

TROY BOARD OF SELECTMEN MEETING  
THURSDAY, AUGUST 15, 2024, 5:15 P.M.  
TROY TOWN HALL

1 **Selectmen present:** Chairman Chasse, Selectmawatn Hopkins, Selectman Thackston

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3 **Also present:** Town Administrator Jeremy Bourgeois, Mike Mastaler- Building Inspector/Code  
4 Enforcement Officer, Matthew Whooley- Cemetery Trustees. Diane Lepisto- Cemetery Trustees,  
5 Carl Patten, Scott Wheeler, Kyle Smith, Jheimy Zanin, John Liimatainen, Richard HKS  
6 Thackston, Nergis Blood, Mike Blood, Joyce Moore, Sam Moore, Mike Mastaler- Building  
7 Inspector & Code Enforcement Officer

8  
9 **Chairman Chasse called the meeting to order at 5:19 p.m.**

10  
11 **BOARD MEMBER COMMENTS:**

12 Selectman Hopkins noted the Recreation Department will be doing community dinners to go on  
13 August 17<sup>th</sup> from 4-6 p.m. for \$5. On September 6<sup>th</sup> there will be roller skating at the Troy  
14 School. On September 7<sup>th</sup> there will be a community breakfast at the Community Center. He  
15 noted there is a Planning Board meeting on August 21<sup>st</sup> at 7 p.m. that he won't be able to attend.  
16 Selectman Thackston offered to attend the meeting in his place. He also noted that there is a new  
17 fee schedule for the Transfer Station, as well as new vehicle stickers and added hours of  
18 operation now that they are open from 12-6 p.m. on Tuesdays.

19  
20 Selectman Thackston did not have any comments.

21  
22 Chairman Chasse passed around a copy of a proposed Town Travel Policy that he was sent from  
23 the Treasurer. He noted that this could be reviewed at a future Board meeting.

24  
25 **PUBLIC COMMENTS:**

26 John Liimatainen stated he lives on Bigelow Hill Road and was wondering what the regulations  
27 or laws were regarding road upgrades, in relation to the proposed solar array project. Selectman  
28 Thackston replied that a class six road is a public way but is privately maintained. Chairman  
29 Chasse stated that the company proposing the solar array has yet to submit a building permit or  
30 go before the Board of Selectmen. The process of submitting a site plan to the Planning Board  
31 and then going to the Board of Selectmen with a building permit was discussed.

32  
33 Mr. Carl Patten addressed the Board by asking what their stance is regarding the proposed solar  
34 panel project in Town. Selectman Thackston responded that he can't predict what his stance will  
35 be until the process is played out and that he would probably side with whatever conclusion the  
36 Planning Board comes to. He noted he has yet to review all the materials for the project but will  
37 once it comes before the Board of Selectmen.

38  
39 Planning Board Chairman Kyle Smith asked about the process of Building Permits and Site  
40 Plans. He stated he would prefer to have whatever process the Town uses to be in writing,  
41 whether applicants are to go to the Selectmen first or the Planning Board. Selectman Hopkins  
42 mentioned that applicants could use a conceptual site plan to start off, as an alternative if needed.

43  
44 Sam and Joyce Moore noted that they reside on Bigelow Hill Road and are interested in the  
45 proposed solar array given their vested interest in the Town.

46  
47 Nergis and Mike Blood were attending for a subject that will be discussed later in the meeting in  
48 nonpublic session.

49  
50 **NEW BUSINESS**

51 **CEMETERY TRUSTEES:**

52 A quorum of the Cemetery Trustees met with the Board of Selectmen to discuss cemetery  
53 records and the staffing for cemetery maintenance. Matthew Whooley noted that he is the new  
54 chairman, having taken over the position recently from Diane Lepisto. He notified the Board that  
55 the Cemetery recently lost their part-time laborer and that they will need to address staffing for  
56 2025, most likely with entirely new staff. Selectman Thackston recommended the Trustees look  
57 into contracting out the maintenance, which could be looked into prior to the 2025 budget  
58 process.

59  
60 **NON-PUBLIC SESSION 91-A:3, II (D):**

61 **MOTION** to enter into non-public session under RSA 91-A:3, II (D), Selectman Thackston,  
62 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
63 **Yes.**

64  
65 The Board entered non-public session at 6:04 p.m.

66  
67 **MOTION** to exit non-public session under RSA 91-A:3, II (D), Selectman Thackston,  
68 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
69 **Yes.**

70  
71 The Board of Selectmen exited the Non-Public Session and returned to public session at 6:18  
72 p.m.

73  
74 **BUILDING PERMITS:**

75 The Board reviewed the permit application submitted for a new porch and deck for Map 28, Lot  
76 7A.

77  
78 **MOTION** to approve building permit #2024-17 for map 28, Lot 7A, as submitted, Selectman  
79 Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

80  
81 The Board reviewed the permit application for the construction of a 6-unit townhouse on Map  
82 20, Lot 36A. Since this is not a permitted use within the district, it will need to be denied and  
83 referred to the Zoning Board of Adjustment. The property owner will have to apply for a  
84 variance and then submit a site plan to the Planning Board.

85  
86 **MOTION** to deny building permit #2024-18 for map 20, Lot 36A, as submitted, Selectman  
87 Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

88  
89 The Board reviewed the permit application for Map 18, Lot 82 for an outside generator for  
90 Consolidated Communications. It was noted that the applicant believed their proposal is beyond  
91 the Town's setback requirements. The Board decided to table the permit application until further  
92 information was obtained. The Town Administrator will reach out to the contractor and report  
93 back to the Board at their next meeting.

94 **FUND BALANCE GUIDELINE:**  
95 The Town Administrator noted that there were a few items mentioned by the auditors in their  
96 letter for the recently completed 2021 financial audit. He drafted some policies that were cited in  
97 the letter for the Board's review and or approval. Mr. Bourgeois noted that this isn't a policy but  
98 rather a guideline that outlines the percentage of the annual operating budget the Town should  
99 aim for having in unassigned fund balance.

100  
101 **MOTION** to approve the Town of Troy Fund Balance Guideline, as submitted, Selectman  
102 Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

103  
104 **CASH RECEIPTS POLICY:**  
105 A motion was made to approve the cash receipts policy but then withdrawn. The Board decided  
106 to table this, the Capital Assets Policy, and Credit & Debit Card policy until their next meeting.

107  
108 **2021 FINANCIAL AUDIT:**  
109 The Board noted the recently completed 2021 financial audit. The Town's financial records have  
110 become noticeably better as the auditing firm works its way through and gets the Town caught  
111 up. Both the auditing firm and CPA consultant have indicated that the improved records should  
112 allow for the quicker completion of the remaining audits so the Town can get fully caught up.

113  
114 **MOTION** to accept the 2021 Town financial audit as submitted, Selectman Thackston.  
115 **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

116  
117 **TRANSFER STATION- COMPUTER & VOLUNTEERS:**  
118 It was noted that there should not be any unpaid volunteers at the Town Transfer Station, given  
119 the safety and liability concerns. The Board reviewed a draft letter to send to a couple of  
120 residents who had volunteered there in the past.

121  
122 **MOTION** that there should be no volunteers or unpaid staff working at the Transfer Station who  
123 is not a public employee, Selectman Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-**  
124 **0.**

125  
126 Chairman Chasse noted that the quote received from WorldWide Computer Solutions is probably  
127 for more than is needed for the Transfer Station. He will coordinate with the Town Administrator  
128 and WorldWide Computer Solutions on computer options and report back at a future meeting.

129  
130 **HISTORICAL SOCIETY CHECK REQUEST:**  
131 **MOTION** to approve the Troy Historical Society check request in the amount of \$262.50 for  
132 services to be performed on August 17<sup>th</sup>, Selectman Thackston. **SECOND** by Selectman  
133 Hopkins. **VOTES: 3-0-0.**

134  
135 It was noted that the Selectmen's office needs access to the bank statements and should request  
136 them from the Historical Society going forward. They asked that the bank account balance is  
137 confirmed prior to making payment.

138  
139 **DRIVEWAY PERMIT APPLICATION- MAP 27, LOT 16:**  
140 The Board reviewed a driveway permit application submitted on August 12, 2024.

141 **MOTION** to approve the driveway permit application for Map 27, Lot 16, as submitted,  
 142 Selectman Hopkins, **SECOND** by Selectman Thackston. **VOTES: 3-0-0.**

143  
 144 **MUNICIPAL RECORDS COMMITTEE & RETENTION POLICY:**  
 145 Chairman Chasse stated he would continue to work on this and report back to the Board with an  
 146 update at a future meeting.

147  
 148 **OLD BUSINESS**  
 149 **TOWN HALL WINDOWS:**  
 150 Selectman Thackston noted he is waiting on a revised bid from one of the vendors. He will pass  
 151 that information along once it is received in order to be considered at the next Board meeting.

152  
 153 **CONSENT AGENDA:**  
 154 **MANIFEST:**

155

Payroll & Accounts Payable Manifests to be Approved				
Payroll	Week Ending Date	Check Date	Total	Notes
	8/4/2024	8/12/2024	\$ 21,908.53	
	8/11/2024	8/19/2024	\$ 21,907.39	
Accounts Payable	NA	8/5/2024	\$ 200.00	
	NA	8/8/2024	\$ 16,316.94	
	NA	8/12/2024	\$ 1,473.13	
	NA	8/15/2024	\$ 193,217.20	INCLUDES AUGUST SCHOOL PAYMENT \$182,696.09

156  
 157  
 158 **MOTION** to approve accounts payable and payroll payments for the following dates and  
 159 amounts:

160  
 161 Payroll:  
 162     • 8/4- \$21,908.53  
 163     • 8/11- \$21,907.39  
 164     **TOTAL: \$43,815.92**

165  
 166 Accounts payable:  
 167     • 8/5- \$200  
 168     • 8/8- \$16,316.94  
 169     • 8/12- \$1,473.13  
 170     • 8/15- \$193,217.20  
 171     **TOTAL: \$211,207.27**

172  
 173 Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

174  
 175 **MINUTES:**  
 176 **MOTION** to approve the August 1, 2024 Board of Selectmen’s meeting minutes as submitted,  
 177 Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

178  
 179 **MOTION** to approve the August 1, 2024 Board of Selectmen’s nonpublic meeting minutes as

180 submitted, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

181

182 **ADMINSTRATIVE REPORT**

183 **2025 BUDGET & WARRANT ITEMS LIST:**

184 The Town Administrator provided the Board with an ongoing list of items to address in the  
185 upcoming budget season and the 2025 Town Meeting.

186

187 **FINANCIAL SOFTWARE RFP (2025 BUDGET):**

188 The Town Administrator stated that both he and the Executive Assistant are interested in  
189 exploring what other options are available for software for fund accounting and payroll. The  
190 Town's current software is outdated and will eventually be converted over to something else  
191 with the company who purchased it years ago. The goal would be to get an RFP out soon, have  
192 some time to consider the options, and plan for a switchover in 2025 should the Town decide to  
193 make a change. Using this timeframe should provide ample time for planning and data  
194 collection, as well as allow for proper budgeting in 2025.

195

196 **BOARD CORRESPONDENCE**

197 **NHMA GOOD GOVERNANCE COURSES:**

198 The Town Administrator noted that the New Hampshire Municipal Association (NHMA) is  
199 putting on a multi course series soon and wanted to let the Board know in case they didn't see  
200 the email. This is being offered for elected town and school officials only and is free through the  
201 Town's NHMA membership.

202

203 **Next Meeting:** September 5, 2024 at 5:00 p.m.

204

205 **NON-PUBLIC SESSION 91-A:3, II (C):**

206 **MOTION** to enter into non-public session under RSA 91-A:3, II (C), Selectman Thackston,  
207 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
208 **Yes.**

209

210 The Board entered non-public session at 6:50 p.m.

211

212 **MOTION** to exit non-public session under RSA 91-A:3, II (C), Selectman Thackston,  
213 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
214 **Yes.**

215

216 The Board of Selectmen exited the Non-Public Session and returned to public session at 8:09  
217 p.m.

218

219 The Board addressed the amount of trash being compiled on the Route 12/Quarry Road property  
220 of Map 13, Lot 1. The Board will send the property owner a letter requiring they clean it up  
221 promptly, as well as request an alternative location of the Route 12 driveway in order to not  
222 interfere with the Town of Troy sign.

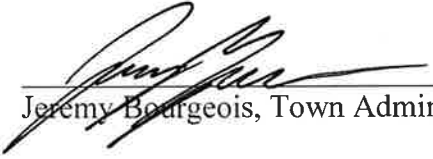
223 **MOTION** to adjourn the meeting, Selectman Thackston, **SECOND** by Selectman Hopkins.  
224 **VOTES: 3-0-0.**

225

226 The Board of Selectmen meeting adjourned at 8:13 p.m.

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239

**TROY SELECT BOARD:**

  
Jeremy Bourgeois, Town Administrator

  
Curtis Hopkins

  
TJ Chasse, Chairman

  
Richard H. Thackston, III