

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** April 20, 2021  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – March 2021

The March 2021 monthly report for the Benefits and Payroll Office includes the following:

### Harpers Payroll

Affordable Care Act (ACA) IRS Forms 1095-C were delivered to employees.

### Town Hall COVID-19 Phase 1 Re-Opening Plan

A COVID-19 Phase 1 Re-Opening Plan developed with the Assistant Town Manager and Facilities Director was provided to the Town Manager.

### Annual Town Report

The annual Town Report for FY 2020 for the Benefits and Payroll Office was completed.

### Massachusetts SMART Plan Deferred Compensation

Automated processing of SMART Plan Deferred Compensation contributions from employees and electronic transfer of payroll deductions was implemented.

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

- March 22<sup>nd</sup> -Minuteman Nashoba Health Group (MNHG) Sub-committee on Securing and Building MNHG