

# Park Ridge Technology Committee Meeting Minutes

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March 28, 2012

Meeting called to order at 7:45 PM in the Violations Bureau Room, Borough Hall.

## **In attendance:**

George Bottinor, Colleen Ennis, Scott Galdi, Bruce Goldsmith, Scott Kreisler Justin Mezzadri, Paul Wharton

## **Not in attendance:**

Alan Belthoff, Dan Browne, Chris Halton, John Kane, Sgt. Peter Mauro, Peter Nakash, Kelley O'Donnell, Capt. Joseph Rampolla

## **Topics:**

- **Leveraging QNotify:**

- Discussion of presentations to various Borough committees and groups promoting the use of the QNotify email capability.

1. Paul has completed a draft of his email to be sent out to the PTO's in the Borough. He has completed a draft to the West Ridge PTO. This will be duplicated for East Brook, the middle school, the high school, as well as OLM.

It was suggested that middle- and high-school groups use the Borough "Park Ridge News and Events" list for any email communications that are targeted at a Borough-wide audience (i.e. OpGrad, the Marching and Concert Bands, the Theater Group, PREF). Access be limited only to groups under auspices of the Borough or school system. It was also suggested that these groups can create their own email lists for communications that are targeted specifically at their groups.

There was a discussion of the scope as to which groups in the Borough would have access to utilize this system. This needs to be determined, codified, reviewed by the Borough attorney and then passes as a resolution by the Council.

**Kelley and George will review the past recommendations of the Technology Committee, the newly adopted Borough Internet/email policy, etc. to determine what has been done to date. Providing copies (electronic or hard copy) of the new policy to the Tech. Committee would be helpful. This will be discussed at the next Tech. Committee meeting.**

2. Scott G. raised the question as to who is responsible for maintaining the email lists. Paul indicated that they are maintained by the owners, with the email system automatically removing names from the lists (hard and soft bounces). It was pointed out that there is an unsubscribe link that is automatically embedded at the bottom of every email message sent out. This link allows the user to select some, all or none of the email lists (self-policing).
3. Discussion of including information about the Borough website and email in the packet sent to all new Borough residents. An article in the annual PR Progress publication was also discussed.
4. **We are still looking for additional volunteers from our committee members to speak with other borough committees and groups.**

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## **Borough Website Agenda Items:**

- Discussion of the process for committees with web pages to have modifications made to their pages. Any change requests to be made through Kelley, since there is no one who is officially tasked as the webmaster. This topic is currently being discussed by the Borough Council. They are investigating a person who currently does the same function for another town.

## **• General Project Updates & House Keeping:**

- There was a lengthy discussion of an access control / logging system for the Borough Hall. Steve Masson was a guest speaker and provided valuable and detailed information about the capabilities and limitations of these systems. Steve described a system marketed by a company called Keyscan. The possibility of utilizing such a system as a "time clock" was also discussed.

The types of information that would need to be gathered is

1. the specific doors that need to be secured, both internal and perimeter.
2. who would be able to gain access through each of the doors.
3. the window of time that the doors would be unlocked.
4. limits on the windows of access (per employee or class of employee).
5. Tie-in to fire alarm system

Justin to provide information developed during threat assessment covering costs for access control components for wells and DPW facility.

Need to gather info. as to what other towns have done (i.e. Montvale).

## **AOB**

- Justin Mezzadri has ended his employment with the Park Ridge DPW, as well as his membership on the Technology Committee. He has accepted employment with a private company in Clifton, NJ. The Committee would like to formally thank Justin for his tireless efforts on behalf of both the Borough and the Technology Committee, and wish him success in his new endeavor.

**Meeting was adjourned at 9:30 PM**

**Next Meeting will be on April 25th, 2012 @ 7:30PM Borough Violations Room**

**Technology Committee Project Tracker:** <http://sites.google.com/site/parkridgetechnologycommittee>