

**REPORT FROM INFORMATION TECHNOLOGY – DECEMBER 2015****PROJECTS / HARDWARE / SOFTWARE:**

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging
- Security Matters – Newsletter & Tips
- Policy for Portable Storage Devices
- Setup new employees
- Setup new computers, phones, and printers.
- Prepared and Submitted the I.T. FY17 Operating Budget
- Installed AmbuPro NextGen Test Environment at FD
- Setup equipment for Board & Committee meetings
- Secured funding for online permitting through the IBP Board

WEBSITE / SOCIAL MEDIA:

- Monitor Daily
- Added video to the Town's website as it became available
- Various minutes, agendas, calendar, and page updates
- Posted Notices to General Announcements on the Website, Facebook, Twitter, and APAC as needed.
- Website Training & Redesign

OTHER:

- Attended Cyber Security Workshop at EPA
- Attended Board of Selectmen Meetings, Department Head Meetings, and Weekly Security Meeting with the Town Administrator

STATISTICS:

- Video:
Plays on the Town's website: **545**
- Top Five Plays by Country:
 1. United States
 2. Italy
 3. France
 4. United Kingdom
 5. Algeria

**STATISTICS CONT...**

- Most Played Video:

1. Board of Selectmen – December 15, 2015
2. ASRHS November Night Live
3. Board of Selectmen Meeting December 1, 2015
4. Zoning Board of Appeals Meeting – December 16, 2015
5. Conservation Commission Meeting – December 10, 2015

- Number of Facebook fans: **2,424**
- Number of Twitter followers: **556**
- Number of email recipients to General Announcements: **220**
- Number of email recipients to Board of Selectmen Announcements: **102**

- Website:

1. Top Five Web Pages

1. Assessor
2. Police
3. Town-Wide Calendar
4. Departments
5. Announcements

2. Number of Unique Visitors: **4,529**
3. Number of page views: **16,294**
4. Average Visit Duration: **2 minutes 39 seconds**

- Email:

1. **60.8%** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
 1. Total number sent: **16,857**
 2. Number delivered: **10,859**
 3. Number not delivered due to spam, viruses, or malware: **16,857**