

**REPORT FROM INFORMATION TECHNOLOGY – OCTOBER 2013****PROJECTS / HARDWARE / SOFTWARE:**

- Town Hall Infrastructure Installation
- Town-Wide Telephone Project
- Troubleshoot issues at Town Hall, DPW, AFD
- Video Solution for the Board of Selectmen's Room, recommend and procure
- FY2015 Budget
- MUNIS ASP Project
- Installed computer at the Fire Station
- Developed IT Hardware & Software Procurement Policy
- Installed the multi-function printer at Town Hall

WEBSITE / SOCIAL MEDIA:

- Monitor Daily
- Reformatted the video on the website, continued to add video as it became available
- Various Minutes, Agendas, and Calendar updates.
- Added Job Descriptions to the website
- Posted Notices regarding Paving, AFD Turkey Party, AFD Thanksgiving Day Road Race, Town-Wide Yard Sale, Halloween, Recycle your Resusables Day, Cultural Council, Job Opportunity, Winter Parking Ban, and Camp Stevens Re-dedication
- Fielded questions and inquiries

OTHER:

- Attended Board of Selectmen's Meeting
- Attended Town Meeting
- Cleaned up from a serious virus issue

STATISTICS:

- Number of Facebook fans: *1,791*
- Number of Twitter followers: *149*
- Number of recipients to General Announcements: *159*
- Number of recipients to Board of Selectmen Announcements: *80*
- Website:
 1. Top Five Web Pages
 1. Assessors *930*
 2. Police *603*
 3. Departments *564*
 4. Calendar *464*
 5. Assessor Maps *398*
 2. Number of Unique Visitors: *5,559*



3. Number of page views: *20,910*
4. Average Visit Duration: *2 minutes 17 seconds*
- Email:
 1. 57.6% of email sent to the *ayer.ma.us* domain is rejected due to spam, viruses, or malware
 1. Total number sent: *13,834*
 2. Number delivered: *5,866*
 3. Number not delivered due to spam, viruses, or malware: *7,968*