

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: January 22, 2018

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – December 2017

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

Harpers Payroll Services – Since this is Ayer's first year end close with Harpers Payroll Services, the 2017 year will close on Harpers Year End Schedule 2, providing time for end of year adjustments. W-2 Forms will be available in mid-January. The IRS has extended the deadline for providing Form 1095-C to employees from January 31, 2018 to March 2, 2018. Forms 1095-C will be completed following the delivery of W-2 Forms.

MIIA Employee Assistance Program (EAP) – The first Employee Training and Development program for FY 2018 was held on December 7, 2018 in the Town Hall. Kimberly Jones presented the MIIA EAP training program **Customer Service Excellence – Reaching Down Deep**. 20 employees attended and learned skills to provide 5-star service in person and on the telephone, strategies for dealing with difficult customers and tips for providing excellent service to customers.

Middlesex County Retirement System – I attended a meeting of the Advisory Council on December 13th. Discussion included the following:

- An update on the annual audit of the retirement system from auditors Powers and Sullivan. No material weaknesses were identified during the annual audit and improvements in the administration of the retirement system were noted.
- An update on 2017 investment performance was provided by the Pension Reserve Investment Trust (PRIM); investments are on track to exceed the 7.75% actuarial rate of return on investments.
- Segal Consulting provided an overview of the bi-annual system update as of January 1, 2018. Consideration of lowering the investment rate of return from 7.75% to 7.5%, updating mortality tables, and reducing salary increase assumptions by .25% will be considered in this valuation.
- Chairman Thomas Gibson provided an update on pending legal cases, as well as a Special Commission on Pension Forfeiture.
- Chief Administrative Officer Lisa Maloney advised the Council that 5 or 6 regional training sessions will be planned for 2018 as well as additional Payroll and Human Resource staff training on the changing administrative process within the retirement system.
- Social Security Specialist Francine Kollias updated the group on Social Security and public pensions, including a 2% COLA for Social Security recipients in 2018.