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

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging
- Security – Newsletter, Tips, and Training. Started mandatory Cyber Security Video Training.
- Setup new employees.
- Set up new and replacement computers, phones, and printers.
- Set up equipment for Board & Committee meetings.
- Replaced the CAMA server in the Assessor's office.
- Evaluated vendors for digitizing documents

WEBSITE / SOCIAL MEDIA:

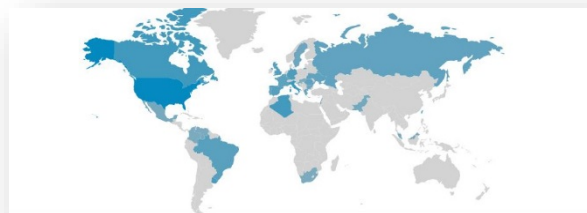
- Monitor Daily
- Added video to the Town's website as it became available
- Various minutes, agendas, calendar, and page updates
- Posted Notices to Announcements on the Website, Facebook, Twitter, and APAC as needed.

OTHER:

- Awarded \$10,000 Community Compact grant to write a Cyber-Security Policy
- Attended Board of Selectmen Meetings, Emergency Planning, Master Plan Committee Meeting, and Weekly Security Meetings with the Town Administrator.
- Attended COMBuys Trade Shows / Conferences for video and digitizing documents

STATISTICS:

- Video:
Plays on the Town's website: **604**
- Top Five Plays by Country:
 1. United States
 2. Spain
 3. Canada
 4. Algeria
 5. Italy

**STATISTICS CONT...**

- Most Played Video:
 1. School Committee Meeting – March 16, 2016
 2. Board of Selectmen – March 8, 2016
 3. 2015 School Lip Sync
 4. Board of Selectmen – April 7, 2015
 5. Board of Selectmen – March 23, 2016

- Number of Facebook fans: **2,709**
- Number of Twitter followers: **604**

- Website:
 - 1. Top Five Web Pages
 - 1. Assessor
 - 2. Departments
 - 3. Police
 - 4. About Ayer
 - 5. Presidential Primary

 - 2. Number of Unique Visitors: **4,919**
 - 3. Number of page views: **21,223**
 - 4. Average Visit Duration: **2 minutes 47 seconds**

- Email:
 - 1. **66.6%** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
 - 1. Total number sent: **39,552**
 - 2. Number delivered: **13,253**
 - 3. Number not delivered due to spam, viruses, or malware: **27,191**