



# Town of Ayer

## Department of Facilities Maintenance

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Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8202 | [www.ayer.ma.us](http://www.ayer.ma.us) | [crshultz@ayer.ma.us](mailto:crshultz@ayer.ma.us)

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: December 1, 2018

Re: Monthly Report (Facilities Department)

Below is a brief summary of issues that required attention from the Department of Facilities Maintenance during the month of November.

- Completed a town hall office move for three departments, changed offices, phone lines, and internet.
- Supervised scheduled service contracts and repairs with outside contractors.
- Secured all quote for FY20 capital request processes, submitted all request to capital committee.
- Finalize a natural gas rate with Agera Energy for all facilities at .75cent per therm.
- Certified all invoices for warrant.
- Completed repairs to an 8ft wooden fences at police station, completed all fall landscaping clean-ups and applied the winterize application.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Set-up and Broke down all Great Hall events.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Winter HVAC start-ups for the Town Hall, Police Station, and Fire Station.
- Completed all custodian work for Town hall, Police station.
- Started fy20 budget processes.

