

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: October 1, 2023

Re: Monthly Report (Facilities Department)

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

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Completed FY24 Capital improvements to the Library HVAC system.
- Secured funding to replace leaking Library boiler. Scheduled to be replaced in October.
- Certified all invoices for warrant.
- Submitted a 2023 Green Community Grant application including a request for \$160,000.00 in grant funding and \$110,000.00 in incentives to complete Town wide energy reduction projects.
- Prepared Great Hall and Select Board meeting room for events.
- 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.
- Supervised scheduled service contracts and repairs with outside contractors.
- Completed renovations to new Town Hall Social Workers office and Great Hall Capital wall repairs.
- Executed proposals for the ATM office and Great Hall cubicle renovations.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.
- Completed Capital improvements to the library roof and operational roof repairs to the Salt Shed.