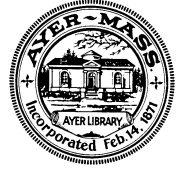


Town of Ayer

Benefits and Payroll Department

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Kevin A. Johnston, Benefits and Payroll Manager

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Memorandum

Date: April 29, 2015
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston
Subject: Monthly Report – April 2015

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

- Employee Wellness Program – The employee interest survey for the Wellness Program ended in April; 32 employee responses were received. 90% of the respondents indicated they would likely participate in a worksite wellness program. Programs of interest include walking/running programs, yoga, home workouts, weight loss programs, blood pressure and cholesterol management, back care and stress management programs. This information will be used to develop and implement an Employee Wellness Program for Town of Ayer employees; the first program will be scheduled for May 2015.
- Health and Benefits Fair – A health and benefits fair was held on Thursday, April 16th for employees and retirees. Representatives from the Fallon Health Plan, Tufts Health Plan, Harvard Pilgrim Health Plan, Altus Dental, Boston Mutual Life Insurance, the Massachusetts Smart Plan Deferred Compensation Plan, Flexible Spending Plan, and Abacus Health Solutions were in Town Hall to assist and advise the staff about benefits plan changes for FY16.
- Retiree Health Benefits – Health benefits renewal information for FY16 was mailed to non-Medicare eligible retirees currently enrolled in the Town's health insurance program.
- Middlesex County Retirement System (MCRS) Sub-Committee Meeting – I attended a meeting of the Sum-Committee on Assessments and Investments. Two items of interest from the meeting are first, the actuarial update included information that long term projections indicate the MCRS will likely meet its planned investment target for the year, and second, MCRS retirees will receive a 3% COLA on the first \$14,000 of their retirement allowance.
- Family and Medical Leave Act (FMLA) – Research was done about FMLA and an FMLA Policy was drafted for the Town Administrator. In addition, an Employee Notice of Family or Medical Leave form was prepared for employees to complete to notify management of anticipated FMLA leave.