



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

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

REPORT FROM INFORMATION TECHNOLOGY – FEBRUARY 2024

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.

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 Town's website, Facebook, X, and APAC.
- Post updates to the internal and external signage.
- Promote local events.

STATISTICS:

Social Media / Website / Email:

1. Facebook page reach 6.8k
2. X followers: 1,520
3. Email subscribers: 5,125
4. Total number of page views: 31.6k

TOP FIVE WEB PAGES - FEBRUARY, 2024

