

**MINUTES**  
**Maine Library of Geographic Information Board Meeting**  
 Wednesday, 11 December 2013, 10:06 AM to 12:12 PM  
 51 Commerce Drive, Room 414, Augusta

Attending	Present	On the Phone
<i>Mtg. commenced at 10:06 am</i>		
Bill Hanson		
Vinton Valentine	X	
Dan Walters	X	
Ken Murchison		X
Michael Smith	X	
Christopher Kroot	X	
Brian Norris	X	
Jon Giles	X	
Alina Taus	X	
Betsy Fitzgerald		
<b>Guests:</b>		
Joseph Young	X	
Aaron Weston	X	
<b>Taking notes:</b>		
Amanda Scott	X	

1. Introductions: Bill Hanson could not attend meeting, Mike Smith sat in as Chair. Amanda Scott will now be taking notes at meetings (Angel Truman has taken a job at IFW). Joe Young was welcomed as the new Executive Director (see below).
2. Approval of previous meeting minutes:
  - October meeting minutes - October minutes were approved with minor changes. **Vote was unanimous 8-0.**
3. Membership Update:
  - Public Seat: Vacant due to Steven Weed Resignation. Aaron Weston is interested in the seat and may be pursuing it. Patrick Cunningham from Blue Marble is also interested.

- Municipal Seat: Jon Giles had a follow-up conversation with Woodstock Town Manager Vern Maxfield yesterday; Vern has sent a letter in to the speaker of the house and has not heard back yet. Joe Young to follow up.
  - Environmental Interests Seat: Bill Hanson is following up Jake Metzler (Forest Society of Maine) is currently pursuing it and is in-touch with the speaker.
  - State GIS Functions Seat (Joe Young 2014 replacement): Chris Halsted will most likely be nominated by DAFS (Department of Administrative & Financial Services). Chris is Director of Earth Sciences, formerly with Maine DEP.
  - The Board says thanks to Aimee Mountain, who is not on the phone today. Aimee's term ended between last meeting and this one. The board also says thanks to Joe Young. This is his last meeting as a Board member. He will attend the next meeting in the new Executive Director position.
  - Ken Murchison was sworn in and has received his certificate deeming him a voting member.
  - Summary: There are four empty seats with interest in all four.
4. Executive Director Phase-in and Policy: The Board welcomes Joe Young as its first Executive Director. Hardcopies of Policy and Workplan drafts entitled '*GeoLibrary Staffing – Executive Director (Document Number 16, v 2.0)*' and '*GeoLibrary Executive Director 2014 Draft Workplan (12/9/13)*' were distributed to Board attendees. The purpose is to clearly define the role of the new Executive Director position. Both documents need Board approval.
- Policy draft (Document Number 16, v 2.0): The policy has been looked over and the clerk of the board modified the introduction to clear up what the policy is about.
    - Policy was approved with no amendments. **Vote was unanimous 8-0.**
    - Policy 16 will now be put on letterhead and posted by Vinton.
  - Work plan draft: The work plan is intended to be an interim plan through January 2014. Any suggestions concerning additional items for the Executive Director to focus on in the next six and twelve months should be sent to Mike Smith by January 3<sup>rd</sup>. Vinton suggested a focus on identifying 'State Champions' as one idea.
    - Interim work plan was approved for the next month. A six and twelve month work plan will be sent to members early in January for review and comments. The comments will then be incorporated and the Work Plan will be voted on at the January meeting. **Vote was unanimous 8-0.**
5. Strategic Plan Implementation Groups:
- Coordination & Communications:
    - Report on October 23, 2013 MEGUG Open House: Joe Young attended this open house, 7 communities attended as well as students. Veazie, Orono, and Greenbush were there and showed interest in Ortho.
    - October 25 MEGUG Fall Conference Report: Mike Smith attended and spoke to educators about the Ortho and LiDAR programs.
    - Geologists Meeting: Mike Smith and Joe Young attended, Mike presented on GIS and Ortho and Joe presented on LiDAR. There seems to be more support on the LiDAR program.
    - LUPC Meeting: Joe Young met with the directors and they agree that the department should be more supportive, because they must service approximately half of the state.
    - A meeting of all state agencies is in the works to raise funds beyond bonds.

- GeoParcels:
  - The last delivery of data is due 12/31/2013. There will be no more funding for parcel development in the near future.
  - Christopher Kroot presented a GeoParcel Viewer Demonstration. The purpose of the demonstration was to seek Board approval for public release, the functionality has been decided on. Adding new things would be “Scope Creep” and there is no funding for that. The GeoParcel viewer allows searches for parcels for towns that have submitted data. The Ortho viewer and the LUPC viewer are separate items.
    - GeoParcel Viewer is approved for release to the public with the amendments that a legend for MELCD will be added and GeoLibrary 2012-2013 Ortho imagery data will be added. **Vote was unanimous 8-0.**

- Education & Training:
  - Vinton Valentine had an update on the iTest Grant. The grant has been reopened and will be resubmitted. This is a grant for mapping technology for grade 7 through 12. This includes online mapping tools and professional development for teachers. The submission date is in the beginning of February, they are working on making changes from the previous submission.

- Geospatial Data:
  - Ortho update: 2013 data is complete and the last invoice has been paid. It is up as web mapping service, copies of the data have been sent to all participants, it is on the data catalog, and available in the Ortho viewer for download. For 2014 we have all of Hancock County and 1/3 of Penobscot County (Penobscot will spread it over 3 years). Washington County is not part of 2014 collection. (12 communities are interested in buy-ups and three have signed MOAs; Bucksport, Cranberry Isle, Mount Desert, Ellsworth, Swans Island, Trenton, Beals, Bangor, Brewer, Orono, Old Town, and Dedham). There was some last minute interest from Waldo but unfortunately most of the federal funding has vanished and state matching funds are limited. There is a small amount from the National Park Service, but that is specifically targeted for Acadia National Park. \$213,000 base cost with approximately 10 communities looking to buy up.
  - LiDAR update: 2013 LiDAR collect is finished. Two points per square meter, 1 meter spacing to support 1 foot contours. There are no projects coming up for LiDAR and nothing on schedule for spring 2014.
  - LiDAR Funding Models: Grants possibility, USGS. Nothing more to discuss.

6. Committee Reports:

- Financial Committee: Mike Smith and Joe Young met with OIT accounting/DAFS and ironed out a process for receiving funds and matching funds. Records need to identify which are specifically ‘match funds.’
- USM portal project: \$18k will be paid to USM if an acceptable project delivery actually occurs by the end of the year. At this point it doesn’t look like they will have it done in time so those funds may become available. This will be discussed at the next Board meeting in January, when it is official. The funds, if available, could be allocated to the Ortho program or for extending the functionality of the viewers, or whatever the Board decides. Mike noted that the Ortho program is short on money now. If anyone is interested in extending functionality of viewers,

Christopher would need to know soon, so it can be estimated. Ideas on that should be sent to Christopher Kroot by early January to allow estimation time before the next meeting.

- Policy & Marketing Committee – Policy #16 drafted and approved (above) today.
  - Technical Committee:
    - There will be a decommissioning of the GeoPortal website on 1/1/2014. Metadata will no longer be hosted. Christopher Kroot suggests guidance be given for current users as to what they can do with their data now. A message was discussed and drafted. It will be sent as an email to GeoLibrary list serve and registered users as well as to post to the project website. The message will basically say “The portal will be discontinued as of 2013, the Board suggests that entities host metadata on their own sites and register them in a catalog such as data.gov.” The message has been approved by the board to be sent to users and posted to list serve. Mike Smith will polish the message and distribute it since he is now the liaison between the Board and the public. **Vote was unanimous 8-0.**
    - Vinton will ask if an export can take place so that the non-MEGIS metadata can be kept for 6 months by MEGIS.
7. Procedure for Coordinating Preparation of Annual Report by Executive Director: Joe Young will update the Secretary of States report and submit as required detailing, number of meetings expenses, membership and attendance etc.. He will also update the annual report to the Legislature from last year and send it out for Board review. This will be delivered to the Board prior to the January meeting for their review and comments.
8. Guest Comments: Aaron Weston asked if we use Google Analytics to check for hits on the site for use in future developments. Mike Smith confirmed that a similar tool (Apache) is used to track Parcel Viewers hits. Christopher Kroot suggested we pull the numbers to review at monthly meetings, starting in February. Mike said that there are approximately 15,000 on weekdays.
9. Recommendations for Next Meeting Agenda: Nominations will be made to elect a Chair for 2014. An update on web stats was requested.

Meeting adjourned at 12:12 PM

**Next Scheduled Meeting: January 15<sup>th</sup>**