

# Town of Ayer

## Benefits and Payroll Department

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## Memorandum

**Date:** August 19, 2021

**To:** Town Manager Robert Pontbriand

**From:** Kevin A. Johnston *KAS*

**Subject:** Monthly Report – July 2021

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

### Fiscal Year 2022

FY 2022 pay rates were updated for all employees and the initial payroll for the new fiscal year was processed.

### Council on Aging Senior Center

Activities at the COA Senior Center included:

- Meals on Wheels delivery was completed as scheduled in July.
- The MART Van operations continued as scheduled in July.
- The Acting COA Director and Assistant Town Manager attended a meeting at MART about centralization of MART COA Van dispatch and transportation services.
- The job posting for the COA Director position closed on July 9<sup>th</sup> with 23 applicants expressing interest in this position.
- Application screening packets were prepared.
- The COA Board of Directors, Assistant Town Manager and Benefits and Payroll Manager met on July 21<sup>st</sup> to review applicant resumes and compile a list of applicants for interview.
- An Interview Panel including the Assistant Town Manager, Shirley COA Director, a member of the COA Board of Directors, the Nashoba Associated Boards of Health Community Health Manager and the Benefits and Payroll Manager was established.
- Interviews are scheduled for August 2, 2021.

### Workers Compensation Payroll Audit

Notification of the annual Workers Compensation Payroll Audit was received in July. Work began on data collection and payroll reports for the audit with the expectation to complete this work in August.