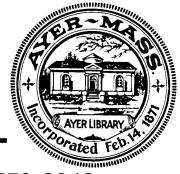


# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** February 2, 2015

**To:** Town Administrator Robert Pontbriand

**From:** Kevin A. Johnston

**Subject:** Monthly Report – January 2015

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

- Minuteman Nashoba Health Group (MNHG) Steering Committee Meeting – The MNHG Steering Committee met in January to discuss agenda items for the Board of Directors meeting scheduled for February 3, 2015. The meeting included discussion about Affordable Care Act (ACA) mandatory changes to the out of pocket maximum amounts that are currently part of health care plans, and initial discussion about rate increases for FY 2016. The steering committee will make recommendations for the Directors to consider at their meeting on February 3<sup>rd</sup>.
- Senior Citizen Property Tax Work-off Abatement Program – The Senior Citizen Property Tax Work-Off Abatement Program was launched in January. There is strong interest in the program with 12 applications provided to senior citizens and five (5) completed applications returned. Review of the applications and work assignments will begin in February.
- Employee Wellness Program – Minuteman Nashoba Health Group Wellness Coordinator Marcy Morrison is developing a Wellness Program for Town of Ayer employees. Ms. Morrison will provide information at the Department Head meeting scheduled for Wednesday, February 4th with the kick-off of the program planned for spring.
- Benefits & Payroll Department FY 2016 Budget – I was able to meet with the Finance Committee to discuss the FY 2016 budget for the Benefits and Payroll Department. This initial department budget includes salary, expenses, and employee benefits programs; the meeting went well, with the Finance Committee understanding that this budget estimate may change as more specific FY16 benefits information becomes available.
- Labor Law Posters – Mandatory federal and state labor law posters were received and will be provided to each department for posting in their respective workplace.