

Maine Library of Geographic Information Board Meeting

Date: Wednesday, 15 June 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 18 May 2011 meeting minutes – Chair
3. Membership Update – Chair
4. Strategic Plan Implementation Groups
 - Coordination & Communication – Mike Smith, Dan Walters
 - GeoParcels – Mike Smith
 1. Parcel Standards Update
 - Education & Training – Tora Johnson (or designated Board member)
 - Geospatial Data – Dan Walters
 1. Land Use Codes Report – Dan Walters
 2. RFP Updates – Michael Smith
5. Committee Reports
 - Financial Committee – Chair
 - Policy & Marketing Committee – Vinton Valentine
 - Technical Committee – Christopher Kroot
 - GeoPortal Update and Discussion of Testing
6. Guest Comments
7. Recommendations for Next Agenda

NEXT SCHEDULED MEETING: Wednesday, 20 July 2011, 10:00 AM – 12:30 PM, 19 Union St., Augusta.

MINUTES
Maine GeoLibrary Board Meeting
06/15/2011

Call to Order - 10:10 AM

1. Introductions:

Attending	Present	On the Phone
Gretchen Heldmann	X	
Bill Hanson		
Ken Murchison		
Vinton Valentine	X	
Aimee Dubois	X	
Paul Hoffman	X	
Greg Davis	X	
Dan Walters	X	
Jon Giles		
Nancy Armentrout		
Michael Smith	X	
Christopher Kroot	X left 11:30	
Judy Colby-George	X	
Dan Coker		
Guests:		
Steve Weed	X	
Brian Stearns, DeLorme	X	
Mal Kerry, Newcastle		

2. Approval of the 18 May 2011 meeting minutes – Chair

✚ Motion approve May minutes by Mike Smith, Aimee Dubois 2nd. Chair votes yes, all else in favor. Minutes approved.

5. PORTAL (agenda rearranged to accommodate Christopher’s schedule)

Disclaimer statement made – just like if people don’t vote they don’t have the right to complain, if people don’t test the portal, they don’t have the right to complain about it later. People need to submit their suggestions by end of this week for consideration.

The list of functions to be added has not been finalized. So far the requests are heavily weighted toward the administrative side since that is what MEGIS is responsible for. Anji has done a lot of testing and provided suggestions to increase functionality to increase her efficiency in administration of the portal.

It was agreed we would not define more functionality until existing monies are gone. All ideas that have been identified will be considered, however a new agreement specifying the new

functionality will not be signed with USM until the existing agreement deliverables have been completed. Christopher will provide the board with a list of ideas and estimates of the cost for each, and then the board would vote on which ideas to implement. The system administration functions will be the top priority.

Shape File Up Loader

The Shape file up loader is part of the existing contract, but delete capabilities are not – this is something we have talked about including in next round of updates. The portal cannot go live until the shape file up loader is done. The estimated time to completion is 4-5 weeks. Once the work is complete testing will need to be done. Christopher doesn't know our workflows and needs us all to test the portal and provide information on bugs, and/or functionality that is not intuitive. This information is necessary to make the necessary corrections to the code and updates/additions to the help file.

Log in Screen

The log in screen works now, but is on a separate page. The new version of the portal will use the same login process/screens that the current production portal uses.

What does “right to download protected data” mean?

Can specify in metadata if the dataset is restricted or protected in some way, and then the portal would only release it to a specified set of users. Our existing metadata does not contain this information and is not configured for this functionality

Editor profile – could create, delete, and edit existing metadata.

Aimee could not overwrite an existing record it created a duplicate. Christopher suggested using the radio button to “overwrite UU ID”. Aimee tried that alternative and it still created a duplicate instead of overwriting. Could have to do with the different accounts that were used to create the metadata initially, and then logged into a different one to try and overwrite it – maybe can only overwrite from same initial account. Christopher will check into the issue and suggested that part of the answer will be up to the user to make sure they get the result they want, once we get the capability to delete shape files the data owner could delete shape file but not metadata, could delete both, etc.

Portal Navigation Issues

Log-In, register buttons and add metadata buttons were hard to find. Some placed under administration didn't seem logical because a user doesn't have any administrative responsibilities – but that's where to go to add metadata. Maybe the Administrative stuff that a user can't actually access should be hidden depending on privileges of the profile. Maybe just for now change the text of the button to be “Administrative and Metadata Functions”. A few others agreed that we should skinny it down to just the basics of what the basic end user

will actually do, and not clutter the page with other buttons they'll never use or can't even actually access.

Little map window – make “User Defined” the default in the drop-down instead of “Any”, maybe add a caption under the map window “hover over toolbar buttons for helpful tips” or something such as that to help people figure out how to use the map window. Change “User Defined” to “User Defined – Use Select Box Tool Button”.

Mike pointed out the costs of customization and migrating that custom code to the later newer version down the road, vs. what's truly needed and what's just desirable. Maybe the next version of GeoNetwork would include something like this by default anyway. We already know shape file uploading will be in a future release, we just don't know when. It won't be in the next version, but maybe after that.

Layers Failed to Load

Christopher explained that's because none of the shape files are in the development portal yet. This is due to the work being done on the shapefile uploader, which needs to be complete for the layers to load. Layers is referring to the WMS that are created from a users uploaded shapefile.

WMS URLs

Which pre-defined WMS URLs should be pre-loaded by default instead of NASA and GeoServer? NAIP 2009? The Board would like to have any layers with a true WMS address listed in the metadata show up in the metadata record, and “add to map” automatically. Currently, the WMS address isn't showing and there is no “add to map” for WMS services.

GeoParcels

This needs logo and branding for the GeoParcels Viewer, change GeoPortal to GeoParcels, come up with a new slogan and add the MEGIS logo to right side. Did we decide who was responsible for the providing the logo and any other branding graphics like a banner, and any other branding information?

4. Strategic Plan Implementation Groups

- **Coordination & Communication** – Mike Smith, Dan Walters


Dan Walters met with Piscataquis County town officials. Dan, Michael and Joe met with the York County EMA, Southern Maine Regional Planning Commission and Wells representatives one of which sets on the York County Budget Committee. Both meetings were successful. Piscataquis will probably budget for this and York county officials seemed very interested. Rick Davis, York County, EMA planner thought the counties may have access through a federal homeland security grant for refunding part of the costs of obtaining dat. Rick will get more details to Mike/Dan and invite them to EMA Directors meeting in a few months. He suggested

we should also work with Maine Emergency Management Agency. It was also suggested that we should give a presentation at the annual county commissioners meeting coming up in fall.

The MEGUG annual meeting is next Friday at Sunday River.

- **GeoParcels** – Mike Smith

Parcel Standards – Need to vote to approve Parcel Standard that was last updated a few meetings ago, changed one of the attribute field names, something about GeoDatabases, and thoughts about unique ID with something that may be more useful. Anji has suggestions – state ID numeric 10-width field that is randomly generated, which wouldn't really work for what we need since when it comes time to update a particular town, the attribute carried in the original GeoParcels called "GeoLot" would be more appropriate – combo of GeoCode, plus map book and lot. Gretchen questioned this solution, since there is map and lot OR book and page per parcel, but not "map book and lot". The committee intended to mean map and lot. So, it will be GeoCode plus map and lot, and would be made a character field of 30-width.

-  Mike Smith Made a motion to adopt the parcel standard currently on the webpage, with the condition that we change state ID field to GeoLot. Judy Colby-George seconded the motion.

- Discussion:

- Judy would like to still call it State ID instead of GeoLot, with defining it differently and reformat to character 30-width.
- Greg questioned: What if federal requirements change in the future?
Response: At that time, the Board could adopt a random generated field.

- Motion amended to include "State ID instead of GeoLot, with defining it differently and reformat to character 30-width"

- Motion passed unanimously.

The FGDC final report was submitted and approved. The grant has been completed and Tora has submitted all data.

These are thoughts from Anji Auger on the above: The STATE_ID field (30 C) is a combination/concatenation of two fields GEOCODE & MAP_BK_LOT. – the motion ammended as stated below is correct.

Whether or not the MAP_BK_LOT field contains all three attributes Map, Book, Lot is unique to the town and its assessors database. The standards require that an effort to make these relationships between the parcels and the database exist so whatever combination/format the town uses will be what is filled out in the field MAP_BK_LOT.

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

MEGUG Summer School, already mentioned. Ken Murchison reported meeting with the University of Maine Presque Isle stakeholders group and a GIS focus group to influence GIS curriculum. Can we add more here? I missed some of it.

- **Geospatial Data** – Dan Walters

Land Use Codes Report

Questions were raised regarding several issues;

- How is conservation land and easements coded?
- Should definitions be provide for some of these, such as Wasteland?
- Under Commercial 2300 should Warehouse be classified under Industrial?
- The report needs more work and discussion for codes to include as defaults.
Dan will take back to the Land Use Codes Committee for more discussion and Nancy Armentrout will review and provide more input as well.

Steve will forward the email he sent to Dan, to the rest of us for consideration. One key point is to get the Maine Revenue Service to work with us on this and get them to use it. Need to think about how to make that happen.

Request for Proposal Updates

The Return on Investment RFP was due last Wednesday, we received ONE. If this vendor can't do it, there will be discussion on how to come up with another way to get it done, maybe work through the University system.

Parcels – Proposals are due today June 15, at 2pm

Orthoimagery Proposals – MeGIS is still getting requests of interest, and they are due on June 30,2011

5. Committee Reports

- **Financial Committee** – Chair

Joe Young mapping Coordinator for the State Planning Office has drafted some letters to send to different parties and we are revising those. He is working with FEMA to encourage them to work through the State on mapping contracts, so we can work more collaboratively to attain mutual geospatial data priorities.

- **Policy & Marketing Committee** – Vinton Valentine

Vinton got a note from Hannah Dean of Congresswoman Chellie Pingree's office, about last month's meeting, she was going to send a note to everyone but she wanted to clarify that there are federal programs in the works regarding data integration, her office is a point of contact for maintaining coordination. She enjoyed listening to the Board and would like to hear from us on a regular basis on what we need, problems we are facing, etc so Chellie can zero in on things to help us out.

Vinton and Judy will be meeting to come up with a parcel disclaimer statement.

- **Technical Committee** – Christopher Kroot

See above.

6. Guest Comments

Steve Weed liked the LiDAR data and is using the LAS files in PointView. Mike said more processed data will be coming soon and anyone needing copies, need to give Mike a hard drive in order to obtain these data. There are other third party plug-ins for ArcGIS that sort of work, a commercial product called LP360 works, there are others.

7. Recommendations for Next Agenda

Land Use Codes

Licensing of Imagery Data vs. Ownership of Imagery Data Discussion – Digital Globe offerings

Broadband Project – talk to Jim Page

RFPs

Membership

Motion to Adjourn – Motion by Mike Smith Seconded by Judy Colby-George 12:13pm

 **Voted Unanimously**

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