

Town of Ayer

Board of Selectmen

**Town Hall, First Floor Meeting Room
Ayer Massachusetts, 01432
6-15-10**



**Selectmen's Meeting
Ayer Town Hall 1st Floor Meeting Room, Main Street, Ayer, MA
Tuesday, June 15, 2010**

Meeting Date: 6-15-10

Present:

Richard D. Gilles Chairman (Chairman Gilles)	X	Carolyn McCreary, Member (Selectman McCreary)	X
James M. Fay, Vice-Chairman (Selectman Fay)	X	Gary J. Luca, Member- (Selectman Luca)	X
Frank F. Maxant, Clerk (Selectman Maxant)	X	Jeff Ritter, Town Administrator (Mr. Ritter)	X
Janet Lewis, Secretary (Mrs. Lewis)	X		

Open 7:00p.m. Chairman Gilles called the meeting to order.

Chairman Gilles requested if there was anyone present who wished to meet with the Board. Morris Babcock-The Cottage Restaurant re approval of 5 picnic tables in front of his establishment on Main St., Mary Spinner re The Town's Website, and Reporter -Mary Arata from the Nashoba Publications re Town Administrator applicants release of information. (resumes)

Selectman Fay re The Town Administrator's Screening Committee announced the Screening Committees finalist-consisting of four (4) candidates for the Selectmen's action. Selectman Fay read into the record a letter from Pauline Hamel the Chairman of the Town Administrator's Screening Committee dated 6-8-10 updating the Board to the Committee's process beginning 5-6-10 and meetings conducted in accordance with the MA Personnel Handbook. Ms. Hamel advising the Board to 66 resumes received by the Committee and the Committee prepared to recommend six candidates of which two candidates withdrew and four (4) candidates remaining for consideration by the Selectmen: Robert Pontbriand, Jeffrey Ritter, John Sanguinet and Andrew Sheehan. Selectman Fay advised the Board to members serving on the Committee: Pauline Hamel, Chair, Paul Bresnahan-Vice-Chair, Joseph Sampson-Business Community Representative (Cains Foods) Glen LaPierre, James Fay, James Januskiewicz and Lisa White representing the Personnel Board. Selectman Fay requesting the Selectmen select a date to interview the candidates.

Agenda Item #1. Announcements

Mr. Ritter announced the Selectmen to take up the Annual Appointments in July urging interested residents to contact the Selectmen's Office if they are interested in being appointed or reappointed to a Board or Committee. Mr. Ritter announcing the Board is seeking volunteers to serve on the newly established Town Government Study Committee.

Mr. Ritter announced the Town's transition to "Zero Sort" recycling and advising residents to the Transfer Station being closed on Wednesday June 30th to install new equipment in preparation for this transition.

Chairman Gilles called for a motion to approve the Agenda as amended. Selectman Maxant moved to approve the agenda of 6-15-10 as amended, 2nd by Selectman Fay, VOTE: unanimous, so moved.

Public Input: Mary Arata-requesting resumes are released re Town Administrator finalist.

Mary Spinner-stated her displeasure with Town Website and facilitator re Board of Health minutes, agenda's not on website after countless attempts by office staff over a period of 3 or more months. Ms Spinner seeking the Board's assistance and advised to Town having new server and of complications occurring during transition.

Forris Babcock-owner of The Cottage Restaurant-requesting the Board's permission re five (5) custom made picnic tables being placed in front of his establishment on private property and not on the sidewalk. Mr. Babcock presented the Board a sketch of the area where the tables are presently located up against the restaurant and not impeding foot traffic. The Board requested Mr. Babcock advise the Building Inspector to his adding picnic tables to his establishment's license and the Board having no issue with this request as long as the Fire Chief/Police Chief and Building Inspector are advised and no objections. Fire Chief Pedrazzi present in room voiced no objection to this request.

Agenda Item #2. Mr. Ritter reported to the Board action items (follow-up) from the 6-1-10 Selectmen's Meeting (see attached)

Agenda Item #3. Public Hearing continuation –All Alcohol License-Page Moore Café Inc. d/b/a Billiards' Café.

The Board met with Calvin Moore. The Clerk Selectman Maxant opened the continued Hearing by reading the Public Hearing notice into the record. The Board requested if there was anyone present wishing to speak for or against the petition before them. Phil Berry spoke to Mr. Moore being a reputable businessman and running a good business and having no objections to his seeking a change of license from Beer & Wine to All Alcohol. No one else stepped forward. Mr. Moore presented his abutter notifications to the Board. Selectman Fay reviewing with Mr. Moore the Board's policy re all fees, permits, bills being paid before license approval and advised by Mr. Moore to this not being germane to this request. Selectman Fay moved the Board vote to approve the All Alcohol License request for the Billiard's Café, 2nd by Selectman Luca, VOTE: unanimous, so moved. 7:20p.m. Selectman Maxant moved the Board close the Public Hearing 2nd by Selectman Fay, VOTE: unanimous, so moved.

Selectman Fay requesting the Board take up scheduling the interviews re the Town Administrator finalist being the Board having ten minutes before the next Public Hearing. The Board scheduled July 1, 2010 from 9-2p.m. to interview the four finalists starting at 9:00a.m.- 45 minutes interviews and breaking for lunch.

Agenda Item #6. The Board went off the posted Agenda and met with Stephanie Gintner the new Town Treasurer. Ms. Gintner presented the Board the Press Release read into the record by the Clerk of the Board of Selectmen. Selectman Maxant announced the Town received competitive bids from bond underwriters on 6-14-10 for a \$2,557,000.00 thirteen (13) year general obligation bond. The winning bidder on the bonds with an average interest rate of 2.835% was Roosevelt & Cross. Two (2) bids were received by the town. Prior to the sale Moody's Investors Service assigned an Aa3 rating on the issue. The agency cited the Town's diverse, moderately-sized tax base and manageable debt burden as positive credit factors. Selectman Maxant read into the record the vote of the Board held on 6-15-10 presented by Ms Gintner (2-page document signed and dated (6-15-10) by Selectman Maxant, Clerk of the Board of Selectmen-- moved by Selectman McCreary for approval and 2nd by Selectman Fay, VOTE: unanimous, so moved.

Agenda Item #4 Public Hearing-Common Victueller's License-Wholesome Café-Debra Halloway 25 Main St.- The Board met with Debra Halloway . Chairman Gilles opened the Hearing by requesting the Legal notice be read into the record. Selectman Maxant read the notice into the record advertised in the Nashoba Publication. Ms. Halloway reviewed with the Board her establishment being an organic and whole food service restaurant, bookstore and retail business. When asked about her menu Ms. Halloway offered a menu of fruit & vegetable smoothies, lemonade, organic and solar dried coffee, hand blended loose tea, baked goods and seafood. All of her dishes fresh, homemade and 99% organic. The Board wished her much success and thanked her for considering Ayer for her business. Selectman McCreary moved the Board approve the Common Victueller's License for the Wholesome Café at 25 Main Street, 2nd by Selectman Fay, VOTE: unanimous, so moved.

Agenda Item #5. Mohammed Khan-Montachusett Area Regional Transportation Authority-Scope of Services-Architectural Service for Parking Garage. Mr. Ritter gave the Board a brief background/time frame re meetings with MART/State DOT re the Parking Garage at the Rail trail-DCR property located at the intersection of Park and Main Streets. Mr. Khan briefed the Board to Scope of Service/ (work) for the construction, design and engineering. Mr. Khan also reviewed project cost i.e. total earmark cost estimated at \$10 million two hundred and fifty thousand dollars (\$10,250,000.00) and toward that end available resources \$3,158,464.00, \$2,000,000.00 state funding and additional appropriation necessary of \$5,091,536.00 on the high end (400 parking spaces) low end 200 parking spaces additional appropriation necessary of \$1,314,420.00 and medium more probable 250 parking spaces \$2,836,295.00 additional appropriation necessary. The Board reviewed the site inventory needed from the Assessors database i.e. parcel, assessed value. The Board also re-examined the hybrid excess commuter parking during the building of the garage with Mr. Khan on Central Ave. Selectman Maxant applauded MART's timeliness producing scope of services within one and a half weeks after meeting with DOT officials in Boston stating MART has made tremendous progress in short time. Selectman Fay moved the Board endorse the Scope of Services prepared by MART dated 6-3-10, 2nd by selectman McCreary VOTE: unanimous, so moved. (see attached) Mr. Khan requested the Board endorse a letter of support to be sent to State Legislators re additional funding, motion to approve the letter of support made by selectman Fay 2nd by Selectman McCreary, VOTE: unanimous, so moved.

Agenda Item #7. Supt. Nason's Report- the Board met with Dan Nason.

1. Appointment-Supt. Nason updated the Board to the pending retirement of Olga Pender-DPW Office Assistant on 7-1-10, creating an open Union clerical position. Supt. Nason advising to posting of the position internally and Janet Berube –Accounting/Treasurer's/Community Development Clerk, applying for this open position. Supt. Nason advised to fifteen applications received and Ms. Berube being the most qualified having strong computer, accounting, written/communication skills as well as construction background. Selectman Fay moved the Board accept the recommendation of Supt. Nason and appoint Janet Berube to the full-time Dept. of Public Works Department Assistant's position pursuant to AFSCME Collective Bargaining Agreement on a trial basis, 2nd by Selectman McCreary, VOTE: unanimous, so moved. Town Administrator to investigate, research and justify the filling of Ms. Berube's vacated position and report back to the Board.
2. 4-Wheel Drive Backhoe/Loader-Supt Nason recommended to the Board the purchase of a 4-wheel drive backhoe with extended dipper stick & accessories pursuant to the May 2010 ATM-Article 17. Selectman McCreary moved the Board vote to approve the purchase of the 4-wheel backhoe/loader as described by Supt. Nason, 2nd by Selectman Fay, VOTE: unanimous, so moved.
3. Bid Award-Diesel Fuel-Supt. Nason recommended the bid award for the ultra-low diesel fuel to Dennis K. Burke, Inc. of Chelsea, MA at \$0.0301 cents per gallon over the low market index price for Fy-11 for deliveries of 500-2500 gallons and \$.2021 cents per gallon over the low market index price for deliveries of 40-499. Motion to approve Supt. Nason's diesel fuel bid as stated above with signature by the Chairman made by Selectman Maxant, 2nd by Selectman Fay VOTE: unanimous, so moved.
4. Bid Award-#2 Heating Fuel- Supt. Nason recommended the bid award for #2 heating fuel to Dennis K. Burke of Chelsea, MA at \$0.1502 cents per gallon over the low market index price for Fy-11 for deliveries of 100-5000. Motion to approve Supt. Nason's #2 heating fuel bid so stated above with signature by the Chairman mad by Selectman McCreary, 2nd by Selectman Fay, VOTE: unanimous, so moved.
5. New Copier-Supt. Nason recommended the purchase of a new copier per state bid to be shared by three (3) DPW departments (water/sewer/highway) and authorize signature by Chairman, funding from Fy-10 budget. Motion to approve Supt. Nason's request made by Selectman Fay and 2nd by Selectman Maxant, VOTE: unanimous, so moved. Supt. Nason advised to color copier which is able to copy-fax-scan.
6. National Grid-Small Business Service Program Contract-Supt. Nason presented the Board the WWTP lighting, water control-automatic switch contract in the amount of \$5,212.88 approved by the Energy

Committee funding from Sewer Enterprise Fund. Selectman McCreary moved the Board vote to approve National Grid's contract with signature by the Chairman, 2nd by Selectman Maxant, VOTE: unanimous, so moved.

Supt. Nason presented the Board the Town's 2010 Water Quality Report.

Agenda Item #8. Fire Chief-Robert Pedrazzi-Chief Pedrazzi reviewed with the Board the Fire Station reimbursement process (FEMA) update re the Fire Station flooding of 3-16-10. Chief Pedrazzi reviewed with the Board his funding analysis advising to paperwork completed and FEMA representative to compile data. Electric Work completed at a cost of \$41K. Chief Pedrazzi stating reimbursement expected at 75%.

Agenda Item #9. Town Administrator's Report-the Board met with Jeff Ritter

1. Devens Letters-The Board approved letters to be sent to JBoS re redevelopment of Vicksburg Sq.-UMASS Lowell potential use of Vicksburg Sq. as a campus cc Governor, Robert Culver and Marty Meehan, Chancellor. Selectman Maxant and Town Administrator to work on edits and letters to made available to Board by the end of the week.

2. Mr. Ritter gave the Board an update on the Energy Committee-Mr. Ritter updated the Board to Energy Committee looking at Johnson Control's contract re the weatherization component being added to the UV upgrades at the WWTP. The Committee to meet next week with Johnson Controls to clarify information.

3. New Business

Selectman Fay-Requesting Town to solicit bids for 5'8" Town flag for Town Hall and contact frame maker in Groton re Dr. Ayer's Picture being displayed in the Great Hall. Selectman Fay suggesting the Board place flag presented to the Memorial Garden Committee from Congresswoman Tsongas that was flown over the Capital in the Great Hall along with American flag on the stage.

4. Fire Station Re-Use Committee ready to report to the Board re their findings requesting the Committee be placed on the Selectmen's 7-6-10 Agenda.

MINUTES: Selectman Maxant moved the Board vote to approve the Minutes of 6-4-10, 2nd by Selectman Fay, VOTE: unanimous, so moved. The Minutes of 6-1-10 were set back for the next meeting.

Selectman Maxant on a final note read the MBTA Fiscal Year 2011 Advisory Board Budget into the record.

9:00p.m. Selectman McCreary moved to adjourn the meeting 2nd by Selectman Fay, VOTE: unanimous, so moved.

9:00p.m. Open Meeting adjourned.

Frank Ernest Maxant DATE: 9/1/10
removes 7/6/10
CLERK

Authorization of the Bonds and Use of Proceeds

Purpose	Principal Amount	Total Amount Authorized	Statutory References	Dates of Approval	Bond Anticipation Notes Outstanding
High School Auditorium Wiring	\$ 25,000	\$ 25,000	Ch. 44, s. 7(3A)	5/13/2008	\$ 25,000
High School Gym Backboards	12,000	12,000	Ch. 44, s. 7(9)	5/13/2008	12,000
School Computers	175,000	175,000	Ch. 44, s. 7(28 & 29)	5/13/2008	175,000
Water Enterprise Grove Pond Well	42,000	42,000	Ch. 44, s. 7(22)	5/13/2008	42,000
Water Enterprise Grove Pond Treatment Plant	173,000	173,000	Ch. 44, s. 7(22)	5/13/2008	173,000
Water Enterprise - SCADA System	142,000	142,000	Ch. 44, s. 8(7C)	5/13/2008	142,000
Water Enterprise Filter Media Replacement	175,000	175,000	Ch. 44, s. 8(7C)	5/13/2008	175,000
Water - Grove Pond Well #3 Construction	70,000	70,000	Ch. 44, s. 8(5)	3/2/2009	70,000
Water - Spectacle Pond Media Filter Replacement	150,000	150,000	Ch. 44, s. 8(7C)	5/11/2009	
Fire Protective Clothing	14,000	14,000	Ch. 44, s. 7(9)	5/13/2008	14,000
Library Carpet Replacement	50,000	50,000	Ch. 44, s. 7(9)	5/13/2008	50,000
DPW Highway Pickup Truck	51,000	51,958	Ch. 44, s. 7(9)	5/13/2008	51,958
Ambulance Replacement	75,000	75,000	Ch. 44, s. 7(9)	5/13/2008	75,000
Police Cruiser	29,000	29,000	Ch. 44, s. 7(9)	5/11/2009	
Backhoe Loader	110,000	110,000	Ch. 44, s. 7(9)	5/10/2010	
Pickup with Plow	33,000	33,000	Ch. 44, s. 7(9)	5/10/2010	
Tractor Trailer	130,000	130,000	Ch. 44, s. 7(9)	5/10/2010	
Sewer Enterprise Pump Station - Central Ave.	1,011,000	1,011,000	Ch. 44, s. 7(1)	5/13/2008	1,011,000
Sewer - Replace Primary Clarifier Drive	35,000	35,000	Ch. 44, s. 7(9)	5/11/2009	
Sewer Planning - Groton School Road	30,000	30,000	Ch. 44, s. 7(22)	5/11/2009	
Wastewater Treatment Plant	25,000	25,000	Ch. 44, s. 7(9)	5/11/2009	
Total	\$ 2,557,000				\$ 2,015,958 (1)

(1) This issue, along with \$958 of revenue funds, will be used to retire a like amount of bond anticipation notes maturing June 24, 2010.

Principal Payments By Purpose

Fiscal Year	School	Water	General	Sewer	Total
2011	\$ 50,000	\$ 124,000	\$ 51,000	\$ 82,000	\$ 307,000
2012	49,000	119,000	51,000	86,000	305,000
2013	44,000	113,000	49,000	84,000	290,000
2014	39,000	112,000	48,000	86,000	285,000
2015	30,000	102,000	20,000	88,000	240,000
2016		68,000		102,000	170,000
2017		68,000		102,000	170,000
2018		68,000		102,000	170,000
2019		63,000		107,000	170,000
2020		48,000		102,000	150,000
2021		5,000		95,000	100,000
2022		5,000		95,000	100,000
2023				100,000	100,000
Total	\$ 212,000	\$ 895,000	\$ 219,000	\$1,231,000	\$ 2,557,000

MOODY'S INVESTORS SERVICE

New Issue: MOODY'S ASSIGNS Aa3 RATING TO TOWN OF AYER'S (MA) \$2.56 MILLION G.O. MUNICIPAL PURPOSE LOAN OF 2010 BONDS

Global Credit Research - 10 Jun 2010

Aa3 RATING APPLIES TO APPROXIMATELY \$19.6 MILLION OUTSTANDING G.O. DEBT, INCLUDING CURRENT ISSUE

Municipality
MA

Moody's Rating

ISSUE	RATING
General Obligation Municipal Purpose Loan of 2010 Bonds	Aa3
Sale Amount	\$2,560,000
Expected Sale Date	06/14/10
Rating Description	General Obligation

Opinion

NEW YORK, Jun 10, 2010 – Moody's Investors Service has assigned a Aa3 rating to the Town of Ayer's (MA) \$2.56 million General Obligation Municipal Purpose Loan of 2010 Bonds. Concurrently, Moody's has affirmed the town's Aa3 general obligation bond rating affecting approximately \$17 million of outstanding debt. The bonds are secured by the town's limited general obligation pledge, as voters have not exempted debt service from the levy limitations of Proposition 2 ½. Proceeds of the bonds will retire bond anticipation notes (payable June 24, 2010) financing sewer system upgrades and other capital expenses. The Aa3 rating reflects the town's satisfactory financial position, a diverse tax base that is moderately sized, and a debt burden which is expected to increase but remain manageable.

TOWN EXPECTED TO MAINTAIN FINANCIAL POSITION DESPITE MODEST GENERAL FUND BALANCE DECLINE IN FISCAL 2009

Moody's anticipates that the town will maintain a satisfactory financial position despite a modest reduction in General Fund balance in fiscal 2009, given conservative budgeting of expenditures. In 2009, the General Fund balance declined \$289,000 to a still satisfactory \$3 million (or 11.7% of General Fund revenues), reflecting a mid-year state aid reduction as well as rising expenditure pressures. The town's Available Reserves, which are comprised of the unreserved portion of the General Fund balance and the town's two Stabilization Funds, amounted to nearly \$3.3 million at fiscal 2009 year-end (or 12.7% of General Fund revenues), up modestly from approximately \$3.1 million in fiscal 2008 (12.4% of revenues). The town maintains a regular Stabilization Fund and a Capital Stabilization Fund, with balances of \$620,000 and \$292,000, respectively, at fiscal 2009 year-end. Town officials expect to maintain approximately the same amounts in both of these funds at the end of fiscal 2010 (year ending June 30).

Although management has taken steps to stabilize the town's financial position, continued appropriation of free cash as well as rising expenditure pressures may reduce the town's Available Reserves in fiscal 2010, the stabilization funds notwithstanding. Town officials anticipate that the town's total General Fund balance may fall to \$2.8 million at fiscal 2010 year-end, partially reflecting a \$126,000 lawsuit settlement that was covered with free cash, cuts in state aid, and flat revenue performance. As such, the unreserved portion of the General Fund balance is also expected to moderately decline. The town's management anticipates that it will mitigate the draw on fund balance with up to \$300,000 in expenditure savings driven by vacancies left unfilled, health insurance savings, and a partial hiring freeze. The town's fiscal 2011 operating budget increased by approximately 5%, driven mostly by employee benefits. This cost will be met through enhanced property tax revenues, evinced by a large portion of existing debt service costs that are exempt from Proposition 2 ½ levy limits (roughly 45% of outstanding G.O. debt, including the current issue). The town has additionally budgeted a 5% state aid reduction; aid from the Commonwealth and other non-property tax receipts account for approximately a third of the town's revenues and therefore represents an area of possible vulnerability. Moody's will continue to monitor the state's impact on Ayer's financial flexibility, and the town's ability to restore structural balance while maintaining adequate reserve levels will be critical to preserving credit strength.

DIVERSE TAX BASE BENEFITS FROM STRATEGIC LOCATION

Moody's believes that the town's \$1.1 billion base will continue to benefit from its location, 36 miles from Boston (G.O. rated Aaa/stable outlook) and 29 miles from Worcester (G.O. rated A1). The town's assessed value has increased by an average annual rate of 6.1% over the past six years, reflecting appreciation in property values and construction in the town's growing residential sector, which accounts for 64.5% of the tax base. Ayer's industrial and commercial sectors are of notable size, representing a combined 24.5% of assessed valuation. The town recently lifted its moratorium on sewer and water connections, and is now seeing additional growth in the single-family home market as a result. Officials also report sound operations with the town's largest tax payer, New England Hydro (8.3% of assessed valuation), which has agreed to maintain the personal property portion of its assessment constant into 2013, thereby obviating future tax abatement applications. Residents benefit from direct commuter rail access to Boston as well as the Devens Enterprise Zone, a former military base redeveloped by MassDevelopment, which has generated more than 4,000 jobs since its inception in 1994. Town officials cite continuing redevelopment efforts at both these sites, which should help maintain tax base stability, at a minimum. Additionally, the town is in the beginning stages of regionalizing its school system with the neighboring Town of Shirley (G.O. rated A1), which officials expect to provide the town with additional budgetary flexibility over the medium term. The town's wealth and income levels are sound, with per capita income equal to 101.7% and 122.3% of commonwealth and national medians, respectively, and equalized value per capita is a reasonable \$146,683.

MANAGEABLE DEBT POSITION

Moody's expects the town's slightly above average 3.6% overall debt burden to remain manageable, given relatively rapid amortization of principal (87.1% within 10 years), and limited future borrowing plans. The current issue retires approximately \$2 million in bond anticipation notes

financing sewer upgrades and extensions as well as equipment purchases. Debt service payments accounted for a manageable 6.1% of fiscal 2009 General Fund expenditures. Future borrowing plans include up to \$19 million for school additions and renovations, although this borrowing would be done gradually; officials expect all but a couple million to be excluded from the levy limitations of Proposition 2 ½. All of the town's debt is fixed rate and the town is not party to any derivative agreements.

KEY STATISTICS

2008 Estimated population: 7,399 (1.5% increase since 2000 census)

1999 Per Capita Income: \$26,400 (101.7% of MA; 122.3% of U.S.)

1999 Median Family Income: \$61,968 (100.5% of MA; 123.8% of U.S.)

2010 Equalized Valuation: \$1.1 billion

2010 Equalized Valuation per capita: \$146,683

Average Annual Growth Equalized Valuation (2005-2010): 6.1%

Overall Debt Burden: 3.6%

Payout of principal (percent repaid within 10 years): 87.1%

FY08 Available Reserves: \$3.1 million (12.4% of General Fund revenues)

FY09 Available Reserves: \$3.3 million (12.7% of General Fund revenues)

Post-Sale G.O. Debt outstanding: \$19.6 million

PRINCIPAL METHODOLOGY

The principal methodology used in assigning the rating was "General Obligation Bonds Issued by U.S. Local Governments," published on October 2009 and available on www.moody's.com in the Rating Methodologies sub-directory under the Research & Ratings tab. Other methodologies and factors that may have been considered in the process of rating this issuer can also be found in the Rating Methodologies sub-directory on Moody's website.

LAST RATING ACTION

The last rating action with respect to the Town of Ayer, Massachusetts was on May 16, 2008, when a municipal finance scale rating of A2 was affirmed. That rating was subsequently recalibrated to Aa3 on April 23, 2010.

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Moody's
INVESTORS SERVICE

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MONTACHUSETT REGIONAL TRANSIT AUTHORITY
1427R Water Street, Fitchburg, Massachusetts 01420
(978)345-7711 - 1-800-922-5636 - FAX: (978) 345-9867

6/3/10

Administrator
Mohammed H. Khan

Member Communities
Fitchburg
Leominster
Gardner
Ashburnham
Shirley
Ayer
Lancaster
Sterling
Hubbardston
Royalston
Littleton
Winchendon
Ashby
Templeton
Westminster
Hardwick
Lunenburg
Harvard
Bolton
Boxborough
Stow

Scope of Work

The Montachusett Regional Transit Authority (MART) with the assistance from the Montachusett Regional Planning Commission (MRPC) has formulated the following scope of work for the construction of a multi-story garage in Ayer, MA at the Rail Trail DCR property located at the intersection of Park and Main Streets.

- A. Minimum needs for parking facility
 - 1) 300-400 car parking garage handicapped (ADA) accessible
 - 2) Appropriate pedestrian connection between the parking facility and the existing platform crossing Main Street in Ayer
Improvement will include construction of a signal system including sidewalk modification for ADA. Purchase and development of pedestrian way access through the existing private property located between Main Street and railway platform to the existing platform
 - 3) Elevator or other required alternative mechanical and electrical facilities for the garage.
 - 4) Purchase five properties: Procurement of individual properties adjacent to the Rail Trail facility for improved parking for commuters and to be incorporated into the newly constructed garage facility.

- B. The architectural design and engineering work shall consist of the following:
 - 1) Surveys-boundary, subsurface investigation, topography, including utilities and wetlands;
 - 2) Site preparation plans, specifications and contract documents;
Preparation of alternative sketches for the garage based on input from the Ayer Selectmen and MART Staff
 - 3) Final design and construction plans, specifications, and contract documents;
 - 4) Cost estimates for the garage based upon three options
 - 5) Review and approval of all shop drawings submitted by the contractor(s);
 - 6) Preparing site preparation and construction schedules;
 - 7) Assisting the town of Ayer and MART in taking bids and making recommendations for the award of the contracts for construction.
 - 8) Alternative parking facilities need to be added during construction
 - 9) Assuring that all permits for the project are procured.
 - 10) Attendance at up to 8 public meetings, up to four may be held in the evening
 - 11) Attendance at meeting with MART Staff and Ayer Selectboard as required for the project or at the request of the Administrator, estimated to be 12.

The above work should be of sufficient detail and accuracy to describe the work clearly and precisely to the contractor, so that a minimum of change orders will be needed to complete the project.

Ayer Garage

Items	Additional earmark required Project Cost	5.1 million High	1.4 million Low	3 million Probable
A. Parking space @ \$17,500 per space cost				
400		7,000,000		
250				4,375,000
200			3,500,000	
B. Additional Land Acquisition				
Access to Platform with Improvements		250,000	250,000	250,000
Procurement of five adjacent properties (Lots 1-5)		850,000		
Procurement of three adjacent properties (Lots 1-3)				600,000
Procurement of one adjacent property (Lot 3) (includes appraisal and 21E)			150,000	
C. Additional Costs				
Pedestrian Crossing with full signal light at Main St.		500,000	500,000	500,000
Temporary Parking for Commuters		75,000	75,000	75,000
Contingency 10% of garage		700,000	350,000	437,500
Project Cost		9,375,000	4,825,000	6,237,500
D. A&E @ 12.5% of construction				
Includes construction documents and contract supervision, clerk		875,000	437,500	546,875
Total Project Cost		10,250,000	5,262,500	6,784,375
Available Resources				
Earmark Available		3,158,464	3,158,464	3,158,464
State Funding Senator Resor		2,000,000		
20% State Funding Needed			789,616	789,616
Total Available		5,158,464	3,948,080	3,948,080
Difference (Additional Appropriation Needed)		5,091,536	1,314,420	2,836,295

Prepared by MART

DRAFT

SITE INVENTORY - PARCEL ID INFORMATION

	Parcel ID	Address	Area	Assessed Value FY 09	Owner	Mail
Lot XX	Rail - Trail - Lot				DCR	
Lot 1	019/026.0-0000-0102.0	15 Park Street	0.11	\$171,100	Charles E. Vlahos	1 Breakneck Road Groton, MA 01450
Lot 2	019/026.0-0000-0103.0	13 Park Street	0.08	\$214,900	James D. & Marsha K. Januskiewics - TRS	5 Groton School Road Ayer, MA 01432
Lot 3	019/026.0-0000-0104.0	Park Street	0.12	\$101,700	M. Donald Chapman	7 Park Street Ayer, MA 01432
Lot 4	019/026.0-0000-0105.0	5 Park Street	0.12	\$137,200	Worthendale Realty Corp	48 Main Street Ayer, MA 01432
Lot 5	019/026.0-0000-0344.0	3 Park Street	0.04	\$3,600	Worthendale Realty Corp	48 Main Street Ayer, MA 01432

Source: Town of Ayer Assessors Database, April & October 2009

Lot 6	019/026.0-0000-0329.0	7 Depot Square	1.39	\$538,600	Worthendale Realty Corp	48 Main Street Ayer, MA 01432
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Partial Lot #6 is required