

**TOWN OF WINCHESTER
MIDDLESEX COUNTY, MASSACHUSETTS**



MEMORANDUM

TO: All Active/Non-Medicare Benefit Eligible Employees
FROM: Michelle A. Vibert, Human Resources Director
DATE: May 10, 2021
RE: Benefits Open Enrollment – Monday, May 10th through Friday, May 21st

The Town of Winchester's **annual insurance open enrollment period** will run from **Monday, May 10, 2021 through Friday, May 21, 2021**. Except for certain restricted instances, changes to your insurance plan may only be transacted annually during this time. **All new enrollments and benefit changes will become effective on July 1, 2021.**

Effective July 1, 2021, the Harvard Pilgrim HMO and PPO monthly employee rates for the plans are as follows:

Harvard Pilgrim HMO	Individual: \$230.90		Family: \$623.43
Harvard Pilgrim HMO Focus	Individual: \$220.96	Ind + One: \$441.92	Family: \$596.59
Harvard Pilgrim PPO	Individual: \$582.89		Family: \$1,573.78

How to enroll or make changes to your benefits:

If you are a new enrollee:

Please contact Ellen Howard via email at ehoward@winchester.us or via phone by calling 781-721-7116. You will need to fill out an enrollment form for all benefits you will be enrolling in and mail in all forms. Ellen can assist you with this process.

If you are currently enrolled in benefits and are making a plan change:

Please contact Ellen Howard via email at ehoward@winchester.us and list the changes that you would like to make to your benefits. ***(Please do not email social security numbers or birth dates. If you are adding a dependent and you need to include this information, notify Ellen directly and she can assist you with this over the phone).***

Representatives from Harvard Pilgrim Health Care and Delta Dental will be available via WebEx (virtually) on Thursday, May 13th to provide information on your benefits and to assist with new enrollments. Please use the information below to contact them directly during their one hour slot:

Questions for Harvard Pilgrim

- **Option 1: Call the customer service department** at 1-888-333-4742.
- **Option 2: Contact Michael Hurley via WebEx on Thursday, 5/13/21 from 10:00 AM – 12:00 PM**
When it's time, type the link below into your Internet browser before you connect to the audio. You will select an audio connection in the WebEx meeting window.
 - **Join by computer:**
<https://hphc.webex.com/webappng/sites/hphc/meeting/download/b77e808846da43b48afd8b6c88cbe3c1?siteurl=hphc&MTID=m8c0deef6efb4302ed93be4d19e3a3970>
 - **Join by phone:**
[+1-415-655-0001](tel:+14156550001) US Toll
Meeting number (access code): 161 955 1149
Meeting password: YtjmBBwp633

Questions for Delta Dental:

- **Option 1: Call the customer service department** at 1-800-872-0500, Monday through Thursday 8:30 AM to 8:00 PM and Friday 8:30 AM to 4:30 PM.
- **Option 2: Contact Tina Vieira via WebEx on Thursday, 5/13/21 from 2:00 PM – 4:00 PM**
When it's time, type the link below into your Internet browser before you connect to the audio. You will select an audio connection in the WebEx meeting window.
 - **Join by computer:**
https://teams.microsoft.com/#/l/meetup-join/19:meeting_OGZhMTIlyZctYjc2OC00ZDK2LWJINmUtZjM5ZTQwZDVMYTQz@thread.v2/0?context=%7B%22Tid%22:%22b5014925-e83f-4fb6-a482-eb9184fe1c81%22,%22Oid%22:%227b667d53-0009-47d6-9bd1-232c077902bb%22%7D&anon=true&deeplinkId=ad8a92b5-e101-404b-9cdd-dc1488ca9958
 - **Join by phone:**
[1-339-666-3919](tel:13396663919) Call-in toll number (US/Canada)
Meeting number (access code): 931 470 364#

LifePlus Optional Life Insurance, Short Term Disability, Accident Insurance, Cancer Plan and Permanent Life.

- Please contact Jim Flynn at 781-789-8859, Jim@lpins.com or Roger Goodson at 781-987-4020, Roger@lpins.com.
- You can also contact customer service at 781-837-9222 with any new enrollment questions or to enroll in any plan besides the Optional Term Life Insurance.
- If interested in the Optional Term Life Insurance, please submit an enrollment form to Ellen Howard.

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- Please call 800-669-7400. Hit zero and the # key when asked for a PIN, then choose the option for your needs. You will get a live representative.

Included with this memo, you will find the following notification that the Town is required to provide by law:

- Notice of Eligibility for Premium Assistance under Medicaid or the Children's Health Insurance Program

If you have any questions regarding this information, please feel free to contact my office at (781) 721-7157.

We will be happy to assist you with any enrollment changes up until Friday, May 21, 2021.