

# 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:** April 20, 2017  
**To:** Town Administrator Robert Pontbriand  
**From:** Kevin A. Johnston *KAD*  
**Subject:** Monthly Report – March 2017

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

FY 2018 Budget – The Health Benefits Buyout Program was approved by the Board of Selectmen for FY 2018 – FY 2020. This program has provided \$636,000 in budget savings through FY 2017 and estimates indicate a total budget savings of \$1.2M through FY 2020.

Altus Dental Insurance Plan – The voluntary Dental Insurance Plan with Altus Dental renewed for FY 2018 with a 0% increase; there are no changes to the plan design in addition or rates for FY 2018.

Health Benefits Open Enrollment – Plans for the annual Spring Health Fair for open enrollment in health benefits for employees scheduled for Thursday, April 20<sup>th</sup> from 1:00-3:00 p.m. in Town Hall. Tufts Health Plans, Harvard Pilgrim Health Plan, Fallon Health Care, Altus Dental, Boston Mutual Life Insurance, Nashoba Valley Medical Center, Nashoba Associated Boards of Health and the Minuteman Nashoba Health Group Wellness Coordinator have all confirmed their attendance at the Health Fair.

Harpers Payroll Services – The initial steps for the conversion to Harpers Payroll Services for FY 2018 begin in March. Implementation Specialist Michael Aube provided the initial information documents to begin the conversion, and there were phone conversations with Mr. Aube to discuss the implementation process and develop a timeline. An on-site visit is scheduled for April to begin the data collection and finalize the implementation plan.

Minuteman Nashoba Health Group (MNHG) – I attended a meeting of the MNHG Steering Committee on March 29<sup>th</sup>. The meeting included planning for discussion of proposed plan design changes for FY 2019, changes to the administration of the pharmacy program, the annual audit, and an update on the FY 2017 year to date MNHG budget. The next meeting of the Steering Committee and Directors is May 4, 2017.

Town Report- The 2016 Annual Town Report was completed for the Benefits and Payroll office.