

TROY BOARD OF SELECTMEN MEETING  
MONDAY, OCTOBER 7, 2024, 5:00 P.M.  
TROY TOWN HALL

1 **Selectmen present:** Chairman Chasse, Selectman Hopkins, Selectman Thackston  
2

3 **Also present:** Town Administrator Jeremy Bourgeois, Mike Mastaler- Building Inspector/Code  
4 Enforcement Officer, Herb Drugg, Ben Drugg, Scott Wheeler, Police Chief Dave Ellis, Planning  
5 Board Chairman Kyle Smith  
6

7 **Chairman Chasse called the meeting to order at 5:00 p.m.**  
8

9 **BOARD MEMBER COMMENTS:**

10 Selectman Hopkins noted that the Planning Board met on September 25<sup>th</sup> and approved the  
11 ReWild solar project proposal with certain conditions. The application will have to go before the  
12 Selectmen soon.  
13

14 He noted that Troy Fall Fest and roller-skating were both successful events put on by the  
15 Recreation Department recently. On October 19<sup>th</sup> pork dinners to go will be available from 4-6  
16 p.m. at the Samuel Paul Community Center. This year's haunted house will be held on Friday  
17 and Saturday the weekend before Halloween on October 25<sup>th</sup> and 26<sup>th</sup>, as well as on Halloween  
18 day in Town Hall. The Finnish Market will be held at the Troy School on Saturday, October 26<sup>th</sup>  
19 from 9-4.  
20

21 Selectman Thackston reminded everyone that the Troy Candidate's Forum will be held on  
22 Thursday, October 10<sup>th</sup>, starting at 6:30 p.m. at the Community Center. Currently nine candidates  
23 have replied indicating they plan on attending.  
24

25 He reviewed the new process he envisions for building permits in Town, with all applications  
26 including driveway permits, site plans, and building permits given a permanent number when  
27 they come in. That application number will stay with the application throughout the process and  
28 filed within the property files once completed. It was noted that the Town would like to have  
29 these available within the current cloud system with OneDrive. The files can be indexed  
30 electronically and any that are over 8.5" x 11" can be properly stored in the Town's map chests.  
31 It was decided to table additional discussion regarding this until Planning Board Chairman Kyle  
32 Smith arrives tonight. Building Inspector Mike Mastaler asked about getting access to those files  
33 so he could review them when he's away from Town. Town Administrator Bourgeois noted that  
34 both Winchester and Troy use the same IT service provider and that creating a shared OneDrive  
35 should be fairly easy to do.  
36

37 Chairman Chasse noted that the Zoning Board of Adjustment has a meeting Tuesday, October  
38 8<sup>th</sup>, the Water and Sewer Commission meets Wednesday, October 9<sup>th</sup>, and as previously noted  
39 Candidate's Night is on Thursday.  
40

41 **PUBLIC COMMENTS:**

42 Ben Drugg addressed the Board of Selectmen regarding building permits, both the process and  
43 forms the Town uses as well as his permits that were approved at their last meeting. There was a  
44 general discussion that the Town's current application form should be updated to better reflect  
45 recent changes in Town protocol and required inspections. The attached letter should be

46 amended or eliminated, and the new inspection schedule included. The history of the Town not  
47 having a building inspector, contracting that service out, as well as multiple Town Meeting  
48 warrant articles were noted.

49  
50 Ben Drugg stated that he would like to speak to the Selectmen specifically about a Zoning Board  
51 of Adjustment appeal application that the Town recently received regarding his recent permits. It  
52 was acknowledged that due to legal reasons, some of the discussion may need to take place in  
53 non-public session.

54  
55 **NON-PUBLIC SESSION 91-A:3, II (E):**

56 **MOTION** to enter into non-public session under RSA 91-A:3, II (E), Selectman Thackston,  
57 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
58 **Yes.**

59  
60 The Board entered non-public session at 5:27 p.m. Herb and Ben Drugg were invited by the  
61 Board to join them in non-public session.

62  
63 **MOTION** to exit non-public session under RSA 91-A:3, II (E), Selectman Thackston,  
64 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
65 **Yes.**

66  
67 The Board of Selectmen exited the Non-Public Session and returned to public session at 5:30  
68 p.m.

69  
70 Ben Drugg noted that the appeal requires application fees, an abutters list, and certified mailing  
71 fees paid in order to be heard by the ZBA. He asked the Board of Selectmen why this particular  
72 application would be reviewed by the Town Attorney before the required fees are paid and the  
73 application is complete. He noted that he received the Town's legal invoice from the Town  
74 Administrator via a 91-A request and through that request saw that Selectman Thackston had  
75 forwarded the appeal to the Town Attorney.

76  
77 Selectman Thackston replied that this is how the Board has operated since he became a  
78 Selectman and that he saw it to be prudent to have it reviewed in order to ensure the Town is  
79 compliant with state law. It was noted and agreed that sometimes business decisions need to be  
80 made between meetings and that there needs to be some leeway there for the Town and the  
81 Board of Selectmen. Town Administrator Bourgeois noted that through assisting a different ZBA  
82 applicant recently, he became aware of how the Town usually waits until the application is  
83 complete and paid for before taking any action regarding it. He said that's really where we may  
84 have misstepped some here, meaning multiple people including himself. He noted that he views  
85 the legal advice and the timeline as two separate items in this situation.

86  
87 Planning Board Chairman Kyle Smith addressed the Board regarding the building permit  
88 application process. He generally agreed with the proposed protocol and noted that a checklist  
89 from the Planning Board about items required from them should be provided.

90  
91 **MOTION** to adopt the permit intake process as laid out in this meeting as the official protocol  
92 for building permits, site plans, and driveway permits, subject to the addition of Planning Board  
93 flow charts, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

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**NEW BUSINESS**

**SCHOOL STREET SIDEWALKS:**

Town Administrator Bourgeois stated that Police Chief Ellis wanted to address the Board about potentially repairing some of the School Street sidewalks. Some of the concrete sidewalks near the school have deteriorated and aren't very safe anymore. Chief Ellis thought they could do the work in-house and just pay for the materials needed to fix them up some. It was noted that there may be some Complete Streets grant money available and/or that a warrant article may be needed for funding to fix them in the future.

**PETITION & POLE LICENSE:**

**MOTION** to approve the Eversource petition and pole license #31-1335 as submitted, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

Mike Mastaler asked what the Town was currently doing regarding House Bill #1361 which addresses manufactured housing. The Selectmen replied that the Town has yet to make any changes since the law was signed by the Governor. Mr. Mastaler inquired about attending Planning Board or Zoning Board of Adjustment meeting to discuss this with the board members. The Selectmen replied that should his attendance be requested, he should attend. They did not think the issue needed to be addressed directly at this time.

**2025 WARRANT ARTICLE DEADLINE:**

Town Administrator Bourgeois asked if the Board wanted to set a deadline for any departments to submit warrant articles for the 2025 Town Warrant. The Board responded that they would leave that up to him to set a deadline. It was noted that the Board can add, delete, or edit articles up until they are required to finalize and sign the warrant. A deadline of January 1, 2025 was agreed upon informally.

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

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

The Board entered non-public session at 6:13 p.m. Planning Board Chairman Kyle Smith was invited by the Board to join them in non-public session.

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

The Board of Selectmen exited the Non-Public Session and returned to public session at 6:38 p.m.

There was a brief discussion regarding Transfer Station deposits and adding a night drop location in Town Hall to assist with the collection and drop-off process. Having a safe at the Transfer Station and possibly a drop slot.

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**2025 IT SERVICES:**

The Town Administrator noted that he was looking into potential electronic payment options for both the Transfer Station and Water & Sewer billing. These could cut down on the amount of cash and checks on hand, reduce the amount of manual labor required for collections, as well as offer the residents a more convenient payment option. There was some discussion about possibly replacing some PC's now, ahead of their scheduled 2025 replacement dates. One option could be replacing both workstations within the Town Clerk/Tax Collector's office and repurposing those two units at the Transfer Station.

Chairman Chasse stated that he believes each Selectman should get a Town email to be used in their role for official business. The other two members agreed. The Town Administrator will reach out to WorldWide to get those accounts set up.

**BUILDING PERMITS:**

**MOTION** to approve building permit #2024-28 for map 8, Lot 1, as submitted, Selectman Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

**MOTION** to approve building permit #2024-29 for map 6, Lot 5, as submitted, Selectman Thackston. **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

**DOG LICENSE FEE INCREASE:**

The Board reviewed a proposal to increase the dog licensing fee by \$1.00. There were a couple of edits to the document they would like to see made.

**MOTION** to approve the new price for dog licensing with a net increase of \$1.00, effective November 1, 2024, subject to the old rates being added to it, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

**OLD BUSINESS**

**RECORDS RETENTION COMMITTEE & POLICY: UPDATE**

Chairman Chasse indicated that he is still working on getting all the members for the committee established and will report back.

Richard HKS Thackston asked if he could make a public comment, in which the Board replied he could. He stated that he supports the Board utilizing the Town Attorney for legal affairs as needed, which the Town has done without issue for quite some time using the current process. He asked if he could make a right-to-know request (91-A) for a list of all requests made, including who made the request and what it was made for. The Board replied yes he could do that; it is considered public information. They did state that narrowing the request to a specific timeframe would be helpful.

**CONSENT AGENDA**

**MANIFEST:**

**MOTION** to approve accounts payable and payroll payments for the following dates and amounts:

187  
188 Payroll:  
189 • 9/30: \$20,614.14  
190 • 10/7: \$20,579.38

191 Accounts payable:  
192 • 9/23: \$2,166.48  
193 • 9/26: \$7,031.53  
194 • 9/30: \$30,095.27  
195 • 10/3: \$23,343.21  
196 • 10/7: \$200.00

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

198 **MINUTES:**

199 **MOTION** to approve the September 19, 2024 Board of Selectmen’s meeting minutes as  
200 submitted, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

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202 **MOTION** to approve the September 19, 2024 Board of Selectmen’s nonpublic meeting minutes  
203 as submitted, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

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205 **NHDES ACCEPTANCE OF FUNDS- PROJECT #CS-332190-01:**  
206 **MOTION** to accept the funds of \$6,744.88 for the NHDES project #CS-332190-01, Selectman  
207 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

208  
209 The Town Administrator noted that the Town currently gets reimbursed for some expenditures  
210 for both the grant and the loan funds. It’s currently setup so the Chairman of the Board signs the  
211 paperwork for one of them and the Town Administrator signs the other. He asked if the Board  
212 wanted to make it so the same person signs for both, but it was decided it wasn’t a big deal and  
213 to leave it as it currently is.

214  
215 Chairman Chasse noted that for the 2025 Library budget, their weekly trash pickup done by  
216 Monadnock Disposal will need to be moved to its own budget line. He notified the Board that the  
217 Library Trustees would like the Building Inspector to do a walk through of the Library to advise  
218 on what repairs may need to be done in the near future and to assist with budgeting longer term  
219 for the Capital Improvements Plan (CIP).

220  
221 The Board asked the Town Administrator to add the topic of Facilities Manager/Public Works  
222 Director to their next meeting agenda.

223  
224 **BOARD CORRESPONDENCE**

225 Nothing to note at this time.

226  
227 **ADMINISTRATIVE REPORT**

228 Nothing to report at this time.

229  
230 **Next Meeting:** Thursday, October 17, 2024 at 5:00 p.m.

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233 **NON-PUBLIC SESSION 91-A:3, II (B):**  
234 **MOTION** to enter into non-public session under RSA 91-A:3, II (B), Selectman Thackston,  
235 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
236 **Yes.**

237  
238 The Board entered non-public session at 7:23 p.m.

239  
240 **MOTION** to exit non-public session under RSA 91-A:3, II (B), Selectman Thackston,  
241 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
242 **Yes.**

243  
244 The Board of Selectmen exited the Non-Public Session and returned to public session at 7:40  
245 p.m.

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247 **NON-PUBLIC SESSION 91-A:3, II (A):**  
248 **MOTION** to enter into non-public session under RSA 91-A:3, II (A), Selectman Thackston,  
249 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
250 **Yes.**

251  
252 The Board entered non-public session at 7:40 p.m.

253  
254 **MOTION** to exit non-public session under RSA 91-A:3, II (A), Selectman Thackston,  
255 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
256 **Yes.**

257  
258 The Board of Selectmen exited the Non-Public Session and returned to public session at 8:42  
259 p.m.

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261 **NON-PUBLIC SESSION 91-A:3, II (D):**  
262 **MOTION** to enter into non-public session under RSA 91-A:3, II (D), Selectman Thackston,  
263 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
264 **Yes.**

265  
266 The Board entered non-public session at 8:42 p.m.

267  
268 **MOTION** to exit non-public session under RSA 91-A:3, II (D), Selectman Thackston,  
269 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
270 **Yes.**

271  
272 The Board of Selectmen exited the Non-Public Session and returned to public session at 9:03  
273 p.m.

274  
275 **NON-PUBLIC SESSION 91-A:3, II (E):**  
276 **MOTION** to enter into non-public session under RSA 91-A:3, II (E), Selectman Thackston,  
277 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
278 **Yes.**

279

280 The Board entered non-public session at 9:04 p.m.

281  
282 **MOTION** to exit non-public session under RSA 91-A:3, II (E), Selectman Thackston,  
283 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**  
284 **Yes.**

285  
286 The Board of Selectmen exited the Non-Public Session and returned to public session at 9:36  
287 p.m.


288  
289 **MOTION** to seal the non-public meeting minutes from October 7, 2024 for a period of four  
290 years, Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**


291  
292 **MOTION** to adjourn the meeting, Selectman Hopkins, **SECOND** by Selectman Thackston.  
293 **VOTES: 3-0-0.**

294  
295 The Board of Selectmen meeting adjourned at 9:38 p.m.

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298 **TROY SELECT BOARD:**

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303 Jeremy Bourgeois, Town Administrator

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303 TJ Chasse, Chairman

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307 Curtis Hopkins

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307 Richard H. Thackston, III