

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** June 19, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – May 2020

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

### Harpers Payroll

- Families First Coronavirus Response Act (FFCRA) earnings codes were created, and the Federal tax credit set up was completed.
- Middlesex County Retirement System payroll reports were updated with FFCRA payroll data.
- Health Benefits payroll withholding rates were updated for the FY 2021 plan year.

### Flexible Spending Plan (FSA)

- Open enrollment for the FY 2021 FSA plan year was held in May.
- In May the IRS provided guidance to permit COVID-19 driven changes to FSA plans ending in CY 2020. Ayer's FSA plan end date was extended from May 31, 2020 to December 31, 2020 to incur expenses for the FY 2020 FSA plan year.

### Minuteman Nashoba Health Group (MNHG)

- The MNHG Board of Directors held a ZOOM meeting on May 11<sup>th</sup>.
- Health benefits expenses have decreased since COVID-19. This trend is expected to continue at least through June. As a result of this trend the current fund balance is \$5.4M, just below the benchmark.
- The Massachusetts Municipal Reinsurance Agreement meeting is re-scheduled to June 17<sup>th</sup>.

### Middlesex County Retirement System (MCRS)

- The MCRS Advisory Council met via ZOOM on May 14<sup>th</sup>.
- The FY 2021 budget was approved with a 1% increase.
- The Actuarial Rate of Return on Investments was reduced to 7.3% and the funding schedule was extended to 2037.

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

- MIIA Employee Assistance Program (EAP) – Burnout and Coping in the New Normal
- MMHR – COVID-19 and Collective Bargaining
- MMHR – Unemployment and Furloughs during COVID-19