

TROY BOARD OF SELECTMEN MEETING
THURSDAY, JUNE 6, 2024, 5:15 P.M.
TROY TOWN HALL

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

2
3 **Also present:** Town Administrator Jeremy Bourgeois, Moderator Kyle Smith, Consultant
4 Amanda Norcross, Richie Thackston, Mike LeClerc, Jamie LeClerc, Lisa Steadman, Courtney
5 Davis, Lisa Bagster, Cemetery Trustees- Matthew Whooley & Diane Lepisto, Police Chief Dave
6 Ellis

7
8 **1. Chairman Chasse called the meeting to order at 5:21 p.m.**

9
10 **2. PUBLIC COMMENT/APPOINTMENTS:**

11 **A. Amanda Norcross, Consultant:**

12 Ms. Norcross gave the Board an overview of the current review of Town records and some
13 recommendations. She stated that ideally the Town would establish a Municipal Records
14 Committee and Records policy. The Town Administrator has discussed these items with Ms.
15 Norcross and will present a draft policy in the near future for review.

16
17 She stated that a possible outcome for the Town is to utilize its One Drive to store more
18 frequently used files for quicker access. The Town would need to pay close attention to the
19 RSA's governing specific types of documents but could create electronic version of files and get
20 rid of paper copies that aren't required to be kept forever. She left the meeting at 5:46 p.m.

21
22 **B. Moderator- 2024 Candidates' Forum:**

23 Moderator Kyle Smith discussed the fall 2024 candidates' forum with the Board of Selectmen.
24 Selectman Thackston gave him a handout of what the format has been in the past and noted he
25 should review it and make recommended changes as needed. It was decided that the Moderator
26 would work to formalize the forum structure and get back to the Board. Invitations to candidates
27 will be sent out after the state primary when party nominees are decided. The forum will take
28 place October 10th, with doors opening at 6 p.m. and the event starting at 6:30 p.m.

29
30 The Moderator inquired about the draft rail trail letter he had forwarded to the Board for review.
31 The Board responded saying it was a good letter and that he should send it out as needed. Mr.
32 Smith asked if the Board would reconsider the appointment nominations to the SWRPC.
33 Selectman Thackston replied that he's happy to see such interest in serving but advised that the
34 Planning Board post the openings for a period of time to see if anyone else may be interested.
35 Mr. Smith replied that the Planning Board is doing that for up to three vacancies of two regular
36 members and one alternate currently.

37
38 **C. NELSON/HOWARD STREET SITE VISIT:**

39 The Board recessed at 6:00 P.M. to make a site visit regarding a potential code violation. The
40 Board determined that items stored alongside Howard Street are within the Town's right of way
41 and must be moved. The Town Administrator was instructed to send the property owner a
42 certified letter giving them until July 1st to move the items or the Town will do so at their
43 expense.

44
45 The Board returned to Town Hall and reconvened the public meeting at 6:31 P.M.

46

47 The Chair allowed for public comments due to the beginning of the agenda being more full than
48 normal and in a different order.

49
50 Courtney Davis inquired about a letter recently sent out to some board volunteers regarding
51 potential conflicts of interest or incapability of office. The Board responded that nine other towns
52 at a recent training in Concord were also noted for various reasons by the Department of
53 Revenue Administration (DRA).

54
55 **3. BOARD MEMBER COMMENTS:**

56 Selectman Hopkins noted that the Recreation Department is doing a pulled pork dinner to go on
57 Saturday June 15th for \$5 each. Family fun day is on June 13th.

58
59 Chairman Chasse and Selectman Thackston did not have any comments.

60
61 **4. NEW BUSINESS:**

62 **A. PUBLIC HEARING DATE- ONE-WAY STREETS:**

63 The Board discussed the upcoming public hearing to consider changing roads to one-way. Ole
64 Keene Road will be added to possibly make temporary changes for the upcoming Troy State of
65 NH bridge projects. Prospect Street will also be added to the list to be discussed. The Board
66 indicated a desire to move the hearing to later in the summer.

67
68 **MOTION** to change the upcoming public hearing on roads to August 29th, Selectman
69 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

70
71 **B. BUILDING PERMITS:**

72
73 #2024-13, Map 6, Lot 3: The Board would like information regarding the proposed sewer
74 system, including a state approved plan. This is tabled until additional information is received.

75
76 #2024-14, Map 18, Lot 140: The Board stated that this will also require a demolition permit for
77 the existing garage and would like the setback measurements for the building.

78
79 **MOTION** to approve building permit #2024-14 subject to a completed demolition permit and
80 adequate setbacks meeting the requirements, Selectman Thackston, **SECOND** by Selectman
81 Hopkins. **VOTES: 3-0-0.**

82
83 **C. CALL FOR SPECIAL TOWN MEETING, NH DRA:**

84 The Board discussed the letter received from the New Hampshire Department of Revenue
85 Administration regarding the posting of the 2024 budget for Town Meeting. The Town
86 Administrator is recommending the Town move forward and schedule the Special Town Meeting
87 to fix the noted “procedural defect.” The Board decided to approve the Special Town Meeting
88 schedule as presented, with the public hearing taking place on June 20th at 5 p.m. at the
89 Community Center and the Special Town Meeting on July 18th at 5 p.m. at the Community
90 Center.

91
92 **MOTION** to call a special procedural town meeting, in accordance with RSA 31:5-b on July 18,
93 2024 at 5:00 pm and to support the single warrant article “to see if the town will vote to ratify the

94 results of the March 13, 2024, annual meeting even though the posting requirements were not
95 met,” Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

96

97 **D. PERSONNEL POLICY- PAID TIME OFF:**

98 The Town Administrator stated this was placed on the agenda primarily for newer Town
99 employees, with one within the Selectman’s office in particular. Due to the current language, an
100 employee doesn’t earn two weeks of vacation time until they’ve worked two full years for the
101 Town. The Board decided to table this until the July 18th meeting.

102

103 **E. CHESHIRE COMMUNITY POWER- TROY REP.:**

104 The Town Administrator notified the Board that the Town is entitled to one representative on the
105 Cheshire Community Power board, with their next meeting coming up on June 20th. He asked if
106 they knew of any potential volunteers and Bill Covenos was mentioned.

107

108 **MOTION** to nominate Mr. Bill Covenos as Troy’s community representative on the Cheshire
109 Community Board, with the Town Administrator filling in and attending meeting on behalf
110 of the Town for the time being should he not be interested, Selectman Thackston, **SECOND** by
111 Selectman Hopkins. **VOTES: 3-0-0.**

112

113 **F. TOWN TENT RENTAL REQUEST FORM:**

114 The Town Administrator notified the Board he had taken the check-in/check-out town tent slips
115 and created a form for potential renters to fill out. The Board discussed the history of renting out
116 the town tents, their cost to purchase and/or rent elsewhere.

117

118 **MOTION** to approve the Town tent rental request form and to raise the rental fee to \$200, with
119 funds set aside in a separate fund, if possible, Selectman Thackston, **SECOND** by Selectman
120 Hopkins. **VOTES: 3-0-0.**

121

122 **G. MUNICIPAL SIDEWALK AGREEMENT- PROJECT #40371:**

123 **The Board reviewed an agreement sent to the Town from New Hampshire Department of**
124 **Transportation (DOT) for one of the upcoming Troy bridge projects.**

125

126 **MOTION** to approve the municipal sidewalk agreement for Troy project #40371, Selectman
127 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

128

129

130 **H. 2024 YTD BUDGET REVIEW:**

131 The Board noted the year-to-date 2024 budget printout included in their meeting information.
132 They stated that the Town is overall in good shape and on target. Selectman Thackston indicated
133 that the Board traditionally would review this at their second meeting of the month and asked the
134 Town Administrator to use that schedule moving forward.

135

136 **I. MONADNOCK DISPOSAL SERVICE: '24-25 & '25- '26 PROPOSAL FOR**
137 **TRANSFER STATION:**

138 The Board reviewed a proposal to extend their current agreement for the Troy transfer station.

139

140 **MOTION** to approve the Monadnock Disposal Service agreement as presented, Selectman
141 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

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

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

146
147 The Board of Selectmen entered Non-Public Session at 7:31 p.m.

148
149 **MOTION** to exit non-public session under RSA 91-A:3, II (C) & (A), Selectman Thackston,
150 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**
151 **Yes.**

152
153 The Board of Selectmen exited the Non-Public Session and returned to public session at 8:05
154 p.m.

155
156 Chairman Chasse noted that Towns are now expected to review sealed nonpublic minutes more
157 often and unseal those where the original reason for sealing no longer applies.

158
159 **MOTION** to unseal all Board of Selectman nonpublic sealed minutes that are ten years or older,
160 Selectman Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

161
162 The Police Department and Cemetery Trustees indicated they have discussed using some surplus
163 land on Marlborough Road for a shooting range. The Cemetery Trustees in attendance noted they
164 support the use and ask the Board of Selectmen for their approval.

165
166 **MOTION** to authorize a shooting range on surplus cemetery land on Marlborough Road for use
167 by the Troy Police Department, Selectman Thackston, **SECOND** by Selectman Hopkins.
168 **VOTES: 3-0-0.**

169
170 The Town Administrator was asked to check with Primex regarding coverage of the range.

171
172 **J. TOWN HALL SURVEILLANCE CAMERAS: MANAGEMENT:**
173 Selectman Thackston stated he wanted to bring up the security cameras to discuss the
174 management of them, legality, and access to them streaming or recorded footage. Chairman
175 Chasse indicated he and Selectman Hopkins currently have access and that Police Chief Ellis
176 would in the near future as well. Selectman Thackston said he would like the Board to consider a
177 policy to manage their camera systems and asked the Town Administrator to bring a draft policy
178 for the management of camera systems and data to their next Board meeting.

179 **MOTION** to give Police Chief Ellis access to the Town Hall security cameras, Selectman
180 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

181
182 **K. TAX COLLECTOR'S TAX WARRANT:**
183 **MOTION** to approve the Tax Collector's tax warrant in the amount of \$2,150,167, Selectman
184 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

185
186 **5. OLD BUSINESS:**
187 **A. TOWN HALL RFP'S:**

188 The Board reviewed the quotes received regarding painting the second floor of Town Hall. They
 189 are awaiting additional quotes for painting and for the Town Hall file room, including electrical
 190 work. The Board will revisit this once additional quotes are received.

191
 192 The Board gave the Town Administrator the names of some local companies to contact regarding
 193 the replacement of Town Hall windows.

194
 195 **B. CODE ENFORCEMENT: SOP’S REVIEW:**
 196 **MOTION** to approve the Code & Zoning Enforcement SOPs as submitted, Selectman
 197 Thackston, **SECOND** by Selectman Hopkins. **VOTES: 3-0-0.**

198
 199 The Board indicated the document should be organized and labeled by sections, with a spot
 200 added for Board signatures and adopted/amended dates.

201
 202 **C. 14 MILL STREET:** Done in non-public session.

203
 204 **D. C.W. DAVIS & TOWN WORK:**
 205 The Board discussed the agreement and the insurance policy submitted to the Town. Mr. Davis
 206 received a check for \$6,000, which is half of the discussed agreement amount from the 2024
 207 budget process.

208
 209 Mr. Davis inquired about repairing the Town’s steeple sometime in the future. He noted that it
 210 will take some research and time to get any work done so planning ahead would be ideal,
 211 especially if the Town wants to seek any grant funding.

212
 213 **E. TOWN HALL PLUMBING:**
 214 The Board discussed the recent visits to check out the plumbing for the first-floor restroom. It is
 215 believed that proper ventilation for the restroom is probably needed.

216
 217 **6. CONSENT AGENDA:**
 218 **A. RECENT MANIFESTS:**

219

Payroll & Accounts Payable Manifests to be Approved				
Payroll	Week Ending Date	Check Date	Total	Notes
	5/19/2024	5/24/2024	\$ 21,786.47	
	5/26/2024	6/3/2024	\$ 29,146.70	INCLUDES QUARTERLY CHECKS
	6/2/2024	6/10/2024	\$ 25,170.38	
Accounts Payable	NA	5/16/2024	\$ 888.98	
	NA	5/20/2024	\$ 2,012.76	
	NA	5/24/2024	\$ 35,021.78	
	NA	5/30/2024	\$ 2,479.07	
	NA	5/30/2024	\$ 291,306.25	INCLUDES \$100,000 TOWARDS TAN AND \$191,306.25 MRSD PAYMENT (HOLDING)
	NA	6/3/2024	\$ 200.00	
	NA	6/6/2024	\$ 18,525.72	

220
 221
 222 **MOTION** to approve the payroll and accounts payable manifests by consent, as submitted,
 223 Selectman Hopkins, **SECOND** by Chairman Chasse. **VOTES: 2-0-0.**

224 **B. PREVIOUS MEETING MINUTES:**

225 **MOTION** to approve the meeting minutes from the May 16, 2024 meeting, as submitted,
226 Selectman , Selectman Hopkins, **SECOND** by Chairman Chasse. **VOTES: 2-0-0.**

227
228 **MOTION** to approve the meeting minutes from the May 16, 2024 meeting, Non-Public Session,
229 as submitted, Selectman Hopkins, **SECOND** by Chairman Chasse. **VOTES: 2-0-0.**

230
231 **7. ADMINISTRATIVE REPORT:**

232 Town Administrator Bourgeois noted that Sarah is off starting June 5th and returns on June 11th.
233 Ebby will be off starting on June 12th and returning on the 24th. Mr. Bourgeois is taking Monday,
234 June 24th off for a doctor’s appointment.

235
236 He noted that tax bills were printed today/tonight and will be mailed out tomorrow, Friday, June
237 7th. He has a meeting with Mascoma Bank on Wednesday, June 12th at 10 A.M.

238
239 **8. NEXT MEETING: June 20, 2024 at 5:15 P.M. (immediately following the public**
240 **hearing at the Community Center)**

241
242 Richard HKS Thackston noted that the Town Common eye timer will need to be looked at by an
243 electrician due to improper functioning.

244
245 **9. NON-PUBLIC SESSION 91-A:3, II (D):**

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

249
250 The Board of Selectmen entered Non-Public Session at 9:17 p.m.

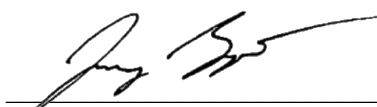
251
252 **MOTION** to exit non-public session under RSA 91-A:3, II (D), Selectman Thackston,
253 **SECOND** by Selectman Hopkins. **Roll Call Vote: Chasse, Yes; Hopkins, Yes; Thackston,**
254 **Yes.**

255
256 The Board of Selectmen exited the Non-Public Session and returned to public session at 10:09
257 p.m.

258
259 **MOTION** to adjourn the meeting, Selectman Hopkins, **SECOND** by Selectman Thackston.
260 **VOTES: 3-0-0.**

261
262 The Board of Selectmen meeting adjourned at 10:10 p.m.

263
264
265 **TROY SELECT BOARD:**

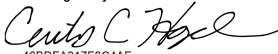
266
267 
268 _____
269 Jeremy Bourgeois, Town Administrator

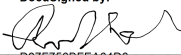
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TJ Chasse, Chairman

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Richard H. Thackston, III