

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: December 2, 2014

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – November 2014

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The November monthly report for the Benefits and Payroll Office includes:

- Great West SMART Plan – In follow up to the meeting with the Board of Selectmen and Fire & Police Department union representatives, information about electronic access for deferred compensation plan participants was provided to union representatives. In addition, a meeting is tentatively scheduled in December with representatives from the deferred compensation plan to discuss electronic payments and electronic enrollment management; in the meantime, deferred compensation payroll deduction payments are processed as part of the bi-weekly payroll process.
- Senior Citizen Property Tax Work Off Abatement Program – Program information for calendar year 2016 was drafted and reviewed by the Assessors, Accountant, Assistant Town Administrator and Town Administrator. The program will be ready for implementation in January 2015.
- Middlesex Retirement Sub-Committee on Assessments & Investments – I attended a meeting at the Middlesex County Retirement System focusing on the January 1, 2014 actuarial analysis, assessment amounts for FY16 & FY17, the retirement system funding schedule and CY 2014 investment returns.
- Allstate Disability Benefits – electronic access for enrollment management and delivery of monthly invoices was established to allow for timely administration of long term disability benefits.
- Protecting the Rights of Service Members – Practical Guidance for Cities/Towns/Business Owners I attended a meeting presented by the U.S. Attorney's Office, District of Massachusetts about the Uniformed Services Employment and Reemployment Rights Act (USERRA) and how it relates to municipal employees serving in the armed services. Information from this meeting will aid in the proper administration of USERRA for Town of Ayer employees.
- Massachusetts Collectors and Treasurers Association (MCTA) – My designation as a Certified Massachusetts Municipal Treasurer was renewed for 5 years through December 31, 2019. Continued membership in the MCTA provides training in payroll and benefits administration and resource about current activities in municipal finance.