



**TOWN OF HARTFORD
SELECTBOARD BUDGET
MEETING AGENDA**

Thursday, November 5, 2020
6:00pm Hartford Town Hall
171 Bridge Street

White River Junction, VT 05001

**This meeting will be conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

<https://zoom.us/j/81769926879>- Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”.

If you're calling in from phone dial:

(415) 762-9988 Type in the Room ID: 549-799-933 followed by #

Press # a second time

Press *9 to raise your hand for public comment

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Order of Agenda

IV. Selectboard

1. Public, Selectboard Comments and Announcements

2. Board Reports, Motions & Ordinances:

a. New Health Reimbursement Account (HRA) Administrator (motion required)

b. Budget Presentation: (information only)

Public Works - General Fund 10
Enterprise Funds

- Fund 30 Solid Waste
- Fund 50 Water
- Fund 55 Quechee Water
- Fund 60 WRJ Waste Water
- Fund 65 Quechee Waste Water

c. Selectboard Meeting Dates of:

- Already Approved:
11/17/2020 Tuesday – Regular & Budget Meeting
11/19/2020 Thursday - Budget Meeting

V. Executive Session: Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.

VI. Adjourn the Selectboard Meeting (motion required)

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.



AGENDA MEMORANDUM

November 5, 2020

Town Selectboard Meeting Item: xx

Submitted by: Gail Ostrout, Director of Finance

Subject: 2021 Calendar Year Health Savings/Reimbursement Accounts Custodian Change

Background: Historically the Town has utilized HealthEquity in partnership with Blue Cross Blue Shield as the custodian of the Health Savings and Health Reimbursement Accounts (HSA, HRA) and prefunded an account held by HealthEquity to satisfy claims. As the funds were depleted the Town would submit payments by check to HealthEquity on the regular Accounts Payable (AP) cycle. The change in Health Plan Providers to MVP entails a change in the custodian of the accounts, to MVP as HSA/HRA custodian.

Discussion: The change in custodian comes with a change in the process for funding the HSA and HRA. The new plan custodian requires pre-funding and weekly reimbursement as the account is utilized. Weekly on Monday morning the custodian will send a report to the Human Resource Department notifying of the usage and the amount required to be deducted from HRA or HSA accounts that afternoon (same business day) by ACH. This will require Town Treasurer authorization to transfer funds as needed outside of the regular Accounts Payable cycle from the General Fund Bank Account to the HRA and HSA Bank Accounts. These expenditures will be included in the next regular AP cycle.

Financial Impact: Initial one-time pre-funding as required and historically done. May require weekly bank transfers as needed to ensure proper funding. Town Finance Department will be funding weekly as needed vs every two weeks during the regular AP cycle. Sum calendar year funding amount no change.

Recommendation Motion: The Select Board authorize the Town Treasurer to make banking transfers as needed from the General Fund to either the Health Reimbursement Bank Account or the Health Savings Bank Account outside of the regular Accounts Payable Schedule.

Finance Director