

# 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:** December 21, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – November 2020

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

### Harpers Payroll

The 2020 Year End Planning Guide was received from Harpers Payroll; the Town of Ayer is on year-end schedule #1, W-2 and Affordable Care Act information will be confirmed in December.

Middlesex County Retirement System (MCRS) – The MCRS Subcommittee on Assessment and Investments met remotely on November 10<sup>th</sup>, discussion included:

- Election Board review of Nomination Papers for the MCRS Fourth Board Member.
- An actuarial update from Segal Consulting and PERAC.
- A review of investments and an MCRS System update.

The MCRS Advisory Council is scheduled to meet on December 16<sup>th</sup>.

### Medicare Plan Open Enrollment –

- Medicare plan rate change and benefit change information for calendar year 2021 was mailed to Medicare eligible retirees and spouses.
- Medicare plan enrollments and changes were managed remotely during the November Senior Plan open enrollment period.
- 2021 Medicare plan monthly premium amounts were provided to the Massachusetts Teachers Retirement System and the Middlesex County Retirement System for retirees and spouses for the January 2021 monthly premium deductions.

COVID-19 – COVID-19 Return to Work guidelines for an employee quarantine from a known exposure to COVID-19 or an employee isolation due to a COVID-19 diagnosis were developed.

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

- November 10<sup>th</sup> *Surging Elective Procedures, Rising Costs: The Unexpected Healthcare Legacy of COVID-19* webinar
- November 18<sup>th</sup> *Wage and Hour 101* webinar