

# 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:** October 20, 2017

**To:** Town Administrator Robert Pontbriand

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

**Subject:** Monthly Report – September 2017

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

Harpers Payroll Services – The customer support staff at Harpers assisted in development of reports programmed specifically for the Town of Ayer to streamline payroll processing and post processing payroll reports. The customer support and programming staff continues their work on Middlesex County Retirement System reporting. Final testing was completed on the Employee Forward module for activation in October. I participated in a Year End Processing Webinar that serves as the first training opportunity to prepare for W-2 and 1095 processing for 2018; additional training will be provided in the next couple of months.

Investment Meeting – On September 7<sup>th</sup>, I was joined the Treasurer in a meeting with Charles Patterson from Bartholomew and Company to review the Trust Fund portfolio and FY 2017 investment performance. Mr. Patterson provided an investment market update, a review of investment performance, and discussion of investment opportunities in FY 2018.

Personnel Out-Processing – A personnel out-processing checklist was developed for use with staff leaving employment with the Town. This checklist will help ensure delivery of out-processing documents and administration of the termination of benefits.

MMPA Salary Survey – The Massachusetts Municipal Personnel Association Benchmark Salary Survey for FY 2018 for the Town of Ayer was completed and submitted.

Minuteman Nashoba Health Group (MNHG) – The MNHG Directors met on September 18, 2017. The meeting included:

- Election of Ian Rhames as Treasurer replacing Tony Logalbo who retired.
- A Treasurer's report through August 2017, including a fund balance of \$2.1M.
- Review of funding rate analysis reports for two months of data in FY 2018, the reporting is as expected early in the plan year.
- A discussion of a High Deductible Health Plan design that is currently being used by other municipal join purchasing groups. A recommended plan design will be prepared for consideration at the next meeting. Educational sessions for High Deductible Health Plans will be scheduled.
- Initial discussion of Senior Plan Rates. Fallon Senior Plan is increasing 16%; Tufts Senior Plan rates will be available at the next meeting.
- The next meeting is scheduled for October 4, 2017