

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: October 1, 2015

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – September 2015

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

- Massachusetts SMART Plan Deferred Compensation Program – Account Representative Jim Begley from the Mass-Smart Plan visited Ayer on Tuesday, September 22nd. Several employees met with Mr. Begley to discuss the tax-exempt deferred compensation plan. A follow up visit is planned for early in 2016.
- Middlesex County Retirement System (MCRS) Training – The Treasurer and I attended a training session at the MCRS about the conversion to Pension Technologies Group (PTG) software and the secure electronic process that will be used to provide payroll information to the Retirement System. In October the PTG software conversion will be complete and MCRS will provide the Town with a secure link to be used for validation of payroll reports and secure file transfer to upload local payroll data to the Retirement System.
- Mass Municipal Personnel Association (MMPA) Annual Meeting – I attended the MMPA Annual Meeting on September 10th at the Devens Common Center. The Meeting included the annual reports of the MMPA, a legislative update, a presentation on the Affordable Care Act (ACA) reporting requirements, and a presentation on Wellness as a Business Strategy. The ACA presentation was valuable in providing information to assist with data collection for these new reporting requirements and the Wellness presentation provided some useful information to integrate with the Wellness Program for employees.
- Minuteman Nashoba Health Group (MNHG) – I attended a meeting of the MNHG Board of Directors on September 29th. The FY15 plan year ended with an estimated deficit of -\$444,273, significantly less than the estimated -\$2.2M deficit; fewer reserves were used than originally planned to cover the FY15 plan year expenses. FY16 is on track for the first 3 months of the plan year. Senior Plan rates will increase an average of 1.3% for calendar year 2016. MNHG will schedule workshops in the next 2 months for members to discuss Affordable Care Act reporting and best practices.
- Senior Plan Open Enrollment – Open Enrollment for retirees on Senior (Medicare) Health Plans will be held on Monday, October 26th from 10:00 am – 12 noon in Town Hall. CY16 rates and plan information will be provided to retirees via in a mailing in early October.
- Equal Employment Opportunity (EEO) Survey – The federal EEO Survey reporting requirements were completed for the Town of Ayer.
- Personnel Administration – Streamlining the personnel administration process continued with updates to the Employee New Hire, Employee Change, and Employee Termination forms.