Maine Library of Geographic Information Board Meeting
Date: Wednesday, February 17th, 2010
Time: 10:00 AM to 12:30 PM
Place: Burton M. Cross Building, Conference Room 105.

AGENDA

1. Approval of the December 16th meeting minutes – Chair

2. Broadband Mapping – James Page, James W. Sewall Co.

3. Elections for Chair & Co-Chair – All

4. Conflated Geospatial Products – Nancy Armentrout

5. Strategic Plan Implementation Groups
   Coordination & Communication – Mike Smith, Dan Walters

   GeoParcels – Nancy Armentrout

   Education & Training – Tora Johnson (or designated Board member)

   Geospatial Data – Joseph Young (or designated Board member)

6. Subcommittee Reports
   - Financial – Larry Harwood
   - Policy & Marketing – Marilyn Lutz
     Attendance Policy
   - Technical – Christopher Kroot
     Status of GeoPortal

NEXT SCHEDULED MEETING: Wednesday, March 17th, 2010, 10:00 a.m. – 12:30 p.m., Burton M. Cross Building, Conference Room 105.

Maine GeoLibrary Board
February 17th , 2010
Meeting Minutes

Present
Nancy Armentrout
Michael Smith
Marilyn Lutz
Greg Copeland
Gretchen Heldmann
Kenneth Murchison (by phone)
Paul Hoffman

William Hanson, Chair
Greg Davis (by phone)
Jon Giles
Aimee Dubois
Christopher Kroot
Staff
Larry Harwood
Visitors
Joseph Young, State Planning Office (SPO)
Steve Weed, Assessor Town of Bar Harbor
Michael Shillenn, Photo Science
Bob Hickey, Photo Science
James Page, James W. Sewall Co.
Vinton Valentine, University of Southern Maine (USM)

The meeting was called to order at 10:05 AM.

1. Approval of the December 16th meeting minutes
There were three amendments. On page 1, section 2, the second sentence was changed to read "The total amount of money available nationwide is $5.9 M and we are asking for $1.4 M from USGS." On page 2, under Sidebar, the second part of the paragraph was changed to read "He also reminded the Board that Tora is conducting a survey identifying Geospatial IT as a promising area of economic activity for Maine and this fits in with the GeoPortal's education & training distributed nodes concept. Dr. Charles Colgan an economist currently at the Muskie School has been providing summary economic data. He suggest Dr. Colgan be invited to present at the January 2010 meeting. Marilyn Lutz agreed to ask him and a place holder will be put on the agenda for January 20th. " On page 5, Technical, the second part of the first paragraph was changed to read "The requirements of the first Cooperative Agreement will be met with the successful completion of the shapefile uploading and metadata tools – mostly debugging now. The second Cooperative Agreement will include completion of the map viewer (MapFish). The deadline is May 15th so there should be no problem. "

The Chair entertained a motion to approve the minutes as amended. Greg Copeland moved to approve the minutes as amended. Gretchen Heldmann seconded. The Board voted 10[1] in favor, none opposed, the Chair abstaining. The motion carried.

2. Broadband Mapping – Jim Page, James W. Sewall Co.
Due to technical difficulties the presentation was without Power Point display and hard copies were distributed. The presentation is given here in outline form. Questions and answers not part of the presentation, if any, are under each section to which they pertain and are presented in *italic.*

The ConnectME Authority Project – inventory and map broadband service & deployment statewide. Broadband is define as internet data transmission at a minimum 768 kbps downstream and 200 kbps downstream.[2]

- Identify existing infrastructure in unserved, underserved areas.

[1] Due to Board members arriving and departing at different times, the numbers may change.
[2] From the user's perspective, upstream network traffic flows away from the local computer toward the remote destination. Conversely, downstream traffic flows to the user's computer.

Unserved area – one or more contiguous census blocks at least 90% of households lack access to terrestrial broadband at minimum speed
Underserved areas - one or more contiguous census blocks meeting one of the following.
  - No more than 50% of households have access to broadband service
  - No fixed or mobile broadband service provider advertises broadband speeds of at least 3 mbps downstream
  - The rate of broadband subscribers is 40% or less of households
- Create statewide broadband map
- Position the Authority for ongoing system management and updates

Broadband Data Improvement Act (BDIA) and the American Recovery and Reinvestment Act (ARRU), aka stimulus funding.

- National Telecommunications and Information Administration (NTIA) grants to state for
  - collecting state-level broadband mapping data
  - developing state-level broadband maps
  - aiding development & maintenance of national broadband map
  - funding statewide initiatives directed at broadband mapping
- NTIA awards Broadband Technology Opportunities Program (BTOP) grants to fund broadband infrastructure in unserved & underserved areas
- RUS awards Broadband Initiatives Program (BIP) grants and loans for broadband infrastructure in rural areas.

ConnectME Authority NTIA award: $1.35 M for mapping and $436K for planning.

- 5 year timeline, funding for the first 2 years followed by re-assessment
- NTIA required deliverables
- Twice yearly deliveries beginning 03/31/2010
- National broadband map web site by 02/17/2011
- Planning award a separate project

Expected State and Federal Outcomes

- Provide online nationwide & statewide broadband service availability maps, regularly updated.
- Provide timely information to ConnectME Authority in Support of its mission
- Make public portions of the state broadband database accessible to citizens, businesses and agencies
- Support economic development

Q: So the object is to find out what people are actually using?
A: Yes, exactly. Although paradoxically the mapping is being done at the same time as the infrastructure build-out is starting.

Project Stages

- Service provider engagement
- Data acquisition
- Data processing
- Data verification
- Map delivery & publication

- Analysis & planning

Service Provider Outreach

- Identify and contact broadband providers, execute NDSs

The service providers are very concerned about their proprietary data. It is not known exactly how many service providers there besides those that are well known, the "top 20" so to speak.

- Establish collaboration with other entities
  - state & local governments
  - community anchor institutions
  - first nations

There has been some difficulty in defining an anchor institution. The nominal example would be local libraries. The Tribal Nations have been very supportive.

Acquire Service Provider Data

- Service location addresses
  - service type
  - advertised speeds
- Infrastructure records
  - wired network facilities
  - wireless network facilities

Data Processing

Scrub Service Data

- Convert format as needed

Geoprocessing Steps

- Geocode service addresses to state E9-1-1 roads or alternative road data set
- Tower-viewshed analysis for wireless coverages
- Aggregate source layers to create community anchor institution features

Data Verification

Verify Broadband Service

- Consumer speed tests
  - online web application
- Field verification
  - wired
  - fixed wireless
  - mobile wireless

Q: How much actual field work – driving – will be done?
A: Enough to get statistically valid samples plus in questionable areas
Q: What have you collected on mobile wireless?
A: So far there is only one provider identified.

Deliverables to State

- Statewide database with broadband service availability at the street segment level.
- Statewide maps of broadband service coverages
- Statewide map of existing infrastructure features
- Web application for uploading service data & performing speed tests
- All NTIA deliverables

Deliverables to NTIA

- File of served addresses
- Service technology
- Upstream and downstream speeds
- Wireless coverage polygons
- Middle mile connection points
- Community anchor institutions

There has been much discussion over the exact nature of the deliverables. Hopefully that will be sorted out by mid-summer. It has not helped that the award was late.

Project Challenges

- Success depends on data that provider companies will view as strategic to their individual business interest
  The Maine providers are cautious but the larger ones have been cooperative.
- Federal expectations and timeline.
  This has been touched on above. Everyone is really learning as they go in this exercise.

Q: How does this integrate with the Three Ring Binder project.[3]
A: We are not sure yet. Eventually the infrastructure build-out will hopefully be integrated.
Q: Will the data on speeds be generally available?
A: Yes.
Q: What times of day will the speed testing occur? That can greatly affect the local speeds.
A: We're not sure of those details yet, but you are right that the speed will vary at different times.
Q: Have the satellite providers been contacted?
A: Yes, but remember this is a voluntary program. Initially its been a bit problematic.
Q: How does this relate to Google's recent announcement of their Google Fiber Initiative?[4] *If communities apply for that, should they contact someone at the state and if so, whom?*
A: Not sure exactly how it relates or integrates, but if communities apply, it would be best to give a heads-up to Phil Lindley at ConnectME.

3. Elections for Chair & Co-Chair

[3] Three Ring Binder is a grant funded, public/private consortium project designed to create an open access fiber optic network extending into the rural and 'disadvantaged' areas of the state. The name comes from three fiber-optic 'rings' proposed to thus connect Maine.
[4] http://www.google.com/appserve/fiberrfi/

The current Chair Bill Hanson stated that he did not want to continue as Chair but would serve as Co-Chair if needed; he also stated that the current Co-Chair Dan Coker did not want to continue in that office.

Staff opened nominations for Chair and Co-Chair. Gretchen Heldmann was nominated for Chair. Bill Hanson was nominated for Co-Chair. Ken Murchison moved that nominations cease. Mike Smith seconded. The motion was approved by acclamation. For Gretchen Heldmann as Chair the vote was 11 in favor, none opposed, 1 abstention; Gretchen Heldmann will serve as Chair for 2010. For Bill Hanson for Co-Chair the vote was 11 in favor, none opposed, 1 abstention; Bill Hanson will serve as Co-Chair for 2010.

4. Conflated Geospatial Products

Nancy Armentrout reported on the MDOT and E911 road centerlines merger which has been talked about for many years but is finally taking place. Franklin County is the pilot area for this project. At this stage there will still be 2 separate data sets. For public roads, the E911 staff will use the MDOT road lines and attach E911 attributes to them. These road lines will have a unique identifier that ties back to the MDOT roads database.

What they need to know is which of the considerable number of MDOT attributes the GIS community would like to see made available. They would also like input on precision, accuracy, currency of the data set (refreshment rate) and which regions would be convenient data tiles (i.e. the data would be available by counties, by townships, by school districts, etc.).

The plan is to send an initial survey to the Maine GeoNews list server. Based on the response they will set up focus groups to identify the attribution they think is important and useful to them. They will also try to get input at 'Doctors Office' at the upcoming Maine Municipal Association (MMA). Technology Conference on March 11th at the Augusta Civic Center; this is being co-sponsored by the Maine GIS Users Group (MEGUG). Any suggestions or input from the Board would be greatly appreciated. Also any volunteers to staff the Doctors Office will be very welcome.
Q: Are the TINIS[5] nodes still available?
A: Yes but the IDs have changed. DOT does have cross tables between the old and new node IDs.

Q: Is there confidential information stored in these MDOT fields being discussed?
A: Yes, but that information will not be published. It can be made available as appropriate on a case by case basis.

5. Strategic Plan Implementation Groups

<u>Coordination and Communication</u>

Mike Smith reported that not much had been done since the last meeting. There has been ongoing coordination of the 'main' list server i.e. the Geolibrary's Maine GeoNews list server. Also a USGS funded intern and one of the MEGIS staff have been communicating with the municipalities about local data holdings and metadata as part of the GeoPortal project.
Q: Is it appropriate to use the list server for non-technical information?
A: Yes however the receivers can opt for the "digest" form to cut down on the technical discussions that often occur.
Q: Is there a set policy on the use of the list server?
A: (consensus) There is but it is not immediately at hand.

[5] Transportation Integrated Network Information System an older MDOT database system.

GeoParcels

Nancy Armentrout reported that anticipated CAP 4[6] grant has been awarded and the project can proceed. It will be recalled that this is the Integrated Land Records Information System pilot project for Hancock County. The intention is to develop a complete digital tax map layer tied to assessing and title records and make this publicly available with an on-line application. Hancock was selected because it is a small county, has urban areas, small towns and unorganized territories and the county registrar is amenable to providing online access to deed records.

The project will have three phases[7]. 1) Collate cadastral data into a single unified database, using the standards for parcels already published. 2) Develop an update process to provide annual updates which can support the NSDI framework. This will include developing tools to convert local data to a state standard and training to assist 'low-tech' towns with the process. 3) Develop a prototype web application to provide public access to cadastral data and related tax or deed records. The digital parcel standards update is ongoing. The group has been working to suggest changes but there is nothing yet to report.

Q: There has been some mention in the media about businesses trying to capitalize on registry records. There may be legislation[8] coming that will address that. What has been your experience with the registrars on this issue as regards your project?
A: We can't speak for all the registries of course but some of the county registrars have been involved in the process with us, notably Diane Godin, Somerset County Registrar, who served on our committee and Beverly Hathaway, Kennebec County, who was involved initially.

Education and Training

Marilyn Lutz reported that she had asked Tora Johnson, University of Maine at Machias and Dr. Charles Colgan, Muskie School to present at the April Board meeting. Tora Johnson is conducting a survey identifying Geospatial IT as a promising area of economic activity. Dr. Charles Colgan is an economist currently at the Muskie School and has been providing economic data for this project.

Marilyn presented the Mission Statement for the Workgroup as follows:
"The mission of the Education and Training Workgroup is to expand and improve coordination of geospatial education, training and other outreach activities in support of better public use of geospatial data. In this capacity the Workgroup seeks to develop and ensure a broad-based and efficient strategy for GIS education and training initiatives among all organizations and institutions state wide, taking into account special needs of the various constituencies --- K-12, academia, local government, non-profits, and any Maine citizen."

The Workgroup goals for 2010 are:

- Determine GIS education and training priorities and develop a strategy that will support public use of GIS data in Maine.
- Plan and coordinate the implementation of the education and training channel on the GeoLibrary Portal or Web, including content, site structure, and links to additional resources.
- Identify GIS education champions within and outside of state government, and recruit them to support GIS education programs and funding for them.

[6] Cooperative Agreement Program, Category 4, National Spatial Data Infrastructure
[7] *Property Boundary Data - Capture and Integration Pilot*
[8] LD 1554 , An Act Regarding Document Fees at County Registries of Deeds

- Review GeoLibrary materials (especially the GeoPortal and the GeoLibrary Web site), initiatives and activities from an educational perspective and provide recommendations to the board.
- Implement a communications plan about education and training opportunities on the Web site and the listserv, "Maine GeoNews."

Sidebar
There was some discussion about the coordination, or lack thereof, between MEGUG, MEGIS and the Geolibrary as regards what is put on their respective websites. There was no immediate resolution of this but the consensus seemed to be that the MEGUG publicity committee would be a good place to start. Gretchen Heldmann will set up a meeting to start defining the roles of each organization. I will also help if the websites in question were all updated first.

Geospatial Data
Joe Young passed out a spreadsheet describing the progress of the Workgroup. This was discussed in some detail and a number or changes made in response to information supplied by those present. Some of the tasks given to the Geospatial Workgroup were found to be completed or in the process of being completed by others. The amended version can be seen in Attachment A. The following is a description in outline form.

Goal 3, Task 1, design digital orthoimagery program
The Orthoimagery Sub-Committee has produced a draft report that is available for review at http://mapservertest.maine.gov/orthos/Orthoimagery_Subcommittee_report_V3.doc . It has been sent out to the full committee and we expect to present the final draft to the Board at it's March meeting.

Goal 3, Task 2, develop and maintain parcel geospatial data
This is being done by the GeoParcels Workgroup. A prototype ILRIS project is underway in Hancock County. A sub-committee is reviewing the digital parcel standards. (see report above under GeoParcels)

Goal 3, Task 3, integrate DOT and E911 roads
This is being done as a separate initiative by MDOT and the E911 GIS staffs. (see report above under Conflated Geospatial Products)

Goal 3, Task 4, develop high resolution elevation geospatial data
This is being done as a separate initiative by a consortium of state and federal agencies. For details, see the minutes of November 18, 2009 under LiDAR Regional Project. Joe Young reported that the LiDAR flown for all of Androscoggin County will be processed if the anticipated grant for that is awarded. Mike Smith also reported that there is an additional application for funding to fly LiDAR for 3 major watersheds, the Charles River, the Connecticut River and the Piscataqua River.

Goal 3, Task 6, Initiate a program to encourage county and local government to share data.
The Workgroup has not turned to this item yet. However there is a project ongoing to help towns upload their data, especially parcel data, and metadata to the GeoPortal. This involves USM intern Mike LaChance and Anji Auger of the MEGIS staff. For details see the minutes of December 16, 2009 under Geospatial Data.

The Geospatial group has also been working on a standard for land use codes as applied to digital parcels. It would appear that there is no accepted standard amongst the towns. There are two approaches and the group is divided on them. First would be a fairly large project to develop a consensus standard worked out between the

stakeholders. This would require the Board to commit resources. The second would be to recommend an existing standard and let the Geolibrary promote all or part of it. There will be more discussion of this by the group before they make a recommendation to the Board.
Q: Is this land use or zoning?
A: Actual use, i.e. single family dwelling as opposed to the zoning which might be commercial but they got a variance.
Q: Have you looked at the Real Estate Transfer Tax code?
A: No but we will. The most promising comprehensive codes so far are *Standard Classification System for Land Use Coding in Maine*, 1975, adapted by SPO from a federal standard of 1965 and the American Planning Association document *Land Based Classification Standards*, 1999.

Gretchen mentioned again that the Workgroups progress spreadsheet is uploaded to Google Docs and all should input their updates to that one spreadsheet. Gretchen will send an invitation to Joe, and did not think he was on the original invitation list.

4. Subcommittee Reports

Financial
There was no financial report for this meeting.

Policy and Marketing
Marilyn Lutz presented the revised policy on attendance (see attachment B). This had been reviewed before and discussion was minimal. There was one suggestion to replace "secretary" with "staff".

Mike Smith Moved to accept the policy as amended. Greg Copeland seconded. The Board voted 10 in favor, none opposed, the Chair abstaining. The motion carried.

Technical
Christopher Kroot gave a brief report on the GeoPortal. There are still problems; the shapefile up-loader does not work with some data and not all the uploaded data and metadata can be seen by the administrator. There are other problems with the live view. The USM team is aware of this and they are working on it. The contract deadlines are in fact a ways off and they have not been paid nor will they until the problems are fixed.

The intern Mike LaChance has been working with towns to up-load data and metadata. The USM group under Mathew Bampton is supposed to be starting on metadata training/up-loading. There has been a lack of communication and understanding with this group. However the Cooperative Agreement is very clear and they have been provided with what they needed to begin (metadata, lists of organizations, contacts, etc.). Christopher will meet with them next week and the issues will be resolved.

Other Business
Aimee Dubois asked once again for volunteers to staff the "Doctors Office" at the upcoming Maine Municipal Association Technology Conference, on March 11th at the Augusta Civic Center.
http://www.memun.org/public/news/TechConf/techconf.htm They need people knowledgeable about the GeoPortal and attendant matters. Please e-mail Aimee if you want to volunteer.

The meeting was adjourned at 12:32

Goal 3: Develop and maintain statewide geospatial data **Task 1**	
Design digital orthoimagery program that meets user needs and lends itself to a consistent, achievable funding stream.	Sub Committee has produced a draft report that is available for review at http://mapservertest.maine.gov/orthos/Orthoimagery_Subcommittee_report_V3.doc . It has been sent out to the full committee and we expect to present the final draft to the Board at it's March meeting. http://mapservertest.maine.gov/orthos/ortho_base_specifications_ME.doc
Task 2 Establish a program to develop and maintain parcel geospatial data that meets statewide standards	A prototype ILRIS project is underway in Hancock County, part of which is to get parcel data to the state standards.
Task 3	
Implement program integrate DOT and E-911 roads and addressing data.	Nancy Armentrout report. Obstacles still exist that prevent complete integration of the two data sets but substantial progress is being made towards a coordinated roads layer. An initial product using Franklin County data will be beta tested in the GIS community a soon.
Task 4	

Develop high-resolution elevation geospatial data for the State	Michael Smith has won initial approval for ARRA funding of the Northeast Coastal LiDAR Project which will acquire data for all of Maine's coastal communities amounting to about fifteen percent of the organized towns. FEMA has acquired all of Androscoggin County and we are currently working on a USGS grant to complete the processing for the rest of the county that FEMA has not committed to. Michael has also submitted a grant application for EPA funding to acquire data for the remaining balance of the Piscataqua/Salmon River in southern Maine and NH.
Task 5 Work with the CIO, State Agency Stakeholders, MEGUG, and MMA to encourage all application developers to post application development plans to Maine GeoNews prior to starting work, and encourage application sharing/partnerships where practical.	No progress at this time
Task 6 Initiate a program to encourage county and local government to post and share data through Maine GeoNews and the GeoPortal.	No Progress at this time.
Task 7 Establish a program to update the land cover dataset.	No progress at this time.

Attachment B

Draft Board Attendance version 4.1

Introduction

Regular in person attendance at the GeoLibrary board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the Maine Library of Geographic Information. Technology (teleconferencing and online meeting formats) offers an alternative attendance option. However due to the nature of Board meetings which often include graphic presentations and intense discussions, in-person attendance is strongly encouraged

Purpose

This board attendance policy is intended to encourage regular attendance at GeoLibrary board and committee meetings and to provide procedures to deal with any failures in such attendance. The policy aims to ensure that board meetings will have necessary quorums, and that the business of the board and its committees receives input from the various stakeholder communities represented on the board.

Policy

Board and committee members are expected to demonstrate their commitment to GeoLibrary goals by dependable attendance at meetings of the board or committee(s) on which they sit except when prevented by unforeseeable events. Attendance includes the use of technology to participate in meetings. The attached appendix (Section 2003 of the Maine Library of Geographic Information Act (5M.R.S. § 2001 *et seq.*)) sets forth the purposes and duties of the GeoLibrary.

Procedures

Board meetings are scheduled on the third Wednesday of the month. The staff endeavor to notify members of forthcoming meetings with meeting minutes and an agenda prior to the set date of the meeting.

Board members may attend meetings via telephone conference or via the Internet. Although regular attendance in person is essential to accomplish the board's work, the board does recognize individual situations and circumstances that may necessitate attendance online via telephone or the Web. Telephone and online attendance will be more effective if a member remembers to:

- Announce to the meeting if he/she is leaving the meeting before adjournment.
- Identify himself / herself before speaking.
- Operate his or her telephone conference line on "mute," except when speaking (this will limit distracting outside noises).

In situations where a board member is prevented from attending any board meeting, he / she should notify the Chair or Staff of their intended absence.

Designating an Attendee:

Legislation regarding the board membership (5 M.R.S. §2003(2)) allows certain members to participate through a designee. Such designations must be confirmed in writing to the Board staff, with name and title of the designee. State related board members who may designate a substitute are: the DAFS Commissioner; Chief Information Officer; and the two members who are responsible for overseeing GIS functions of a state department.