**REPORT FROM INFORMATION TECHNOLOGY – FEBRUARY 2016****PROJECTS / HARDWARE / SOFTWARE:**

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging
- Security Matters – Newsletter & Tips
- Distribute encrypted flash drives
- Setup new employees
- Setup new and replacement computers, phones, and printers.
- Setup equipment for Board & Committee meetings
- Finalize Written Information Security Plan (WISP)
- Applied for IT grants – Cyber Security & Wastewater Infrastructure
- Begin MRPC GIS system

**WEBSITE / SOCIAL MEDIA:**

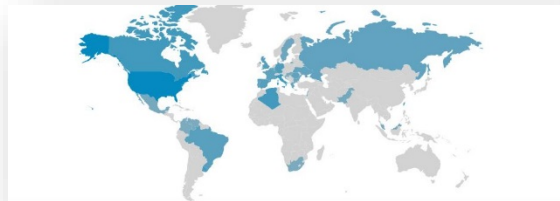
- Monitor Daily
- Added video to the Town's website as it became available
- Various minutes, agendas, calendar, and page updates
- Posted Notices to Announcements on the Website, Facebook, Twitter, and APAC as needed.

**OTHER:**

- Attended Board of Selectmen Meetings, Department Head Meetings, IT Committee Meeting, and Weekly Security Meetings with the Town Administrator.
- Awarded the Community Compact

**STATISTICS:**

- Video:  
Plays on the Town's website: **470**
- Top Five Plays by Country:
  1. United States
  2. Italy
  3. Uruguay
  4. Algeria
  5. United Kingdom

**STATISTICS CONT...**

- Most Played Video:
  1. Board of Selectmen – February 2, 2016
  2. Board of Selectmen – February 16, 2016
  3. ASRHS Basketball – January 29, 2016
  4. BoS & Finance Committee – February 9, 2016
  5. Board of Selectmen – January 19, 2016

- Number of Facebook fans: **2,643**
- Number of Twitter followers: **604**
- Number of email recipients to Announcements: **225**
  
- Website:
  1. Top Five Web Pages
    1. Assessor
    2. Police
    3. Town-Wide Calendar
    4. Departments
    5. Building
  
  2. Number of Unique Visitors: **4,873**
  3. Number of page views: **19,561**
  4. Average Visit Duration: **2 minutes 24 seconds**
  
- Email:
  1. **65.6%** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
    1. Total number sent: **29,823**
    2. Number delivered: **10,274**
    3. Number not delivered due to spam, viruses, or malware: **19,549**