

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: February 17, 2017
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – January 2017

The January 2017 monthly report for the Benefits and Payroll Office includes the following:

Personnel Manual – Work continues on the final update to the Personnel Manual with a goal for completion by June 30, 2017.

Group Life Insurance, Long Term Disability and Short Term Disability – New insurance programs for employees were effective January 1, 2017. A meeting with the representatives from Boston Mutual and the Enrollment Group is scheduled for February to establish annual enrollment periods and finalize administrative guidelines.

Senior Plan Health Benefits – Senior Plan enrollments for the plan year beginning January 1, 2017 were finalized.

FY 2018 Budget – Discussion of the FY 2018 health benefits rates for employee health insurance was discussed at the January Minuteman Nashoba Health Group (MNHG) Steering Committee meeting; the preliminary FY 2018 increase is 12%, final approval is expected at the MNHG Directors meeting on February 2nd.

Senior Citizens Property Tax Work-off Program – The Senior Citizens Property Tax Work-off Program for CY 2017 began in January; the program will continue through November 2017.

Payroll Reporting – W-2 forms for employees were prepared and distributed. Quarterly Reports for the quarter ending December 2016 were completed and filed with the Internal Revenue Service, Massachusetts Department of Revenue, and the Massachusetts Department of Unemployment Assistance.

Affordable Care Act (ACA) Reporting – Work began on ACA reporting for calendar year 2016. Forms 1095-C will be prepared and distributed to employees in February.