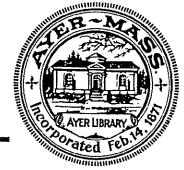


Town of Ayer

Benefits and Payroll Department



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

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Memorandum

Date: October 8, 2020
To: Town Manager Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – September 2020

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

Families First Coronavirus Response Act (FFCRA) – With the delayed opening of school year, newly released Department of Labor FFCRA Back-to-School guidance was provided to the staff.

Workers Compensation Audit – Information and data for the FY 2020 annual workers compensation audit was collected and provided to the workers compensation Field Auditor.

Personnel Studies – Salary and benefits information was provided as part of personnel studies for the towns of Littleton and Lunenburg. Work began on updating the MMA Salary Survey database for FY 2021.

Minuteman Nashoba Health Group (MNHG)

Information about OptiMed Health Partners and the services they provide to reduce pharmacy costs was distributed to health benefits subscribers. OptiMed services are expected to begin in October.

Other Post-Employment Benefits (OPEB)

The OPEB Board of Trustees met on September 30th. Discussion included OPEB Trust investments, initial discussion about the OPEB contribution recommendation for FY 2022 and the recently completed OPEB Actuarial Valuation.

Massachusetts SMART Plan Deferred Compensation Plan – A remote meeting was held with Sean Doucette, the new SMART Plan Representative for the Town of Ayer. Mr. Doucette will be providing new SMART Plan information for the staff and will work on scheduling remote meetings with individual employees.

In addition to the information listed above, I participated in the following remote meetings & webinars in September:

- September 23rd *Using Data to Drive Decision for 2021 & Beyond* webinar
- September 24th *Maximizing Health and Safety in the Workplace* webinar