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

TOWN OF AYER

SELECTMEN'S OFFICE

Memorandum

Date:

December 2, 2014

To:

Town Administrator Robert Pontbriand

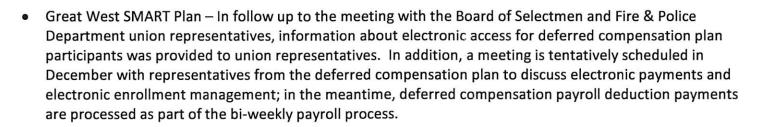
From:

Kevin A. Johnston

Subject:

Monthly Report – November 2014

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



- 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
 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.