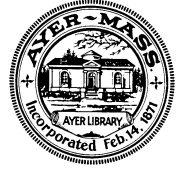


# Town of Ayer

## Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432  
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## Memorandum

**Date:** March 11, 2015  
**To:** Town Administrator Robert Pontbriand  
**From:** Kevin A. Johnston  
**Subject:** Monthly Report – February 2015

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

- Minuteman Nashoba Health Group (MNHG) Board of Directors Meeting – The MNHG Board of Directors met on February 3<sup>rd</sup>; the meeting included approval of Affordable Care Act (ACA) mandatory changes to the out of pocket maximum amounts that are currently part of health care plans, and rate increases for FY 2016.
- Employee Wellness Program – Minuteman Nashoba Health Group Wellness Coordinator Marcy Morrison attended the February Department Head meeting; Ms. Morrison outlined the plans for an employee wellness program explaining her role as Wellness Coordinator for the Minuteman Nashoba Health Group, and provided examples of wellness programs that could be implemented in Ayer as stand-alone programs or programs in conjunction with other communities.
- Senior Citizen Property Tax Work-off Abatement Program – Work assignments for the Program began in February with one participant working in the Town Clerk/Tax Collector's office. Applications are still being accepted and other department assignments are expected in the next few weeks.
- Deferred Compensation Online Administration – Electronic access was established with the Massachusetts Smart Plan Deferred Compensation Plan to assist with payroll processing and online administration of the Town's deferred compensation plan for employees. This will expedite processing of administrative actions, help keep our data current and eliminate delays in implementation of plan changes.
- Health and Benefits Fair – Planning for the annual health and benefits fair began; the event is scheduled for the afternoon of Thursday, April 16<sup>th</sup>, in the Great Hall at Town Hall. Representatives from health benefits providers for employee and retirees, the Town's Wellness Program, dental benefits, group life insurance, Middlesex County Retirement System, and disability insurance programs are scheduled to attend.