

Monthly Report

Communications and I.T.

March 2023

IT Services:

- Setup a computer, cell phone and iPad for new Active Living Coordinator. Setup swipe card access to Town Hall, Stadium and CCUBIC.
- Setup User and Email accounts for the new Councillor. Setup swipe card access to Town Hall. Setup a cell phone and iPad for the Councillor.
- The firewall connection to the Water Shed on Trider Rd in Maccan went down. Worked in cooperation with Bell Technicians to get the system back on line.
- Assisted the APD with access the in-House-Cameras.
- Assisted with getting the cellular modems for the Pressure Reducing Valve Chambers connected to the SCADA System located at Public Works. Added the rule on the firewall to allow the connection to Public Works.
- Checked issue with Wireless access at the Stadium. Reset firewall and tested the connection.
- Replaced the UPS battery on the audio equipment at the Stadium.
- Updated the security and virus software on the Town Hall and APD servers.
- Renewed and installed the new license on the backup system software at Town Hall and APD.
- Continued to support Town of Oxford as required

Procurement:

ID	Type	Project Capital & Ops approved June 8/22	Process Type	Budget Type	Released	Closed	App'd	App'd By
22-59	RFP	HVAC – Public Works	Reg	C		X		
22-107	RFP	Wellfield Panel Upgrades	Reg	C		X		
22-57	RFP	Library Doors – Replacements	Reg	C		X		
22-40	RFQ	Portable Power Packs	Reg	O			X	CAO
22-75	OTH	One-Ton Truck	ALTP	C	X	X	X	CAO
22-44	RFQ	Health & Safety Software	Reg	O	X	X	X	CAO
22-120	ALT	Veeam Licensing – 3 year	ALTP	O	X	X	X	CAO
22-72	RFP	Ops Truck – Recreation	Reg	C	X	X	X	CAO
22-16	OTH	Audio Visual Equipment – Ratchford	ALTP	C	X	X	X	CAO
22-47	OTH	AMANS Municipal Website Venture	ALTP	O	X	X	X	CAO
22-61	RFQ	Events Trailer Wrap	Reg	O	X	X	X	CAO

Task Updates:

Task: Town of Amherst Website

Update: We have made some changes within departmental pages to reflect organizational structure changes and contact info. We are also in the process of making adjustments to the top button menus to make searching more user friendly. This is ongoing

Status: In progress