

**REPORT FROM INFORMATION TECHNOLOGY – FEBRUARY 2018****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.
- Dispose of old equipment
- Set up equipment for Board & Committee meetings.

**WEBSITE / SOCIAL MEDIA:**

- Monitor Daily
- Added video to the Town's website and Social Media.
- Various minutes, agendas, calendar, and page updates
- Posted Notices to Announcements on the Website, Facebook, Twitter, and APAC as needed.
- Promote local events

**OTHER:**

- Cyber Security CIS Controls
- Wastewater Infrastructure / Internet
- Various meetings, BOS, IT Committee, Department Head
- Continue with digitizing old video
- Configuration for Streetlight Gateway
- Annual WISP Review
- Ambupro database upgrade
- Setup and procure equipment for EMS app.
- Applied for a Community Compact Grant - Capital asset purchase for our offsite backup strategy
- Prep for 2017 Annual Report

**STATISTICS:**

- Video: Plays on the Town's website: **526**
- Top Five Plays by Country:
  1. United States
  2. United Kingdom
  3. France
  4. Uruguay
  5. Greece
- Most Played Video:
  1. Board of Selectmen – November 21, 2017
  2. Board of Selectmen – April 7, 2015
  3. Board of Selectmen – February 6, 2018
  4. Board of Selectmen – January 23, 2018
  5. ASRHS Basketball vs. Maynard – January 12, 2018



- Facebook: *Page Likes: 3,510 Reach: 7,152*
- Number of Twitter followers: **1,038**
- Website:
  1. Top Five Web Pages
    1. Police
    2. Assessor
    3. Employment Opportunities
    4. Fire Department
    5. Online Payments
  2. Number of page views: **20,195**
  3. Average Visit Duration: **2 minutes 27 seconds**
  4. Number of Sessions: **8,029 (Desktop: 65.8% Mobile: 34.2%)**