



**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





# Department of Public Works



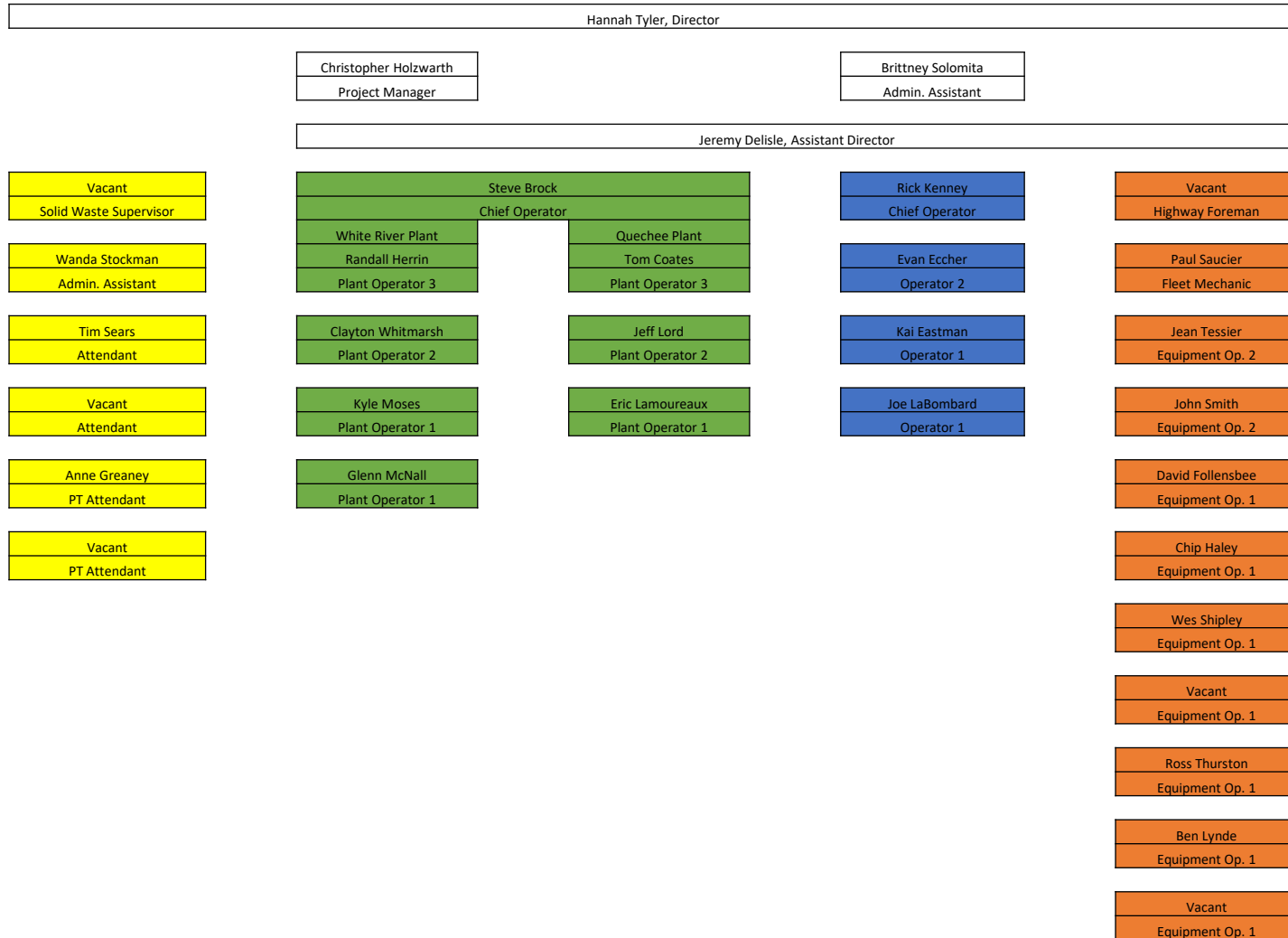
(Fund 10-311 through 10-325 and Funds 30, 50, 55, 60, 65)

FY22 November 5, 2020





# Organizational Chart





# Public Works 101

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- Fund 10: 140 + miles of roads, 11 miles of sidewalk, bridges, stormwater, and 135 pieces of equipment town wide – 11 employees
- Fund 30: Full service solid waste disposal facility for 11 towns and commercial interests – 4 FT positions, 2 PT positions
- Fund 50: Water treatment plant, 2 wells, 45 miles of mains, 270+ fire hydrants, 2 storage tanks, pump stations – 4 FT positions
- Fund 55: Water treatment plant, 1 well, 20 miles of mains, 80 fire hydrants, 4 storage tanks, pump stations – shares staff with fund 50
- Fund 60: 1.5 mgd permitted plant, 30 miles of sewer mains, 10 pump stations – 5 FT employees, Chief Operator shared with Fund 65
- Fund 65: 0.475 mgd permitted plant, 50 miles of sewer mains, 11 pump stations, 15 leach fields – 3 FT employees, Chief Operator shared with Fund 60





# Fund 10 - Highway



- Level funded budget highlights:

- \$700,000 to address paving and capital road improvements (basic maintenance)
- \$60,000 to address failing guardrail or areas in need of guardrail (health and safety)
- \$10,000 for storm drain cleaning/repairs
- \$10,000 to maintain median and ROW mowing
- VERY favorable salt pricing this year, \$68/ton (can be as much as \$85/ton)
- \$0 in Sidewalk Maintenance contracted services as we have so many grant funded projects improving sidewalks in the next several fiscal years
- Equipment Maintenance – accounts for existing leases and proposed vehicle replacements

2020-2021	2021-2022	Difference
\$2,847,845.76	\$2,808,930	-\$39,915.76



# Fund 30 – Solid Waste



- Level funded budget highlights:
  - \$275,000 for collection of curbside recycling
  - Proposed budget essentially provides same level of service currently provided
  - There are currently no capital investments planned
  - Budget reflects increases in hauling, disposal rates, and service fees (i.e. HHW)
  - We are committed to investigating alternatives, revenue streams, partnership agreements, and operational models

2020-2021	2021-2022	Difference
\$952,630.49	\$947,715.00	-\$4,915.49



# Fund 50 – Hartford Water



- Level funded budget highlights:
  - \$80,000 filter media replacement
  - \$10,000 contribution for replacement of administrative truck
  - \$15,000 to capital equipment reserve
  - \$100,000 to capital project reserve
  - Approximate \$10,000 increase in debt service
- Rates:
  - Approximate 11% increase

2020-2021	2021-2022	Difference
\$1,175,384.71	\$1,128,202.35	-\$47,182.36





# Fund 55 – Quechee Water



- Level funded budget highlights:
  - \$30,000 to replace 45 year old well pump
  - \$25,000 town contribution to Quechee Gorge Bridge utility hangers
  - \$10,000 contribution for replacement of administrative truck
  - \$15,000 to capital equipment reserve
  - Slight increase in debt service
- Rates:
  - 8% increase

2020-2021	2021-2022	Difference
\$435,552.65	\$471,614.30	+36,061.65



# Fund 60 – Hartford WW



- Level funded budget highlights:
  - \$50,000 to replace un-inspectable truck with plow
  - \$10,000 contribution for replacement of administrative truck
  - \$50,000 slated for loader replacement, keep to purchase remote camera/locator
  - \$100,000 to capital reserve
  - Increase in debt service and fees approximately \$35,000
- Rates:
  - 6% increase

**2020-2021**

**\$1,849,966.64**

**2021-2022**

**\$1,784,856.56**

**Difference**

**-\$65,110.08**



# Fund 65 – Quechee WW



- Level funded budget highlights:
  - \$86,000 to replace Noyes Lane Pump Station
  - \$70,000 to work on mains and leach fields
  - \$15,000 to capital reserve
  - Nominal increase in debt service
  - \$10,000 contribution towards administrative truck
- Rates:
  - 11% increase

2020-2021	2021-2022	Difference
\$1,389,520.33	\$1,318,821.41	-\$70,698.92



# Questions ?

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