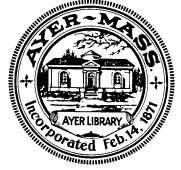


Town of Ayer

Benefits and Payroll Department

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

Tel: (978) 772-8248
Fax: (978) 772-3017



Memorandum

Date: March 19, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – February 2017

The February 2017 monthly report for the Benefits and Payroll Office includes the following:

Personnel Manual – Work continues on the final update to the Personnel Manual with Sections 1 and 2 delivered to the Personnel Board.

Group Life Insurance, Long Term Disability and Short Term Disability – As invoices for the new insurance programs are received they are verified for accuracy with the estimates provided during the open enrollment; any changes are corrected in PR. A meeting with Barry Perkins, representatives from Boston Mutual and the Enrollment Group was held in February; points of contact at Boston Mutual to assist with enrollment, billing and claims processing for each voluntary benefits plan were identified. Invoices received to date will be updated to ensure billing is on the same schedule as bi-weekly payroll, and enrollment of new hires in voluntary programs was scheduled for twice a year in conjunction the spring and fall health benefits enrollments.

FY 2018 Budget – The FY 2018 health benefits rates for employee health insurance was voted at the February Minuteman Nashoba Health Group Directors meeting; the increase is 11.9% across all health plans. The FY 2018 budget estimate for health benefits has been updated with this increase.

Affordable Care Act (ACA) Reporting – ACA reporting for calendar year 2016 was completed in February; Forms 1095-C were prepared and distributed to employees in February.

Middlesex County Retirement System – A review of active and inactive members of the Middlesex County Retirement System was completed. Verification of this data will ensure the accuracy of the Town's annual assessment payment to the retirement system in future years.

Massachusetts SMART Plan – The Town's representative from the Massachusetts Deferred Compensation SMART Plan, Mr. James Begley, visited Town Hall in February to meet with employees about participation in the SMART plan. Mr. Begley had a full schedule of appointments for the day and was able to help several employees with their retirement planning.

Health Benefits Open Enrollment – The annual Spring Health Fair for open enrollment in health benefits for employees is scheduled for Thursday, April 20th from 1:00-3:00 p.m. in Town Hall. More information will be provided as it becomes available.

