

Cindy Knox, Information Technology Director
(978) 772-8220 ext. 123

Town of Ayer, Massachusetts
1 Main Street – Ayer, MA 01432

REPORT FROM INFORMATION TECHNOLOGY – JULY 2023

PROJECTS / HARDWARE / SOFTWARE:

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Employee Security Awareness Training.
- Setup new employees and remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Dispose of old equipment.
- Continue email conversion to Office365.

WEBSITE / SOCIAL MEDIA:

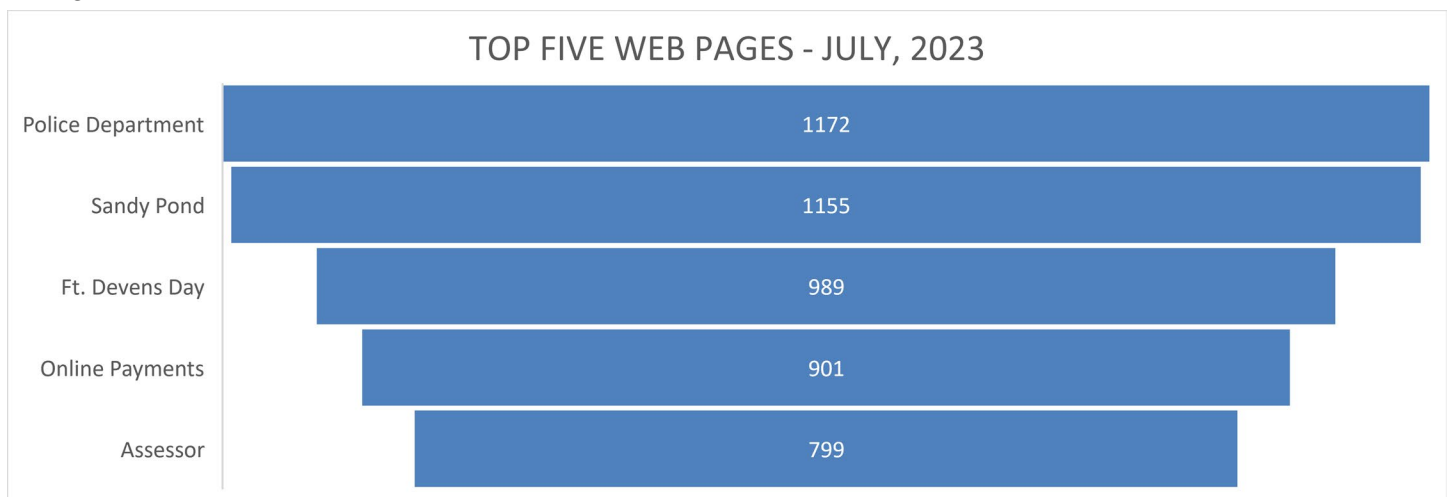
- Maintain website and social media.
- Monitor Daily.
- Add video to the Town's website and social media.
- Minutes, agendas, calendar, and page updates.
- Post notices to Announcements on the website, Facebook, Twitter, and APAC as needed.
- Post updates to the internal and external signage.
- Promote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

STATISTICS:

Social Media / email:

1. Facebook page reach: 28.4K
2. X followers: 1,507
3. Email subscribers: 4,860

WEBSITE:



Total number of page views: 33,181