REPORT FROM INFORMATION TECHNOLOGY – JUNE 2016

PROJECTS / HARDWARE / SOFTWARE:

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Security – Newsletter, Tips, and Training.
- Setup new employees; remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Set up equipment for Board & Committee meetings.
- Interviewed vendors for Cyber Security Policy.
- Upgraded the Wi-Fi at Town Hall.
- Awarded $40,000 Technology Grant for Wastewater Treatment Plant.
- Digitizing of old Board of Selectmen Minutes
- Moved minutes & agendas from archived old website to new site.
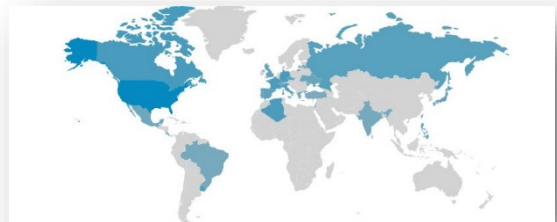
WEBSITE / SOCIAL MEDIA:

- 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 MGISA event
- Attended Board of Selectmen Meetings, Department Head Meeting, and Weekly Security Meetings with the Town Administrator.

STATISTICS:

- Video: Plays on the Town's website: *716*
- Top Five Plays by Country:
    1. United States
    2. Germany
    3. Canada
    4. Algeria
    5. France Kingdom

- Most Played Video:
    1. Fourth of July 2015
    2. ASRHS Graduation 2016
    3. Zoning Board of Appeals 6/15/2016
    4. Board of Selectmen 6/7/2016
    5. School Committee 6/7/2016

- Number of Facebook fans: *2,910 (+63)*
- Number of Twitter followers: *693 (-11)*

- Website:
    1. Top Five Web Pages
        1. Police
        2. Departments
        3. Assessor
        4. Sandy Pond Beach-Swimming
        5. Fourth of July

    2. Number of Unique Visitors: *6,468*
    3. Number of page views: *24,418*
    4. Average Visit Duration: *2 minutes 24 seconds*
    5. Number of Sessions: *9,444 (Desktop 60%, Mobile 34%, Tablet 6%)*

- Email:
    1. **50.5%** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
        1. Total number sent: *23,875*
        2. Number delivered: *11,814*
        3. Number not delivered due to spam, viruses, or malware: *12,061*