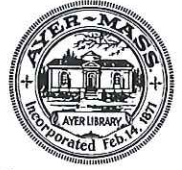


Town of Ayer

Benefits and Payroll Department



1 Main Street – Ayer, Massachusetts - 01432
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Memorandum

Date: January 20, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – December 2016

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

Personnel Manual – I attended the Personnel Board meeting and participated in discussion about the update to the Personnel Manual, specifically, the format of policies and procedures; the Personnel Board will continue to work on the manual review with an anticipated completion date in June 2017.

Group Life Insurance, Long Term Disability and Short Term Disability – Open enrollment and benefits counseling with benefits eligible employees for Basic Life, Voluntary Life, and Short Term and Long Term Disability insurance programs concluded in December. Payroll deductions were updated for benefits in January 2017.

Senior Plan Open Enrollment – Changes to health benefits for retirees were finalized with an effective date of January 1, 2017.

FY 2018 Budget – FY 2018 budget worksheets were received and will be completed and submitted in January 2017. Discussion about health benefits rates for employee health insurance will be begin with Minuteman Nashoba Health Group in January 2017, with approved rates expected in February 2017.

Senior Citizens Property Tax Work-off Program – The Senior Citizens Property Tax Work-off Program for calendar year 2016 was finished; earned property tax credits for participants were processed and provided to the Assessor's Office for inclusion on the tax bills. Participation documents for the calendar year 2017 program were prepared.

Benefits Reconciliation – A process to reconcile health and dental benefits bi-weekly payroll deductions was developed and implemented in December.

Safety and Risk Management – Public Safety, Facilities, Technology, and DPW Department Heads met with our Risk Manager from the Massachusetts Interlocal Insurance Association (MIIA) to discuss best practices for the Town to minimize our liability insurance risk and reduce insurance premiums. Departments will provide information about practices and policies to MIIA for review and include in the MIIA Rewards Program for insurance premium credits.