



**TOWN OF HARTFORD
SELECTBOARD BUDGET
MEETING MINUTES**

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

White River Junction, VT 05001

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

Present at Town Hall: Dan Fraser, Selectboard Chair; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant;

Present via ZOOM: Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Simon Dennis, Selectboard Vice Chair.

Absent: Alicia Barrow, Selectboard Member

I. Call to Order the Selectboard Meeting: Selectboard Chair, Dan Fraser called the meeting to order at 6:00 P.M.

II. Pledge of Allegiance: led by Dan Fraser.

III. Order of Agenda

IV. Selectboard

1. Public, Selectboard Comments and Announcements

No Public Comments.

Selectboard Comments: Emma Behrens thanked the team that were at the polls. Everything went smooth and they all did an amazing job.

2. Board Reports, Motions & Ordinances:

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

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 Health Equity 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 HSAIHRA custodian.

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.

Selectboard Member, Joe Major made the motion to authorize the Chair or Vice Chair to 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. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

b. Budget Presentation: (information only)

Hannah Tyler, Director of Public Works presented the Budget for DPW.

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: N/A

VI. Adjourn the Selectboard Meeting (motion required)

Selectboard Clerk, Kim Souza made the motion to close the meeting at 7:45 P.M.

Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

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.

Selectboard Signature Page.

Date: NOV. 17, 2020

Date of Minutes: NOV. 5, 2020

Minutes Approval Signature:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.