REPORT FROM INFORMATION TECHNOLOGY – AUGUST 2013

PROJECTS / HARDWARE / SOFTWARE:

- Code Red - Promotion & Implementation
- Town Hall Infrastructure Upgrades (switch, firewall, backup)
- IMC Database
- Online payments for Water & Sewer
- Emergency Management Page - ongoing
- Troubleshoot issues at Town Hall, DPW, AFD
- Active Directory Project at AFD
- Video for Board of Selectmen's Room
- Installed new computer and printer at the Fire Station
- Installed computer in the Economic Development Office
- Installed new computer in the Building Inspector's Office
- Procurement for MMF printer at Town Hall
- New Employee setup – Mona Bean

WEBSITE / SOCIAL MEDIA

- Monitor Daily
- Added several videos
- Various Minutes, Agendas, and Calendar updates.
- Promote Code Red
- Posted Notices regarding Mosquito Control, Finance Committee Survey, DPW Office Hours Change, Recycling Events, Habitat for Humanity, Shepley Hill, Job Openings, Anaerobic Digester, Public Hearings, & Citizens Police Academy.
- Fielded questions and inquiries

OTHER:

- Attend Board of Selectmen's Meeting
- Coverage for Board of Selectmen's Office
- Training in webmail for WWTP employees
- Met with Sprint regarding smartphones
- Called IT Committee Meeting regarding Video in Board of Selectmen's Room, Asset Management, and IT Hardware & Software Procurement Policy

STATISTICS:

- Number of Facebook fans: 1,765
- Number of Twitter followers: 128
- Number of recipients to General Announcements: 154
- Number of recipients to Board of Selectmen Announcements: 76
- Website:
    1. Top Five Web Pages

DEPARTMENT OF INFORMATION TECHNOLOGY

Monthly Report

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Town of Ayer, Massachusetts

1 Main Street – Ayer, MA

1. Police
2. Assessor
3. Departments
4. Police Logs
5. Town-Wide Calendar
2. Number of Unique Visitors: 4,864
3. Number of page views: 16,986
4. Average Visit Duration: 2 minutes 0 seconds

- Email:
   1. Number of emails delivered: 5,736
   2. Number of emails not delivered due to spam and viruses: 11,070