

**REPORT FROM INFORMATION TECHNOLOGY – AUGUST 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.
- Facilitated 10 Zoom Meetings.
- Installed new copier at Town Hall

**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: 11.5K
2. Twitter followers: 1,495
3. Email subscribers: 4,149

**Website:**

1. Top Five Web Pages
  1. Fort Devens Day
  2. Police Department
  3. Assessor
  4. Online Payments
  5. Sandy Pond Beach
2. Number of page views: 41,766
3. Average visit duration: 1 min 40 sec