

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: September 17, 2015
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston
Subject: Monthly Report – August 2015

The August 2015 monthly report for the Benefits and Payroll Office includes:

- Massachusetts Collectors and Treasurers Association School – I attended the annual MCTA Staff School at UMASS in Amherst; I attended training on Current Legal Topics in Public Finance, Annual Audits & Management Letters, Public Retirement Issues, Managing and Improving Your Bond Rating, Understanding Financial Statements, and Chapter 32B Municipal Health Insurance. The classes provided information from industry experts and provided an opportunity for discussion of local applications of changes to current practices as well as networking opportunities with colleagues from other municipalities.
- Affordable Care Act Webinar – I participated in an Affordable Care Act Webinar for members of the Minuteman Nashoba Health Group about health insurance reporting requirements for employers under the ACA beginning with the 2015 calendar year. The discussion provided explanation of the reporting requirements, data collection, reporting deadlines, and penalties for non-compliance. Following the webinar an outline of the ACA reporting process for the Town of Ayer was drafted. Updated specific information is expected in the next couple of months.
- MIIA Rewards Program Training – On Monday, October 5, 2015, the Town of Ayer will be hosting a MIIA Reward Program risk management seminar, Department of Transportation (DOT) Drug and Alcohol Training for Supervisors from 1:00 p.m. -3:00 p.m. at the Ayer Fire Department. This seminar presents the DOT mandated training for compliance with its drug and alcohol testing regulations. The session includes training necessary for Supervisors to recognize the signs of alcohol misuse and drug abuse by drivers holding a Commercial Driver's License.
- Massachusetts Municipal Personnel Association (MMPA) Annual Salary Survey – MMPA Benchmark Salary Survey for FY16 was completed with the MMA.
- Massachusetts SMART Plan Deferred Compensation Program – Account Representative Jim Begley from the Mass-Smart Plan will be in Ayer on Tuesday, September 22nd to meet with employees about the deferred compensation plan. Mr. Begley will be in Town Hall from 10:00 a.m. – 12 noon, and then visit the Police, Fire and Public Works department in the afternoon.
- Employee In-Processing Packet – In-processing packets for new employees were completed and are available for use. The packets provide hiring and benefits information to new hires and will help streamline the administration of newly hired personnel.