

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** November 17, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – October 2020

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

### Harpers Payroll

- Remote working capability was tested; the October 22<sup>nd</sup> payroll was successfully processed working remotely.
- Calendar year 2020 health care costs were updated for inclusion on 2020 Forms W-2.
- A meeting to with Deputy Chief Brian Gill; Mike Corkery, IMC Project Manager; Patrick Cosentino, Harpers Payroll, and myself was held on October 30<sup>th</sup> to discuss the specific programming needs for the Public Safety Electronic Payroll project. Mike Corkery collected information about the data points required by Harpers Payroll for electronic PR upload and will provide follow up documents including a task list and timeline for programming, testing, and implementation.

Minuteman Nashoba Health Group (MNHG) – The MNHG Board of Directors met remotely on October 15<sup>th</sup> and discussed the following:

- The Uncommitted Fund Balance through August 2020 (25% of the plan year) is \$10.6M; this is \$5M more than the Fund Balance target. Discussion of use of the excess Fund Balance will begin in December when the FY22 rate renewal process begins.
- Senior Plan monthly rates for CY 2021 were approved by the Board; they are as follows:

	<u>2020</u>	<u>2021</u>	<u>Change</u>
Tufts Medicare Preferred Supplement	\$430	\$437	1.6%
Tufts Medicare Preferred HMO	\$327	\$341	4.3%
Fallon Medicare Plus Premier	\$298	\$313	5.0%
Fallon Medicare Plus Central Premier	\$228	\$228	0.0%

Senior plan open enrollment will be in November for the January 1, 2021 plan year. COVID-19 precludes holding the annual Senior Plan Health Fair, all enrollment changes will be handled remotely.

Medicare Part D – Mandatory Medicare Part D notifications were provided to employees reaching age 65 within the next calendar year.

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

- October 7<sup>th</sup> *Employee Classification for 1099 Contractor vs. Employee* IRS webinar
- October 8<sup>th</sup> *Inclusion and Diversity*, Massachusetts Municipal Human Resources (MMHR) Fall Conference webinar
- October 15<sup>th</sup> *The Intersection Between the Family and Medical Leave Act and the Americans with Disabilities Act* MMHR Fall Conference webinar
- October 20<sup>th</sup> *The FFCRA: Emergency Paid Sick Leave and Expanded FMLA* Harpers Payroll webinar
- October 21<sup>st</sup> *Annual Training for Payroll Administrators* Middlesex County Retirement System meeting