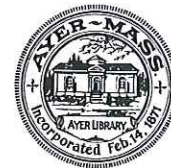


Town of Ayer

Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager

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Memorandum

Date: March 21, 2016
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *KAJ*
Subject: Monthly Report – February 2016

The February 2016 monthly report for the Benefits and Payroll Office includes:

- Affordable Care Act Reporting – Data collection and verification for Affordable Care Act (ACA) reporting for calendar year 2015 was completed this month. Final verification, review and completion of Forms 1095-C will be completed in March.
- Long Term Disability Insurance – Employee census information was provided to LTD benefits companies to assist in the preparation of LTD rates for Town employees. A new provider will be selected in March for LTD coverage beginning on April 1, 2016.
- Middlesex County Retirement System Reporting – Testing Middlesex County Retirement payroll reporting using the Pension Technology Group (PTG) software and secure reporting portal was completed in February. Ayer's payroll files have been validated for compliance and reconciled with Middlesex County Retirement. Reporting payroll and pension information using the PTG software provides a secure mechanism to deliver accurate and timely payroll and pension data to the Middlesex County Retirement System.
- Health Benefits – The health benefits renewal for FY17 was received in February. Health insurance benefits for employees and non-Medicare retirees in the Minuteman Nashoba Health Group will increase 5.9% for the plan year beginning on June 1, 2016. Tufts Health Plans and Harvard Pilgrim Health Plans will increase 8.3%; Fallon Health Plans will have a 0% increase. In conjunction with the open enrollment period in April, a Health Benefits Fair is scheduled for April 14th from 1:00 – 3:00 p.m. in Town Hall.
- Personnel Board – The draft CORI Policy was updated as recommended by the Personnel Board.
- Other Post-Employment Benefits (OPEB) Trustees – The Town's OPEB Trustees met in February to discuss OPEB funding. The Trustees reviewed OPEB funding in past years, discussed the FY17 funding recommendation and will invite our Pension Reserve Investment Management (PRIM) Board representative to a meeting to review OPEB investments.