

Monthly Report

Communications and I.T.

April 2023

IT Services:

- Install Water and Sewer sheets from the Engineering drive to 3 cell phones and 1 iPad for Public Works.
- Desktop support for all employees
- Went to Oxford to help the Fire Dept with the installation of a modem from a new Internet Provider.
- Assisted with an issue in the Francis Smith Community Room as the tablet would not display full screen when using the click share device.
- Setup Firewall to provide wireless access at the Willow Street Reservoir. Setup and tested VPN, firewall rules and wireless access.
- Updated Security and virus software on the server systems. Downloaded and installed Server updates as needed.
- Monitored logins after phishing emails, reset some User IDs as a precaution.
- Multifactor logon testing and maintenance.
- Attended a webinar on Cyber security insurance.
- Checked a problem with MS office and opening web documents and provided a temporary workaround until it's fixed with a patch from Microsoft.
- Reset camera in council chambers a couple of times. Company has been advised

Procurement:

ID	Type	Project Capital & Ops approved June 8/22	Process Type	Budget Type	Released	Closed	App'd	App'd By
22-14	OTH	Air Compressor – AFD	Reg	O			X	CAO
22-42	RFP	Demolition of 2 Pearl & 14/16 Cornwall - Cancellation	Reg	O			X	CAO
22-59	RFP	HVAC – Public Works	Reg	C			X	CAO
22-57	RFP	Library Doors – Replacements	Reg	C			X	CAO
23-17	RFT	Provision of Fuel	Reg	O		X		
23-14	RFT	Capital Paving	Reg	C	X	X		
22-69	RFP	HVAC – APD – Cancellation	Reg	C	X	X	X	CAO
22-53	RFQ	Water Meters	Reg	C	X	X	X	CAO
23-10	RFQ	Bounce House – Canada Day	Reg	O	X	X	X	CAO

23-24	OTH	Gravel	ALTP	O	X	X	X	CAO
22-17-	ALT	Terris Street Pump Seal Kits	ALTP	O	X	X	X	CAO
22-21	RFQ	Carbine Optics	Reg	O	X	X	X	CAO
22-51	RFQ	Booklets	Reg	O	X	X	X	CAO
22-38	ALT	Boiler Repair – APD	ALTP	O	X	X	X	CAO
22-70	RFQ	Blaine Street Survey Work	Reg	O	X	X		CAO
22-80	RFP	Zero-turn Mower	Reg	O	X			

Task Updates:

Task: Town of Amherst Website

Update: A small working group of staff have been formed to work on the scope document for an RFP. This is ongoing

Status: In progress