

**REPORT FROM INFORMATION TECHNOLOGY – SEPTEMBER 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.

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.
- Promoted Board & Committee Vacancies
- Evaluate Firewall / Security at Wastewater

OTHER:

- Attended Department Head Meeting
- Attended Local Emergency Planning Meeting
- Attended the Mass Digital Government Summit 2016
- Attended Department Head Meeting
- Employee ID badge project
- Software upgrades at Fire Station
- Installed new Mondopad in BoS room

STATISTICS:

- Video: Plays on the Town's website: **416**
- Top Five Plays by Country:
 1. United States
 2. Uruguay
 3. Spain
 4. Canada
 5. Algeria
- Most Played Video:
 1. ASRSD Football 9/16/2016
 2. Board of Selectmen 9/20/2016
 3. Board of Selectmen 9/6/2016
 4. Planning Board 9/6/2016
 5. ASRSD School Committee 9/6/2016
- Number of Facebook fans: **3,018(+13)**
- Number of Twitter followers: **759 (+14)**



- Website:
 1. Top Five Web Pages
 1. Assessor
 2. Police
 3. Employment Opportunities
 4. DPW
 5. Nashoba Associated Boards of Health
 2. Number of Unique Visitors: **5,304**
 3. Number of page views: **20,119**
 4. Average Visit Duration: **2 minutes 18 seconds**
 5. Number of Sessions: **7,794 (Desktop 64.7%, Mobile 28.9%, Tablet 6.4%)**
- Email:
 1. **46.5 %** of email sent to the ayer.ma.us domain was rejected due to spam, viruses, or malware
 1. Total number sent: **24,337**
 2. Number delivered: **13,019**
 3. Number not delivered due to spam, viruses, or malware: **11,318**