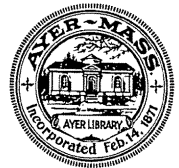


# Town of Ayer

## 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:** May 20, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAT*  
**Subject:** Monthly Report – April 2020

The April 2020 monthly report for the Benefits and Payroll Office includes the following:

### Harpers Payroll

- The Public Safety electronic payroll project has been on hold due to COVID-19 work restrictions.
- Harpers Time & Attendance for the Parks Department Summer Staff was established; implementation is currently on hold pending the hiring of Summer Staff that is projected for June at the earliest.
- IRS and Bank Authorization forms were provided to Harpers Payroll Tax Services division to continue our current payroll reporting and payroll banking processes.

DPW YouthWorks Program – The YouthWorks program is cancelled for 2020 due to the COVID-19 pandemic.

### Minuteman Nashoba Health Group (MNHG) –

- Open enrollment for health and dental benefits for employees was completed.
- In response to the COVID-19 outbreak the MNHG took the following actions:
  - Information about the free MyTelemedicine benefit was provided to employees.
  - Approved changes recommended by Tufts, Fallon, and Harvard Pilgrim Health Plans to ease the burden of COVID-19 expenses on municipalities and employees; included are waived co-payments and maintaining benefits eligibility for furloughed employees.

Families First Corona Virus Response Act (FFCRA) – Information about the FFCRA was provided to employees.

I participated in the following remote meetings & webinars in April:

- Pension Reserve Investment Management (PRIM) Board – an update on investment performance during COVID-19.
- MIIA Employee Assistance Program (EAP) – Resilience and Self-Care during COVID-19
- Division of Local Services – a Municipal Finance update and Ideas for further COVID-19 relief
- Middlesex County Retirement System – meeting of the Sub-Committee on Investments & Assessments