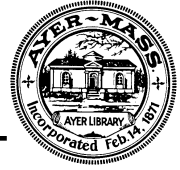


Town of Ayer

Benefits and Payroll Department



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MONTHLY REPORT

September 2022

- Spent time with Kevin Johnston, Retired Town of Ayer Benefits & Payroll Manager, reviewing payroll processing procedures.
- Updated contact information with Town of Ayer Benefit Groups.
- Attended Finance Team, and Department Head meetings.