

Town of Ayer

Benefits and Payroll Department

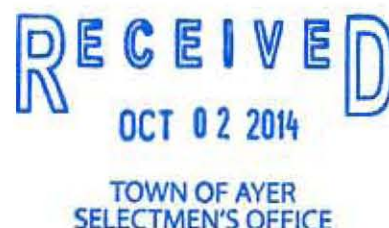
1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager



Tel: (978) 772-8248
Fax: (978) 772-3017

Memorandum

Date: October 2, 2014
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *HAS*
Subject: Monthly Report – September 2014



During September 2014 I was able to participate in meetings about pension benefits, health & unemployment benefits and local programs; a summary of the meetings is:

- The Middlesex County Retirement System held a meeting for payroll staff to introduce the new pension management software that is projected to come online in January 2015. Pension Technologies Group (PTG) did an overview of the new software and informed the member towns to expect changes from the current process used to submit payroll and pension information to Middlesex. Most work will be completed by the payroll software companies, in our case this is MUNIS. Ayer is on the list to be the test site for MUNIS software changes. More information will be available on the next couple of months.
- I attended my first Minuteman Nashoba Health Group (MNHG) board meeting. The meeting included discussion about Affordable Care Act changes to the plan design for health benefits provided through MNHG, Senior Plan rates for CY 2015, and introduction of MNHG Wellness Program coordinator. More specific details will be forthcoming in the next few months.
- Joshua Goodman from Unemployment Tax Management Corp (UTMC) the third party administrator for unemployment benefits for the town met with the Treasurer and me to present an annual report about Ayer's unemployment benefits and to discuss the administrative process for managing unemployment benefits. Some changes to the administrative process were made to ensure timely responses to all unemployment inquiries.
- Development of administrative guidelines for the Senior Citizen's Tax Work-off Program began with the Accountant, Assessor and Assistant to the Town Administrator meeting to discuss the content of the program. The program guidelines are in development with the goal of having the program in place in January 2015.