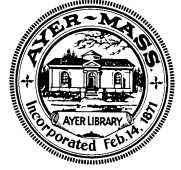


Town of Ayer

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: December 20, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – November 2017

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

Harpers Payroll Services – Payroll moved to ‘paperless’ as electronic delivery of payroll advices began in November; employees access payroll information through Employee Forward, a secure online portal at Harper Payroll. I participated in a 2017 year-end reporting webinar on November 30th. Since this is Ayer’s first calendar year-end with Harpers, initial set-up work will continue through December 2017.

MIIA Employee Assistance Program (EAP Webinar): On November 2nd I participated in a MIIA EAP Webinar *Substance Abuse in the Workplace*. The webinar provided information about the disease of addiction, how to recognize the signs and symptoms of substance abuse in the workplace, and information about treatment options.

Middlesex County Retirement System – Payroll wage reporting to Middlesex Retirement was completed by the programming staff at Harpers Payroll. The bi-weekly payroll file format from Harpers was successfully tested. Payroll files through September were prepared, validated through the Pension Technologies Group secure portal and successfully uploaded to Middlesex Retirement. Payroll files for the 4th quarter of 2017 will be delivered to Middlesex County Retirement by January 2018.

I attended a Sub-Committee on Assessments and Investments on November 3rd. Discussion included the following:

- 2017 investment performance is on track to exceed the 8.75% actuarial rate of return on investments.
- A review of the bi-annual system update as of January 1, 2018. Consideration of lowering the investment rate of return from 8.75% to 8.5%, updating mortality tables and reducing the actuarial factor for salary increases will be discussed. The actuary from Segal and Company will have an update at the December Advisory Council meeting scheduled for December 13, 2018

Retiree Health Benefits – Open enrollment for retiree Medicare plans was held in November for a January 1, 2018 enrollment date.

Minuteman Nashoba Health Group (MNHG) – The MNHG Directors met on November 14, 2017. The meeting included:

- A Treasurer’s report through October 2017, including a fund balance of \$3.3M.
- Review of funding rate analysis reports through September 2018, the reporting is favorable through 4 months of the plan year.
- Approval of plan design changes for June 1, 2018.

- A MNHG presentation about High Deductible Health Plans is scheduled for December 5th at Lincoln-Sudbury High School. Union representatives are invited to attend and additional presentations will be scheduled. A presentation for employees in Ayer will be scheduled in early 2018.
- The next scheduled meetings are: Steering Committee – December 20, 2017 and February 13, 2018
Directors – February 15, 2018 at 10:00 a.m. at Groton Fire Station