

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: June 26, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAJ*

Subject: Monthly Report – May 2017

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

Health Benefits Open Enrollment – Health benefits plan changes for employees and early retirees were processed for the new plan year beginning on June 1, 2017. Payroll deduction amounts were updated for current employees and health benefits deductions for retirees were changed to reflect the FY 2018 monthly premium cost sharing amounts.

Flexible Spending Account FSA Open Enrollment – The annual open enrollment for the Flexible Spending Account was held in May for the new plan year beginning on June 1, 2017. In addition to the Health Care Account for out of pocket medical expenses, a Dependent Care Account was included in the FSA for the new plan year. 29 employees currently participate in the FSA benefit plan.

Harpers Payroll Services – Employee data files were prepared and provided to Harpers Payroll to build the payroll database that will be implemented in July. Validation of the payroll data, building employee leave accruals, updating year to date payroll information and payroll testing will be completed in June. Implementation for July remains on schedule.

Middlesex County Retirement System (MCRS) – I attended a meeting of the Middlesex County Retirement System Advisory Council on May 17th. At this meeting the Council discussed the following:

- Actuarial update and Audit – The next bi-annual actuarial evaluation of the retirement system will be as of January 1, 2018; GASB 67 and 68 reports required for the Town of Ayer annual audit for FY 2017 will be in June.
- Investments update – The YTD investment returns are on track to meet the investment target.
- Budget – The FY 2018 budget was approved by the Council; the budget is 1.10% less than the FY 2017 budget.

MIIA Rewards – The MIIA Rewards Program closed at the end of May; final submissions from the Town to the program were completed on time. The information submitted provides a credit to the Town's Property & Liability Insurance premiums.