


MINUTES
Maine GeoLibrary Board Meeting
09/21/2011

Call to Order - 10:00 AM

1. Introductions:

Attending	Present	On the Phone
Gretchen Heldmann	X	
Bill Hanson		X
Ken Murchison		X
Vinton Valentine	X	
Aimee Dubois	X	
Greg Davis		
Dan Walters	X	
Nancy Armentrout (left 11:08am)	X	
Michael Smith	X	
Christopher Kroot		X
Judy Colby-George (left 11:05am)		X
Dan Coker		
Guests:		
Jon Giles	X	
Joseph Young	X	
Steve Weed	X	
John Cassidy – ESRI, State Agencies	X	
Al Frauenfelder – ESRI, Cities & Towns	X	

2. Approval of the 17 August 2011 meeting minutes – Chair

 Motion to approve August minutes was made by Michael Smith, Seconded by Nancy Armentrout. Minutes approved by unanimous vote.

3. Maine Municipal Association Convention – October 5 and 6, Chair.

The schedule for volunteers to cover the booth at the MMA convention is:

- Wednesday 5th AM: Joe
- Wednesday 5th PM: Joe
- Thursday 6th AM: Mike
- Thursday 6th PM: Gretchen

Nancy Armentrout and Dan Walters will check schedules and provide additional coverage if available.

Materials needed for the Booth include:

- Two copies of ortho-Imagery Report (display copies),
- Laptop with PowerPoint,

Copies of one-pagers – maybe map of ortho territories with pricing broken out per group state/fed/county. Joe Young and Michael will get together and make that up.

GeoLibrary tri-fold pamphlet,
GeoLibrary one-pager (pie chart),
GeoParcel one-pager. Gretchen Heldmann will email Michael Smith and Joe Young the Orthoimagery news article,
Need a large ortho image to display product,
GeoLibrary Banner. Joe Young will send dimensions of display to plan layout and what it's made of.

4. Membership Update – Chair

Jon Giles term expired 03/26/11 – letters have been sent in for Jon and competition of John Cassidy.

Steve Weed to Public Seat – letter is with Town Manager pending approval, need info to mail to.

Marilyn Tourtelotte to County seat is in process. (Paul Hoffman term expired 09/17/11) – No update as to where the application is at this time.

Judy Colby-George and William Hanson terms expire 09/26/11 – Bill has had response from Senate Presidents office. Judy Colby George has to send in her application materials.

Nancy Armentrout announced she was retiring from state government on November 30, 2011 and the board needs to find a candidate for her position.

The chair will poll the board ahead of next meeting to determine if we'll have enough people for a quorum to conduct business.

5. GIS Day – Chair, Aimee

Hannah Dean from Congresswoman Chellie Pingree's office contacted Aimee Dubois to ask about events sponsored by MEGUG that might be coming up soon. She was looking for an event the Congresswoman could attend and learn about Maine businesses need for GIS data and its value of in building their businesses. She would like to focus attention on data collection, federal coordination and especially the value of data for coastal and flooding issues. GIS day (11/16/2011) this year is not convenient for the Congresswoman but she will be in Portland on 11/8/2011 between 11am-1pm so an event scheduled before or after would be attractive to the Congresswoman. The event should be able to stand alone but benefit from having the Congresswoman's attendance. It is possible it could get bumped given her schedule, but they are out of session that week.

A wide ranging discussion of potential locations, formats, cost of the event were discussed. Vinton Valentine is going to follow up with the University of Southern Maine to see if the USM President's office would get involved and help organize an event. A primary goal for the Board would be to showcase GeoLibrary products that help the business community.

6. Strategic Plan Implementation Groups

Coordination and Communication – Mike Smith and Dan Walters

Michael, Dan and Joe Young met with Nate Kane at the Department of Transportation to discuss participation in the orthoimagery acquisition program this week. Nate's response was positive and he was hopeful that the department would support the program financially. He will discuss the program with department staff. Another meeting is scheduled with the Department of Environmental Protection next week.

A second meeting held with York County Commissioners, county emergency management staff and regional planning staff. The response was positive and it is expected that the county will include funding for the program in its budget. A meeting has been scheduled with the Franklin County Municipal Association and Joe Young will be making the presentation.

Dan Walters has provided a status report on the program to Peter Creighton Cumberland County administrator and it will be distributed to all County Administrators.

GeoParcels – Nancy Armentrout

GeoParcels viewer – Viewer banner, slogan, and disclaimer language is nearly complete. The slogan "Bringing Together Maine's Land Records" will be adopted and the banner will include the existing open door globe with the new slogan. The committee compared Clatsop County and GeoPortal disclaimers and developed the following disclaimer:

"This information has been produced using a number of disparate data sources to support assessing and planning activities. It is for assessing and planning purposes only. It is not meant to replace or represent survey-grade boundary data nor to be used for conveyances. Neither the Maine Library of Geographic Information (GeoLibrary) nor the Maine Office of GIS are responsible for map errors, omissions, misuse, misinterpretation, or currentness of the data."

Disclaimer was missing a statement about snapshot in time nature of these data, so reference to "currentness" was added.

Nancy still has notes from last GeoParcels meeting and will try to get them typed up and out this week. Once Christopher Kroot has requirements, he will be able to provide the Board with a time frame for completion. If he can get the requirements by early next week he may be able to have a schedule for the next Board meeting and provide budget information also. All funding allocated for parcel development has been spent; mostly for developing the Hancock County parcel viewer pilot project. This additional work will be pro bono. Priorities will need to be discussed in order to get this done. Aimee Dubois didn't think much was added to list and kept it pretty simple.

There was discussion on linking to assessor's data vs. holding a copy of assessor's data (from once/twice per year "harvest" of the basic fields).

The GeoParcels committee does not have a meeting scheduled for today.

Education & Training – Vinton Valentine

Events Coming Up

The MMA Tech Conference for March 2012 is in the planning stages and more details will be announced at future meetings.

MEGUG's annual fall meeting is being held in Fort Kent on 9/23/2011 (Friday)

Google is sponsoring a GeoTeachers Institute meeting next week at UM Lewiston/Auburn. It is a two day invitational event for about 100 people. A free reception will be open to the public on Monday 9/26 from 4-6pm in the atrium of art gallery.

Last month there was an MLTI (Maine Learning Technology Initiative) meeting after the GeoLibrary meeting, along with ESRI reps, to discuss ArcGIS online, the new hard drive image for school laptops and software that will be installed. (licensing, etc.) As a result, there will be a small invite-only session held at the fourth annual GIS Educators Conference in November to brainstorm ideas and develop curriculum materials to use these online resources. MyWorld GIS is on laptops currently. It is not well liked, but it will be used until a replacement is found. A Webinar is scheduled for next Thursday to get teachers to attend event.

Tora has put in a request to extend the grant term to continue work with WCCC and Kennebec County Community College as well as complete the final work related to the workforce study results. Due to other commitments and a heavy workload Tora is stepping down as chair of this workgroup. Tora and Vinton plan to approach Rob Freeman from EMCC as a candidate to become new workgroup chair.

There is a question about revisiting charge of workgroup, which will be addressed after the change in leadership, also a lot of other members have fallen off, so will be working on that, too.

- **Geospatial Data – Dan Walters**

Land Use Codes Report – Dan Walters

Dan has contacted Laurie Thomas of Maine Revenue Services. She sent information via email to Mike Rogers and Dave LeDoux. Subsequently Mike contacted Dan to ask if codes were ready and to schedule a meeting for October 4, 2011 in preparation for briefing the staff. Dan plans to get copies of

some of Judy's maps to show how the codes are used and what can be done to create graphic information from the database information.

Request For Proposal Updates – Michael Smith

The contract for GeoParcels work (Spatial Alternatives and Sebago Technics) has been signed and delivered to the Division of Purchases.

The contract for the Return on Investment study with Applied Geo and Sebago Technics is also signed and delivered to the Division of Purchases.

The bid award for Orthoimagery acquisition was appealed by the Sewall company and an appeal hearing has been scheduled for October 23, 2011 at 9 AM In the Cross Office Building room 105. Michael Smith is working with an attorney from the Maine Attorney General's office to prepare for the hearing. The Appeals Board has three options: Uphold the bid award decision (Sewall could then take up matter in court from there), require the committee to recalculate scores or overturn the award and require a new RFP process.

7. Committee Reports

Financial Committee – Chair

Michael Smith is waiting to hear from Greg MacNeal regarding time line for a bond request. Informational sheets revisions have not been completed yet.

Policy & Marketing Committee – Vinton Valentine

Disclaimer language – GeoParcels

Draft conduct during procurement policy – This brings us in line with state procurement law. Nothing bad has happened but there have been some gray areas, so going forward we need to avoid these gray areas.

✚ Motion Vinton Valentine to accept policy as written, Michael Smith 2nd. All in favor
Chair votes yes.

**Note: PUT ON WEBSITE.

Technical Committee – Christopher Kroot

GeoPortal Update and Discussion of Testing

Christopher met with University of Southern Maine representatives in August. It was agreed they would provide weekly updates and note any problems so Christopher could help resolve the issues. This agreement has not been maintained and despite several emails asking for status, no response has been received from either the students or supervisory staff. E-mails were to students, head of R&D, head of computer dept and head of finance.

A few things to consider –

- How do we finish migration so the portal can be put into production,
- The shape file up loader is needed to complete the existing contract. There is still money in budget in existing contract for migration that has not been used.

- Hosting of the servers - USM's policy is they can only host servers as long as there is valid applied research going on with programming and development. There is some money allocated to do that and there are some possibilities there but not explored in depth yet.
- Future hosting – Money is budgeted for three years and for doing additional development. The Board needs to look at different avenues for future development, such as University of Maine Augusta, or putting it out to bid. Michael Smith has contacted David Briggs at USM, and did receive a response indicating he would speak to the students, but haven't heard anything since. Vinton Valentine asked if Larry Waxler was included on emails. Christopher said no as his understanding was that Jennifer Healey had taken over now as the project manager. Vinton responded that Larry Waxler is Director for the Office of Sponsored Programs and should be made aware that USM isn't holding up their end of the bargain – he is the one that signs off on all contracts. Christopher will forward emails to Larry. The Chair forwarded copies of e-mails to Vinton and he will follow up to get some answers. The Chair offered to make calls if needed. There is one student that is completing his work but he isn't one of the programmer students.

8. Guest Comments

Tuesday morning – ESRI seminar in Augusta

Steve Weed - Extended an invitation to attend a meeting in Bar Harbor on October 12 to discuss collaborating on uses of LiDAR data and develop ideas for projects. Board members requested good notes from the meeting. It is an open meeting over lunch. For more information e-mail Steve.

Steve Weed noted that Gordon at COA is having problems with the GPS base station. Jon noted that the base station in Gorham through Maine Technical source was unavailable. Jon and Vinton will discuss outside of the board meeting.

9. Recommendations for Next Agenda

Motion to Adjourn – Motion by Michael Smith and Seconded by Vinton Valentine at 12:02pm

 **Voted all in favor.**

NEXT SCHEDULED MEETING: Wednesday, 19 October 2011, 10:00 AM – 12:30 PM, 19 Union Street Room 110, Augusta.