



Town of Hollis Heritage Commission

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www.hollisnh.org

HOLLIS HERITAGE COMMISSION MEETING MINUTES

May 11, 2022

Town Hall Meeting Room

MEMBERS OF THE HHC: Wendy Trimble, Chair; Karla Vogel, Vice Chair; Susan Benz, Select Board Representative; Jan Larmouth, Treasurer; Michael Bates, Historic District Commission Representative; Honi Glover, Regular Member; David Sullivan, Alternate; Sharon McCaffrey, Alternate; Doug Nye, Alternate; Cassandra Vorisek, Alternate; Aurelia Perry, Recording Secretary.

MEMBERS ABSENT: Michael Bates, Susan Benz.

CALL TO ORDER: 6:07pm.

BUSINESS:

Wendy stated that we need to be organized regarding the invoices coming in for the work being done to raise the Cooper Shop. We need details to be clear, with the correct motions and voting.

Wendy stated that the Finance Director has requested additional documentation so that a recent check request can be completed. His request is related to the purchase of services (labor) and not related to reimbursement for items purchased for the Commission. As a former auditor, he is well versed in the RSAs that the Town and our Commission must follow. It appears that we have been remiss in not providing him with the information he will need to justify expenses related to the construction of the Cooper Shop when the Town books are next audited.

Also, because we will be paying for labor as well as materials in the future, certain IRS rules must be followed.

Moving forward, we will need to provide the Finance Director with documentation of an agreed upon rate and hours worked, along with approval of the rate and hours by the majority of Commission members. If we provide him with the necessary information, we will not experience a delay in payment.

The Town does have a Purchase Order form that can be used for this purpose.

This may not have been the process that was followed for the completion of the Lawrence Barn and the Gambrel Barn, but it is what we will now need to do.

"674:44-d Appropriations Authorized. –

"I. A town or city, having established a heritage commission under this subdivision, may appropriate money as deemed necessary to carry out its purposes. The whole or any part of money so appropriated in any year and any gifts of money received pursuant to RSA 674:44-b shall be placed in a heritage fund and allowed to accumulate from year to year. Money may be expended from such fund by the heritage commission for its purposes without further approval of the local legislative body.

47 “II. The town treasurer, pursuant to RSA 41:29, shall have custody of all moneys in the heritage fund and
48 shall pay out the same only upon order of the heritage commission. The disbursement of heritage funds
49 shall be authorized by a majority of the heritage commission.”
50

51 Jan stated that our Cooper Shop bank balance as of April 26 was \$41,081.31.
52

53 Jan submitted a reimbursement on Monday, May 2, and on Tuesday, May 3 received this e-mail from
54 Jacob Fitzgerald, Hollis Finance Director:
55

56 “Good Morning Jan,
57

58 “Yesterday I received the Cooper Shop expense reimbursements and I have a few questions in regards to
59 the labor of \$3,510 being paid to Doug Nye. Did the Commission approve hiring Doug to do the work,
60 and if so, at what rate is this? Did the Commission seek quotes from other contractors/workers for the
61 work being performed? Is there any sort of timekeeping system being used to validate the labor charges/
62 calculation thereof? I want to make sure I have enough support to pay the expenses put forward on this
63 reimbursement, and make sure the purchasing policy is being followed. If Doug is to be paid in excess of
64 \$5,000 for the work on the Cooper Shop, we should have a signed purchase order related to this work
65 performed. Being over \$599, we will have to issue a 1099 for the services provided.
66

67 “Thank you,
68

69 “Jacob Fitzgerald, Finance Director, Town of Hollis”
70

71 Jan checked on the policy, and did not find anywhere that committee or commissions need to follow the
72 stated rules – only department heads. A further e-mail from Jacob in response to Jan’s questions about
73 Hollis purchasing policy stated:
74

75 “I have included RSA 674:44-d, which states that the Commission may expend the monies in the fund
76 without further approval from the Select Board, which to me makes it sound as though you are not bound
77 to the Purchasing Policy. Should you choose to still adhere at least in part to the purchasing policy as a
78 matter of practice, I have attached a blank Purchase Order form.
79

80 “The RSA does indicate that disbursement of heritage funds shall be authorized by the majority of the
81 Commission, which I do not believe has been consistently adhered to. Moving forward I would think it is
82 best to have the Commission vote on the expenses.
83

84 “In terms of the reimbursement request that was submitted, I would still like to acquire more support if
85 possible, such as a timesheet or agreement between the Commission and Doug including an agreed upon
86 rate. I think this would validate the labor charges/ calculation thereof, and combined with approval by the
87 majority of the Commission, contain sufficient support for the expense.”
88

89 Going forward, we need to collect specific information and keep specific records so that Jan may
90 correctly submit the expenses. She would like us to use the Purchase Order form for clarity – we will
91 then know the invoice amounts ahead of time, and we will know that we have the funds to cover them.
92

93 While we are not bound by the Purchasing Policy to the level of getting competitive bids, it would be
94 good policy to get more or less exact estimates from contractors ahead of time.
95

96 Estimates and invoices should be brought to HHC meetings, and voted upon.
97

98 Jan stated that this situation illustrates that we don’t know what we don’t know, until we know it. We are
99 volunteers who don’t necessarily always and immediately know all of the regulations – which change
100 over time – until we are told specifically about them.
101

Dave has spoken to David Tremblay, who will submit a proposal for the work that he will be doing on erecting the Cooper Shop, and Dave will bring the proposal to the HHC. David roughly estimates that he would be working on the Cooperage for five weeks, 40 hours a day.

Wendy brought up the Town of Hollis Volunteer Handbook, an agreement to which we each signed earlier in the year – there is a section regarding conflicts of interest, including members of the volunteer organization being paid for any of their work. Some of our members are professionals who will be doing professional work in the restoration of the Cooper Shop, and who will deserve payment for their work.

Karla suggested the possibility of the HHC moving to approve Doug as a contractor short-term, to assist David Tremblay on the specific work of erecting the Cooper Shop, for a specific period of time and at a specific rate.

David Tremblay has dedicated the month of May to work on the Cooper Shop. We want to be sure that he will be paid in a timely manner, and not have to stop work – he is on a schedule, and has agreed to give us this time, expressly.

Cassandra suggested that we could vote on proposals and/or invoices and make them retroactive to the time at which the work was begun.

Dave pointed out that we are in a rock-versus-hard-place position in that we don't know if the Town will, right now, agree with the HHC voting for Doug to be a short-term contractor on this project, while David Tremblay is on a strict timeline: and this is not a one-person job, or even a two-inexperienced-person job. Doug and David have worked together on the project up until now, and know what is going on with the site and with their work. David needs Doug to work with him.

Doug mentioned that there is a difference between a group of volunteers volunteering together, and someone with a specific set of skills, using their own intricate knowledge and professional tools, working on a site during work-week time.

We are trying to think of all of our options to keep the work going, now that it has finally begun. Dave will speak with David Tremblay about whether he can get other crew members to assist him in the event that the Town will not allow Doug to continue in a professional capacity – this would keep the project moving, but would of course increase our labor costs.

Sharon suggested a vote of confidence in the work that Doug has been doing and has planned to do, with HHC pre-approval and agreement, in his professional capacity.

Wendy further stated that we are very grateful for Doug's work, and absolutely want him to be paid for the work that he has done; time is of the essence and we have got to get this project completed – particularly now that it is underway. The members of the Commission concurred unanimously. Doug has the full support of the Commission, had the full support of the Commission prior to beginning the specialized, skilled work that he is doing, and we would like to, now, officially hire Doug as a contractor to work alongside David Tremblay ASAP.

ADJOURNMENT: Motion to adjourn at 7:24pm– motioned by Karla, seconded by Cassandra.

Next Meeting to be held at 5pm, Friday, May 13, 2022, at the Town Hall.

Respectfully submitted, Aurelia Perry, Recording Secretary.

NOTE: Any person with a disability who wishes to attend this public meeting and who needs to be provided with reasonable accommodation, please call the Town Hall (465-2209) at least 72 hours in advance so that arrangements can be made.

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