BOROUGH OF FRANKLIN PARK
Technology Advisory Committee
Minutes
April 13, 2021
7:00 PM via Zoom

Roll Call
Craig Dean
Nate Dufresne
Matt Garland (Chair)
Cathy Poole (Vice Chair)
Rege Ebner

Excused
Annie Graziani

Old Business
Minutes of the March 9 meeting were reviewed and approved.

Matt Garland informed the committee members that Verizon has asked for additional time to prepare their proposal. They would like to return to the proposed site when the leaf cover is at its peak.

New Business

Borough Software Review
The committee members discussed the information provided by Andy Nock in a meeting on March 31 and the document provided in follow-up. All participants agreed that the committee would like to support the wide-spread usage and adoption of Office 365. This will maximize the investment by the borough and potentially reduce expenses for one off applications. Craig Dean will work Andy Nock to determine how the committee can best assist.
There was also discussion about the "borough app" that Andy mentioned. Craig Dean will find out more information on the intent and status of the app.

Social Media
The committee members discussed the need to improve the social media presence of the borough.
- Social media position in budget – Rege Ebner indicated that it is not in the 2021 budget.
- Use of college programs to assist with putting together a plan. We discussed the possibility that we could utilize a class workgroup or maybe a senior capstone project to build out a communication plan. Annie Graziani had some contacts for this.

- Internship to execute plan
- Survey borough residents to determine their use of social media and determine the information that they would be interested in receiving from FP. Will need to research tools that are available for survey.
- We should meet with Ross and McCandless to see how they planned for and manage their social media presence
- Connect with Zach Brower from Parks and Recreation to discuss his use of social media
- The current CivicPlus website software owned by the borough does not have a social media component.
  - Need to research platforms for managing social media
- Cathy Poole will update Annie Graziani on the discussion and will work with her to put together a plan.

IT Business Continuity

Cathy Poole discussed her concerns with business continuity for the IT functions of the borough. Andy Nock has no back-up or support from within the existing borough staff. The committee agreed that we should connect with Andy and offer support to develop a succession plan.

Meeting Schedule

The committee members would like to have Andy Nock and John Park attend the meetings. The committee agreed to change the meetings to the first Thursday of the month to accommodate their participation.

Good and Welfare

Nate Dufresne informed the committee members that he recently attended a seminar on the use of drones to provide services. Nate has experience with drones and offered to be a resource to the borough and residents regarding drones.

Next meeting is May 6 at 7:00 pm via Zoom.

Respectfully submitted,

Cathy Poole
Vice Chair