

**REPORT FROM INFORMATION TECHNOLOGY – JULY 2014****PROJECTS / HARDWARE / SOFTWARE:**

- Ambulance Software & Hardware Conversion, resolve issues
- Continue installing Exchange email
- Secure email, files and computers for new and terminated Employees & Board Members
- Troubleshoot issues at Town Hall, DPW, AFD, COA
- Dispose of obsolete equipment
- Obtain bids for replacing servers, meet with potential vendors
- Order computers to replace old Windows XP systems; begin setup and install
- Explore Parks & Recreation online sign up and payments

WEBSITE / SOCIAL MEDIA:

- Monitor Daily
- Added video to the Town's website as it became available
- Various Minutes, Agendas, and Calendar updates.
- Created new page for Benefits & Payroll; ATSAC
- Posted Notices regarding RFP's, Fourth of July Celebration, Habitat for Humanity, Board of Health Job Opening, Bridge/Culvert on Shirley St, Call Firefighter Job Opening, Groton Street Paving, Soccer Registration, Public Input Meeting: Organics to Energy, Veterans Services, Tax Collector Excise Tax Notice, Public Input Meeting: Solid Waste Curbside Study, Cultural Council Survey, Job Opening: Asst. Building Inspector, Water Main Replacement – Invitation to Bid.

OTHER:

- Attend Board of Selectmen Meeting
- Attend Fourth of July Committee Meetings and Event
- Respond to questions, inquiries, and problems

STATISTICS:

- Video:
Plays on the Town's website: **355**
- Top Five Plays by Country:
 1. United States
 2. Italy
 3. Syria
 4. United Kingdom
 5. Canada/Germany (*tie*)



- Number of Facebook fans: **1,930**
- Number of Twitter followers: **233**
- Number of email recipients to General Announcements: **181**
- Number of email recipients to Board of Selectmen Announcements: **85**
- Website:
 1. Top Five Web Pages
 1. Fourth of July: **1,606**
 2. Assessor: **782**
 3. Police: **511**
 4. Town Wide Calendar: **631**
 5. Police: **579**
 2. Number of Unique Visitors: **6,398**
 3. Number of page views: **23,765**
 4. Average Visit Duration: **2 minutes 10 seconds**
- Email:
 1. **60.41%** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
 1. Total number sent: **20,303**
 2. Number delivered: **8,037**
 3. Number not delivered due to spam, viruses, or malware: **12,266**