

**REPORT FROM INFORMATION TECHNOLOGY – JULY 2022****PROJECTS / HARDWARE / SOFTWARE:**

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Employee Security Awareness Training.
- Setup new employees: remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Dispose of old equipment.
- Procure new equipment for ambulance.
- Procure new equipment for water meter reads.
- Facilitated 6 Public Zoom Meetings.

WEBSITE / SOCIAL MEDIA:

- Keep website and social media up to date
- Monitor Daily
- Add video to the Town's website and social media.
- Minutes, agendas, calendar, and page updates
- Posted Notices to Announcements on the Website, Facebook, Twitter, and APAC as needed
- Post updates to the internal and external signage
- Promote local events.

STATISTICS:**Social Media / email:**

1. Facebook page reach: 14.3K
2. Twitter followers: 14,89
3. Email subscribers: 4,076

Website:

1. Top Five Web Pages
 1. Fort Devens Day
 2. Assessor
 3. Sandy Pond Beach
 4. Online Payments
 5. Police
2. Number of page views: 33,274
3. Average visit duration: 1 min 38 sec