

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: March 1, 2024

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.
- Certified all invoices for warrant.
- Continued Capital assessments for FY25.
- Received first block of funding for the 2024 Green Community Grant. Completed the incentives approval meeting with DOER, National Grid, and 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.
- Replaced ignitor coil on the Fire Station boiler.
- Supervised scheduled service contracts and repairs with outside contractors.
- Finalized all procurement on proposed VOIP Cloud based phone solution for the library.
- Continued Great Hall renovations.
- Continued Town Hall mail, printer, and stamp room renovations.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.
- Continued FY25 budget process.