

**TROY BOARD OF SELECTMEN MEETING
THURSDAY, JULY 2, 2026, 6:00 P.M.
TOWN HALL**

- 1. CALL TO ORDER**
- 2. BOARD MEMBER COMMENTS**
- 3. PUBLIC COMMENTS**
 - **JUDI DILL: GAP MOUNTAIN ROAD**
- 4. NEW BUSINESS**
 - A. BUILDING PERMITS**
 - **#2026-13: MAP 12, LOT 17-2**
 - **#2026-15: MAP 19, LOT 55 (SOLAR)**
 - B. TAX ABATEMENT #1071: MAP 14, LOT 6**
 - C. 2024 AUDIT: BOS QUESTIONNAIRE**
 - D. MUNI MINS- AI MINUTE TAKING ASSISTANT SOFTWARE**
 - E. SIGN PERMIT APPLICATIONS: LIBRARY& MONADNOCK BERRIES**
 - F. RIGHT TO KNOW POLICY- DRAFT**
 - G. APPOINTMENT- CIP COMMITTEE: STEVEN SAWYER**
- 5. OLD BUSINESS**
- 6. CONSENT AGENDA**
 - A. RECENT MANIFEST & PAYROLL**
 - B. MEETING MINUTES: JUNE 11, 2026 PUBLIC & NON-PUBLIC**
- 7. BOARD CORRESPONDENCE**
- 8. ADMIN REPORT**
- 9. NON-PUBLIC SESSION, UNDER NH RSA 91-A:3, II (IF NECESSARY)**
- 10. ADJOURN**

4A

2026-13
\$444.00
Paid ✓



Please post in a conspicuous location

TOWN OF TROY, NH

PERMIT TO PERFORM WORK

PURSUANT TO RSA 154

Andrew Krook has been

Issued Permit No. 2026-13, to erect (X), alter (),

New House and Garage

at: Monadnock Street Tax Map 12 Lot 17-2

Date

Authority Having Jurisdiction

Expiration Date

This document must be completed and returned to the Administrative Assistant with all applicable signatures upon completion of work.

Please see reverse side for required signoffs upon completion.

Please remember that buildings or portions of buildings shall not be occupied during construction, repair, or alteration without the approval of the appropriate authority.

INSPECTIONS	APPROVAL SIGNATURE	DATE
HEALTH OFFICER		
WATER/SEWER		
DRIVEWAYS		
FIRE CHIEF		
CODE ENFORCEMENT OFFICER		
FINAL COMPLETION/OCCUPANCY PERMIT		



Town of Troy Permit Application
16 Central Square
Troy, NH. 03465
(603)242-7722

N Permit #
2026-13
Dermat fee
\$444.00 ✓

Property Information-Where improvements are proposed

Street # Street Name Monadnock Street Map/Lot 17-2 Lot 12 Map 12 Lot 17-2
Zoning Floodplain Wetlands Elevation Certification

Is this property a conforming lot? yes

(Please see Zoning Ordinance or contact the Selectmen's Office for clarification)

Owner Information-Who owns the property

Name: Andy Krook Address: P.O. Box 288
City/State/Zip: New Ipswich N.H. 03071
Phone # 603-345-1116 Email: Andy.krook@yahoo.com

Applicant Information-If not the owner of the property

Name: Andy Krook Address:
City/State/Zip:
Phone # Email:
Name of Contact for this Project: Andy Krook Phone:

Applicant Information-Describe proposed improvements

Permit Type: Building Electrical Plumbing Other
Building Use: Single family Multi-Family Commercial Other
Work Type: New Addition Renovation Move Other Sq. Ft. of work to be done 1800 + 420
Description of work: New House + New garage

Plumbing and Electrical sub-contractors-Signature indicates responsibility for compliance with laws and codes

Electrical contractor-State License Number: 9839 M Exp. Date: 8/31/26
Name: Ross Somero Address: 148 Perry Road
City/State/Zip: Rindge N.H. 03461
Phone # 603-966-7085 Email:
License Holders Signature: [Signature] Date: 6/12/26

Plumbing Contractor- State License Number: 205192 Exp. Date: 3/31/2028
Name: Dakota Chamberlin Address: 292 Nashua Road
City/State/Zip: Sharon N.H. 03458
Phone # 603-933-3238 Email: PurePlumbingNH@gmail
License Holders Signature: [Signature] Date: 6/13/2026

Heating and Air Conditioning Contractor- State License Number:

GF2111479 Exp. Date: 3-31-27
Name: Travis Rautiola Address: 31 Bayton hill R.D.
City/State/Zip: New Ipswich N.H 03071
Phone # 603-848-6170 Email: PeakMechanical@NH.Com
License Holders Signature: [Signature] Date: 6/14/26

Design Professional-Responsible Architect or Engineer

Name: _____ Address: _____
City/State/Zip: _____
Phone # _____ Email: _____

Please note the following by checking the appropriate lines:

This property is to be hooked up with ☒ Town water and/or _____ Town Sewer.

OR

This property will be hooked up to _____ private well and/or _____ septic.

☒ I I hereby certify that as the applicant for permit, I am the owner of this property __, or the owner's authorized agent __ (check one). I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure all construction or other work will be completed in accord with all Federal, State and Local Laws, code and ordinances, including but not limited to the State Building Code NHRSA 155-A. **I understand that I am responsible to ensure that all inspections will be completed as required by the Town, and no structure will be used in violation of Federal, State, and Local Laws, code and ordinances.** The making of false statement on this form shall constitute a criminal offense.

Applicant printed name: Andy Krook
Applicant signature: [Signature] Date: June 12, 2026

BUILDING PERMIT FEES & INFORMATION

1. Major Requirements for Permits:

- All Zoning Ordinance requirements must be met.
- Must have State permit for septic systems or file an application for a Town Sewer connection.
- Approved Driveway permit from Town
- Building plans and plot plans showing location and setbacks of project.
- Must establish drinking water source. (Private well or Town water). A copy of the water source plan is required with application.
- Floodplain
- Elevation certification.
- American Disability Association compliance-if applicable.

2. Inspections: *It is the responsibility of the owner to insure inspections are completed on time. See attached Building Inspection Schedule and Criteria.*

Permit fees are as follows:

New Construction Manufactured or Modular: .15¢ per square foot

***New Construction Stick Built:** .20¢ per square foot *x 1800*

Outbuildings/Carports/Decks and Porches (does not include temporary=six months or less) up to 200 square feet, no permit required. 200 square feet and over = \$35 plus .35¢ per square foot thereafter, and permit required.

Sheds up to 200 square feet, no permit required. 200 square feet and over = \$35 plus .35¢ per square foot thereafter, and permit required.

Pools and fences(less than six feet) \$35 (if pool is inground)

Barns/Garages/Additions .20¢ per square foot

New Commercial up to 2000 square feet.25¢ per square foot

New Commercial over 2000 square feet .35¢ per square foot

New Multifamily .35¢ per square foot

Solar/Wind or Generator Residential \$0 Commercial \$45

Reinspections \$50

Demolition \$50-point of destination required for materials.

Driveway -Town Roads only \$50.00

Electrical/Plumbing/Mechanical is included in all other permits

ALL PERMITS EXPIRE ONE YEAR FROM DATE OF ISSUE, CHARGE TO RENEW IS \$50.

THE FOLLOWING ITEMS DO NOT REQUIRE INSPECTION:

Meaning but not limited to replacement parts, fences less than six feet, like and kind replacement, painting, papering, tiling, reroofing, residing, carpet, toilets, faucets, and similar work. The following items do not require permit but must meet New Hampshire Emergency code: Reroofing residing, replacement doors and windows or emergency egress windows and doors, electrical meters(contact local electric company to clarify).

To contact inspectors, please call the following:

Fire Chief: Mark Huntoon (603)499-2051

TROY SELECT BOARD:

Jody McDermott, Chair

Richard H. Thackston, III, Selectman

TJ Chasse, Selectman



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

**APPROVAL FOR CONSTRUCTION
OF INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS)**

AS AUTHORIZED BY THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WATER DIVISION PURSUANT TO RSA 485-A, WATER POLLUTION AND WASTE DISPOSAL AND ENV-WQ 1000, SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES.

APPLICATION APPROVAL DATE: 6/12/2026

APPROVAL NUMBER: eCA2026061215

I. PROPERTY INFORMATION

Address: MONADNOCK STREET
LOT 12 MAP 17-2
TROY NH 03465

Subdivision Approval No.: ESA2025111803

Subdivision Name:

County: CHESHIRE

Tax Map/Lot No.: 12/17-2

II. OWNER INFORMATION

Name: SILVER LINING DEVELOPMENT, LLC

Address: SILVER LINING DEVELOPMENT, LLC
29 DIANES WAY
RINDGE NH 03461

III. APPLICANT INFORMATION

Name: CHRISTOPHER GUIDA

Address: 231 OLD TEMPLE RD
LYNDEBOROUGH NH 03082

IV. DESIGNER INFORMATION

Name: CHRISTOPHER GUIDA

Address: 231 OLD TEMPLE RD
LYNDEBOROUGH NH 03082

Permit No.: 01401

V. SPECIFIC TERMS AND CONDITIONS: Applicable to this Approval for Construction

Please read **VI. General Terms and Conditions** on the reverse side of this approval.

A. TYPE OF SYSTEM: STONE AND PIPE

B. NO. OF BEDROOMS: 3

C. APARTMENT BEDROOMS: 0

D. APPROVED FLOW: 450 GPD

E. OTHER CONDITIONS AND WAIVERS:

1. This approval is valid for 4 years from date of approval, per Env-Wq 1004.13.
2. No waivers have been approved.

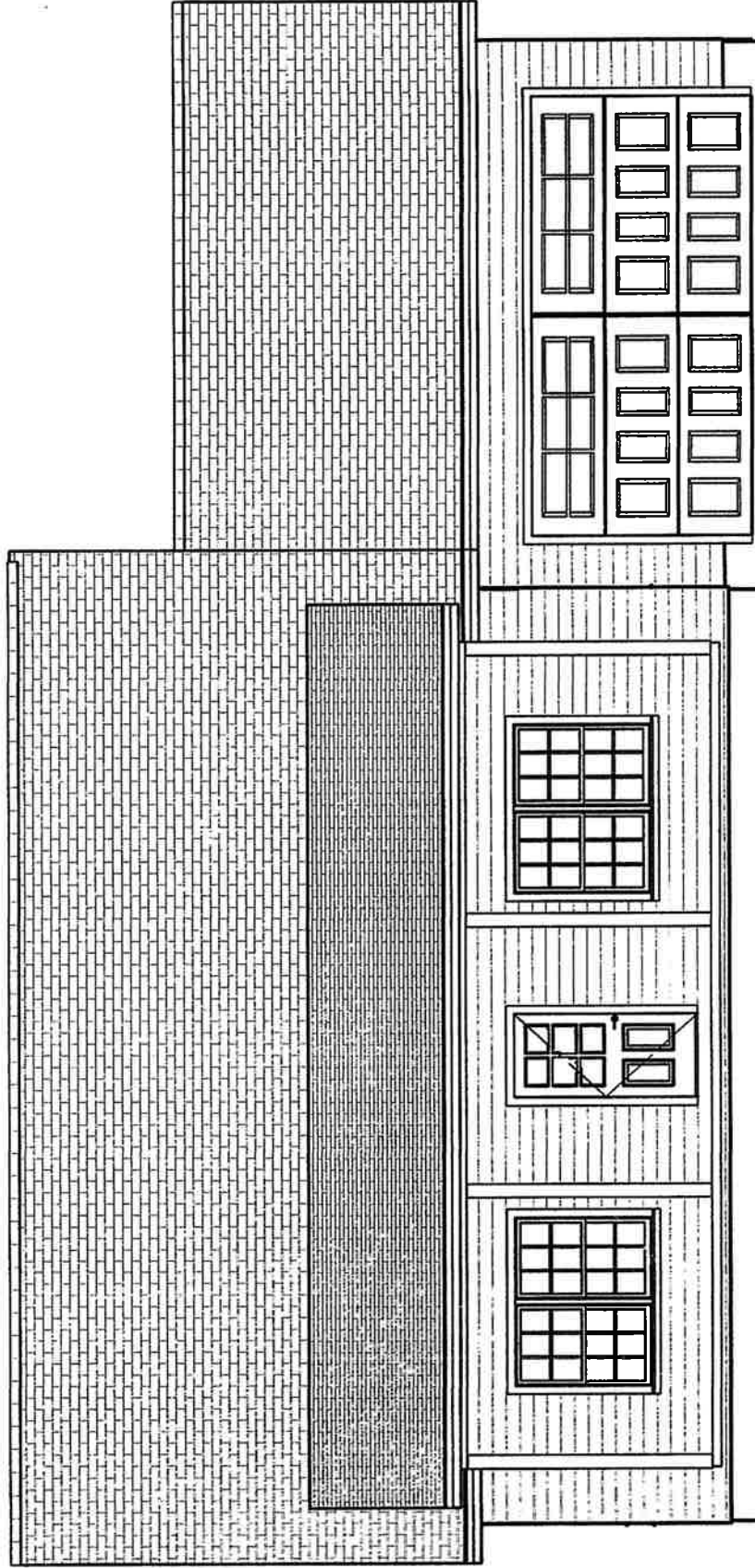
Darren K. King
Subsurface Systems Bureau

NHDES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3503 Fax: (603) 271-6683 TDD Access: Relay NH 1-800-735-2964

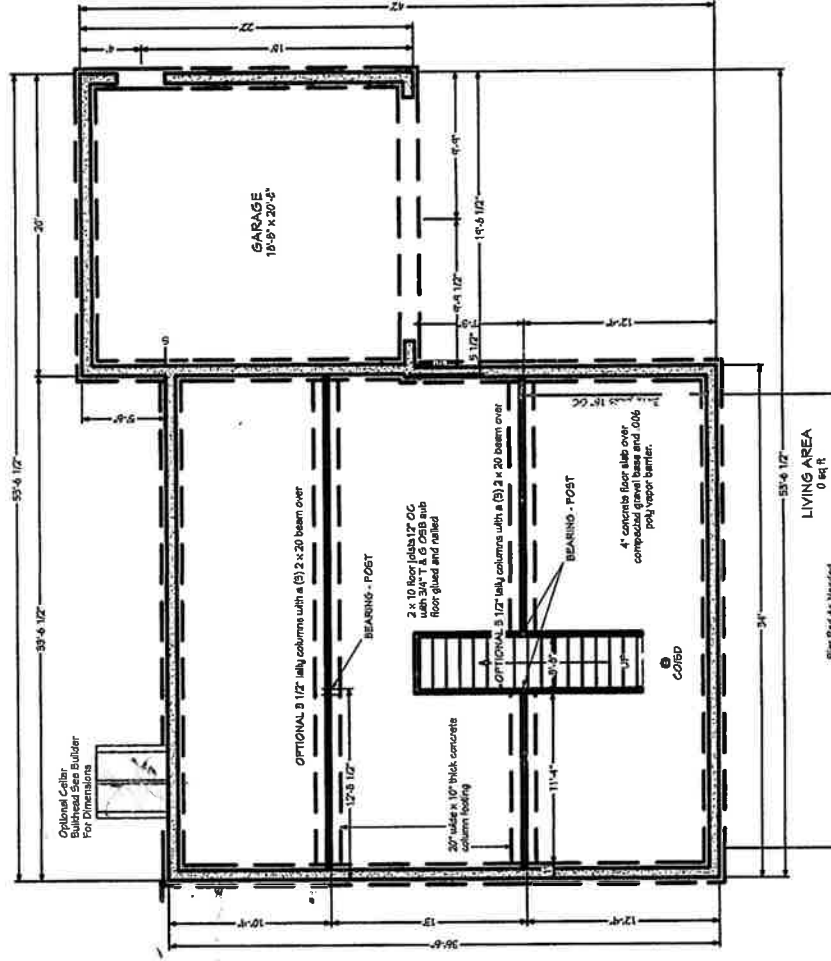
Krook



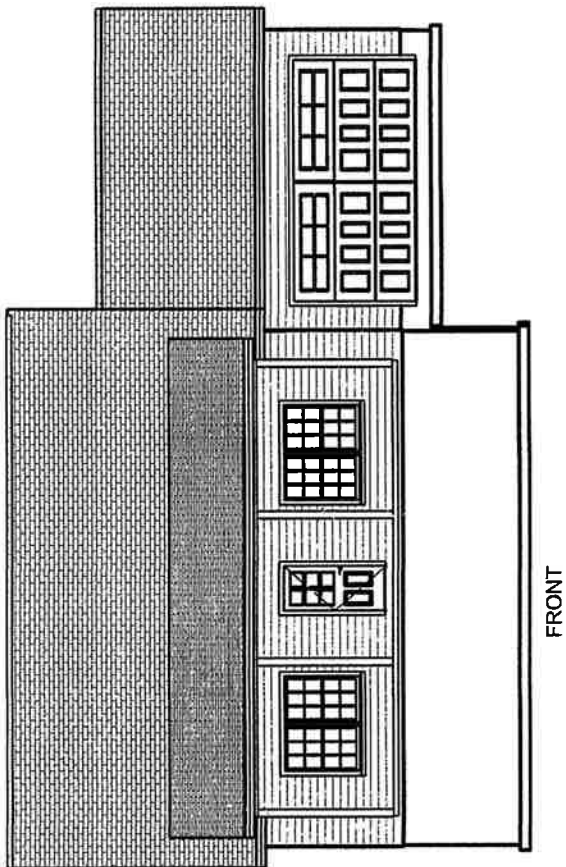
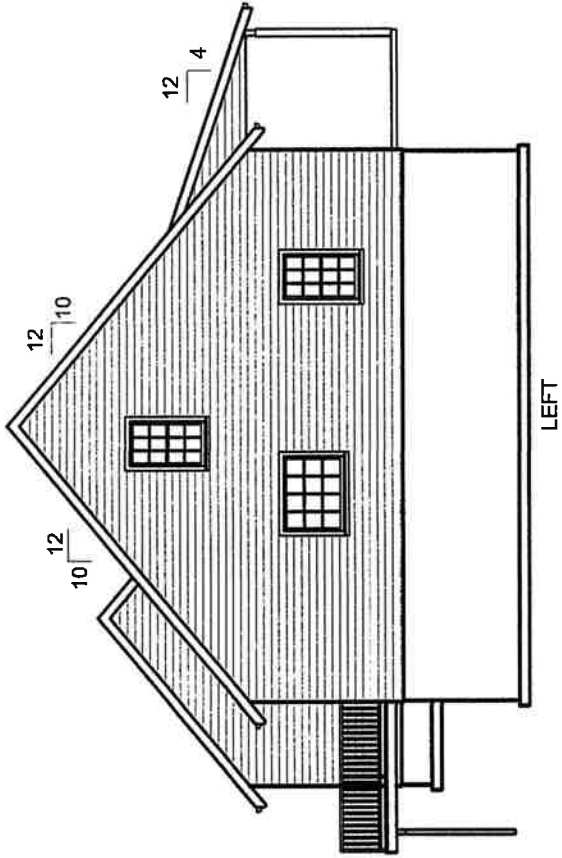
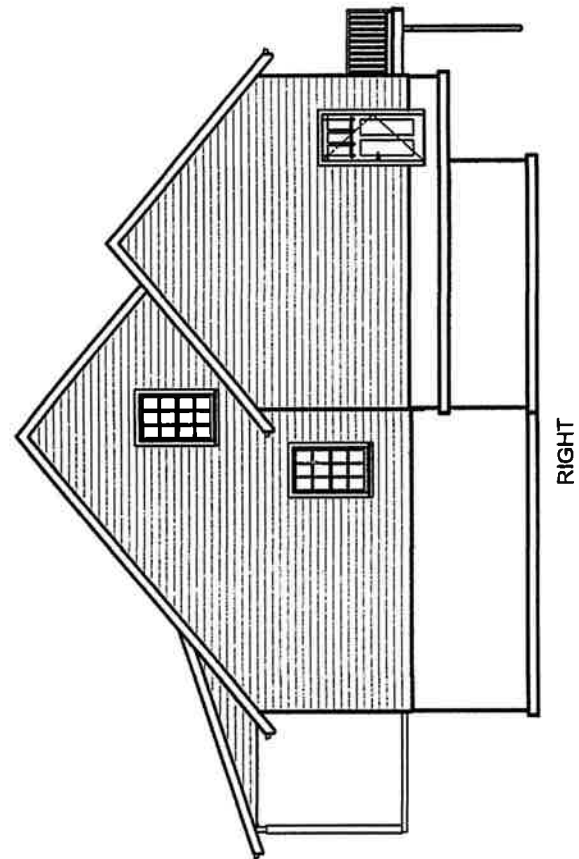
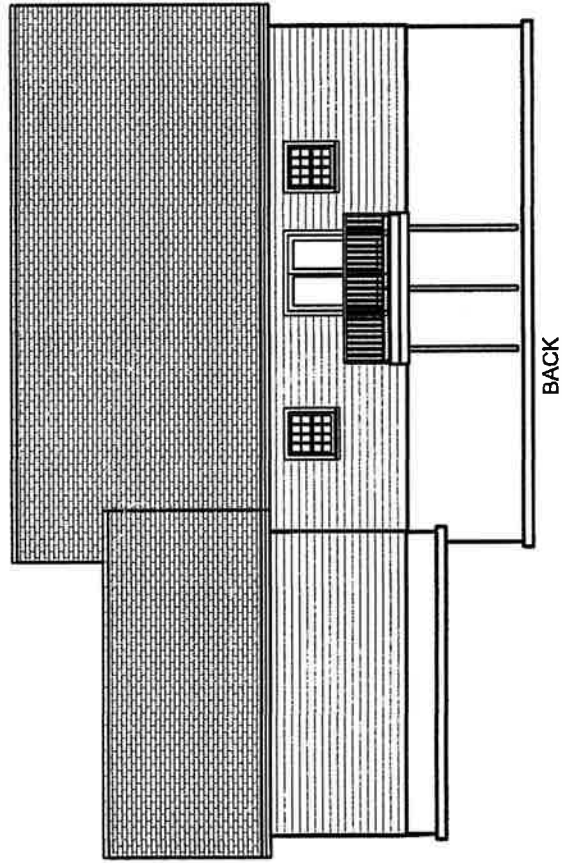
Floor Plan Details:

- Overall Dimensions:** 34' (width) x 34' (depth).
- Rooms and Dimensions:**
 - Bedroom (Top): 11'-0" x 12'-5"
 - Bedroom (Bottom): 11'-0" x 12'-5"
 - Bath: 4'-0" x 5'-4"
 - Living Area: 464 sq. ft.
 - Attic (Top): 9'-0" x 12'-5"
 - Attic (Bottom): 9'-0" x 12'-5"
 - Hall: 8'-7" x 5'-3"
- Other Labels:** DOOR, WINDOW, STAIRS, CLOSET, B.C., H.C., EGRESS.

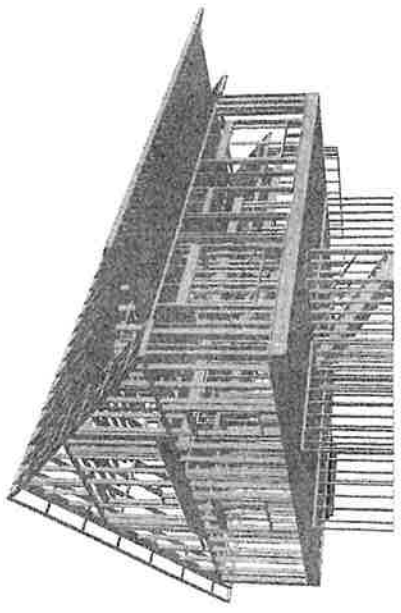
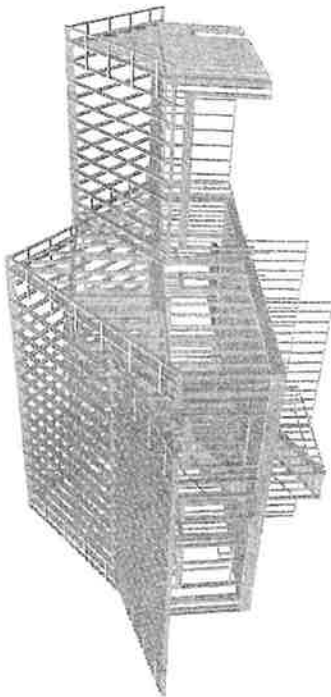
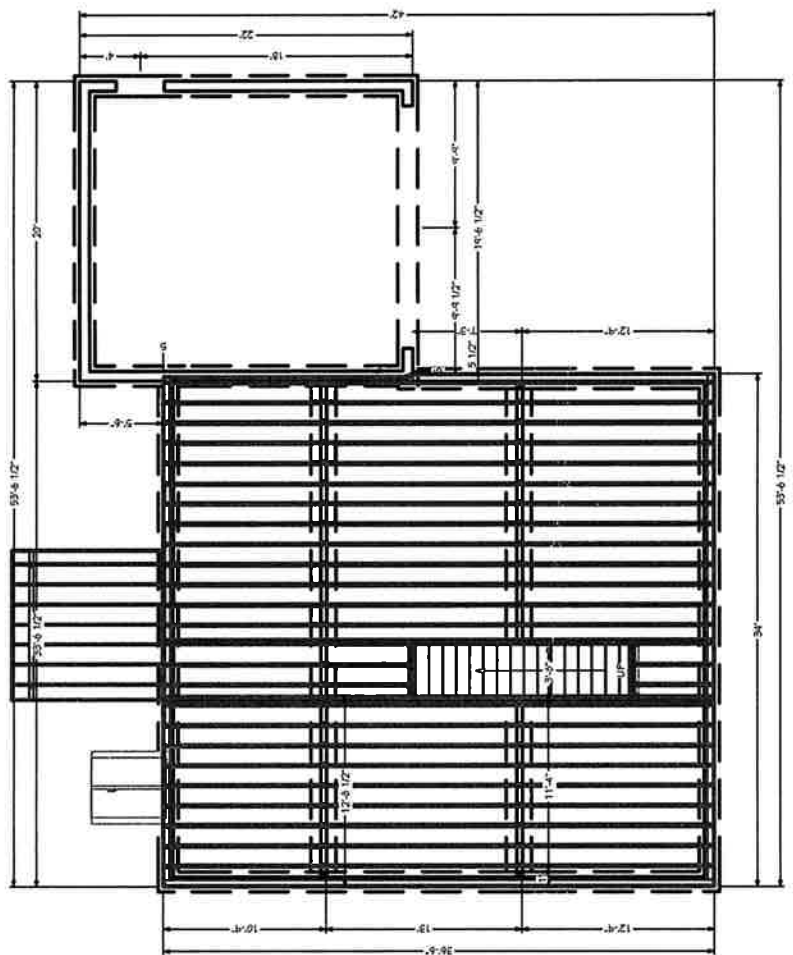
Second Floor

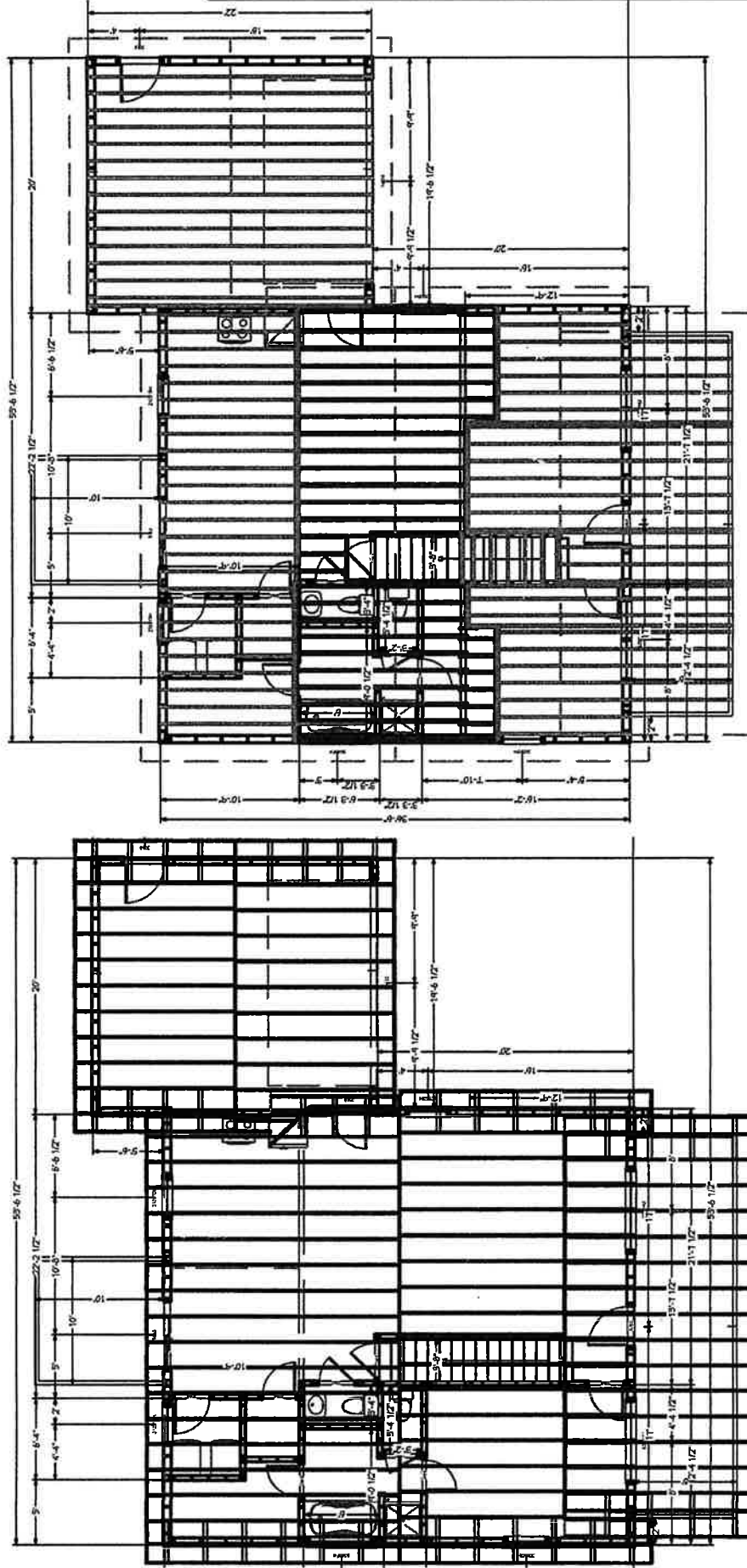


Foundation



First Floor Framing





Roof Framing
Second Floor Framing
First Floor Ceiling Framing



4A

2026-15
NO FEE ✓

Please post in a conspicuous location

TOWN OF TROY, NH

PERMIT TO PERFORM WORK

PURSUANT TO RSA 154

Jennifer Bakalar

has been

Issued Permit No. 2026-15, to erect (X), alter (),

357 sq ft., 17 solar panel array.

at: 28 Marlborough Road Tax Map 19 Lot 55

Date

Authority Having Jurisdiction

Expiration Date

This document must be completed and returned to the Administrative Assistant with all applicable signatures upon completion of work.

Please see reverse side for required signoffs upon completion.

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Town of Troy Permit Application
16 Central Square
Troy, NH. 03465
(603)242-7722

N Permit #

2026-15

Permit fee

\$0.00

Property Information-Where improvements are proposed

Street # 28 Street Name Marlborough Road Map/Lot 19 / 55

Zoning Village Floodplain Wetlands Elevation Certification

Is this property a conforming lot?

(Please see Zoning Ordinance or contact the Selectmen's Office for clarification)

Owner Information-Who owns the property

Name: Jennifer Bakalar Address: 28 Marlborough Road

City/State/Zip: Troy, NH 03465

Phone # 917-624-3094 Email: jennifer.bakalar@gmail.com

Applicant Information-If not the owner of the property

Name: 603 Solar (authorized agent) Address: 24 Charter St.

City/State/Zip: Exeter, NH 03833

Phone # 603-570-2607 x 1 Email: marian@603solar.com

Name of Contact for this Project: Marian Caisse Phone: 603-570-2607 x 1

Applicant Information-Describe proposed improvements

Permit Type: Building Electrical Plumbing X Other Rooftop solar

Building Use: X Single family Multi-Family Commercial Other

Work Type: New Addition Renovation Move X Other Sq. Ft. of work to be done 357

Description of work:

Install a 7.48kW PV solar roof array with 17 solar panels and 17 micro-inverters.

Plumbing and Electrical sub-contractors-Signature indicates responsibility for compliance with laws and codes

Electrical contractor-State License Number: 15155 Exp. Date: 5/31/28

Name: Zach Olster, Grateful Electric Address: 48 Boston Post Road, Amherst, NH 03031

City/State/Zip:

Phone # 603-438-5434 Email: gratfulelectrictnh@gmail.com

License Holders Signature:  Date: 6/22/26

Plumbing Contractor- State License Number: Exp. Date:

Name: Address:

City/State/Zip:

Phone # Email:

License Holders Signature: Date:

Permit fees are as follows:

New Construction Manufactured or Modular: .15¢ per square foot

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TROY SELECT BOARD:

Jody McDermott, Chair

Richard H. Thackston, III, Selectman

TJ Chasse, Selectman



24 Charter Street
Exeter, NH 03833

Hi,

Enclosed is a permit packet for a proposed solar array for Jennifer Bakalar at 28 Marlborough Road.

Included are a design with a line diagram, a copy of the master electrician's license, data sheets for the equipment, and the application.

Please let me know if you have any questions!

Thanks,

Marian Caisse

Office Administrator

603.570.2607 x1

www.603solar.com

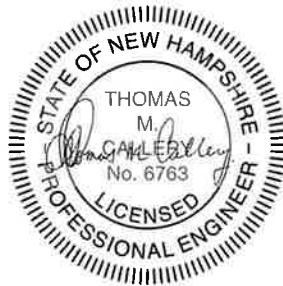
marian@603solar.com

Selectmen's Office

JUN 23 2026

Town of Troy, NH

**PERMIT APPLICATION
TO INSTALL
NEW SOLAR PANELS
FOR
JENNIFER BAKALAR
28 MARLBOROUGH ROAD
TROY, NEW HAMPSHIRE**



06-18-26

Callery Consulting, LLC
PO Box 607
Pelham, New Hampshire 03076

Thomas M. Callery, P.E.

CONSTRUCTION CALC
We Empower The Building Industry

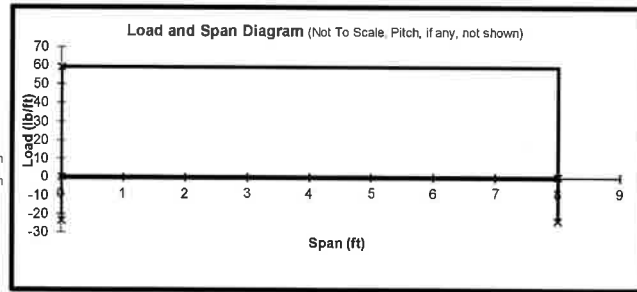
ProBeam

v5.01

Important: Top and bottom must be laterally supported at supports and at 4-ft max. intervals. No wane in laminations nor curved Glulams. Dynamic loading not considered. Compliant with 2009 - 2003 IBC. All designs should be checked by a competent professional. All users shall comply with State Engineering Law. Injury and / or death can result from improper use of this product.

Job Name: Bakalar, Troy, NH
Beam I.D.: 2"x6" rafters @ 16" OC
Other Info.: Existing Rafters-Array #1

Main Span, L = 8.00 ft
Main Span Max. Allowed Live Defl: L / 180 = 0.53 in
Main Span Max. Allowed Total Defl: L / 120 = 0.80 in
Cantilever (Overhang) Exists? No
Pitch if Sloped: 8.0 : 12
Load Duration Snow: 1.15
Loads From Continuous Member? No
Add Self Wt.? Yes
Sawn Member Repetitive Use? Yes



For Wood and Glulams Only: Not press treated
Press Treated? Dry
Wet Cond? 100 deg F & less
Temp Cond.

Uniform Loads Over Full Length of Member

	Live, psf	Dead, psf	Tributary Width, ft	Uniform Live Load, plf	Reduced Live Load, plf	Uniform Dead Load, plf
Roof Snow (only)	16 psf	12 psf	1.33 ft	-	-	19.2 lb/ft
Floor 3 Loads	27 psf		1.33 ft	35.9 lb/ft	35.9 lb/ft	(Adj'd for pitch)
Floor 2 Loads				-	-	-
Floor Loads				-	-	-
Wall Dead Load				-	-	-
or 'psf' load and trib. width	3 psf		1.33 ft	4.0 lb/ft	4.0 lb/ft	-
ional 'plf' Unif. Live Loads	Descrip'n, opt1					
nal 'plf' Unif. Dead Loads	Descrip'n, opt1					
r LL						
Load Subtotals				39.9 lb/ft	39.9 lb/ft	19.2 lb/ft
Total Adjusted Uniform Loads				W _L = 39.9 lb/ft		W _D = 19.2 lb/ft
Combined Total Uniform Load				W _U = 59.1 lb/ft		

4x And Smaller (Lumber)			5x And Larger (Timbers)		
Lumber Material	Spruce-Pine-Fir		Timber Material	Spruce - Pine - Fir	
Lumber Grade	No. 1 / No. 2		Timber Grade	Scroll Up	
Acceptable Solutions			Acceptable Solutions		
2 x 5	(4) 2 x 3		-	-	-
(2) 2 x 4	3 x 4		-	-	-
(3) 2 x 4	4 x 4		-	-	-
List properties for what size lumber?	2 x 6		List properties for what size?	8 x 14 *	
Fb=1505 Fv=156 Fcp=425 E=14000000 Slf Wt=0			Fb=0 Fv=0 Fcp=0 E=0		

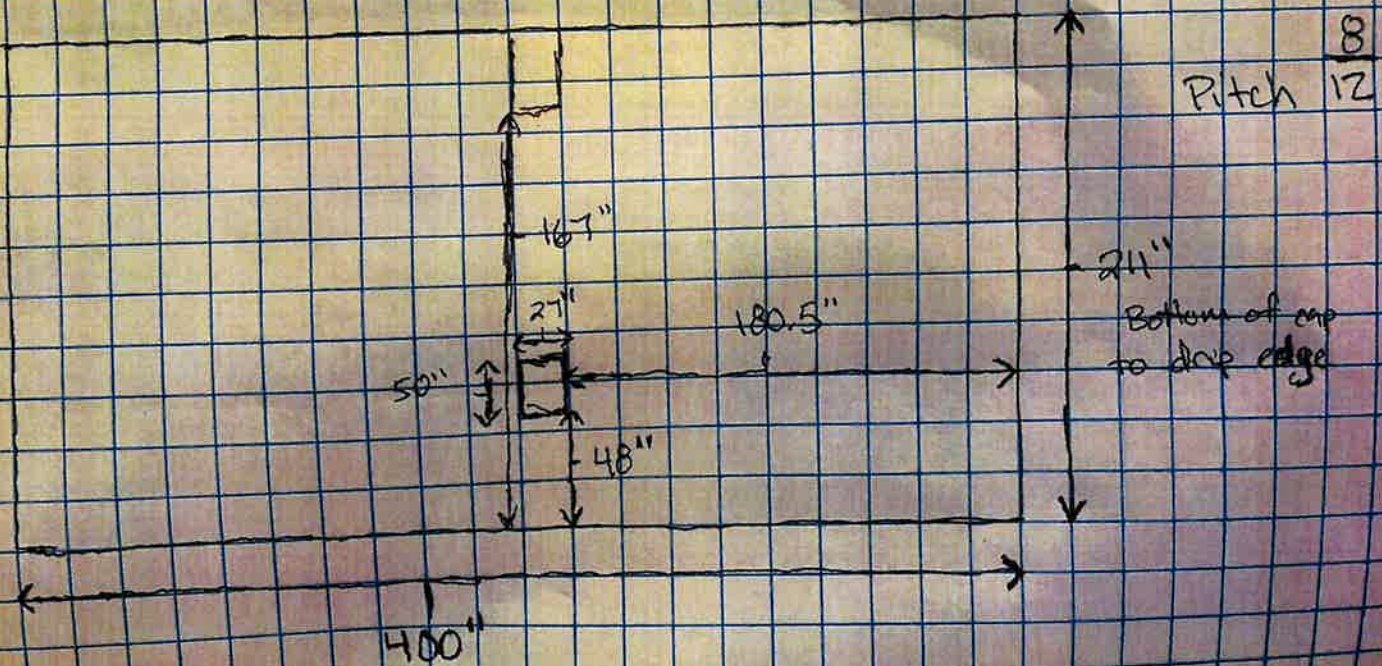
Final Member	Sawn Wood	Final Member Results	Bending Overdesign: 100.6%
Material Library	Choose From All Sizes Of Beam Type	Shear Overdesign: 308.1%	
Final Size:	2 x 6	Deflection Overdesign: 251.4%	
Min. Bearing Lengths : = 1.50 in. (Left) : = 1.50 in. (Right)		Bearing / Buckling Overdesign: N/A	
Vert Diff (approx): 5.33 ft	True Len (approx):	Final member OK by: 100.6%	
Actual Member Size: 1.50" x 5.50"	9.61 ft	Controlling criteria is: Bending	

Reactions			Final Member Additional Information			Bracing Req'd For	
Maximums	R ₁ - Left	R ₂ - Right	Max. Positive Moment: 473 ft-lb	Location	Live Case	Full Strength:	
Live Load:	160 lb	160 lb	Max. Negative Moment: 0 ft-lb	0.00 ft	Main Span	Lateral bracing	
Dead Load:	77 lb	77 lb	Max Design Shear: 209 lb	0.00 ft	Main Span	required at	
Total Load:	236 lb	236 lb	Main Span Max. Downward Deflection (Live / Total): 0.152" / 0.225"	4.00' / 4.00'	Main / Main	supports and at 7.9-	
Live Case Causing Max	N/A	N/A	Main Span Max. Upward Deflection (Live / Total): 0.000" / 0.000"	0.00' / 0.00'	Main / Main	ft, max, along	
Minimums	R ₁ - Left	R ₂ - Right	Cant. Down Defl. (Live / Tot): N/A	N/A	N/A	member	
Live Load:	0 lb	0 lb	Cant. Up Defl. (Live / Tot): N/A	N/A	N/A	W/O Mid-Bracing:	
0.6 or 1.0 Dead :	46 lb	46 lb	Req'd El. Not Incl. Self Wt.: 8.286E+06	Actual El: 2.91E+07		Bending Red'n:	
Net Reaction	46 lb	46 lb	Approx. Self Weight: N/A	Approx. Tot. Wt.: N/A		21%	
Live Case Causing Min	N/A	N/A	Min. Calc'd Bearing Lengths : = 0.37 in (Left) = 0.37 in (Right)			Allowed Moment:	
						748 ft-lb	

PHOTOGRAPHS
SKETCHES/MEASUREMENTS
OF
EXISTING STRUCTURE

Callery Consulting, LLC
PO Box 607
Pelham, New Hampshire 03076

Roof



Land

Size: 1.940 Ac.
Zone: 03 - VILLAGE
Neighborhood: AVG
Land Use: 1F RES
Site: AVERAGE
Driveway:
Road: PAVED
Taxable Value: \$39,800

Land Type	Units	Base Rate	NC	Adj	Site	Road	Dway	Topo	Cond	Ad Valorem	SPI	R	Tax Value	Notes
1F RES	0.500 AC	34,825	E	100	100	100	100	100 ROLLING	100	34,800	0	N	34,800	
1F RES	1.440 AC	3,483	X	100	0	0	0	100 ROLLING	100	5,000	0	N	5,000	
			①							①	①	①		

Building**1.50 STORY FRAME CONVENTION Built In 1949**

Roof: GABLE HIP
Exterior: METAL/TIN
Interior: DRYWALL
Flooring: PLASTERED
Heat: PINE/SOFT WD
Heat: OIL
FA NO DUCTS

Bedrooms: 3
Bathrooms: 1.5
Fixtures: 0
Extra Kitchens: 0
Fireplaces: 0
Generators: 0
AC: NO

Quality: AVG
Size Adj. 1.0101
Base Rate: 90.00
Building Rate: 4.0920
Sq. Foot Cost: 368.28
Effective Area: 1,696
Gross Living Area: 1,296
Cost New: \$624,603

Depreciation							Assessment
Normal	Physical	Functional	Economic	Temporary	Total Dpr.		
POOR	AP						
34%	46%	0%	0%	0%	80%		\$124,900

Features

Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Value	Notes
GARAGE-1 STY	440	20 x 22	96	46.15	10	\$1,949	Year: 1930
SHED-WOOD	100		220	18.46	10	\$406	Year: 2004
Total:						\$2,400	

Photo**Sketch**



SYSTEM SIZE: 7.48kWDC, 5.61kW AC
MODULES: (17) JA. SOLAR. JAM54D41-440MB 440W
INVERTERS: (17) ENPHASE: IQ8MC-72-M-US MICROINVERTERS
RACKING: IRONRIDGE AIRE RAIL A1
ATTACHMENT: ECOFASTEN CORRUSULIDE ATTACHMENT

ELECTRICAL INFORMATION
UTILITY COMPANY: EVERSOURCE
MAIN SERVICE AMPERAGE 200A

BUILDING INFORMATION: TWO STORY HOUSE
APN # 019-0055-0000
ROOF TYPE: CORRUGATED METAL
NUMBER OF LAYERS: 01
ROOF RAFTERS: 2"X6" @ 16" O.C.
SEAM SPACING: 12" O.C.

THIS PROJECT SHALL COMPLY WITH THE FOLLOWING CODE
2021 NFPA 1 AS AMENDED BY SAF-C 6000
2021 INTERNATIONAL FIRE CODE (IFC)
2021 INTERNATIONAL RESIDENTIAL CODE (IRC)
2021 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2021 INTERNATIONAL EXISTING BUILDING CODE (IEBC)
2021 INTERNATIONAL MECHANICAL CODE (IMC)
2021 INTERNATIONAL PLUMBING CODE (IPC)
2021 NATIONAL ELECTRICAL CODE (NEC)
STATE FIRE CODE SAF-C 6000

PV-0	COVER SHEET
PV-1	SITE PLAN
PV-2	ARRAY DETAIL
PV-2A	STRING LAYOUT
PV-3	ATTACHMENT DETAILS
PV-4	ELECTRICAL LINE DIAGRAM
PV-5	ELECTRICAL CALCULATION
PV-6	PLACARDS
PV-7*	MANUFACTURER SPEC SHEET

STRUCTURE NOTES:
1950S HOME METAL CORRUGATED ROOFING. HOMEOWNER BELIEVES THERE IS ONE LAYER OF ASPHALT SHINGLES UNDER THE METAL. ATTIC IS WALK-UP AND HAS DOORS TO GET TO THE LOWER SECTION OF ROOF.
RECENTLY UPGRADED 200 AMP MAIN SERVICE AND PANEL
DESIGN FOR NEW SKYLIGHT PANELS IN PORTRAIT ON SOUTH FACING ROOF. PLANNED ROOM FOR THE SKYLIGHT ENVY NOTES:
EXTERNAL MOUNT OK
CONDUIT NOTES
WALKMAN ROOF EDGE AND RUN ALONG SIDE OF HOME
BEST TYPICAL LENGTH
CELL: 917-624-5084
SITE AUDIT 6/8/17
LOWER PART OF RAFTERS ACCESSIBLE VIA CRAWL SPACES ON SECOND FLOOR. VIEW ONLY ACCESS TO UPPER PART OF RAFTERS VIA SCUTTLE HOLE IN SECOND FLOOR HALLWAY. WAS NOT ABLE TO DETAIL IN REVERSE DIRECTION. NO SIGNIFICANT DEFECTS OBSERVED. NO SIGNIFICANT LEAKAGE AT DRIFT EDGE.

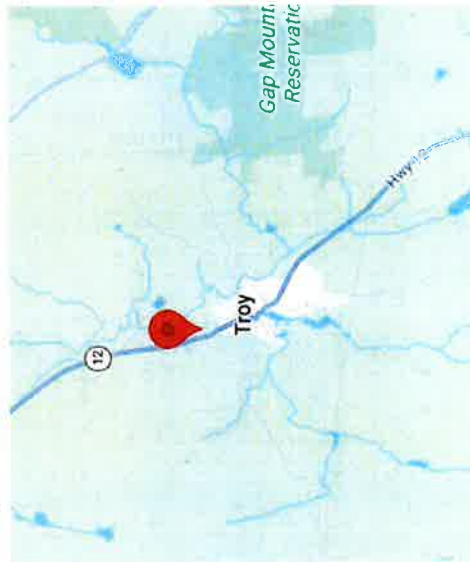
- PV INSTALLATION COMPLIES WITH THE NEC 2023 ARTICLE 690.12(B)(2)
- PHOTOVOLTAIC SYSTEM IS UNGROUNDED, NO CONDUCTORS ARE WITHIN ARRAY
- MODULES CONFORM TO AND ARE LISTED UNDER UL 1703
- INVERTER CONFORMS TO AND IS LISTED UNDER UL 1741
- INVERTER CONFORMS TO AND IS LISTED UNDER UL 1791
- RAPID SHUTDOWN REQUIREMENTS MET WHEN INVERTERS AND ALL CONDUCTORS ARE WITHIN ARRAY
- BOUNDARIES PER NEC 690.12(1)
- ARRAY DC CONDUCTORS ARE SIZED FOR GENERATED CURRENT
- 21.67 AMP DERATED SHORT CIRCUIT CURRENT
- 21.67 AMP DERATED SHORT CIRCUIT CURRENT [800 8 (a) & 690 6 (b)]

SOLAR MODULES		STANDOFFS & FOOTINGS		CHIMNEY		ATTIC VENT		FLUSH ATTIC VENT		PVC PIPE VENT		METAL PIPE VENT		T-VENT		SATELLITE DISH		PROPERTY LINE		INTERIOR EQUIPMENT SHOWN AS DASHED		HARDSCAPE		FIRE SETBACKS		ACCESS PATHWAY	
UM	UTILITY METER	MP	MAIN PANEL	SP	SUB-PANEL	LC	PV LOAD CENTER	PM	DEDICATED PV METER	INV	INVERTER(S) WITH INTEGRATED DC DISCONNECT AND AFCI	AC	AC DISCONNECT(S)	DC	DC DISCONNECT(S)	AC	FUSED AC DISCONNECT	CB	COMBINER BOX	ATS	AUTOMATIC TRANSFER SWITCH	ENPH	ENPHASE MICROINVERTER	ST	STREET LIGHT	NTS	NOT TO SCALE
RAIL		CHIMNEY		ATTIC VENT		FLUSH ATTIC VENT		PVC PIPE VENT		METAL PIPE VENT		T-VENT		SATELLITE DISH		PROPERTY LINE		INTERIOR EQUIPMENT SHOWN AS DASHED		HARDSCAPE		FIRE SETBACKS		ACCESS PATHWAY			

SCALE: NTS
PV-0



SCALE: NTS	VIOLENCE
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SHEET SIZE

ANSI B
11" X 17"

PV-0

28 MARLBOROUGH RD,
TROY, NH 03465
PHONE #: (917) 624-3094
EMAIL: jennifer.bakalar@gmail.com
48KW DC PHOTOVOLTAIC SYSTEM

JEFF

SHEET NAME

603
SOLAR

603 SOLAR
24 CHARTER ST.
WEXETER, NH 03833
(603) 570-2607

MODULE TYPE, DIMENSIONS & WEIGHT

NUMBER OF MODULES = 17 MODULES
 MODULE TYPE = JA SOLAR: JAM54D41-440/MB 440W
 MODULE WEIGHT = 47.39 LBS / 21.5 KG.
 MODULE DIMENSIONS = 67.79" x 44.64" = 21.01 SF
 UNIT WEIGHT OF ARRAY = 2.25 PSF

ARRAY AREA

ROOF	# OF MODULES	ARRAY AREA (Sq. Ft.)	ROOF AREA (Sq. Ft.)	ROOF COVERED BY ARRAY (%)
#1	17	357.17	1404	25.44

ROOF TYPE	ARRAY TILT	RAFTERS SIZE	RAFTERS SPACING
#1	34°	2"x6"	16" O.C.



603 SOLAR
 24 CHARTER ST.
 EXETER, NH 03833
 (603) 570-2607

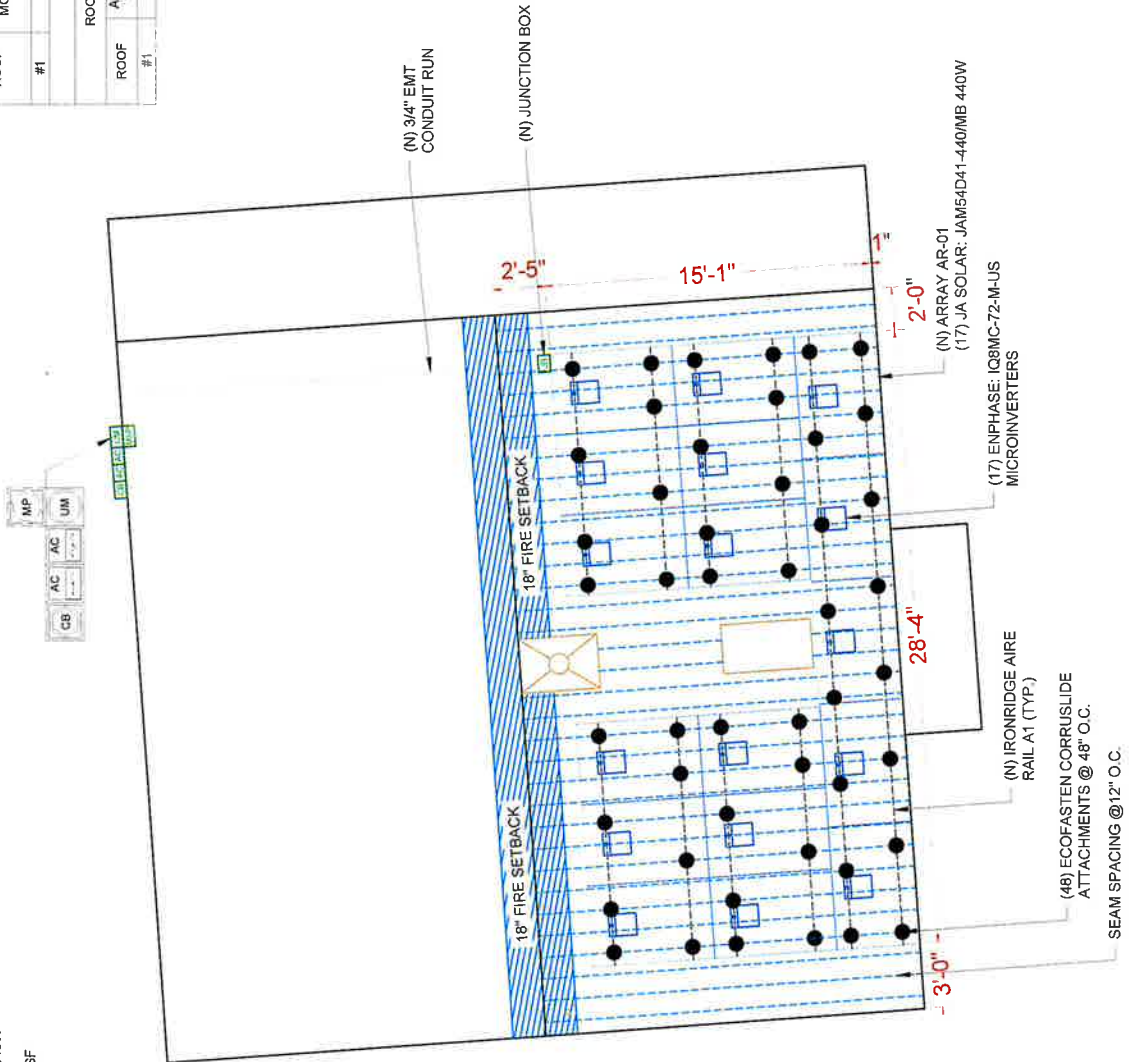
REVISIONS	DATE	REV
DESCRIPTION		

PROJECT NAME & ADDRESS

JENNIFER BAKALAR
 28 MARLBOROUGH RD,
 TROY, NH 03465
 PHONE #: (917) 624-3094
 EMAIL: jennifer.bakalar@gmail.com
 7.48KW DC PHOTOVOLTAIC SYSTEM

SALES PERSON	JEFF
SHEET NAME	ARRAY DETAIL
SHEET SIZE	ANSI B 11" X 17"
SHEET NUMBER	PV-2

MARLBOROUGH RD
 (E) FRONT YARD



(E) BACK YARD

1 ARRAY DETAIL

SCALE: 3/16" = 1'-0"

JA SOLAR:
 JAM54D41-440/MB 440W



603 SOLAR
24 CHARTER ST.
EXETER, NH 03833
(603) 570-2607

REVISIONS		
DESCRIPTION	DATE	REV

PROJECT NAME & ADDRESS

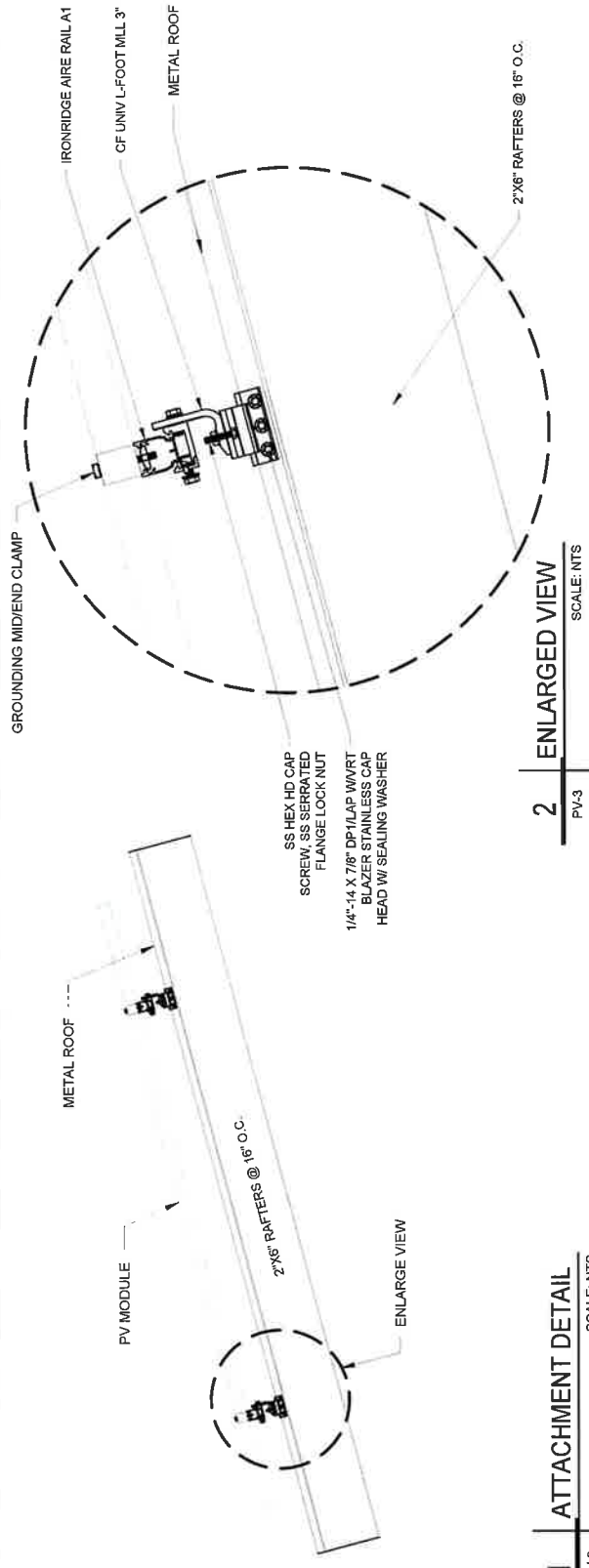
JENNIFER BAKALAR
28 MARLBOROUGH RD.,
TROY, NH 03465
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7.48kW DC PHOTOVOLTAIC SYSTEM

SALES PERSON
JEFF

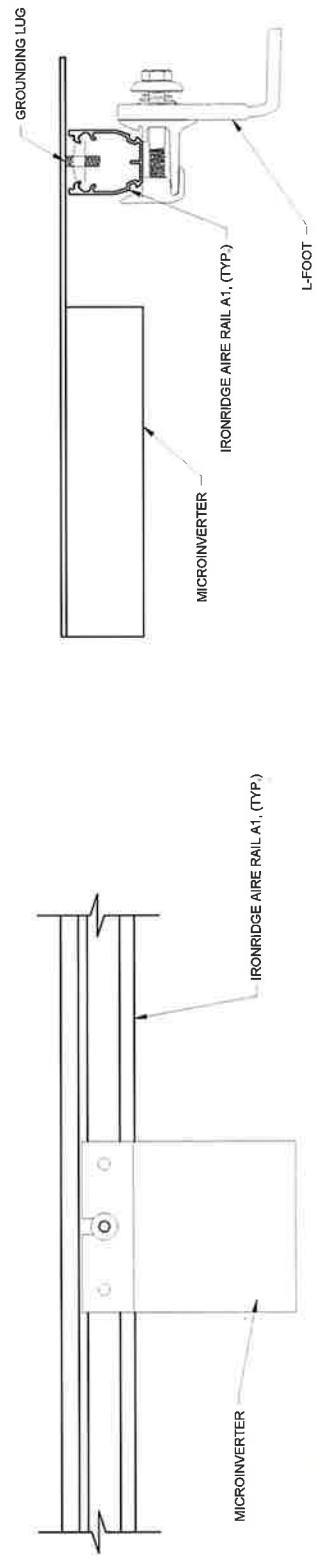
SHEET NAME
ATTACHMENT
DETAILS

SHEET SIZE
ANSI B
11" X 17"

SHEET NUMBER
PV-3



1 ATTACHMENT DETAIL
PV-3 SCALE: NTS



2 MICROINVERTER DETAIL
PV-3 SCALE: NTS

2 ENLARGED VIEW
PV-3 SCALE: NTS

AC CONDUCTOR AMPACITY CALCULATIONS:
FROM ROOF TOP JUNCTION BOX TO IQ COMBINER BOX

AMBIENT TEMPERATURE ADJUSTMENT FOR EXPOSED CONDUIT

PER NEC 310.15(B)(2)(C): + 22°
EXPECTED WIRE TEMP (°C): 31° + 22°
TEMP CORRECTION PER TABLE 310.15: 0.76
#OF CURRENT CARRYING CONDUCTORS: 4
CONDUIT FILL CORRECTION PER NEC 310.15(B)(2)(A): 0.80
CIRCUIT CONDUCTOR SIZE: 10 AWG
CIRCUIT CONDUCTOR AMPACITY: 40A

REQUIRED CIRCUIT CONDUCTOR AMPACITY PER NEC 690.8(A&B):
1.25 X MAX AC OUTPUT CURRENT X # OF INVERTERS PER STRING
BRANCH #1: 1.25 X 1.33 X 8 = 13.30A
BRANCH #2: 1.25 X 1.33 X 9 = 14.96A

DERATED AMPACITY OF CIRCUIT CONDUCTOR PER NEC TABLE 310.15
TEMP CORR. PER NEC TABLE 310.15 X
CONDUIT FILL CORR. PER NEC 310.15(B)(2)(A) X
CIRCUIT CONDUCTOR AMPACITY = 0.76 X 0.80 X 40 = 24.32A

AC CONDUCTOR AMPACITY CALCULATIONS:
FROM IQ COMBINER BOX TO FUSED AC DISCONNECT:

EXPECTED WIRE TEMP (°C): 31°
TEMP CORRECTION PER NEC TABLE 310.15: 0.96
CIRCUIT CONDUCTOR SIZE: 10 AWG
CIRCUIT CONDUCTOR AMPACITY: 40A
#OF CURRENT CARRYING CONDUCTORS: 3
CONDUIT FILL PER NEC 310.15(B)(2)(a): 1.00
REQUIRED CIRCUIT CONDUCTOR AMPACITY PER NEC 690.8(B):
1.25 X OUTPUT CURRENT OF LOAD CENTER
1.25 X 1.33 X 17 = 28.26A

DERATED AMPACITY OF CIRCUIT CONDUCTORS PER NEC TABLE 310.15:
TEMP CORR. PER NEC 310.15 X
CONDUIT FILL CORR. PER NEC 310.15(B)(2)(a) X
CIRCUIT CONDUCTOR AMPACITY =
0.96 X 1.00 X 40 = 38.4A

ELECTRICAL NOTES

1. NO DC CONDUCTORS PRESENT.
2. ALL EQUIPMENT TO BE LISTED BY UL OR OTHER NRTL, AND LABELED FOR ITS APPLICATION.
3. ALL CONDUCTORS SHALL BE COPPER, RATED FOR 600 V AND 90 DEGREE C WET ENVIRONMENT.
4. WORKING CLEARANCES AROUND ALL NEW AND EXISTING ELECTRICAL EQUIPMENT SHALL COMPLY WITH NEC 110.26.
5. DRAWINGS INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS. CONTRACTOR SHALL FURNISH ALL NECESSARY OUTLETS, SUPPORTS, FITTINGS AND ACCESSORIES TO FULFILL APPLICABLE CODES AND STANDARDS.
6. WHERE SIZES OF JUNCTION BOXES, RACEWAYS, AND CONDUITS ARE NOT SPECIFIED, THE CONTRACTOR SHALL SIZE THEM ACCORDINGLY.
7. ALL WIRE TERMINATIONS SHALL BE APPROPRIATELY LABELED AND READILY VISIBLE.
8. MODULE GROUNDING CLIPS TO BE INSTALLED BETWEEN MODULE FRAME AND MODULE SUPPORT RAIL. PER THE GROUNDING CLIP MANUFACTURER'S INSTRUCTION AND WHERE REQUIRED.
9. MODULE SUPPORT RAIL TO BE BONDED TO COPPER G.E.C. VIA WEEB LUG OR ILSOO GBL-4DBT LAY-IN LUG.
10. THE POLARITY OF THE GROUNDED CONDUCTORS IS NEGATIVE.



Input Data (DC)	
Recommended Input Power (STC)	280-460W +
Maximum Input DC Voltage	60V
Peak Power Tracking Voltage	25V-45V
Operating Range	18V-58V
Min. / Max. Start Voltage	25V / 58V
Max DC Short Circuit Current	25A
Output Data (AC)	
Peak Output Power	330W
Nominal Output Current	1.33A
Nominal Voltage / Range	240V/211-264V
Nominal Frequency / Range	60 Hz
Extended Frequency / Range	47-68 Hz
Power Factor at rated power	1.0
Maximum unit per 20A Branch Circuit	12 (240 VAC)

PERCENT OF VALUES	CARRYING CONDUCTORS IN EMT	NUMBER OF CURRENT
80		4-6
70		7-9
50		10-20

AMBIENT TEMPERATURE SPECS	
RECORD LOW TEMP	-19°
AMBIENT TEMP (HIGH TEMP 2%)	31°
CONDUIT HEIGHT	0.5'
ROOF TOP TEMP	53°
CONDUCTOR TEMPERATURE RATE	90°

JENNIFER BAKALAR
28 MARLBOROUGH RD,
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PHONE #: (917) 624-3094
EMAIL: jennifer.bakalar@gmail.com
7.46kW DC PHOTOVOLTAIC SYSTEM

SALES PERSON JEFF
SHEET NAME ELECTRICAL CALCULATION
SHEET SIZE ANSI B 11" X 17"
SHEET NUMBER PV-5

REVISIONS		
DESCRIPTION	DATE	REV
PROJECT NAME & ADDRESS		

Harvest the Sunshine
445W



JAM54D41 MB

Black Module

n-type Double Glass Bifacial Modules

Premium Cells



26%

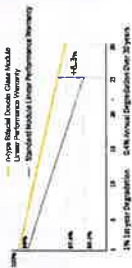
Up to

Cell Conversion Efficiency

MBB Half-Cell Technology

Premium Modules

- Higher power generation better LCOE
- n-type with very lower LID
- Better Temperature Coefficient
- Better low irradiance response



Comprehensive Certificates

- IEC 61215 IEC 61730 UL 6715 UL 6770
- ISO 9001:2015 Quality management systems
- ISO 14001:2015 Environmental management systems
- ISO 45001:2018 Occupational health and safety management systems
- IEC 62441:2019 Terrestrial photovoltaic (PV) module - Quality system for PV module manufacturing



JAM54D41 MB

n-type Double Glass Bifacial Modules



603 SOLAR
24 CHARTER ST.
EXETER, NH 03833
(603) 570-2607



MECHANICAL PARAMETERS

Cell	Mono
Weight	21.5kg
Dimensions	1721±2mm×1134±2mm×30±1mm
Cable Cross Section Size	4mm ² (IEC), 12 AWG(UL)
No. of Cells	108(6×18)
Interconnection	IPBC, 360sides
Connector	QC 4.0 350V/16A 4-10KVA
Cable Length	Positive Terminal: 100mm (4inches) Negative Terminal: 100mm (4inches)
Front Glass Thickness	3.2mm (0.125inches)
Back Glass Thickness	3.2mm (0.125inches)
Back Sheet Thickness	1.6mm (0.06inches)
Package Configuration	36pcs/Pallet, 36pcs/40HQ Container

Remark: customized frame color and cable length available upon request.

ELECTRICAL PARAMETERS AT STC

TYPE	JAM54D41 -420MB	JAM54D41 -425MB	JAM54D41 -430MB	JAM54D41 -435MB	JAM54D41 -440MB	JAM54D41 -445MB
Rated Maximum Power (P _{max}) [W]	420	425	430	435	440	445
Open Circuit Voltage (V _{oc}) [V]	38.78	38.56	38.84	39.11	39.38	39.65
Maximum Power Voltage (V _{mp}) [V]	32.38	32.64	32.88	33.13	33.37	33.64
Short Circuit Current (I _{sc}) [A]	13.65	13.70	13.75	13.80	13.85	13.90
Maximum Power Current (I _{mp}) [A]	12.97	13.02	13.08	13.13	13.18	13.23
Module Efficiency (%)	21.5	21.8	22.0	22.3	22.5	22.8
Power Tolerance	0~+3%					
Temperature Coefficient of P _{max} [1/°C]	-0.045%/°C					
Temperature Coefficient of V _{oc} [1/°C]	-0.250%/°C					
Temperature Coefficient of I _{sc} [1/°C]	+0.250%/°C					

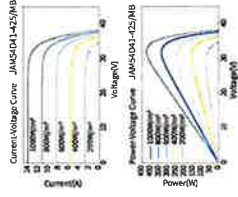
Remark: Electrical data in this catalog do not refer to a single module and they are not part of the offer.
They only serve for comparison among different module types.

ELECTRICAL CHARACTERISTICS WITH 10% SOLAR IRRADIATION RATIO

TYPE	JAM54D41 -420MB	JAM54D41 -425MB	JAM54D41 -430MB	JAM54D41 -435MB	JAM54D41 -440MB	JAM54D41 -445MB
Rated Max Power (P _{max}) [W]	454	459	464	470	475	481
Open Circuit Voltage (V _{oc}) [V]	38.78	38.56	38.84	39.11	39.38	39.65
Max Power Voltage (V _{mp}) [V]	32.38	32.64	32.88	33.13	33.37	33.64
Short Circuit Current (I _{sc}) [A]	14.74	14.80	14.85	14.90	14.95	15.01
Max Power Current (I _{mp}) [A]	14.01	14.06	14.12	14.18	14.24	14.29
Irradiation Ratio (real/1000)	10%					

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7.48kW DC PHOTOVOLTAIC SYSTEM

CHARACTERISTICS



OPERATING CONDITIONS

Maximum System Voltage	1500V DC
Operating Temperature	-40°C~+85°C
Maximum Series Fuse Rating	30A
Maximum Static Load, Front	5400Pa (117 lb/ft ²)
Maximum Static Load, Back	2400Pa (50 lb/ft ²)
NOCT	45±2°C
Reliability	80%±1.0%
Safety Class	Class II
Fire Performance	UL Type 38/Class C

No. Building, Node Center, No.1 Courtyard East Auto Museum Road,
Ningbo District, Ningbo
JA Solar reserves the right of final interpretation.
Email: sales@jasolar.com, marketing@jasolar.com, www.jasolar.com
Version No.: Global EN-2024.1.05A



Headquarters

Version No.: Global EN-2024.1.05A

ANSI B
11" X 17"

SHEET NUMBER

PV-7

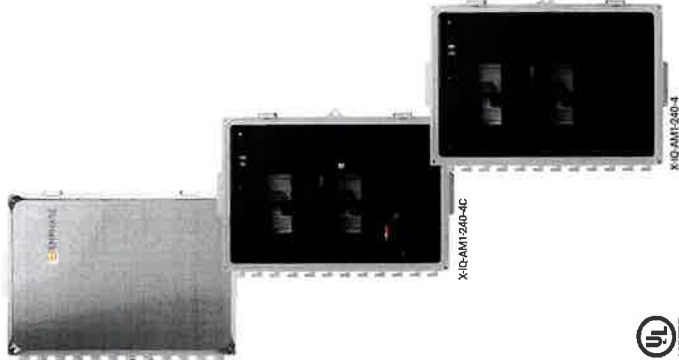
DATA SHEET

SHEET NAME

SALES PERSON

JEFF

Enphase
IQ Combiner 4/4C
X-IQ-AMT-240-4
X-IQ-AMT-240-4C



The **Enphase IQ Combiner 4/4C** with Enphase IQ Gateway and integrated LTE-M1 cell modem (included only with IQ Combiner 4C) consolidates interconnection equipment into a single enclosure and streamlines IQ microinverters and storage installations by providing a consistent, pre-wired solution for residential applications. It offers up to four 2-pole input circuits and Eaton BR series busbar assembly.

Smart

- Includes IQ Gateway for communication and control
- Includes Enphase Mobile Connect cellular modem (CELLMODB4-M1 06-SP-06, included only with IQ Combiner 4C)
- Includes solar shield to match Enphase IQ Battery aesthetics and deflect heat
- Flexible networking supports Wi-Fi, Ethernet, or cellular
- Optional AC receptacle available for PLC bridge
- Provides production metering and consumption monitoring

Simple

- Centered mounting brackets support single stud mounting
- Supports bottom, back and side conduit entry
- Up to four 2-pole branch circuits for 240 VAC plug-in breakers (not included)
- 80A total PV or storage branch circuits

Reliable

- Durable NRTL-certified NEMA type 3R enclosure
- Five-year limited warranty
- Two-year labor reimbursement program coverage included for both the IQ Combiner SKUs
- UL listed



To learn more about Enphase offerings, visit enphase.com



Enphase IQ Combiner 4/4C

MODEL NUMBER

IQ Combiner 4 (X-IQ-AMT-240-4)
IQ Combiner 4C (X-IQ-AMT-240-4C)

ACCESSORIES AND REPLACEMENT PARTS

- Enphase Communications Kit
 - COMM5-CELLMODB4-M1-06
 - CELLMODB4-M1-06-SP-06
 - CELLMODB4-M1-06-AT-06
- Enphase Breakers
 - BRK-15A-2-240V
 - BRK-15A-2-240V
 - BRK-20A-2P-240V
 - BRK-20A-2P-240V-B
 - BRK-20A-2P-240V-B
- EPIC-01
- XA SOLARSHIELD ES
- XA-PLUG-120-3
- XA-ENV-HCB-3
- XA-ENV-HCB-12MA

ELECTRICAL SPECIFICATIONS

Rating	Configuration
System voltage	120/240 VAC, 60 Hz
Eaton BR series busbar rating	125 A
Max continuous current rating	65 A
Max continuous current rating (input from PV storage)	80 A
Max. line-to-line (rating output)	90 A
Breaker circuit (color and/or storage)	Up to four 2-pole Eaton BR series Distributed Generation (DG) breakers only (not included)
Max. total branch circuit breaker rating (input)	80A of distributed generation / 50A with IQ Gateway breaker included
Energy breaker	10A or 15A rating (not included)
Production metering CT	200 A solid core pre-installed and wired to IQ Gateway
Conductor metering CT (CT-200-SP-UT)	A pair of 200 A split core current transformers

MECHANICAL DATA

Dimensions (WxHxD)	37.5 x 48.5 x 16.8 cm (14.75" x 19.5" x 6.65") Height is 21.06" (53.5 cm) with mounting brackets
Weight	7.5 kg (16.5 lbs)
Ambient temperature range	-40° C to +40° C (-40° F to 104° F)
Cooling	Natural convection, plus heat shield
Enclosure environmental rating	Outdoor, NRTL-certified, NEMA type 3R, polycarbonate construction
Wire sizes	• 20 A to 50 A breaker inputs 14 to 4 AWG copper conductors • 60 A breaker branch input 4 to 10 AWG copper conductors • 80 A breaker branch input 4 to 10 AWG copper conductors • Neutral and ground 14 to 10 AWG copper conductors • Always follow local code requirements for conductor sizing

Altitude

Altitude	To 2000 meters (6,560 feet)
INTERNET CONNECTION OPTIONS	
Integrated Wi-Fi	802.11n/g/n
Cellular	CELLMODB4-M1 06-SP-06, CELLMODB4-M1 06-AT-06, (4G based, LTE-M1 cellular modem) Note that an Enphase Mobile Connect module is required for all cellular options
External	Optional, 802.3 Cat5e for Cat 5 UTP Ethernet cable (not included)

COMPLIANCE

Compliance, IQ Combiner	UL 1741, CAN/CSA C22.2 No. 077, IEC 60364-4-41, IEC 60364-5-53, IEC 60364-5-54, IEC 60364-5-55, IEC 60364-5-56, IEC 60364-5-57, IEC 60364-5-58, IEC 60364-5-59, IEC 60364-5-60, IEC 60364-5-61, IEC 60364-5-62, IEC 60364-5-63, IEC 60364-5-64, IEC 60364-5-65, IEC 60364-5-66, IEC 60364-5-67, IEC 60364-5-68, IEC 60364-5-69, IEC 60364-5-70, IEC 60364-5-71, IEC 60364-5-72, IEC 60364-5-73, IEC 60364-5-74, IEC 60364-5-75, IEC 60364-5-76, IEC 60364-5-77, IEC 60364-5-78, IEC 60364-5-79, IEC 60364-5-80, IEC 60364-5-81, IEC 60364-5-82, IEC 60364-5-83, IEC 60364-5-84, IEC 60364-5-85, IEC 60364-5-86, IEC 60364-5-87, IEC 60364-5-88, IEC 60364-5-89, IEC 60364-5-90, IEC 60364-5-91, IEC 60364-5-92, IEC 60364-5-93, IEC 60364-5-94, IEC 60364-5-95, IEC 60364-5-96, IEC 60364-5-97, IEC 60364-5-98, IEC 60364-5-99, IEC 60364-6-00, IEC 60364-6-01, IEC 60364-6-02, IEC 60364-6-03, IEC 60364-6-04, IEC 60364-6-05, IEC 60364-6-06, IEC 60364-6-07, IEC 60364-6-08, IEC 60364-6-09, IEC 60364-6-10, 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CORRUSLIDE

ROOF ATTACHMENT
FOR CORRUGATED
METAL ROOFS

ECOFASTEN



CORRUSLIDE

Corruslide solar roof mount for corrugated metal roofs is engineered to be universal for all metal roof profiles. It attaches to the sides of the panel ridges, as opposed to in the valley. This feature helps avoid low areas, where standing water could form. The Corruslide system provides North-South and East-West adjustability. The pre-installed gasket tape, five fastener points, self-tapping and sealing sheet metal screws add to the overall rugged, watertight fabrication.

FEATURES / BENEFITS

- Versatile design - works as a hinge to fit all profiles
- Pre-applied gasket tape forms an impenetrable moisture barrier
- Five self-tapping and sealing sheet metal screws ensure optimum strength
- Attaches to the sides of ridges, not in the valley
- Ideal for both commercial and residential applications



Allowable Load Test Data

Condition	Material	Ultimate Load	Allowable Load*
Uplift	26 Ga Galvanum	653 lbs	233 lbs
Shear	26 Ga Galvanum	469 lbs	156 lbs
Uplift	24 Ga Corrugated	768 lbs	256 lbs
Shear	24 Ga Corrugated	698 lbs	218 lbs

*Allowable Load = Lowest Ultimate/F 5, 3.0

Standing Water & Rain Leak Tests

The Corruslide System was mounted to corrugated roofing and surrounded by a barrier before being flooded with water. No leaks were evident after over 60 minutes under standing water.

The Corruslide was also rain tested to ICC-ES AC 286 utilizing the UL441 method.

CONNECT WITH ECOFASTEN

**QUICK
RELIABLE
INNOVATIVE**

EcoFasten develops, engineers, and supplies solar rooftop mounting solutions for the commercial, industrial and residential markets. Built on continuous innovation, rigorous quality and attentive customer service, EcoFasten has more than 6 GW of installed capacity worldwide. All mounting systems are designed and developed by installers for installers. EcoFasten has simplified installations with the latest, most economical mounting solutions on the market.



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Phoenix, AZ 85009

1-877-353-3947
info@ecofastensolar.com

www.ecofastensolar.com

www.ecofastensolar.com



603 SOLAR
24 CHARTER ST.
EXETER, NH 03833
(603) 570-2607

REVISIONS	DATE	REV
DESCRIPTION		

PROJECT NAME & ADDRESS

JENNIFER BAKALAR
29 MARLBOROUGH RD,
TROY, NH 03465
PHONE #: (917) 624-3094
EMAIL: jennifer.bakalar@gmail.com
7.48KW DC PHOTOVOLTALTAIC SYSTEM

SALES PERSON

JEFF

SHEET NAME

DATA SHEET

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-11



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION^N

Board of Electricians

Pursuant to RSA 310:8, I - this is to certify that

Zachariah Olster

is licensed to practice as a(n)

Electrician Master

LICENSE NO. 15155

EXPIRATION DATE: 05/31/2028

Always verify licenses online at <https://forms.nh.gov/licensing/certification/>

NEW HAMPSHIRE^{USA} DRIVER LICENSE
NOT FOR FEDERAL IDENTIFICATION

40 CREDENTIAL IDENTIFIER
NHL15589322

3 DATE OF BIRTH
05/08/1992

1 FAMILY NAME
OLSTER

2 GIVEN NAMES
ZACHARIAH

8 48 BOSTON POST RD
AMHERST, NH 03031

9a ENDORSEMENTS
NONE

12 RESTRICTIONS
NONE

15 SEX M 16 HGT 5'-10" 17 WGT 170 lb

18 EYES GRN 19 HAIR BRO

4b ISSUE DATE
05/07/2025

4c EXPIRATION DATE
05/08/2030

CLASS D



TOWN OF TROY, NH

Tax Abatement

1071

4B

To the Collector of Taxes:

Sir: By vote of the Board of {Assessors/Selectmen} upon the application of the following:

Name/Parcel Owner: Kathleen ClarkeMap/Lot: 014-006 Parcel Description/Location: 189 South StMailing Address: 189 South St Troy, NH 03465We have abated the amount of \$ 323⁰⁰ for the year 20 26Cause of Abatement: ELDERLY EXEMPTION S/B #60,000, NOT
#30,000. [REDACTED] 1/3/51; system defaulted
TO 1-1-1957

Per Order,

Assessors - Selectmen

Date: _____ 20 _____

White Copy - Tax Collector

Pink Copy - Selectmen

Yellow Copy - Owner

219,000.00	219,000.00
(30,000.00)	(60,000.00)
189,000.00	159,000.00
1,000.00	1,000.00
189.00	159.00

21.52	21.52
-------	-------

4,067.00	3,422.00	645.00
----------	----------	--------

2,034.00	1,711.00	323.00
----------	----------	--------

Town of Troy

16 Central Square

PO Box 249

Troy, NH 03465

Office Hours

M,W 8:30-4:30;Tu 7:30-3:30P;Th 11-7P; Fr 9-1

Fri 9-1pm or pay @ nhtaxkiosk.com

603-242-3845

Invoice Summary**Current Owner**CLARKE, KATHLEEN H
189 SOUTH STREET
TROY, NH 03465**Billed Owner**CLARKE, KATHLEEN H
189 SOUTH STREET
TROY, NH 03465**Invoice Number:** 2026P01 002504**Invoice Type:** Property Tax**Map Lot Sub:** 000014 000006 000000**Location:** 189 SOUTH ST**Book & Page:****Bill Amount:** \$2,034.00**Due Date:** 07/23/2026**Interest Rate:** 8 %**Per Diem:** 0.4458**Principal Due:** \$2,034.00***Interest Due:** \$0.00**Penalties Due:** \$0.00***Total Amount Due:** \$2,034.00S/B
1,711.00**Exemptions & Credits****Assessments****Taxable Districts**

	\$0	Land:	\$18,700
ELDERLY	\$30,000	Current Use:	No
	\$0	Building:	\$200,300
	\$0	Assessment:	\$219,000
Exempts:	\$30,000	Net Assmnt:	\$189,000
		Acres:	0.12

Transaction Activity

There Have Been No Transactions On This Invoice

PLODZIK & SANDERSON*Professional Association/Certified Public Accountants***193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX 603-224-1380****BOARD OF SELECTMEN/TOWN COUNCIL QUESTIONNAIRE**

This document is an integral part of our auditing process. In order to assist us with gathering information necessary to understand the entity and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the Town's financial procedures, and **return to Plodzik & Sanderson, PA as soon as possible.** Thank you in advance for your cooperation.

1. Do you have knowledge of any fraud or suspicions of fraud affecting your entity?
Yes___ No___ If yes, please elaborate below.

Have you received any communications from employees, former employees, regulators, or others alleging fraud? Yes___ No___ If yes, describe briefly.

2. Have you identified any specific risks of fraud within the entity?
Yes___ No___ If yes, describe briefly.

3. Has the Board adopted a universal code of ethics for members and employees to follow?
Yes___ No___ If yes, please furnish a copy.

If yes, does this document prohibit elected officials and employees from doing business with the Town? Yes___ No___

4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since January 1, 2024 to which the Town or any retirement, savings, pension, or other similar plan was, or is to be, a party?

	YES	NO
Sale, purchase, exchange, or leasing of property?	_____	_____
Receiving or furnishing of goods, services, or facilities?	_____	_____
Transfer or receipt of income or assets?	_____	_____
Maintenance of bank balances as compensating balances for the benefit of another?	_____	_____
Other transactions?	_____	_____

BOARD OF SELECTMEN/TOWN COUNCIL QUESTIONNAIRE (Continued)

If yes, please describe below, and note dollar amount of the activity. _____

5. Does the Board have any concerns about known related party relationships? If so, Please explain.

6. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds? Yes ___ No ___

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system.

7. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the Town.

8. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures?

Yes ___ No ___ If yes, how often are reports reviewed? _____

9. What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process?

10. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function?

Yes ___ No ___ If yes, please provide a copy.

11. Please describe how financial data is backed up, how often does this occur, and where is the backup maintained?

BOARD OF SELECTMEN/TOWN COUNCIL QUESTIONNAIRE (Continued)

12. Is there a written investment policy adopted? Yes ____ No ____ If yes, please provide a copy. When was the policy last reviewed and approved? _____

13. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer?

Yes ____ No ____ If yes, provide the name and custodian of account.

14. Does the Board have knowledge of any crowdfunding activities? If so, please indicate what they are, on what website are they maintained, who is responsible for them, and please provide a copy of your crowdfunding policy.

15. For each Board Member please provide below the years of service and a **brief** description of their background (i.e., Jane Doe, 5 years on the Board, taught for 20 years at the high school in the local government):

Name: _____

Years of Service: _____

Background: _____

Name: _____

Years of Service: _____

Background: _____

Name: _____

Years of Service: _____

Background: _____

Name: _____

Years of Service: _____

Background: _____

Name: _____

Years of Service: _____

Background: _____

Town of _____

BOARD OF SELECTMEN/TOWN COUNCIL QUESTIONNAIRE (Continued)

Signed: _____ Date: _____
Chairperson on behalf of the Board

Printed Name: _____

Town Administrator

From: MuniMins <corey@munimins.com>
Sent: Monday, June 1, 2026 11:40 AM
To: Town Administrator
Subject: Next Steps on MuniMins

[View in browser](#)



Yesterday marked the final day of MuniMins Beta. Today, June 1, is the start of our published subscription period.

As of today your town is in our “Free Trial” period that is valid for 30 days and includes 10 additional meetings so you can continue to use the platform.

To subscribe to MuniMins the account owner can go to the “Billing” link to sign the subscription agreement. We offer pay by Invoice (45 day terms) or Credit Card. The full subscription is enabled as soon as the agreement is signed.

We hope that MuniMins brought valuable time-savings to your municipality. If you would like to subscribe to MuniMins we would like to extend a special thank you offer:

- **Sign an annual subscription any time in June**, and your contract will run through July 1, 2027 — giving you June at no cost and full coverage for all of FY27.
- **Our mobile app add-on is included at no charge for the first-subscription period** as a beta-partner benefit.

MuniMins Complete

\$2,988/year

The full platform for your municipality

50 meetings/month

25 seats, role-based access control

Uploads + YouTube + Vimeo + Cablecast + Zoom

All detail levels

Board & participant management

Voice profiles (auto-matching)

Regeneration + editorial notes

Admin roles & board-level permissions

Add-ons (optional)

☐ Recorder app

\$240/yr

Pay by card

Pay by invoice

\$249/month for the Town

Divide the cost by the Board & Usage?

We are trying to keep our costs down to keep our platform affordable. **We would greatly appreciate your referrals to towns in your area so we can limit our advertising expense.**

Thank you all so much for giving MuniMins a chance in your municipality. We really enjoyed meeting all of you and watching you interact with the platform.

Corey D & the Team at MuniMins

MuniMins
PO Box 73
02025 Cohasset
info@munimins.com

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Board of Selectmen FY27 - Meeting Minutes - June 11, 2026

Troy

June 11, 2026 at 6:06 PM

Town Hall

DRAFT — Not yet approved

Meeting Minutes

Meeting called to order at 6:06 PM by Chair Jody McDermott.

Members Present:

- Jody McDermott (Chair) — Present
- Richard H. Thackston, III (Member) — Present
- TJ Chasse (Member) — Present

Also present: Jeremy Bourgeois (Town Administrator), Kyle Smith (Building Inspector / Code Enforcement)

Richard H. Thackston, III brought up a derelict property on Catanop Road that currently owes thirty-seven years of back taxes. He suggested consulting the town attorney regarding taking the property for back taxes, as the estate process appeared stalled. Mr. Thackston pointed out that valuable equipment and concrete forms on the property could be auctioned off. He proposed the town could take the property, sell it, auction the equipment, and return any remaining funds to the estate after covering the town's costs.

TJ Chasse provided updates on the library and recreation department. He reported that the library is working on adding more adult programs, though current focus remains on children with activities such as skate rooms, reading time, and author nights. Library usage had dropped slightly, attributed to a lack of announcements, prompting efforts for better public outreach via Facebook and the town common sign. For the recreation department, breakfast sandwiches and burgers will be cooked the following weekend. Mr. Chasse noted that rotted boards on the picnic benches at the recreation center are being replaced. The Board discussed alternative materials for the benches, including PVC and metal mesh with rubber coating. Additionally, broken ramps are being removed from the skate park, and a summer bash event is scheduled for July 11th featuring vendors and a snow cone machine.

The Board discussed the relocation of the old town hall flagpole to the dump. Mr. Thackston cautioned that before digging a footing for the flagpole at the dump, the town must check with the Department of Environmental Services (DES) and site monitors, as it is a contaminated site. He emphasized the importance of avoiding massive fines for disturbing the cap. Mr. Chasse added that Sandman had also expressed interest in having a flagpole in front of his building.

A realtor from HKS Associates presented options for selling a town-owned property. The property was described as a "hot mess" with an abandoned vehicle and fire debris. The Board

debated whether to clean it up before selling, concluding it might be a wash financially. The realtor provided comparable sales in Troy, including Prospect Street at \$50,000, Mananot Street and Mackin Road at \$64,000, and Richmond Road at \$85,000, suggesting a listing price of \$79,900. Mr. Thackston noted the town's goal is to get the property off the books and back on the tax rolls.

Motion: Motion to list the lot as-is for \$79,900, 10% fee to HKS, and authorize Jody to sign the listing paperwork.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 — PASSED

During public comment, Bernard Kearse stated he would like to start a farmers market and home show in Troy for the year 2027, noting the town had never had one. Mr. Chasse noted that the recreation department is also looking into a similar initiative and that not every vendor would need a permit. Mr. Thackston recommended that Mr. Kearse reach out to Bob from the recreation department, who had already researched the necessary permits. The exchange became heated when Mr. Kearse felt interrupted, resulting in him swearing at Mr. Thackston and leaving the meeting.

The Board addressed the need to relocate a water fountain due to a bad galvanized feed line from the town, rendering it unusable. Options discussed included digging across Route 12, which was deemed not cost-effective, pulling off the frostless hydrant lead, replacing it in the same spot by ripping up the sidewalk, or moving it to the opposite side of the bench.

Motion: Motion to utilize the contractor to reinstall the water fountain at a new location that is practical and cost-effective on the opposite side of the sidewalk, total cost capped at \$5,000.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 — PASSED

Mr. Thackston asked for an update on the Corey Road drainage work. It was reported that the contractor needs approximately two weeks to complete the job, pending good weather.

Building Inspector Kyle Smith provided updates on various code enforcement and building permit projects. For the Troy Deli, the owner removed signs on the desk but asked about old Coca-Cola and Green Mountain Coffee signs left by the previous owner; Mr. Smith clarified those must be removed, but window decals are permitted. At the Elementary School, inspections are progressing well, and the school is seeking a partial Certificate of Occupancy (CO) by August 15th to occupy new classrooms and begin construction on the old section, pending a fire chief inspection of the sprinkler systems. Regarding Memorial Drive and Chad Brandon's property, egresses are acceptable and COs will be issued. Mr. Smith suggested adding bold text

to building permits stating that approval does not excuse applicants from following building and fire codes. On South Main Street, issues with the driveway tie-in to the road are being monitored by the road agent to ensure the road is not undermined. Mr. Smith requested the town require three sets of plans for new houses (for the town, building inspector, and fire chief) to catch issues before the CO stage. For 34 School Street, the owners paid a fine but have not cleaned up the property despite a letter from the town; another bill for a dollar a day will be sent until compliance. Finally, regarding a Memorial Drive excavation, Mr. Thackston asked about clear-cutting and potential flooding. Mr. Smith noted developers cleared further up than expected, potentially into wetlands, and suggested requiring silt barriers and swales to manage drainage.

The Board reviewed pending building permits.

Motion: Motion to approve building permits 2026-04 (map 12, lot 17-1), 2026-11 (map 32, lot 2E), 2026-12 (map 19, lot 30J), and an extension of building permit 2025-31 (map 24, lot 6B) for one year.

Made by: Richard H. Thackston, III

Second: TJ Chasse

Vote: 3-0-0 — PASSED

Mr. Thackston discussed a concept from the master plan update regarding "pocket neighborhoods." This concept would allow for smaller homes on lots of a tenth of an acre or less, similar to existing lots on Russell Avenue and School Street. The concept includes clusters of homes facing a common court with shared parking, allowing for greater density if the town has the capacity and proper associations to manage common areas.

Chair McDermott called for a brief recess at 7:45 PM.

Following the recess, the Board reviewed bids for parking lot repairs.

Motion: Motion to approve the bid as recommended by Bob Norton for New York in 2004, money coming from the San Diego Paul Memorial fund.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 — PASSED

The Board clarified that town departments are supposed to be charged for using the transfer station, just like regular residents. The issue arose because the recreation department and skate park had been bringing debris to the transfer station.

The Board reviewed the budget as of June 2nd. The town is 44.3 percent of the way through the year and has 62.9 percent of the budget remaining, putting the town ahead by about 4 percent. The water and sewer budget is at 63 percent. The Board also discussed highway vehicles and the need to remove dead trees in the town right-of-way.

Mr. Chasse read the payroll and accounts payable manifest totals into the record. Payroll checks included May 22nd for \$26,671.78, June 1st for \$33,815.96, June 8th for \$26,615.17, and June 15th for \$27,178.94. Accounts payable checks included May 20th for \$18,305.64, May 26th for \$36,067.09, June 1st for \$7,820.54, and June 9th for \$63,805.97.

Motion: Motion to approve the payroll and accounts payable manifests as read.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 — PASSED

The Board briefly discussed the timing of receiving bank statements before approving the previous meeting's minutes.

Motion: Motion to approve the meeting minutes on May 14th, public and non-public, as written.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 — PASSED

Mr. Thackston reported that the town has saved \$23,000 so far on employee health insurance because employees are not using it as much as anticipated. He noted there has been no diminution of services and plans to forward the updated spreadsheet to the budget committee.

The Board prepared to enter a non-public session.

Motion: Motion to go into non-public under RSA 91-A:3 II(b) for hiring or compensation of any public employee.

Made by: Richard H. Thackston, III

Second: [UNIDENTIFIED MEMBER]

Vote: 3-0-0 (Dick-Yes, TJ-Yes, Jody-Yes) — PASSED

The meeting adjourned at approximately 8:28 PM.

Planning Board - Meeting Minutes - June 17, 2026

Troy

June 17, 2026 at 7:06 PM

DRAFT — Not yet approved

Meeting Minutes

Meeting called to order at 7:06 PM by Chair Kyle Smith.

Members Present:

- Jack Gettens (Secretary) — Present
- Jacob Landry (Member) — Present
- Kyle Smith (Chair) — Present
- Jerry D'Agostino (Member) — Present
- Matthew Meacham (Vice Chair) — Present
- Matthew Whooley (Member) — Absent
- Richard H Thackston III (Member) — Absent

Also present: Carol Ogilvie (Consultant), Elizabeth Watson (Administrative Assistant)

The Board briefly reviewed the minutes of the June 3, 2026 meeting.

Motion: Motion to approve the minutes of June 3, 2026 as written.

Made by: Kyle Smith

Second: Jacob Landry

Vote: 2-0-0 — PASSED

Chair Smith read a public notice into the record for a hearing to review updates to the Vision and Land Use sections of the Troy Master Plan. The Board discussed the proposed updates with Consultant Carol Ogilvie. Chair Smith noted a question regarding the aerial map for the census-designated place, asking if it truly represented less than one percent of the town's land area, as it appeared larger. Ogilvie agreed to verify the figure. Chair Smith then discussed the current land use map, noting he had spoken with Henry Underwood. Chair Smith explained that the map utilizes available public data, which contains some shortcomings, such as missing buildings. A disclaimer will be added directing individuals to the tax maps as the definitive source, though it was noted the town's GIS data is not fully up to date. The Board discussed the cost and process of updating the tax maps and GIS system. Chair Smith also raised a question concerning large wooded lots designated as one-family residential despite having no buildings, and whether they should be classified differently. Ogilvie explained that without resources for an actual survey, it is difficult to assign exact land use designations for large parcels. The Board agreed to proceed with the drafts as submitted, noting that the data can be improved in the future when better

information is available. Ogilvie confirmed the updates do not need to go to Town Meeting and will be finalized once signed.

Motion: Motion to approve the vision statement and land use drafts as submitted.

Made by: Kyle Smith

Second: Jacob Landry

Vote: 2-0-0 — PASSED

Chair Smith read a formal notification letter from the Hancock Planning Board regarding an application by Industrial Tower Wireless to construct a new 150-foot lattice-style telecommunications facility on Route 123 (Lee Farm Road) in Hancock. The notice was provided because the tower is anticipated to be visible from surrounding municipalities. The Board briefly discussed whether the tower would be visible from Troy, noting there is already an existing tower in the area and discussing past line-of-sight evaluations done for other projects.

Chair Smith provided an update from a recent Southwest Regional Planning Commission (SWRPC) meeting. He reported that the commission has approximately 85 ongoing projects and is working on a data visualization tool to make these projects more visible to the public. Chair Smith highlighted five specific updates: a review of zoning ordinances for the Town of Temple, efforts to establish a public transit bus route from Keene to Boston, a flood planning tool being developed by Underwood, grant administration for the new Roosevelt School apartments in Keene, and an ongoing regional plan update. The meeting also included a presentation on the 200-year history of planning in Cheshire County.

The Board reviewed the calendar for July and decided to cancel their July 1 meeting due to the proximity to the holiday, scheduling their next meeting for July 15. Chair Smith noted that the Board will review its work plan for the rest of the year at that meeting, including updates on housing legislation. The Board also discussed scheduling a public hearing for the pocket neighborhood ordinance. Ogilvie stated she is preparing slides for the presentation and suggested holding the hearing in September to avoid summer vacations. Chair Smith suggested inviting the chair of the Peterborough Planning Board or someone from Antrim to share their experiences with similar developments.

The meeting adjourned at approximately 7:29 PM.

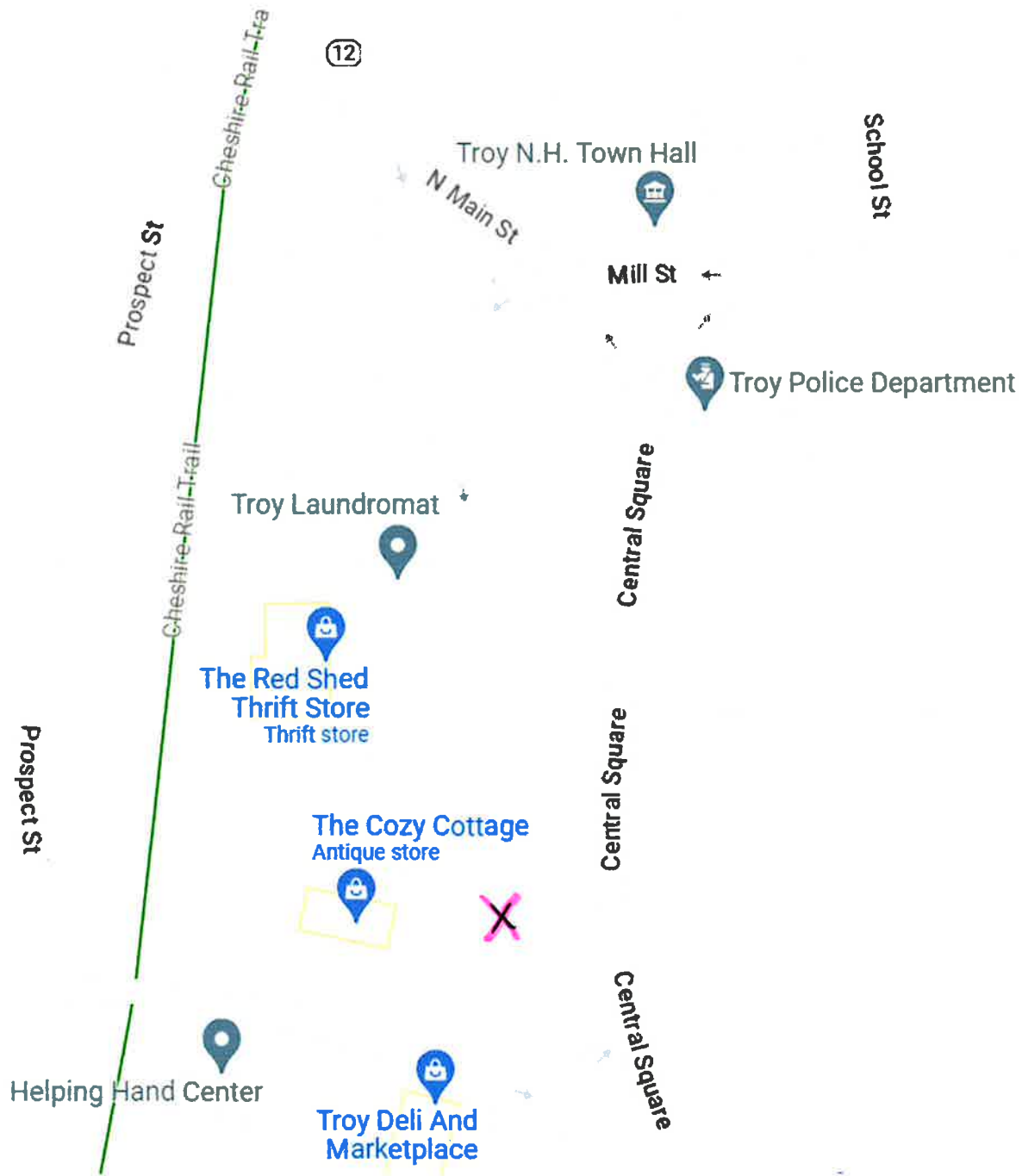
\$50 Application Fee paid

- On attached page

- On attached page

Selectman

7.)



8.)



The Advertising Subject Matter:

We are advertising for our Pick Your Own Berry Farm which is open from July to September. The Levick family have been using these signs for 20+ years in the town of Troy and many of our customers tell us it is how they know we are open for the season. These signs are also very important to the success of our business as they bring in new customers when they see our signs as they are driving by the town common.



RIGHT TO KNOW REQUEST POLICY:

SECTION 1 : PURPOSE

- A. The purpose of this policy is to create a standard method of processing records requests under the Right to Know Law (RSA chapter 91-A). It is the policy of the Town to facilitate public access to existing governmental records, as governmental records are defined under RSA chapter 91-A and where such access is required under RSA chapter 91-A.
- B. For the purpose of this Policy, requests for public records shall be interpreted as being made pursuant to RSA chapter 91-A, regardless of whether the request is captioned as a “91-A Request,” “Right to Know Request,” “Freedom of Information Act Request,” or other nomenclature. Such a request shall be referred to herein as “Right to Know Request.”
- C. This Policy shall not apply to subpoenas or discovery served in accordance with any applicable rules of procedure established by a State or Federal Court or obligations to disclose records arising out of other bodies of law, including, but not limited to, evidence production associated with criminal proceedings or requests for motor vehicle accident reports pursuant to RSA 264:25.

SECTION II : PROCEDURE

- A. The Board of Selectmen designates the Town Administrator to serve as the official of the Town of Troy responsible for coordinating responses to Right to Know Requests.
- B. Right to Know Requests are encouraged to be submitted on the Right to Know Request Form available on the Town’s website, a copy of which is also available at the Town Hall and is appended to this Policy. Individuals making a Right to Know Request via email without using the Town’s Right to Know Request Form will be directed to this Policy and the Right to Know Request Form, and shall be requested to submit their Right to Know Request on the Town’s Form.
- C. Individuals are encouraged to request specific records using as specific a description as possible and with reference to the date(s) that the record(s) may have been created.
- D. Right to Know Requests are encouraged to submit all Right to Know Requests to the Town Administrator. Submitting a Right to Know Request to the Town Hall at 16 Central Square, helps to ensure a complete response and facilitate expedient completion of the Right to Know Requests.
- E. If an individual employee receives a Right to Know Request, regardless of the form used, that employee shall immediately forward that Right to Know Request to their supervisor, who shall then forward the Right to Know Request to the Town Administrator.
- F. The Town Administrator will review the Right to Know Request and will provide individuals making a Right to Know Request with a response that adheres to RSA 91-A:4. That response

**TOWN OF TROY, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

shall be provided within five (5) business days of the Town's receipt of the Right to Know Request. Requests that are received after 5:00 on a business day or on a day that the Town Hall offices are closed shall be deemed received as of the following business day. For the purposes of this Policy, "business day" includes those days that the Troy Town Hall is open to the general public and shall not include weekends, holidays, or other days that the Town Hall is not open.

G. The initial response from the Town Administrator will:

1. to the extent that the record(s) is (are) immediately available for public inspection and copying, make that document available for inspection and copying;
2. to the extent that the record(s) is (are) not immediately available for inspection and copying, identify a reasonable period of time by which that record is anticipated to be made available;
3. to the extent that the Town cannot determine whether all or part of a record(s) is (are) subject to disclosure under RSA chapter 91-A, identify a reasonable period of time by which the Town will determine whether access for inspection or copying of all or part of the records sought will be granted or denied;
4. provide an estimate of any fees to be imposed as outlined in item G; and
5. to the extent that a record(s) is (are) not subject to disclosure deny the request pursuant to RSA chapter 91-A:4:VI (c).

Response times provided in an initial response are estimated dates for production, and the Town reserves the right to update an estimated date for response as the needs of the Town require.

H. In addition to any other fees imposed by this Policy, Right to Know Requests that will produce more than 250 electronic communications shall be subject to an additional fee of \$1.00 for every communication over the initial 250 electronic communications.

1. This fee shall be assessed regardless of whether the records are delivered in hard copy or electronically.
2. Attachments to electronic communications shall be considered part of a single communication and e-mails and responses under a single subject line shall be considered a single communication.
3. Text or chat message threads regarding the same topic shall be considered a single communication unless exceeding 50 individual messages at which point each additional group of 50 messages shall be considered another single message.
4. Multiple requests from any person or entity within a 30-day time period shall be considered one request for the purposes of this Paragraph.
5. In providing an initial response, the Town Administrator shall seek to provide an initial estimate of the fee to be imposed by this Paragraph and shall inform the individual making the Right to Know Request that such fee may be reduced or avoided by amending the Right to Know Request.

**TOWN OF TROY, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

6. The Town will not consider a Right to Know Request as being received until this fee is paid or until the Right to Know Request is modified to reduce the amount of responsive electronic communications to under the 250-communication threshold.
- I. In responding to a Right to Know Request, the Town shall only provide access for inspection or copying of government records, as that term is defined by RSA 91-A, existing as of the date that the Right to Know Request is received. The Town reserves the right to decline to: (1) respond to general inquiries that do not seek a public record; (2) compile, cross-reference, or assemble information into a form in which it is not already kept or already reported; or (3) provide access to government records that may have been created after the date of that the Right to Know Request is received or responded to. Electronic records will be provided in standard or common file formats.
- J. Records disclosed under this Policy will be made available for inspection and copying. Inspections shall be allowed at the Town Hall, or such other offices as may be designated by the Town Administrator, during regular business hours by appointment.
- K. Government records belong to the public, and, to ensure that such records remain available to the public and free from damage, only Town staff shall be allowed to copy responsive records. If a copy of a record is sought, the Town shall assess a copy fee of \$1.00 per 8.5" by 11" page and \$1.50 per 11" by 17" page. Said copy charge shall be assessed on every page for which a copy is requested. The copy charge shall be paid prior to the Town making any such copies. Individuals will not be permitted to feed any record into a scanner, printer, copy machine or any other apparatus.
- L. The Town will not transmit records via electronic mail nor will the Town upload records to any electronic portal or sharefile site (e.g. Dropbox). If electronic records are sought, individuals making a Right to Know Request shall provide a factory-sealed USB storage drive. In the alternative, such a factory-sealed USB storage drive may be purchased for the Town's cost from the Town. Responsive records will be uploaded to said factory-sealed USB storage drive and shall be made available for retrieval at the Town Hall.

SECTION III : GRIEVANCES

- A. An individual making a Right to Know Request that is aggrieved by the Town's response to a Right to Know Request, may grieve that decision to the Town Administrator.
- B. Grievances filed in accordance with this Section shall be submitted in writing to the Town Administrator within ten (10) days of the Town's response, identifying, with specificity, the reasons for why the aggrieved individual believes that the Town's response is contrary to this policy or RSA chapter 91-A.
- C. Within ten (10) days of the receipt of a timely grievance, the Town Administrator shall either schedule a hearing on the grievance, which shall be scheduled for no later than twenty (20) days of the receipt of the grievance, or shall issue a written decision on the grievance.

**TOWN OF TROY, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

SECTION IV : WAIVER

- A. The Town shall waive any per electronic communication charge provided for in Section 2 (H) when the person requesting the records is an indigent individual as established by the federal poverty line or if the disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requestor, except media requestors. Media requestors are organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.
- B. Requests for waivers shall be submitted in writing to the Town Administrator and shall identify the individual's eligibility for a waiver under Section 4(A). The Town may request such additional information as may be necessary to confirm an individual's eligibility for a waiver.

SECTION V : RESERVATION

- A. Nothing in this policy shall be construed as creating or establishing a private cause of action against the Town.
- B. This policy shall not be interpreted to expand any rights existing under RSA 91-A and nothing contained herein shall be construed to require disclosure of all or part of any record where that disclosure is not permitted or required under RSA 91-A:4 or :5.
- C. The Town reserves all rights that the Town may have at law or at equity related to any Right to Know Requests that are submitted in bad faith or are frivolous, unjust, vexatious, wanton, or oppressive.

SECTION VI : AMENDMENTS

This policy may be amended by a majority vote of the Board of Selectmen after a public hearing. Notice of the public hearing shall be posted at the Town Hall and on the Town Website and by publication in a newspaper of general circulation in Troy. The proposed changes shall be posted at the Town Hall and on the Town Website at least ten (10) days prior to the date of the hearing.

SECTION VII : ADOPTION

This Policy shall take effect immediately upon adoption by the Board of Selectmen and shall supersede any and all such Policy previously enacted by the Town.

SECTION VIII : EFFECTIVE DATE:

This Policy is effective upon passage by the Board of Selectmen at their meeting of ____, 2026.

**TOWN OF TROY, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

TROY SELECT BOARD:

Jody McDermott, Chair

Richard H. Thackston, III

TJ Chasse

DRAFT



Town of Troy

16 Central Square - PO Box 249 - Troy, New Hampshire 03465

“RIGHT TO KNOW REQUEST”

I, _____ am requesting the following information:

(Please print name)

Description of records:

- ☐ I wish only to inspect the public document(s) at this time.
- ☐ I would like copies of the public documents and I agree to pay the scheduled fee for copies.

Cost = # of copies _____ @ \$ _____ \$ _____

Signature of requestor

Telephone #

Under the New Hampshire Right to Know Law, RSA 91-A, the Town has 5 business days from the date of this request to respond.

Received by Town Office - Date: _____

Employee

Form Approved 5/22/17



Town of Troy

16 Central Square - PO Box 249 - Troy, New Hampshire 03465

To Steven Sawyer of 81 Prospect Street, Troy, NH 03465 in the County of Cheshire.

WHEREAS, there is a vacancy on the Capital Improvement Plan (CIP) Committee in said Town and whereas we, the subscribers have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said Steven Sawyer a resident of said Town; and upon your taking of the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. Term is set to expire March 2027.

Given under our hands this 2nd day of July 2026

On behalf of the Board of Selectmen, Troy, NH:

Jody McDermott, Chair

I, Steven Sawyer, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Capital Improvement Plan (CIP) Committee with a term set to expire March 2027. according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire.

SO HELP ME GOD

STATE OF NEW HAMPSHIRE,

COUNTY, ss. Cheshire

Personally, appeared the above-named Steven Sawyer who took and subscribed to the foregoing oath. Before me,

Date

Town Clerk

TROY BOARD OF SELECTMEN MEETING
THURSDAY, JUNE 11, 2026, 6:00 P.M.
TROY TOWN HALL

Selectmen present: Chair McDermott, Selectman Thackston, Selectman TJ Chasse

Also present: Town Administrator Jeremy Bourgeois, Courtney Davis, Anna Schierioth, Mike Mastaler

The meeting was called to order at 6:04 P.M.

BOARD MEMBER COMMENTS

Selectman Thackston: He noted the derelict property on Gap Mountain Road that currently owes thirty-seven years of back taxes. He suggested consulting the town attorney regarding taking the property for back taxes, as the estate process appeared stalled. Mr. Thackston pointed out that valuable equipment and concrete forms on the property could be auctioned off. He proposed the town could take the property, sell it, auction the equipment, and return any remaining funds to the estate after covering the town's costs. Town Administrator Bourgeois replied that he's been speaking with Attorney Dowd about their options, and the Town seems to have two at the moment. The Town can take the property via tax deed or file with courts to become the executor of the estate. He noted that Attorney Dowd was going to reach out to his son to inquire about their intentions.

Selectman Chasse: He provided updates on the library and recreation department. He reported that the library is working on adding more adult programs, though current focus remains on children with activities such as skate rooms, reading time, and author nights. Library usage has dropped slightly, attributed to a lack of announcements, prompting efforts for better public outreach via Facebook and the town common sign. For the recreation department, breakfast sandwiches and burgers will be cooked the following weekend. Mr. Chasse noted that rotted boards on the picnic benches at the recreation center are being replaced. The Board discussed alternative materials for the benches, including PVC and metal mesh with rubber coating. Additionally, broken ramps are being removed from the skate park. The 2026 Family Fun Day is scheduled for July 11th, featuring vendors, fireworks, and more.

Chair McDermott: None at this time.

The Board discussed the relocation of the old town hall flagpole to the dump. Mr. Thackston cautioned that before digging a footing for the flagpole at the dump, the town must check with the Department of Environmental Services (DES) and site monitors, as it is a contaminated site. He emphasized the importance of avoiding massive fines for disturbing the cap. Mr. Chasse added that Sandman had also expressed interest in having a flagpole in front of his building.

PUBLIC COMMENTS

ANNA SCHIERIOTH- 248 WEST HILL ROAD:

Ms. Schierioth, a realtor from HKS Associates, presented options for selling a town-owned property. The property was described as a "hot mess" with an abandoned vehicle and fire debris. The Board debated whether to clean it up before selling, concluding it might be a wash financially. The realtor provided comparable sales in Troy, including Prospect Street at \$50,000, Monadnock Street at \$54,000, Mackey Road at \$64,900, and Richmond Road at \$85,000,

suggesting a listing price of \$79,900. Mr. Thackston noted the town's goal is to get the property off the books and back on the tax rolls.

MOTION to list the lot as-is for \$79,900, 10% fee to HKS, and authorize the Chair to sign the listing paperwork, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

BERNARD KIERCE- FARMER'S MARKET:

During public comment, Bernard Kierce stated he would like to start a farmers' market and home show in Troy for the year 2027, noting the town had never had one. Mr. Chasse noted that the recreation department is also looking into a similar initiative and that not every vendor would need a permit. Mr. Thackston recommended that Mr. Kierce reach out to Bob from the recreation department, who had already researched the necessary permits. The exchange became heated when Mr. Kierce felt interrupted, resulting in him swearing at Mr. Thackston and leaving the meeting.

TOWN COMMON WATER FOUNTAIN:

Courtney Davis addressed the need to relocate the water fountain due to a bad galvanized feed line from the town, rendering it unusable. Options discussed included digging across Route 12, which was deemed not cost-effective, pulling off the frostless hydrant lead, replacing it in the same spot by ripping up the sidewalk, or moving it to the opposite side of the bench.

MOTION to authorize the contractor to reinstall the water fountain at a new location that is practical and cost-effective on the opposite side of the sidewalk, with a total project cost capped at \$5,000, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

NEW BUSINESS

PROCESS FOR ISSUANCE OF BUILDING PERMITS VS. ISSUANCE OF CERTIFICATES OF OCCUPANCY (CO's):

Building Inspector Mike Mastaler provided updates on various code enforcement and building permit projects. For the Troy Deli, the owner removed signs on the desk but asked about old Coca-Cola and Green Mountain Coffee signs left by the previous owner; Mr. Mastaler clarified those must be removed, but window decals are permitted.

At the Elementary School, inspections are progressing well, and the school is seeking a partial Certificate of Occupancy (CO) by August 15th to occupy new classrooms and begin construction on the old section, pending a fire chief inspection of the sprinkler systems.

Regarding Memorial Drive and Chad Brandon's property, egresses are acceptable and COs will be issued. Mr. Mastaler suggested adding bold text to building permits stating that approval does not excuse applicants from following building and fire codes.

On South Main Street, issues with the driveway tie-in to the road are being monitored by the road agent to ensure the road is not undermined. Mr. Mastaler requested the town require three sets of plans for new houses (for the town, building inspector, and fire chief) to catch issues before the CO stage. For 34 School Street, the owners paid a fine but have not cleaned up the property despite a letter from the town; additional violations will be sent until there is compliance. The Board agreed with requiring three sets of plans with any permit submission and asked the Town Administrator to edit the permit application accordingly.

Finally, regarding a Memorial Drive excavation, Mr. Thackston asked about clear-cutting and potential flooding. Mr. Mastaler noted developers cleared further up than expected, potentially into wetlands, and suggested requiring silt barriers and swales to manage drainage.

BUILDING PERMITS:

The Board reviewed pending building permits.

MOTION to approve building permits #2026-04 (map 12, lot 17-1), #2026-11 (map 32, lot 2E), #2026-12 (map 19, lot 30J), and an extension of building permit #2025-31 (map 24, lot 6B) for one year, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

PLANING BOARD UPDATE:

Mr. Thackston discussed a concept from the master plan update regarding "pocket neighborhoods." This concept would allow for smaller homes on lots of a tenth of an acre or less, similar to existing lots on Russell Avenue and School Street. The concept includes clusters of homes facing a common court with shared parking, allowing for greater density if the town has the capacity and proper associations to manage common areas.

NEW WELFARE LAW EFFECTIVE 7/1/2026:

Selectman Thackston gave an overview of the new public assistance law that will take effect on July 1, 2026. Towns will now be able to require proof of residency as part of the application process for Town assistance.

Chair McDermott called for a brief recess at 7:45 PM. The Board returned to the meeting at 8:00 P.M.

TOWN COMMON BENCHES:

Similar to the Community Center benches, those at the Town Common have aged and are in need of repair or replacement. The Town will look in the various options that may be available for both sites.

COMMUNITY CENTER PARKING LOT REPAIR:

The Board reviewed the recommended bid from Recreation Director Bob Norton from Stipe It, Seal It. Their proposal was chosen based on the scope of work proposed and the cost.

MOTION to approve the bid for the Community Center parking lot repair from Stripe It, Seal It, in the amount of \$15,400 and to authorize the withdrawal of \$15,400 from the Samuel E. Paul War Memorial Expendable Trust Fund, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

TAN STATUS:

The Town Administrator noted that the Town will begin paying back the tax anticipation note once revenues from the first tax bills come in.

ENERGY SUPPLIER:

The Town Administrator noted that the Town's contract with NextEra as their energy supplier has expired. He presented them with a new proposal they sent. The options are to opt out of the month-to-month carryover with them that has variable rates, sign a new contract and lock in a lower rate, or opt out and see where the market goes with Eversource, Community Power, or

another supplier. It was decided to opt out of the month-to-month arrangement and default to Eversource for the time being.

OLD BUSINESS:

TRANSFER STATION BILLING:

The Board clarified that town departments are supposed to be charged for using the transfer station, just like regular residents. The issue arose because the recreation department and skate park had been bringing debris to the transfer station.

YEAR-TO-DATE BUDGET:

The Board reviewed the budget as of June 2nd. The town is 44.3 percent of the way through the year and has 62.9 percent of the budget remaining, putting the town ahead by about 4 percent. The water and sewer budget is at 63 percent.

QUARRY ROAD DITCH REPAIRS:

Mr. Thackston asked for an update on the Quarry Road drainage work. It was reported that the Highway Department is aiming to have the work done within the next two weeks, depending on the weather.

TRAN/DANG CASE- NEXT STEPS:

Town Administrator Bourgeois noted that the next step is for Attorney Dowd to file a contempt of court order since they failed to clean up the property within the 30 day window.

CONSENT AGENDA

MANIFEST:

MOTION to approve the following payrolls:

- 5/22/26: \$26,671.78
- 6/1/2026: \$32,815.96
- 6/8/2026: \$26,615.17
- 6/15/2026: \$27,178.94

Accounts payable:

- 5/20/2026: \$18,305.63
- 5/26/2026: \$36,067.09
- 6/1/2026: \$7,820.54
- 6/9/2026: \$63,805.97

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

MINUTES:

MOTION to approve the May 14, 2026 public meeting minutes as submitted, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

MOTION to approve the May 14, nonpublic meeting minutes as submitted, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

BOARD CORRESPONDENCE:

None at this time.

ADMINISTRATIVE REPORT:

Mr. Bourgeois reported that the town has saved \$23,000 so far on employee health insurance due to lower monthly premiums and low-deductible use. He agreed to forward the updated spreadsheet to the budget committee for their information as well.

NON-PUBLIC SESSION 91-A:3, II (B) & (L):

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

The Board entered nonpublic session at 8:28 p.m. While in non-public session, the Board discussed the hiring of a public employee and legal matters.

MOTION to exit nonpublic session under RSA 91-A:3, II (B) & (L): Selectman Thackston, **SECOND** by Selectman Chasse. **Roll Call Vote: Thackston, Yes; Chasse, Yes; McDermott, Yes.**

The Board of Selectmen exited the nonpublic session at 9:07 P.M.

Selectman Chasse brought up the Recreation Department's fireworks show for family fun day. He said the committee would like some additional funding, if possible.

MOTION to authorize up to \$3,000 in additional funding out of the Town's Patriotic Purposes budget account for this year's fireworks display at the Community Center, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

The Board of Selectmen meeting adjourned at 9:09 P.M.

TROY SELECT BOARD:

Jeremy Bourgeois, Town Administrator

Jody McDermott, Chair

TJ Chasse

Richard H. Thackston, III

TROY BOARD OF SELECTMEN NONPUBLIC MEETING
THURSDAY, JUNE 11, 2026, 6:00 P.M.
TROY TOWN HALL

Selectmen present: Chair McDermott, Selectman Thackston, Selectman Chasse

Also present: Town Administrator Jeremy Bourgeois

The meeting was called to order at 6:04 P.M.

NON-PUBLIC SESSION 91-A:3, II (B) & (L):

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

The Board entered nonpublic session at 8:28 p.m.

MOTION to hire G.M. as a part-time Transfer Station Attendant at the rate of \$15.00 per hour, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

The Board discussed the length of time between their meetings regarding the Transfer Station Attendant hiring. The Board wants to provide an alternative, should time sensitive personnel hires be needed again in the future.

MOTION to authorize the Town Administrator to make temporary personnel hires, subject to final approval by the Board of Selectmen, Selectman Thackston, **SECOND** by Selectman Chasse. **VOTES: 3-0-0.**

The Board briefly discussed options for the Gap Mountain Road property that has a large amount of back taxes and equipment parked along the right-of-way. The Town Administrator will follow up with Attorney Dowd regarding the options and if any progress has been made with the former owner's children.

MOTION to exit nonpublic session under RSA 91-A:3, II (B) & (L): Selectman Thackston, **SECOND** by Selectman Chasse. **Roll Call Vote: Thackston, Yes; Chasse, Yes; McDermott, Yes.**

The Board of Selectmen exited the nonpublic session at 9:07 P.M.

The Board of Selectmen meeting adjourned at 9:09 P.M.

TROY SELECT BOARD:

Jeremy Bourgeois, Town Administrator

Jody McDermott, Chair

TJ Chasse

Richard H. Thackston, III