

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: December 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 November.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Worked with National Grid and Infer-Red to lock out all electrical flow to the Town Hall, replaced transfer switch motor, motor still not turning over on its own. Working with Infer-Red on a proposal to update the transfer switch and add utilities disconnect.
- Continued minor repairs to the library roof and Heating system.
- Certified all invoices for warrant.
- Training with new Town of Ayer, Custodian.
- Prepared Great Hall and Select Board meeting room for events.
- State elevator inspections for the Town Hall and the library.
- Monitored Town hall, Police department, and Fire station energy usage. Including: gas, electric, phone, and solar metering.
- Continued working on energy audit in preparation of 2023 GCG proposed project.
- Performed all required preventive maintenance and repairs on buildings, as needed.
- Replaced 480v Modine style heater in the DPW tank with the Highway Department & Macgregor electrical.
- FY25 capital & budget process.
- Supervised scheduled service contracts and repairs with outside contractors.
- Renovated ATM office with Union Office furniture, installed all new I.T and electrical equipment, patch floors, and walls.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.