

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: March 1, 2022

Re: Monthly Report (Facilities Department)

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

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Entered our new natural gas set rate at .445 cents per therm for 14 Town owned properties. Contract was executed on April 28, 2020, when rates were extremely low. The .445 cents per therm is compared to National Grids supply rates in February 2022 at .740 cents per therm.
- Continued FY23 Capital process
- Closed out final 2021 GCG projects (Hybrid Cruiser and Admin work). Grant ready for final inspection and payment by the DOER in March
- Certified all invoices for warrant
- Worked on Library AHU-1 emergency repairs
- Started auditing potential Town-wide 2023 GCG projects with Rise Engineering
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Performed all required preventive maintenance and repairs on buildings as needed
- Continued FY23 Budget preparations
- Finished installing VCT tiles at the Fire Station Community room hallway
- Disinfected and cleaned any COVID-19 related issues
- Worked with Keystone elevators to engineer new in-car stop switch for Town Hall elevator. Work projected to be completed in April, working on engineering Library's in-car stop switch currently
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building