

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: November 19, 2019

To: Town Manager Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – October 2019

The October 2019 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll – Following the successful implementation of electronic processing of payroll at the DPW last month, work to implement electronic processing of payroll for the Police and Fire Departments began in October. Initial steps included researching the compatibility of the public safety specific payroll module with Harpers Payroll, developing a timeline for implementation, and identifying costs for any needed software upgrades.

Planning for the 2019 calendar year end began in October. Affordable Care Act (ACA) data was reviewed and updated for employees. Additional information about calendar year end and year end webinar dates are expected from Harpers Payroll in November.

Medicare Health Plans – Medicare plan renewal rates were received in September for the January 1, 2020 plan year; the Medicare plan renewal information was mailed to Medicare eligible retirees in October and a Medicare Plan Health Fair was held on October 29th in Town Hall. Representatives from Tufts Health Plans Senior Plans and Fallon Health Senior Plans were in attendance to meet with retirees, answer questions, and assist with enrollments.

Minuteman Nashoba Health Group (MNHG) – The Board of Selectmen approved the Ethics Commission disclosure for the Benefits and Payroll Manager and Town Manager as the primary and alternate members of the MNHG Board of Directors. FY 2021 rate setting discussion is expected to begin at the December meeting and continue through the approval of the FY21 rates in early February 2020.