

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: June 27, 2016
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston
Subject: Monthly Report – May 2016

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

Minuteman Nashoba Health Group – The Board of Directors met on May 17th to discuss the following:

- The FY 16 budget remains on track and leaves the Group in a solid financial position heading into FY 17.
- The Wellness Program will include a Quarterly Newsletter and Facebook page in FY 17.
- Discussion about FY 18 cost containment concepts including plan design changes. More information will be provided at the September meeting with updates on Group Insurance Commission changes and an update on the Affordable Care Act.

Middlesex County Retirement System - I attended the Advisory Council meeting on May 26th, the meeting included the following:

- Approval of the FY 2017 budget recommendation to the Retirement Board
- Investment performance information from the Pension Reserves Investment Trust
- A report from Segal Consulting on the schedule for the System's actuarial update as of January 1, 2016
- An update on the conversion to Pension Technologies Group pension management software
- An update on staffing changes at Middlesex County Retirement.
- In addition, Ayer has been selected to host a regional Retirement Seminar in September; the date will be determined later in the summer.

Employee Benefits – A meeting with Ayer's employee benefits consultant Barry Perkins, Boston Mutual Representative Andy McLean, and Jim King from The Enrollment Network to discuss the Town's Basic Life Insurance benefit and voluntary benefits programs for Supplemental Life Insurance, Short Term Disability Insurance and Long Term Disability Insurance. The goal is to consolidate these programs and provide benefits consulting to the current employees on an integrated benefits program to eliminate redundant enrollments and provide employee with a cohesive program suited to individual needs. Work on this program will continue over the summer with updates to the Town Administrator for a September implementation.

Personnel Manual – A working group was established to work on updating the Town's Personnel Manual. The group is open to any employee and meets every other Friday at 10:00 a.m. in Town Hall to review, discuss, and develop recommendations for changes to the Personnel Manual. Meetings are scheduled for June 10th and 24th and July 8th and 22nd.