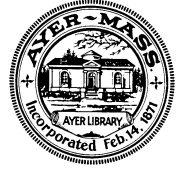


Town of Ayer

Benefits and Payroll Department

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Kevin A. Johnston, Benefits and Payroll Manager

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Memorandum

Date: November 19, 2018

To: Town Manager Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – October 2018

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

Health Benefits Request for Quotation – The Insurance Advisory Committee (IAC) met on Monday, October 29th to discuss the Health Benefits RFQ that was issued in May. The results of the RFQ were provided to the IAC and following discussion the IAC voted unanimously to recommend keeping health benefits with Minuteman Nashoba Health Group for FY 2020.

Harpers Payroll Electronic Timesheets – Mr. Boris Keppler from Harpers Payroll Services Time & Attendance division visited Town Hall on October 17th to present training for Town Hall Department Heads on the process for accessing, submitting and approving electronic timesheets in the Time & Attendance module. The training was successful and employees and managers were successful in completing electronic timesheet for the first bi-weekly pay period using the new Time & Attendance software ended on October 31st.

Middlesex County Retirement System (MCRS) – Middlesex County Retirement System Chairman Thomas Gibson and Chief Administrative Officer Lisa Maloney attended the Board of Selectmen's meeting on Tuesday, October 16th. Mr. Gibson provided the Board with an update on the Retirement System and recent changes in public retirement laws, the most recent demographic information for Town of Ayer retirees, and a summary of the January 1, 2018 bi-annual Retirement System Valuation.

Retiree Health Benefits Open Enrollment for Medicare Plans – Medicare eligible retirees were provided the calendar year 2018 Medicare Supplement Insurance information for the open enrollment in November for the plan year that begins on January 1, 2019. Premium increases average less than 1% for the CY 2019 plan year. An Open Enrollment is scheduled for November 7th from 10:00 a.m. – 12 Noon in Town Hall.