

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** May 22, 2017

**To:** Town Administrator Robert Pontbriand

**From:** Kevin A. Johnston *KAS*

**Subject:** Monthly Report – April 2017

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

Health Benefits Open Enrollment – The annual employee Health Fair and open enrollment for health benefits was held on 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 all had representative in attendance. Employees were able to learn about benefits changes and enroll in benefits for FY 2018.

Harpers Payroll Services – I met with Harpers Payroll Implementation Specialist Michael Aube on April 13<sup>th</sup> to complete their new client intake documents, establish the bi-weekly payroll cycle, begin payroll data collection and finalize the implementation timeline. Implementation work will continue through May, data testing will begin in early June and payroll processing training and validation will be conducted in June with implementation on schedule for July.

Middlesex County Retirement System – I attended a meeting of the Middlesex County Retirement System Sub-Committee on Assessments and Investments. The agenda for the meeting included the following:

- Actuarial update – The next bi-annual actuarial evaluation of the retirement system will be as of January 1, 2018.
- Investments update – The YTD investment returns are on track to meet the investment target.
- System update – System operations are streamlined for efficiency using the Pension Technologies Group software and open litigation matters are current.

The full Advisory Council is scheduled to meet on May 17<sup>th</sup> at 9:30 a.m. to discuss the FY 18 Middlesex County Retirement System operating budget, investments, annual audit, bi-annual actuarial update, and receive an update on Middlesex Retirement operations.

2017 Census of Governments – The U.S. Department of Commerce 2017 Census of Governments, Survey of Public Employment & Payroll, March 2017 – Municipalities, Counties and Townships was completed and submitted. The survey included Town of Ayer payroll data by category including Administration, Public Safety, Transportation, Social Services, Environment and Housing, Utilities, and other areas of local government not specifically included in these categories.