confirm contract price with NHMA.
    - Brian L. will contact Hanover about potential for minimum housing standards presentation.

- Kendall will reach out the Ashland/Plymouth building inspector regarding the same topic. He noted he might be able to contact a representative of the State Fire Marshal's Office who lives in town, for the same topic. Heidi and Brian L. agreed it would be a good idea to reinforce connections between health officers and fire departments.
- Next meeting
  - Next meeting— December 16, 2025 at 9:30am.
- Adjournment – Brian Lockard, Vice-President—10:17 am.