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REPORT FROM INFORMATION TECHNOLOGY – DECEMBER 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.
- Attend Hybrid & Zoom meetings.
- Prepare FY 2025 IT Budget

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 / Website / Email:

1. Facebook page reach 36.5k
2. X followers: 1,514
3. Email subscribers: 5,109
4. Total number of page views: 24.5k

TOP FIVE WEB PAGES - DECEMBER, 2023

