



# **TOWN OF BEDFORD**

# **RETIREMENT GUIDE**

## Resources

### **Town of Bedford**

Colleen Doyle, Assistant Town Manager for Human Resources and Administration,  
781-687-6181, [cdoyle@bedfordma.gov](mailto:cdoyle@bedfordma.gov)

For: Questions regarding health benefits and retirement procedures

### **Middlesex Retirement System**

25 Linnell Circle  
Billerica, MA 01821  
978-439-3000

For: Questions regarding retirement benefits

### **Mass Teacher's Retirement System**

500 Rutherford Avenue, Suite 210  
Charlestown, MA 02129  
Phone: 617-679-6877

For: Questions regarding retirement benefits

### **Social Security Administration**

617-591-8031

For: Questions regarding Social Security benefits

### **SMART Plan**

Sean Doucette  
978-806-7205  
[Sean.Doucette@empower-retirement.com](mailto:Sean.Doucette@empower-retirement.com)

For: Questions regarding Deferred Compensation in Retirement

### **MissionSquare (formerly ICMA-RC)**

Michael Savage  
888-803-2721  
[MSavage@icmarc.org](mailto:MSavage@icmarc.org).

For: Questions regarding Deferred Compensation in Retirement

### **SHINE Program**

781-221-7029

For: The SHINE Program provides free health insurance information, counseling, and assistance to Massachusetts residents with Medicare and their caregivers.

### **Bedford Council on Aging**

781-275-6825

For Finding contacts and resources at Social Security and Medicare. Help with tax preparation, and retirement issues. Day trips, fitness classes, health screenings

## ***Considering Retirement?***

**Congratulations on reaching this milestone!** This guide is provided to outline the retirement process with the Town of Bedford.

## ***Eligibility for Retirement***

To qualify for a retirement benefit you must be vested in your retirement system.

Vesting means you have met the minimum service requirements to qualify for a benefit. For most members, that means you have a minimum of 10 years of full-time creditable service. You would still have to meet the minimum age requirements.

The basic formula for a benefit is made up of:

- Your benefit rate (age at retirement and your group classification)
- your years of creditable service
- your salary average

To get more information on these factors, it is recommended that you read the Public Employee Retirement Guides:

- [If your membership date is prior to April 2, 2012](#)
- [If your membership date is on or after April 2, 2012](#)

**Contact Middlesex Retirement or Mass Teachers Retirement System to determine your retirement allowance and benefit options approximately 3 months prior to the date you plan to retire.**

**Send notice in writing to your supervisor/ Department Head and Human Resources for the Town of Bedford (consult your collective bargaining agreement if applicable for time frame).**

## ***Insurance Options***

You may choose to continue your health, dental and life insurance during retirement. The Retirement Board will make the deductions from your monthly pension check and forward the payment to the Town. Insurance is paid one month in advance (ex: January's pension check will have a deduction for February's health insurance).

## **Health Insurance**

### **Retirees (and spouses of retirees) under 65**

As a retiree from the Town of Bedford, you are eligible to participate in the same health insurance plans that are available to full-time employees. Prescription coverage is still managed through Express Scripts.

***Considerations for living out of state:*** If you are planning to live outside of MA, and certain areas of RI, or southern NH, you will need to enroll in the Unicare State Indemnity Plan BASIC which is taken nationwide since the other non-Medicare plans only have participating doctors and hospitals in the local area.

***What to do when you or your spouse are close to turning 65:*** You should apply for Medicare Parts A and B, three months before your 65<sup>th</sup> birthday. A few months before your birthday, you will receive a packet from the GIC informing you that you need to elect a Medicare Supplement Plan and will usually assign a 60-day deadline to return the paperwork with a copy of your Medicare Card. *Please note that the GIC start date of your supplement plan may not always match your date of Medicare Eligibility.*

### **Retirees (and spouses of retirees) eligible for Medicare, over 65**

If you are eligible for Medicare Parts A and Part B at the time of your retirement, it is strongly suggested that you begin the application process for Medicare A and B about three months before your anticipated retirement date. The form for Medicare Part B can be found at the following link. <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/CMS-Forms-Items/CMS017339> . If you are school employee, the schools will fill out the

If you are eligible for Medicare A and B you are also eligible to enroll in a GIC Medicare Supplement Plan through the Town of Bedford. The Town contributes the 50% towards the total cost of health insurance premiums for our retirees on Medicare Supplement Plans.

- Most of the Supplement plans, except one HMO plan, are considered Indemnity plans that offer nationwide coverage, there is no network - you can keep your current doctors, and prescription drugs are covered by a company called Silverscript. You will **not** need Medicare Part D coverage.

The Group Insurance Commission will be notified of your retirement. You will receive a packet from the GIC informing you that you need to elect a Medicare Supplement Plan and will usually assign a 60-day deadline to return the paperwork. *Please note that the GIC start date of your supplement plan may not always match your date of Medicare Eligibility.*

### **What if you or your spouse is Medicare eligible and the other is not?**

The non-Medicare spouse will remain on a non-Medicare Plan, and the Medicare eligible spouse will elect a Medicare Supplement plan. They do not need to be under the same insurance carrier. The cost of each plan will still be deducted monthly from the retiree's pension check.

### **What if you haven't had health insurance through the Town while employed**

Retirement is considered a qualifying event and would allow you to come on the Town's insurance.

If you choose to take health coverage at a later date, it can only be done at open enrollment (April to May), to go into effect every July 1<sup>st</sup>. At that time, you can either change your insurance plan or enroll in health insurance.

The only exception to this is if other coverage has been lost through no fault of your own.

### **Dental Insurance**

If you had a dental plan with Delta Dental while working for the Town, this dental plan will at the end month in which you retired, unless you are a school employee. (School employees should discuss with their HR when their premiums will be paid through). You have three options concerning dental benefits after retirement:

- 1.) Do nothing and pay out of pocket for all future dental work.
- 2.) Elect to continue your current coverage with Delta Dental through COBRA. This can only be done for up to 18 months and must be elected upon retirement. Although under COBRA you will receive the same benefits, the Town does not contribute anything to the premium cost for COBRA and retirees are responsible for sending in a check to the Finance Department every month for the amount shown on your COBRA letter. Your COBRA letter and enrollment form will be sent to you by the Town Human Resources Office. If you would like to continue your current dental plan with Delta Dental under COBRA, please complete and return the COBRA form within the 60 day window. If you elect COBRA for the full 18 months, you can elect the GIC retiree dental plan once the COBRA expires.
- 3.) Elect the Town's MetLife Retiree Dental Plan. This plan is administered through the Group Insurance Commission. If you elect the retiree dental plan, this monthly cost will come directly out of your pension check. The plan has an annual maximum benefit of \$1,250 per person and offers a fixed reimbursement for various dental services and procedures. If you would like to enroll in the retiree dental plan you must complete a Retiree Dental Enrollment form within 30 days of your retirement. If you do not elect the retiree dental plan within 30 days of your retirement, you'll have the chance to enroll during future open enrollment periods effective the next July 1. You could also elect the retiree dental plan after your COBRA expires, if you choose to elect COBRA at the time of retirement.

### **Life Insurance**

The \$5,000 death benefit will remain in force. The portion of your insurance that covers Accidental Death & Dismemberment (AD&D), as well as any voluntary coverage, will be terminated.

**Please inform the Town if you change your address or if you need to change the beneficiary listed for life insurance.**

**Forms are available in Human Resources.**