

## Maine Library of Geographic Information Board Meeting

Date: Wednesday, January 19<sup>th</sup>, 2011

Time: 10:00 AM to 12:30 PM

Place: 19 Union St., room 110, State Planning Office, Augusta

### AGENDA

1. Introductions
2. Approval of the December 15<sup>th</sup> meeting minutes – Chair
3. Elections – All
4. Membership & Committees Update – Chair
5. ESRI Book Update – Chair
6. 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)
7. Committee Reports
  - Financial Committee – Chair  
*CAT5 Grant Application Update*
  - Policy & Marketing Committee – Vinton Valentine  
*Updated Outstanding Policies list*
  - Technical Committee – Christopher Kroot  
*Status of GeoPortal*  
*GeoPortal Hosting Solutions*  
*Where to go from here?*  
*Who will host? Univ. Lib.? Regional/Planning Commission? MMA?*  
*How much is MEGIS currently spending? (time/money)*  
*Who to call for tech support?*
8. Guest Comments

9. Recommendations for Next Agenda

**NEXT SCHEDULED MEETING:** Wednesday, February 16<sup>th</sup>, 2011, 10:00 AM – 12:30 PM, 19 Union St., Augusta.

**MINUTES**  
**Maine GeoLibrary Board Meeting**  
**01/19/2011**

- Call to Order - 10:06 AM
- Attendance:
  - Present in Person
    - Gretchen Heldmann - Chair
    - Bill Hanson – Co - Chair
    - Nancy Armentrout
    - Mike Smith
    - Christopher Kroot (attending until 10:40 a.m.)
    -
  - By Phone
    - Jon Giles
    - Ken Murchison
    - Vinton Valentine
    - Aimee Dubois
    - Paul Hoffman
    - Greg Davis
    - Dan Walters
  - Guests:
    - Brendan Hall – Amidon Appraisal
    - Kristen O’Connor – Pictometry – up from Salem, MA
    - Joe Young – Maine State Planning Office

**Minutes from meeting of December 15, 2012**

- Motion to approve Michael Smith
- Motion to second the approval, Bill Hanson

**Vote Unanimous in Favor of Approval of the Minutes as drafted.**

**Elections The meeting proceeded to the Board’s annual elections:**

- Michael Smith nominated Gretchen Heldmann for Chair, she accepted and Bill Hanson for Co-Chair and he accepted.
- Christopher Kroot seconded the motion.

**Vote was Unanimous for approval of the nominees, who will continue in their respective capacities until the next annual election.**

#### **Membership and Committees Update -**

- The Chair reviewed and updated the list of the committee assignments with the help of board members. The resulting updated list of Committee assignments is appended to these minutes

#### **ESRI Book**

The Chair and Board member Vinton Valentine reviewed progress of the publication. It is currently on hold, waiting for response from the author Cory Fleming. A rough outline has been drafted. However it is still unclear what level of Board participation is needed. (Cory is a Senior Project Manager at International City/County Management Association.)

- ✚ **NO ACTION on this matter is required of the board at this time.**



#### **Strategic Plan Implementation Workgroups**

- **Coordination and Communication – Dan Walters’ and Michael Smith’s report is summarized below:**
- MEGIS website update, Lidar page, etc – Mike is being held up by delays beyond his control, new website has been ready to go since November.
- Cumberland County – Greater Portland Council of Governments meeting – went well, Dan W’s presentation to the Portland Area Comprehensive Transportation System Committee was very well received. Dan thinks the participants will pursue the concept of creating a county geospatial data reserve fund. Focus was on orthos, so fund purposes may not be broader than that, at least in the initial stage. Many communities have interest and recognize the potential for savings by joining forces, and they would like to see a coordinated orthoimagery update program happen. Whether they can make it happen politically or not is uncertain.
- Nancy Armentrout asked about the relationship between the County and GPCOG? Joe answered that there’s been inclusion of everyone, they are working together, but not necessarily direct links b/t the two. Jon Giles asked if GPCOG could act as a bank to hold funds from towns that would lose if not spent prior to the end of their fiscal year. This is something that needs to be figured out, because it was not directly addressed at the meeting. Each town may have its own way of doing that (transfer to town reserve fund for example). So far discussions have focused on the County being the funding coordinator for geospatial acquisitions since the acquisition plan is designed to include full counties to the largest extent possible.
- Discussion regarding use of Maine firms to acquire GeoSpatial Data - Board members asked if private consulting firms have been involved in the orthoimagery update discussions. They expressed that Maine firms would not be able to

compete for acquisition project. Contractors have been consulted to the extent of asking for estimates of costs based on the acquisition plan outline.

If the acquisition is done through a USGS Grant does the State have to use a GPSC contracting process? Mike noted that if a GPSC contractor was used, they may sub out anyway, and Maine firms could still submit a proposal. Kristen (visiting on behalf of Pictometry) noted that even to be a sub, there is a lengthy process to go through. Dan W. doesn't think this is necessarily the case and that we can receive USGS partnership funds and award contracts without going using a GPSC approved contractor. The Mike S. and Dan W. agree that the USGS GPSC process couldn't accommodate the multiyear acquisition proposed in the Ortho Imagery report. A state-level RFP would be needed with a qualification dependent on continued funding. Dan W. believes the state could apply to USGS for funding, each year to support state ortho programs and we should look at putting together partnership proposal now.

#### **ACTION ITEMS**

-  GeoSpatial Data workgroup should begin project application.
-  GeoSpatial Data workgroup should modify ortho imagery report, group order for acquisition timeline, proposal, award, etc.

#### ○ **GeoSpatial Workgroup**

The group subcommittees are continuing their work; Nancy and Dan have updated the GeoLibrary Implementation spreadsheet for posting in Google Docs. It was suggested that the Board should review its priorities and set them for the next year. The following reports from Board members heading specific subcommittees were presented:

- Northeast LiDAR Acquisition – Michael Smith  
Project is 40% complete. Acquisition started in Calais and worked down the coast to the bath area before snow prohibited further acquisition. Delivery of processed products for this acquisition area should happen by early spring. The contract calls for all data to be delivered by July 15<sup>th</sup>!!
- Ortho Imagery – (See Communications above)
- GeoParcel Standards Development – Nancy Armentrout  
The subcommittee will meet after the Board meeting to review standards discuss at the last board meeting. The Committee may ask Jon G. to assist in drafting language and bring back to the Board for review and approval.

The committee is participating in a panel discussion at the MMA's Municipal Technology Conference in March and anticipates doing more of this kind of activity going forward

The committee negotiated an extension of the contract January deadline to March 15 for completing the Category 5 grant for parcel development. . Hancock County data should be delivered today or tomorrow except for Dedham. Washington County parcel development is not part of this grant.

Michael S. reported the parcel viewer has not been completed yet but that it should be ready on time since it uses the same architecture as the broadband viewer, minus Dedham.

An agreement for developing Washington County data has been signed with the University of Maine at Machias but work has not begun.

Considerable discussion was focused around the use of University students vs. private sector contractors for the \$200K grant to MEGIS for developing parcel data for purpose of broadband mapping. Several Board members expressed concerns that the project would not use private contractors. Mike Smith reminded the board that this is not a Board project. The Grant is to MEGIS and decisions regarding completing the project are the responsibility of Michael S. Mike stated that MEGIS expects to use standards developed by the GeoParcels committee. He's not suggesting a permanent UMS-State partnership for digitizing parcels. Nancy A. offered a concern that the GeoParcels framework wouldn't be in line with the MEGIS project. Brendan wondered about the product life cycle. Mike responded that there really is no life cycle mgmt or maintenance. Mike indicated that this is a onetime grant with a primary focus of getting as much product for the limited funds as possible. Ongoing maintenance and updating will be left up to the communities. The Chair asked if the money goes to students as wages, or to Tora and her program? Response: Yes there is some overhead, but students are paid.

 **NO ACTION**

- Ed & Training – no real update
  - **NO ACTION**

## Committee Reports

- **Financial**




The Chair summarized the content of a USGS Category 5 CAP grant to evaluate return on investment for purchasing Ortho- Imagery. The grant was submitted in the first week of January, The USGS has confirmed receipt and it is currently being reviewed Bill thought it would be good to develop a report to the Chief Information Officer (CIO) regarding staffing and data acquisition needs along with potential methods for generating the revenue required based on information relayed to the committee late last year by Joe Young. The Chair asked who is CIO? Michael offered that Greg MacNeal is "Acting CIO" until Gov. LePage makes another appointment. The Governor may leave that appointment to the Department of Financial Services Commissioner
- **Technical Committee**
  - **Portal Hosting and Work Program Issues**

Hosting at the University of Southern Maine (USM) is contingent upon continued contracting for new development work associated with the portal. Simply hosting and providing maintenance of the portal doesn't match their mission. Christopher Kroot and Michael Smith have discussed this briefly and will bring a proposed hosting solution back to the Board. They will collaborate with USM to determine the end date of the existing hosting contract. Michael S. has put in a request for all contract documents to determine when the hosting agreement runs out, and will report back at next meeting.

Work has been delayed pending signing of a contract extension. This has been resolved and Christopher Kroot will be meeting with USM staff to complete an update report regarding work left to be done on the portal under the existing contract.

- **Potential Hosting Solutions** – Space needed for two Dell rack servers (3 YO), one production and one development, Warranties Expired
  - Private vendor option– Not likely - Board does not have ongoing operational funding. \$700/mo is Christopher K.'s estimate for private hosting
  - Donated Service option – Probably not realistic
  - MEGIS Hosting – Not a viable solution because the State cannot host open source software like PostGRES
  - Option of contracting with USM for minimal development work - there are plenty of opportunities for expanding and adding to the portal this seems most likely option.
  
- **Portal Work Program** - The Chair noted she would like to see the work finished under the existing contract for portal development before we add more to it.
  - USM has divided up hardware and software sides, so research group isn't responsible for hardware hosting end. Christopher K. will work with Mike Smith and get more details on options in time for next meeting. The Board is encouraged to check the portal link he sent out and give feedback.

#### **ACTION ITEMS**

-  Confirm hosting contract time frame – Michael S.
-  Explore options for continued hosting services - Michael S. and Christopher K.
-  Checklist of remaining work to complete existing contract - Christopher K.

#### ○ **POLICY COMMITTEE**

The Committee submitted a report listing policy needs and a tentative priority system for addressing drafting and revising policies. There was considerable discussion regarding what policy the board should have regarding archival of geospatial data. Jeff Brown and Barry Marshall and Ina (?) were mentioned as potential contacts for more information at the Maine State Archives. All present agreed with the revised policy list, attached.

Guest Comments – value-added element to data archives is a huge tool and benefit for Brendan Hall and the appraisal industry.

Adjourned 11:57am

## WORKGROUPS

January 2011

### ***Coordination and Communication***

Michael Smith, MEGIS, Co-Chair  
Dan Walters, USGS, Co-Chair  
Gretchen Heldmann, Town of Hampden  
Bridgit Kirouac, MEGIS

### ***GeoParcels***

Nancy Armentrout, PUC, Chair  
Michael Smith, MEGIS  
Bill Hanson, Rudman & Winchell  
Paul Hoffman, Sheepscot Valley  
Conservation Association  
Dan Walters, USGS  
Diane Godin, Somerset County Registry of  
Deeds  
Steven Weed, Town of Bar Harbor  
Judy Mathiau, Town of Rockport, former  
MRS staff  
Laurie Thomas, MRS

### ***GeoParcels Pilot Project Subgroup***

Nancy Armentrout  
Aimee Dubois  
Steve Weed  
Mike Smith  
Paul Hoffman  
Judy C-G  
Jon Giles  
Bill Hanson

### ***Parcel Standards Sub-Group***

Steve Weed, Bar Harbor Assessor  
Ellen Jackson, LURC  
Anji Auger, MEGIS  
\*\*Group doesn't really exist -> rolled into  
above group

### ***Education and Training***

Tora Johnson, UMM, Chair  
Bridgit Kirouac, MEGIS  
Vinton Valentine, University of Southern  
Maine  
Christopher Kroot, MEGIS

### ***Geospatial Data***

Joe Young, State Planning Office, Chair  
Dan Walters, USGS  
Greg Davis, Time Warner Cable  
Nancy Armentrout, PUC  
Elizabeth Hertz, SPO  
Tom Marcotte, MDOT  
Janet Parker, SPO  
Don Katnik, IF&W  
Brian Norris, James Sewall Co.  
Claire Kiedrowski, Kappa Mapping  
Tanya Johnson, MDOT

### ***Orthoimagery Sub-Group***

Dan Walters, Chair  
Sarah Tucker, Town of Bethel  
Tom Marcotte, DOT  
Brett Horr, Town of York  
Greg Miller, Maine Forest Service  
John Root, City of Rockland  
Brian Norris, James Sewall Co.  
Ken Murchison, NMDC  
Sean Gambrel, City of Bangor  
\*\*Group doesn't really exist -> rolled into  
above since work is complete



## COMMITTEES

### ***Finance Committee***

Gretchen Heldmann, Chair

Mike Smith

Joe Young

Bill Hanson

### ***Policy Committee***

Vinton Valentine, Chair

Nancy Armentrout

Bill Hanson

Judy ??

### ***Technical Committee***

Christopher Kroot, Chair

Gretchen Heldmann

Ken Murchison

Dan Coker

Mike Smith

## **Outstanding Policies**

### First Priority

1. Adoption and updating of standards; completion of current parcel standards and examination of standards needed for ILRIS– (GeoParcels WG for first process performed, Geospatial Data WG for others, NA, MS, )
2. Conduct of geospatial data inventories annually (state agencies, local governments, academia?, and non profits? = both state and non-state data custodians) (method and process) – (Geospatial Data WG, JY, )
3. Policy on standards and workflow that addresses geospatial needs among local, county, state and federal governments, as well as not for profits, academia and the private sector– (Geospatial Data WG, )
4. Updating the data warehouse, particularly orthoimagery, parcel, uniform roads and addressing, and high-resolution geospatial data (e.g. appropriate timetable for data update cycles and establishment of data standard validation routines) – (Geospatial Data WG, JY, DW, )
5. Set of policies for sharing public and private geospatial data: notification of new and updated data and access to that data– (Geospatial Data WG, JY, MS, )
6. Policy re: open space data standards (appendix d-9)

### Second Priority

7. Composition of committees, workgroups, interaction of members
8. Conduct of meetings (public input, agenda items, voting methods) – drafted (VV need to find draft); on hold 2/15/2010
9. Publication of materials, annual report, promotional material and minutes– (GH, )

### Third Priority

10. Preservation of spatial data: Policy on the collection and preservation of data sets for posterity. (The Technical Committee would address the technology issues)

### Overarching Issue awaiting priority and whether Board feels it has any authority on matter

11. Policy regarding “the public’s right to public data vs. a public agency’s need to fund its GIS operations” – (GH, MS, )

## **Outstanding Policy Revisions**

1. Portal Metadata Policy - revise to include policy regarding topics and keywords; naming convention  
June 18, 2010