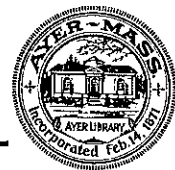


Town of Ayer

Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager



Tel: (978) 772-8248
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Memorandum

Date: September 13, 2018
To: Town Manager Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – August 2018

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

Health Benefits Request for Quotation – Four quotes for health benefits for employees and retirees were received by the August 8, 2018 submission deadline. These quotes will be reviewed and discussed by the Town Manager, Finance Staff and Insurance Advisory Committee to develop a recommendation for FY 2020 by November 30, 2018.

Massachusetts Municipal Personnel Association (MMPA) – The MMPA Benchmark Salary Survey database was updated with the FY 2019 wage information for the Town of Ayer.

Retiree Health Benefits – Renewal rates for retiree Medicare supplement health benefit plans are expected at the September 24th Minuteman Nashoba Health Group Directors meeting. Medicare rate information will be mailed to retirees in October; open enrollment for the Medicare supplement health plans will be on Wednesday, November 7th from 10:00 a.m. to 12 Noon in the Town Hall.

Harpers Payroll – Employee payroll data was updated in August to aid in the preparation of the bi-weekly payroll. Work on leave accruals continued including work with the Harpers Customer Support staff analyzing accrual tables as well as the review of leave accrual balances for benefits eligible employees for FY 2019 in preparation of the initial quarterly reconciliation in October.