

## **Maine Library of Geographic Information Board Meeting**

Date: Wednesday September 16<sup>th</sup>, 2009

Time: 10:00 AM to 12:30 PM

Place: Burton M. Cross Building, Conference Room 105.

### **AGENDA**

1. Approval of the August 19<sup>th</sup> meeting minutes – Chair
2. LIDAR Regional Project – Mike Smith
3. GeoPortal – Christopher Kroot, Mike Smith
  - Publicity
  - Disclaimer
  - Development of Functionality
  - State Plane projections
4. Strategic Plan Implementation Groups
  - Coordination & Communication – Dan Walters, Mike Smith
  - ILRIS – Nancy Armentrout
    - Create Focus Group
  - Education & Training
  - Geospatial Data – Joe Young (or designated Board member)
5. Subcommittee Reports
  - Financial – Larry Harwood
  - Policy & Marketing – Marilyn Lutz
    - Governance: OIT & Geolibrary commitments*
  - Technical – Christopher Kroot

**NEXT SCHEDULED MEETING:** Wednesday October 21<sup>st</sup>, 2009, 10:00 a.m. – 12:30 p.m.,  
Burton M. Cross Building, Conference Room 105.

## **Maine GeoLibrary Board September 16<sup>th</sup>, 2009 Meeting Minutes**

### **Present**

Nancy Armentrout

Michael Smith

Marilyn Lutz

Greg Copeland (phone)

Gretchen Heldmann

Kenneth Murchison (phone)

Paul Hoffman  
Greg Davis (phone)  
Jon Giles (phone)  
Aimee Dubois  
Christopher Kroot

**Staff**

Larry Harwood

**Visitors**

Dan Walters, US Geological Survey (USGS)  
Joseph Young, Floodplain Management Program, State Planning Office (SPO)  
Vinton Valentine, University Southern Maine (USM), Maine GIS Users Group (MEGUG)  
Jim Page, James W Sewall Co.  
Bob Hickey, Photo Science  
Michael Shillena, Photo Science

The meeting was called to order at 10:04 by Marilyn Lutz, acting Chair by acclamation.

**1. Approval of the August 19<sup>th</sup> meeting minutes**

The Chair entertained a motion to approve the minutes. Aimee Dubois moved to approve the minutes as written. Nancy Armentrout seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

**2. LiDAR Regional Project**

As reported last time, the Broadband Mapping application<sup>1</sup> still has \$500,000 allocated for LiDAR collection and New Hampshire is still looking for \$200,000 for LiDAR funding. Mike and Dan Walters are also looking at additional USGS partnerships to fund LiDAR and/or other projects.

Q: What is difference between the Broadband Mapping and other applications for stimulus funding ?

A: Broadband has a “footprint” in Maine that covers the populated areas and what Maine calls urban areas. The other grants we have discussed are less geographically constrained. The states by the way are having a hard time getting all their applications processed.

**3. GeoPortal**

Disclaimer

Christopher Kroot reported that the disclaimer now being used on the GeoPortal was one circulated for comments and finally edited by Bill Hanson. The University of Southern Maine is looking at a separate page(s) of one or more of their disclaimers. As to detail, the FGDC metadata always carries information that could be described as disclaimers, certainly specific warnings.

There were two suggested changes. First, rather than using the acronym MLGIB (Maine Library of Geographic Information Board) instead use “Geolibrary Board”. There were no objections.

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<sup>1</sup> National Telecommunications and Information Administration (NTIA) State Broadband Data and Development Grant

Second, rather than display the full text of the disclaimer on the page, could there be a hypertext link to the full disclaimer. This was found to be acceptable is the hypertext was a short, descriptive text string i.e. “See Disclaimer Here”; the wording was left to the Technical Committee.

### Functionality

The portal has been functional for some time but the public release as it were has been postponed by minor issues, bugs, glitches and reorganizations. In keeping with the vote at the last meeting, there is no reason to delay the launch any further. There been some comments and suggestions, most of which have been input except in the case of graphics and images which are costly.

Functions discussed:

- Help button. The built in function links to the rather extensive GeoNetworks help section. A temporary fix would be to link to the Geolibrary website GeoPortal page. There needs to be a ‘one page’ on the Geolibrary application itself. Marilyn Lutz agreed to start writing a page on this.
- About Us button. This can be a link back to the Geolibrary website “about us” page.
- Banner/front page configuration. The discussion was detailed but generally the Board wished to accentuate the Geolibrary “branding” on the front page and minimize GeoNetworks labels. The discussion on the banner graphics, size and details became rather technical and the Committee agreed to come back with a report at the next meeting.
- Data file loading. There has been a problem with only two individual files. No one knows why yet, but it is only two shape files and they are proceeding anyway.
- Metadata. The state agency data was loaded some time ago. They will wait until the portal is launched before adding others. USM is still in the wings waiting to undertake the metadata creation and uploading project.

### Projections

At the last Board meeting the Technical Committee had been asked to find out what would be needed to add six Maine State Plane projections to the data uploading function. The Committee is currently waiting for answers on that. They will report back as soon as something is known.

### Publicity Plan

The University of Southern Maine had provided a suggested publicity campaign in outline form. It would be in three stages: simple announcements of the launch, interviews with the principal individuals for media press releases and feature articles and photographs. These would be handled by professional public relations people from USM.

It was generally agreed that the Board’s part of this should be handled by the Coordination & Communication Workgroup. At the outset Coordination & Communication can have a strong influence. Once the USM professionals run with it however, the Board will have minimal control over the process.

The Chairs of the Coordination & Communication group noted that they have not prepared anything yet publicizing the GeoPortal. Gretchen Heldmann agreed to draft , ASAP. a one page

announcement of the launch of the GeoPortal and circulate it. The imminent launch of the portal will also be announced at the Maine GIS Users Group meeting this coming Friday.

### **Sidebar**

Christopher Kroot took this opportunity to announce that due to internal reorganizations he had been assigned to a new group in the Office of Information Technology. For the time being he can continue service on the Board and work on the portal. In the near future he may not be able to serve on the Board any longer. The members decided to ask the Chair and Co-Chair to send a letter to Richard Thompson, CIO, requesting that Christopher be allowed to continue serving on the Board.

### **4. Strategic Plan Implementation Groups**

Marilyn Lutz and Larry Harwood reviewed a chart or matrix originally requested by Chair Bill Hanson. This was designed to be a simple “wall chart of progress” to show where the various Workgroups were in completing their tasks. The plan is to put a version of this on the Geolibrary website and allow the Workgroup Chairs to update it. The Workgroups were asked to review the chart and verify their task assignments.

#### Education and Training

Tora Johnson, University of Maine at Machias (UMM) has agreed to chair this Workgroup. Vinton Valentine, USM , will also be added as a member. There was no further report to make today.

#### Coordination and Communication

Since the last Geolibrary meeting, the group had a conference call on 9/1/09. Gretchen Heldmann read from the notes of the call.<sup>2</sup> The group spent some time discussing the different email lists and groups of people and how best to pare that down and coax people into joining a single list server. They decided to develop a memo to come from Dan Walters as Chair of MEGUG and also Bill Hanson as Chair of GeoLibrary Board. This memo would encourage people to join the one GIS list server for the state. The memo would be sent out three times over the course of one month to those not subscribed, and would include very simple instructions on how to join the list server. There would also be instruction on how to get a daily or weekly “digest” of the emails instead of each individual email. The group also discussed developing a 2-3 sentence mission statement for the C & C Workgroup, and suggesting that each workgroup do the same. These could then be combined as part of a one-pager about the GeoLibrary Workgroups. Also, they are stressing the importance of using the templates for a consistent branded image.

Dan Walters reminded the Board that MEGUG has been the holder of the combined, state-wide GIS listing. They are proposing, in conjunction with the Coordination and Communication group, to split off two categories. The first would be MEGUG members only and the second would be all other interested parties. It was also suggested that an “E-newsletter” might be a good means of publicity for the Board and its projects.

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<sup>2</sup> Gretchen Heldmann provided notes for this section of the minutes.

## ILRIS

Nancy Armentrout handed out a sheet describing the charter of the Parcel Standard Update Sub-Committee. This gave the background and purpose of the update and set out the following guidelines:

- Review the current Parcel Standards
- Review the ILRIS Conceptual Framework & Functional Specifications
- Review the MRS/LURC parcel data
- Review the Federal Cadastral Standard and other New England State Standards
- Consider assessor attribution
- Consider a directive to compile parcel data to metwp24

The members of the subcommittee are (so far) Anji Auger, MEGIS, Steve Weed, Bar Harbor assessor, Patrick Johnson, MDOT and Ellen Jackson, LURC. The sub-committee will try to have a recommendation to the Geospatial and ILRIS groups by January 31, 2010. Those groups will then make a recommendation to the Board.

There was some discussion of the county registries in other states and how they use private sector vendors to digitally distribute land record information. A company called MacImage of Maine has recently been distributing on line registry records of Hancock County. This had caused consternation among the registries over possible revenue loss. The Board felt this was an area where the ILRIS project must tread carefully.

At the last meeting a focus group was discussed to “bring specificity” to the ILRIS project and help promote it. This was briefly discussed. Aimee Dubois and Steve Weed were suggested as members. This will be further discussed at the next meeting.

## Geospatial

Joe Young gave a brief report on the progress to date. The group met yesterday ( 09/15/09) at the USGS Water Science Center; there has been considerable interest with 11 people attending or calling in. Tim Glidden from SPO gave a presentation on the Conservation Easements Registry and the new and improved conservation lands data layer (mecnsld). They have produced a draft plan for updating the state’s orthoimagery on a regular basis with 3 year rotation in developed areas and 5 year rotation in rural areas. The developed and rural areas would have 2 foot resolution imagery and the unpopulated areas would have 1 meter resolution imagery.

### **Sidebar**

The Chair introduced Jim Page, CEO of the James W Sewall Co and former Board Chair to talk about funding opportunities. Is the Board still pursuing a bond funding? The Board has not yet succeeded in getting any bond funding, although on occasion it has been close. The next possible chance will be in the summer of 2010. Although the Board has become somewhat discouraged by repeated failures, Mr. Page suggested that they not give up. In his current position he can help by lobbying effectively if needed.

More possibilities for funding Board projects are the provided by the so-called ‘stimulus funding’ from the Federal government. One example would be improvements in flood plain mapping ( FEMA Flood Insurance Rate Maps). With Federal programs, having a matching funds is critical to being awarded a grant or partnership. There was a short discussion of possible legislative champions and ways to meet with the legislators.

## 5. Subcommittee Reports

### Financial

There was no financial report. MEGIS staff are working on reconciling the accounting records with the Geolibary financial sheets and will report at the next meeting.

### Policy and Marketing

Marilyn Lutz (acting Chair) presented the latest version of the *Memorandum of Understanding between the Maine Library of Geographic Information Board and the Maine Office of GIS*. (see attachment A). This had been in development in 2007 by various Board members to clarify the relationship between the Geolibary and MEGIS; the Board was already familiar with it. If accepted by the Board the next step would be to add places for the Board Chair and the CIO Richard Thompson to sign it.

Marilyn Lutz moved to approve the MOU as written. Christopher Kroot seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

### Technical

The GeoPortal having been discussed, there was nothing further to report.

### Further Business

Dan Walters announced that USGS will acquire new aerial photography for about 1200 square miles in the greater Portland area. The 1 foot resolution, leaf-off color orthoimagery will be made available by early spring 2010. It would be good publicity for the Board to contact the local communities and make them aware of this. Also the USGS has announced the latest round of Cooperative Agreement Program (CAP) grants. The expected outcomes from several categories align well with Geolibary priorities.

The meeting was adjourned at 11:45

## **Attachment A**

**Memorandum of Understanding  
BETWEEN  
Maine Library of Geographic Information Board,  
AND  
The Maine Office of GIS**

The Memorandum of Understanding is hereby made and entered into by and between the Maine Library of Geographic Information Board (GeoLibrary Board) and the Maine Office of GIS, (MEGIS ) which is within the Office of Information Technology (OIT).

### A Purpose

The purpose of this MOU is to document services provided by MEGIS in support of the GeoLibrary and to establish a framework of cooperation between the GeoLibrary Board and MEGIS in behalf of the State

of Maine to develop mutually beneficial GIS programs and services for the state agencies and the public. This framework will eliminate duplicative efforts, leverage available funding, develop a proactive and shared legislative agenda, and identify individual responsibilities that realize the benefits of GIS in Maine

### B Statement of Responsibilities

By Legislative mandate (PL 2005, Subchapter 4: Maine Library of Geographic Information), the GeoLibrary is responsible for developing and maintaining the Maine Library of Geographic Information, and for coordinating GIS activities among the various public and private stakeholders represented in its membership and for the public at large, as well as to coordinate GIS activities between these stakeholders and the State.

The MEGIS, within the Office of Information Technology (OIT) works to provide core spatial services and technical support to state agencies, and works collaboratively with the GeoLibrary to provide spatial data via the Internet. With the 2006 consolidation of information technology functions into OIT, the GIS Stakeholders Group was formed to act in an advisory and coordination capacity to MEGIS and OIT, recognizing the standing need for interagency coordination of all aspects of GIS. The GIS Stakeholders Group prepares and maintains a GIS Strategic Plan to provide direction to MEGIS and state agencies. It works with MEGIS to prepare an annual work plan of specific MEGIS and agency activities.

The GeoLibrary Board is represented in the GIS Stakeholders Group, as are State agencies that publish GIS information to the public represented on the GeoLibrary Board. The GeoLibrary Board, GIS Stakeholders Group and Director of MEGIS coordinate their activities to attempt to address mutual benefits whenever possible.

MEGIS has developed core enterprise GIS services that are utilized by state agencies and the GeoLibrary. Core enterprise GIS services include: the operation of a statewide GIS database, an Internet portal, GIS data certification, internet mapping services and technical support. MEGIS staff participate in the development of an annual work plan that addresses the needs of the GIS Stakeholders and the GeoLibrary Board. MEGIS also coordinates activities with the federal government on behalf of state agencies and the GeoLibrary. This coordination includes working with an array of US Geological Survey programs to build the National Spatial Data Infrastructure. 2

C. The GeoLibrary Board's Strategic Focus:

1. Support the development of a web-based distribution system to facilitate access to State of Maine and other public data holdings via a public GeoLibrary Portal.
2. Support the provision of coordination, outreach, and education to advance public use of geospatial data: develop a promotion and marketing plan that addresses a common vision and enhances Maine's position as a national center for GIS research, education and industrial growth.
3. Support the provision of funding and management for high priority data and database development to encourage community and regional planning, smart growth, and community preservation.
4. Support the development and implementation of statewide data standards, wherever possible consistent with standards in effect for state agencies, to ensure data quality and to enable common use.
5. Develop and maintain a funding stream to support the on-going operations of the GeoLibrary.

D. The MEGIS Strategic Focus within the Office of Information Technology:

1. Provide core enterprise GIS services consistent with the needs of state agencies
2. Develop and administer state and GeoLibrary standards, subject to the approval of the Chief Information Officer
3. Maintain and operate a GIS information clearinghouse and agency service center
4. Maintain and operate a GIS database consisting of data developed by state agencies and/or of interest to state agencies
5. Ensure that GIS data added to the repository meet state standards for accuracy and metadata and are in an appropriate format.
6. Coordinate activities of the Office with federal agencies
7. Provide services and support to the GeoLibrary and state agencies as outlined in its annual work plan

E. Services Provided to the GeoLibrary Board by MEGIS

1. MEGIS will make non-confidential data layers in its possession available for the GeoLibrary to publish to the Internet.
2. Review proposals to host new data layers for the GeoLibrary and determine the benefits to state agencies and estimated costs of maintaining them.
3. Review data layers submitted to the GeoLibrary for conformance to state standards prior to accepting them.
4. Assist in coordinating grants and projects with Federal Agencies in behalf of the GeoLibrary.
5. Serve on committees of the GIS Stakeholders Group and GeoLibrary Board as requested.



6. Provide space and clerical support for meetings

7. Manage the hosting of the GeoLibrary Portal and maintain the applications and environment.

8. Negotiate fees for the above services. For FY2008 and FY2009, there is no charge for items E.1 through E.6 except for new data added by the GeoLibrary that is not of interest to state agencies. The cost for Item E.7 is currently under contract with the University of Southern Maine. This contract will be reviewed annually.

F. It is Mutually Understood and Agreed By and Between the Parties:

1. To create a joint vision statement that reflects the common goal of improving the delivery of GIS services for Maine's citizens.

2. To resolve duplication and discrepancies existing with the authorizing legislation creating the MEGIS and the GeoLibrary, particularly with regard to the acquisition of non state data.

3. To annually review, update, and reconfirm the MOU.

4. To have updates on each party's activities as a regular agenda item at the other's regular meetings; updates should include discussion of the work of the GIS Stakeholders Group; and to communicate via email and meet as necessary between the formal meetings.

5. The GeoLibrary will lead in the preparation of a legislative agenda with a common message that addresses the funding needs of both parties for calendar 2007.

6. To coordinate plans and activities of MEGIS, State agencies and the GeoLibrary Board in delivering GIS services to the public, local government and business entities.

7. To define and implement a process for accepting and hosting data of mutual interest at MEGIS.

8. To describe a process for coordination with Federal US efforts including the Fifty States Initiative.

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William Hanson, Chairman of Board Richard B. Thompson,  
Maine Library of Geographic Information Chief Information Officer  
Office of Information Technology  
Maine State Government

Date: \_\_\_\_\_ Date: \_\_\_\_\_