

# 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:** August 17, 2018

**To:** Town Manager Robert Pontbriand

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

**Subject:** Monthly Report – July 2018

The July 2018 monthly report for the Benefits and Payroll Office includes the following:

Health Benefits Request for Quotation – The deadline to submit a quote for health benefits was extended until Wednesday, August 8, 2018 at 4:00 pm.

Boston Mutual Basic Life Insurance – An Open Enrollment for Boston Mutual Basic Life Insurance benefits was held on July 11<sup>th</sup> in Town Hall.

Retiree Health Benefits – An open enrollment for retirees for Medicare health plans is scheduled for Wednesday, November 7<sup>th</sup> from 10:00 a.m. to 12 Noon in the Town Hall.

Harpers Payroll – Updates to Affordable Care Act information for CY 2018 was begun. A review and analysis of leave accrual balances for all benefits eligible employees for the beginning of FY 2019 began in July; accrual balances will be reconciled with departments at the end of each quarter in FY 2019.