



## REPORT FROM INFORMATION TECHNOLOGY – SEPTEMBER 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 13 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: 12,4K
2. Twitter followers: 1,500
3. Email subscribers: 4,156

#### Website:

1. Top Five Web Pages
  1. Assessor
  2. Police Department
  3. Online Payments
  4. Employment Opportunities
  5. Fire Department
2. Number of page views: 30,576
3. Average visit duration: 1 min 46 sec