

Maine Library of Geographic Information Board Meeting

Date: Wednesday, December 15th, 2010

Time: 10:00 AM to 12:30 PM

Place: 19 Union St, State Planning Office, Augusta

AGENDA

1. Approval of the November 17th meeting minutes – Chair
2. Annual Report – Chair
3. Elections – All
4. ESRI Book Update - Chair
5. Staffing Solutions – Mike Smith, Chair, All
6. Strategic Plan Implementation Groups
 - Coordination & Communication – Mike Smith, Dan Walters
 - GeoParcels – Nancy Armentrout
Parcel Standards
 - Education & Training – Tora Johnson (or designated Board member)
 - Geospatial Data – Joseph Young (or designated Board member)
7. Committee Reports
 - Financial Committee – Chair
CAP Grant status
 - Policy & Marketing Committee – Vinton Valentine
 - Technical Committee – Christopher Kroot
GeoPortal Hosting Solutions
Status of GeoPortal

NEXT SCHEDULED MEETING: Wednesday, January 19th, 2010, 10:00 a.m. – 12:30 p.m., 19 Union St, Augusta.

Maine GeoLibrary Board

December 15th, 2010

Meeting Minutes

Present

Dan Walters

Mike Smith

Nancy Armentrout

Vinton Valentine

Aimee Dubois

Gretchen Heldmann, Chair
Kenneth Murchison (by phone)
Paul Hoffman
William Hanson, Co-Chair (by phone)
Judy Colby-George
Jon Giles
Christopher Kroot

Staff

Larry Harwood

Visitors

Brian Stearns, DeLorme
Joseph Young, State Planning Office
Steve Weed, Town of Bar Harbor

The meeting was called to order at 10:20, Nancy Armentrout presiding as acting Chair.

1. Approval of the November 17th Meeting Minutes

The Chair entertained a motion to approve the minutes. There were 4 amendments. On page 2, item 3 Annual Report, second paragraph, the second sentence was amended to read “Vinton Valentine answered that this individual was not an intern but an employee of Tora Johnson and paid for by the US Geological Survey.” On page 2, item 4, Life After Larry, first sentence, it should be “January 2010” not January 201. On page 3, GeoParcels, first paragraph, the fourth sentence should read “The University of Southern Maine (USM) is continuing to work on developing digital municipal parcels; they are coordinating with the GeoParcels group.” On page 3, GeoParcels, second paragraph, first sentence, replace Nancy with “Steve Weed”.

Mike Smith moved to approve the minutes as amended. Jon Giles seconded. The Board voted 10¹ in favor, none opposed, no abstentions². The motion carried.

The Chair moved to agenda item # 6.

6. Strategic Plan Implementation Groups

Coordination & Communication – Mike Smith, Dan Walters

Dan Walters reported that he had made a presentation to the Maine County Administrators monthly meeting on December 3rd outlining the Ortho Imagery acquisition plan and discussed the potential for Counties to participate in the plan for their communities. The main point was the advantage of economies of scale to deliver orthoimagery at very low cost and this requires broad based support to receive funding. The County Administrators responded with interest and have set up a subcommittee to explore this opportunity further and report to their County Commissioners. Coincidentally there is talk now of the counties taking on more responsibilities so they appear to have been approached at the right time.

Mike Smith reported that he has been in fairly constant communication with the University of Maine at Machias (UMM) and the University of Southern Maine (USM) on the digital parcels development projects. His original contact at University of Maine at Farmington was Dr. Thomas Eastler. However Dr. Eastler was very busy, as usual, and Mike has been in communication with Cathleen McAnnery instead. Mike has also been talking with Ken Murchison about a possible Aroostook parcel program.

¹ Due to members arriving and departing during the meeting, the numbers may change.

² Unless otherwise indicated, the Chair abstains from all votes.

GeoParcels – Nancy Armentrout

Parcel Standard

Nancy Armentrout presented the updated *Standards for Digital Parcel Files*³ (generally referred to as the ‘parcel standards’) prepared by a sub-committee of the GeoParcels group. She particularly wished to thank Steve Weed for his extensive work on the new standards. The venerable parcel standards, dating from May of 2003, were suggested for updating in the 2009 Strategic Plan⁴. Also in the course of developing digital parcel data, Tora Johnson’s students had submitted a number of questions on parts of the standards.

The revisions to the parcel standards were almost entirely in section 4 covering attribution. The charts on pages 10 and 11 (see Attachment A) of the revised parcel standards give the best overview of the proposed changes.

Q: Is there any attempt to keep the “heredity” of parcels, their history?

A: No it is much too difficult. It would be difficult even for a single town. Maine Revenue Service has the same problem and have not been able to fix it as yet.

Q: Doesn’t the *parent* field carry that information?

A: No the *parent* field is designed to take account of a number of parcels of different maps and lots all owned by one landowner and carried under one assessment record. This is extremely common in the towns as a point of economy.

There was an extensive discussion of matters related to digital parcel standards. The comments and suggestions are given here in outline form.

- The CAMA⁵ system Vision has a part of its database that will track the splits and transfers over time. That could be considered a history or heritage tracking system.
- We should make the parcel standards as simple as possible so they are not an impediment to getting the parcels data from towns. We should not make it harder for them than it has to be.
- From the beginning there were problems with towns not wanting to submit certain information they felt was sensitive. The section that deals with the town voting on whether or not to submit certain data (section 4.2) was voted in to give those towns the option not to submit data they thought was violation of taxpayer privacy. In the original parcel grants program, one town refused to submit any data at all if it was to be placed online somewhere and forfeited their grant.
- It was thought that there is legislation that prohibits releasing certain data, such as assessing information on judges, police officers, those with restraining orders, etc. However no one could cite specific legislation. Anecdotally it would seem to vary greatly from town to town.
- Some expressed the opinion that, based on the discussion, the parcel standards needed more revision. Others thought that the standards should be approved as written at least for the immediate future to assist those currently creating parcel data.

Mike Smith moved to accept the revised parcel standards, version 2.0, as written. Aimee Dubois seconded. The Board voted 11 in favor, none opposed, no abstentions⁶. The motion carried.

Mike Smith moved to direct the GeoParcels Workgroup to examine (with respect to the parcel standards) the parent-child relationship, the options for protecting privacy and the technical definition of “original

³ For the full text of the revised standards see the GeoLibrary website at <http://www.maine.gov/geolib/>

⁴ <http://www.maine.gov/geolib/projects/fiftystates/index.htm>

⁵ Computer Assisted Mass Appraisal – an automated system for maintaining property data, valuing property, notifying owners, and ensuring tax equity through uniform valuations.

⁶ Unless otherwise indicated, the Chair abstains from all votes.

manuscript". Aimee Dubois seconded. The Board voted 11 in favor, none opposed, no abstentions⁷. The motion carried

At this point in the meeting Gretchen Heldmann arrived and took over as Chair.

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

There was no formal report. Vinton Valentine noted that the MLTI⁸ program was continuing to work with using QGIS⁹ in the schools.

Geospatial Data – Joseph Young (or designated Board member)

Joe Young presented the workgroup's final definition of an enterprise geospatial dataset as follows:

"An Enterprise Geospatial Dataset is shared by multiple users, supports concurrent use, has the FGDC mandatory metadata standard acceptable to the GeoPortal, has one or more entities coordinating responsibility for its maintenance and contains the most current version of the data made public."

The workgroup had also completed a draft geospatial data inventory. In the legislation creating the GeoLibrary, "state data custodians" and "non-state data custodians" are required to submit to the Board a list of their data holdings and upon request, the data itself. Since this is a first attempt, the workgroup felt that a formal policy on the geospatial data inventory was needed. With the unanimous consent of the Board, the Chair directed the Policy Committee to add this to its list.

Dan Walters reported on the work of the Land Use Code Standard sub-committee. They have had one meeting and began by looking at previous research into existing land use code standards. They also discussed possible correlations between code standards and municipal assessing codes at the most general levels of land use and the use of CAMA systems. The matter is very convoluted but the sub-committee thinks they can come up with a working standard.

Dan also reported that it might be advisable to alter the schedule of the Board's Orthoimagery Proposal. The proposal was, in the first year, to fly and develop orthoimagery for part of Aroostook county, Lincoln and Knox Counties and the unorganized townships in Washington County¹⁰. For various reasons the southern counties of York and Cumberland may be ready to participate as early as the 2011 spring flying season. If that came to pass, would the Board consider altering the schedule? There was considerable discussion of this, summarized as follows.

- It is a good idea to be flexible and to take advantage of whatever opportunities arise. We should try to accommodate the local areas when they are ready to go and have funding. The proposal should be a guide not a set plan at this point.
- We should not make the mistake of once again seeming to focus on southern and southwestern Maine. Similarly, we should not fall back into a patchwork of here and there updates. The proposal was to involve the entire state on a regular schedule of ortho refreshment.
- The most effective way to communicate with the towns would be through existing organizations that they attend. For example, the councils of government like the Greater Portland Council of Government (GPCOG) or the Bangor Area Storm Water Group (BASWG)

⁷ Unless otherwise indicated, the Chair abstains from all votes.

⁸ Maine Learning Technology Initiative, the K-12 Mac laptop program.

⁹ Quantum GIS, a user friendly Open Source Geographic Information System (GIS) that runs on many different platforms.

¹⁰ For the full text of the proposal see http://www.maine.gov/geolib/workgrps/geo_data/memb_mission.htm

- We should not forget that the bulk of recent high resolution orthoimagery has been provided by individual municipalities who put up the funding on their own. Perhaps these are the ones we should approach at least to start with.
- The Geospatial group has discussed drawing up an actual proposal for matching grants. There is no funding yet but the idea would be to generate interest, publicize the economies of scale and see if the funding follows. This could be advertised directly to the towns using the MMA directory.

Mike Smith moved to give the GeoSpatial Workgroup the authority to alter the orthoimagery proposal calendar as required, to add actual years and to shift the groups as needed. Christopher Kroot seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

Mike Smith moved to accept the definition of an Enterprise Geospatial Dataset proposed by the GeoSpatial Workgroup. Aimee Dubois seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

2. Annual Report

The Chair reported that she had collected all of the comments on the annual report¹¹ from Board members and will incorporate them into the final version of the report. Some Board members were concerned about the actual figures in the proposed budget and wondered if they should be revised. It was pointed out that these had been developed and voted on last year and not much had changed.

Christopher Kroot moved to accept the annual report with the condition that the Chair incorporate all suggestions from the Board members. Mike Smith seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

3. Elections

This was a reminder by the Chair that according to the legislation elections for Chair and Co-Chair take place on the first meeting of the new calendar year. The Board members should be thinking about nominations and who would be willing to serve in either capacity in 2011.

4. ESRI Book Update

At the last meeting, Cory Fleming, a project manager with the International City/County Management Association (ICMA) explained that she was working on a publication with Esri (tentatively titled *The GIS Guide for Elected Officials*) and wanted to interview 1 or 2 Board members. There has been no further communication with her since that time. Vinton Valentine will try to contact Ms Fleming before the next meeting.

¹¹ The GeoLibrary is required to file an annual report with its legislative oversight committees.

7. Subcommittee Reports

Financial

The application for a CAP grant¹² to determine the return on investment (ROI) of the orthoimagery program has been completed and will be submitted by January 6th. Mike Smith explained some of the main points:

- This is a Category 5 Grant, *Return on Investment in Support of the NSDI Future Directions Fifty States Initiative*
- The amount of the grant is \$60,000 with a soft match from the state of \$30,000 for a total of \$90,000.
- It is planned to spend \$45,000 on a vendor to do the actual work, calculations and formulae.
- MEGIS and the GeoLibrary Board offer as in-kind match the annual hosting fees for those services, a total of \$25,000.
- The Maine GeoLibrary will contribute \$5,000 in-kind match with 50 hours of staff time by GeoLibrary Board members.

Q: Will the lack of a hard match (cash) on our part be a negative?

A: We don't think so. We have done well in the past getting these grants with soft match.

Q: Can we add some wording about the 2007 ROI for Imagery for the Nation?

A: That will be no problem.

Policy and Marketing

There was no report today. Vinton Valentine noted again that the policy on a geospatial data inventory will be added to the committee's to-do list.

Technical

Christopher Kroot gave a brief report on the status of the GeoPortal:

- The contract with USM which was to expire at the end of this calendar year has been extended to September 30th.
- There is enough money left to finish the work.
- They hope to have the actual work done by the end of this calendar. That will give the Board time to review the functions (90 days at least).
- The metadata updating function has been fixed. The shape file uploading function is in the process of being fixed.
- The URL Christopher sent out this week was mostly to demonstrate the new map viewer.

5. Staffing Solutions

Mike Smith and Larry Harwood had put together a plan for distributing Larry's staffing work amongst the Board member volunteers.

- The only legal requirement is to have a Clerk of the Board registered with Boards and Commissions, Secretary of State's Office. Mike will devise a way to take care of this.
- Setting up meetings and taking minutes. Joe Young agreed to take notes at Board meetings however the level of detail in future minutes will be reduced. Since the meeting room is in Joe's office building he can set up the room for meetings.
- The Chairs of the standing Committees, implementation workgroups and sub-committees will be responsible for getting volunteers to do their minutes, agenda and meeting logistics.
- The Chair and Co-Chair of the Board will be responsible for setting the agenda and sending out meeting materials to the Board members. Members will be responsible for bringing their own copies of meeting materials.
- Financial Spreadsheets. Mike Smith will do these as needed.

¹² Cooperative Agreements Program grants are sponsored by the federal National Spatial Data Infrastructure

- Maps, graphics and documents. Each committee or workgroup will be responsible for their own materials.

The meeting concluded with a brief presentation, with refreshment, of cards and memorabilia to Larry Harwood, this being his last meeting in service to the Board.

The meeting was adjourned at 12:31pm

Attachment A

Required Fields – Feature Attribute Table

Field Name	Type	Size	Decimal Places	Notes
STATE_ID	N	10		
MAP_BK_LOT	C	24		
PARENT	C	24		
PROP_LOC	C	50		
PROP_LOC_NUM	N	10		

Required Fields – Related Database

Field Name	Type	Size	Decimal Places	Notes
MAP_BK_LOT	C	24		link to feature attribute table
OWNER1	C	50		
OWNER2	C	50		
OWN_ADDR1	C	50		
OWN_ADDR2	C	50		
OWN_CITY	C	24		
OWN_STATE	C	2		standard USPS abbreviations
OWN_ZIP	C	10		
OWN_CNTRY	C	24		
LS_DATE	D	8		YYYYMMDD
LS_PRICE	N	9		
LS_BOOK	C	6		
LS_PAGE	C	4		

Recommended Fields – Related Database

Field Name	Type	Size	Decimal Places	Notes
LAND_VAL	N	9		
BLDG_VAL	N	9		
LIV_UNITS	N	4		
LOT_SIZE	N	6	2	
LOT_UNITS	C	1		must enter S for sq ft or A for acres
BLDG_SIZE	N	6		in square feet
LAND_USE	N	6		
LAND_USE_DESC	C	24		
YEAR_CREATED	N	4		YYYY
SOURCE	C	10		
PLAN_ID	C	24		
UPD_DATE	D	8		YYYYMMDD
RES_AREA	N	6		in square feet
CI_AREA	N	6		in square feet
FMSRC	C	12		
FMSRCORG	C	12		
FMPROCSS	C	12		
FMUPDORG	C	12		
FMUPDAT	D	8		