

## Maine Library of Geographic Information Board Meeting

Date: Wednesday, March 17<sup>th</sup>, 2010

Time: 10:00 AM to 12:30 PM

Place: Burton M. Cross Building, Conference Room 105.

### AGENDA

1. Approval of the February 17<sup>th</sup> meeting minutes – Chair
2. Annual Report – All
3. GeoPortal categories & metadata naming conventions – Mike Smith
4. Board, Committee, and Workgroup membership – Chair & All
  - Greg Copeland letter
  - Marilyn Lutz notice
  - Committee membership list
  - Workgroup membership list
5. Strategic Plan Implementation Groups
  - Coordination & Communication – Mike Smith, Dan Walters  
*Mission Statements comprehensive document*  
*Demonstration on use of Google Documents*  
*MMA e-newsletter articles*
  - GeoParcels – Nancy Armentrout
  - Education & Training – Tora Johnson (or designated Board member)
  - Geospatial Data – Joseph Young (or designated Board member)
6. Committee Reports
  - Financial – Larry Harwood  
*Funding - Brainstorming Session – Chair & All*
  - Policy & Marketing – Marilyn Lutz  
*Listserv Policy*  
*Approved Policies list*  
*Outstanding Policies list*  
*Collaborative Group to define web content etc. update*
  - Technical – Christopher Kroot  
*Status of GeoPortal*

**NEXT SCHEDULED MEETING:** Wednesday, April 21<sup>st</sup>, 2010, 10:00 a.m. – 12:30 p.m., Burton M. Cross Building, Conference Room 105.

**Maine GeoLibrary Board**  
**March 17<sup>th</sup> , 2010**  
**Meeting Minutes**

**Present**

Nancy Armentrout  
Michael Smith  
Marilyn Lutz  
Greg Copeland  
Gretchen Heldmann, Chair  
Kenneth Murchison (by phone)  
Paul Hoffman  
William Hanson, Co-Chair  
Daniel Coker  
Greg Davis  
Jon Giles  
Aimee Dubois

**Staff**

Larry Harwood

**Visitors**

Dan Walters, US Geological Survey  
Anji Auger, Maine Office of GIS  
Vinton Valentine, University of Southern Maine (USM)  
Steve Weed, Assessor Town of Bar Harbor  
Jason Wise, Wright-Pierce  
Joseph Young, State Planning Office (SPO)  
Michael Shillenn, Photo Science

The meeting was called to order at 10:02 AM.

**1. Approval of the February 17<sup>th</sup> meeting minutes**

There was one amendment.. On page 5, section 4, the third sentence was changed to read “For public roads, the E911 staff will use the MDOT road lines and attach E911 attributes to them.” The Chair entertained a motion to approve the minutes as amended. Aimee Dubois moved to approve the minutes as amended. Greg Copeland seconded. The Board voted 9<sup>1</sup> in favor, none opposed, no abstentions. The motion carried. ( Unless otherwise indicated, the Chair abstains. )

**2. Annual Report**

The Geolibrary is required to file a yearly report with the legislature’s Joint Standing Committees on Natural Resources and State and Local Government. The report is usually updated by staff and the finished by the Chair or a volunteer from the Board; Gretchen Heldmann finalized the 2009 report. The report had been circulated already and there was no discussion.

The Chair entertained a motion to approve the 2009 Annual Report as written. The motion was made and seconded. The Board voted 10 in favor, none opposed, no abstentions. The motion carried.

**3. GeoPortal categories and metadata naming conventions.**

Mike Smith explained that currently the GeoPortal accepts metadata documents under these categories:

---

<sup>1</sup> Due to Board members arriving and departing at different times, the numbers may change.

maps & graphics  
datasets  
interactiveResources  
applications  
caseStudies, best practices  
conference proceedings  
photo  
audioVideo  
directories  
otherResources

The proposal is to configure the GeoPortal to use the ISO 19115<sup>2</sup> Topic Categories for GeoSpatial data. Categorizing the metadata using the ISO standards is one way to filter the search results for the end user. The proposed categories are as follows:

Farming  
Biota  
Boundaries  
ClimatologyMeteorologyAtmosphere  
Economy  
Elevation  
Environment  
GeoscientificInformation  
Health  
ImageryBaseMapsEarthCover  
IntelligenceMilitary  
InlandWaters  
Location  
Oceans  
PlanningCadastre  
Society  
Structure  
Transportation  
UtilitiesCommunications

Q: Is there any cost associated with this change?

A: No the GeoPortal manager Anji Auger can do this relatively easily.

Q: This is a change from 'substance' to 'category' is that good for the users?

A: We think so, it makes more sense. Also it puts us in sync with the accepted ISO standards.

Q: Is there a way to keep the existing categories too?

A: We can probably keep them as sub-categories under the ISO categories if we want.

Mike Smith moved to replace the GeoPortal metadata categories with the ISO 9115 categories as listed. Marilyn Lutz seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

There was a brief discussion of naming conventions for metadata files being submitted to the GeoPortal. Because several different municipalities often have the same name for the same data layer, (e.g. "parcels"), Mike proposed to have the town name precede the data. For example metadata from Skowhegan parcel would be "Skowhegan Parcels" and from Hampden, "Hampden Parcels". Counties would have the same standard.

---

<sup>2</sup> International Organization of Standardization for Geographic Information Metadata, one of a series of standards for geospatial metadata.

Q: What about multi-town data sets?

A: We would have to develop a standard for that.

Q: What about “non-civil division” data, say from individuals or snowmobile clubs?

A: Again we will develop a standard for that in time. Right now the problem is town data and maybe county data.

Q: Who will enforce these rules?

A: The GeoPortal administrator, Anji Auger. She can also override the names that are sent in, although we don't want to do much of that as it is time consuming.

Q: Do we also need guidelines for shape file names?

A: That is a much longer term proposition.

Marilyn Lutz noted that the Policy Committee will have to re-write and update the Portal Metadata Policy as all this proceeds.

Mike Smith moved to adopt a metadata naming convention for the GeoPortal where municipal metadata will be listed as *town name(space)maine(space)data* and county metadata will be listed as *county name(space)county(space)maine(space)data* and also to require town and county keywords in municipal data. Aimee Dubois seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

#### **4. Board, Committee and Workgroup membership**

##### Board membership

Greg Copeland will be resigning from the Board at the expiry of his term on 06/13/2010. The nominating authority is usually Maine Municipal Association.

Marilyn Lutz is retiring from the Board this summer. Marilyn will write to the Chancellor and nominate Vinton Valentine as a replacement.

The Chair presented a listing of the current memberships in the standing committees and the strategic plan implementation workgroups. (see attachment A) The list will be posted on the Geolibrary website for review; any changes should be sent to the Chair. There was one immediate change; Aimee Dubois will be added to the GeoParcels Workgroup.

There was some discussion of the implementation workgroups versus the standing committees which were formed some years ago. (Financial, Policy and Technical). The consensus was that the strategic plan implementation workgroups had a definite if protracted ending whereas the standing committees were ongoing. Also the implementation workgroups were composed of many people not on the Board whereas the standing committees were composed entirely Board members.

Mike Smith moved to establish a Funding Workgroup to include at least the Chair. Ken Murchison Seconded. The Board voted 11 in favor, none opposed, no abstentions. The motion carried.

Additional volunteers were added at once. The following are in the workgroup: Mike Smith, Joe Young, Bill Hanson and Dan Walters. There was a suggestion to establish a GeoPortal Workgroup. The consensus was that this should wait until the appropriate policy documents had been re-written.

The Chair reviewed the proposed additions to and restructuring of Board membership. The following is an outline of what is in progress and what has been proposed.

Seat #4 Representing State GIS Functions, formerly held by Bob Marvinney who resigned at the expiry of his term on 9/17/2009. Nancy Armentrout has requested to be appointed to this seat. This has been proposed to the appointing authority, the Governor.

Seat #13 Representing GIS Vendors, formerly held by Stu Rich. Two nominees, Judy Colby-George from Spatial Decisions and Jason Wise from Wright-Pierce have been given to the appointing authority, the President of the Senate.

Seat #6 Representing Municipal Government, currently held by Greg Copeland who will be resigning at the expiry of his term on 6/13/2010. Aimee Dubois has requested to be appointed to this seat. The nominating authority is a “statewide association” which has usually been the Maine Municipal Association. The Chair will contact Jeff Austin at MMA.

Seat #5 Representing University of Maine, currently held by Marilyn Lutz who will be resigning this summer. The appointing authority is the University Chancellor. Marilyn will nominate Vinton Valentine from the University of Southern Maine to the Chancellor.

Seat #1 Representing Commissioner of Administrative & Financial Services, would become vacant. The DAFS Commissioner would designate a new representative. It is proposed to nominate Dan Walters, USGS for this seat.

Seat #15 Representing the Public would become vacant. The appointing authority is the President of the Senate.

## **5. Strategic Plan Implementation Groups**

### Coordination and Communication

Dan Walters and Mike Smith reported that the group has not met since the last Board meeting. At the next scheduled meeting they will take stock of the to-do list. There was a question as to whether or not this group and any other workgroup or subcommittee was required to keep minutes of their meetings. The answer was not clear. The Co-Chair Bill Hanson will check on this for the Board.

### *Mission statements comprehensive document*

The Chair presented a listing of the available mission statements and goals for the implementation Workgroups and their subgroups. The group and subgroup chairs were asked to review this and add any missing information or suggest corrections. The document will be published after review and completion. The draft list is seen in attachment B.

### *MMA E-Newsletter articles*

Two articles have been written already and the Chair asked for volunteers in selected subjects. The newsletter is sent out the first week of each month. Mike Smith will write an article on Web Mapping Services (WMS) for the June issue. Nancy Armentrout will write one on roads conflation for May. Jon Giles will write an article on the Northeast LiDAR project, time dependent on the formal announcement of same. Joe Young and Dan Walters will write an article on the orthoimagery proposal at time yet to be determined.

Q: Could we use these as a press release?

A: We never have done press releases but it can certainly be considered. It might be more effective to have a “directed” release to certain organizations – surveyors, soil scientists, etc.

*Demonstration of the use of Google Documents.*

Gretchen Heldmann gave a brief on-line demo of the Plan Implementation document on Google Docs. The shared document looks this.

	A	B	C
1	CCW = Communication & Coordination; ILRIS => (MAINE) GEOPARCELS; Maine GeoNews = new name of the listserv		
2	<b>TASK</b>	<b>STATUS</b>	<b>WORKGROUP OR COMMITTEE</b>
3	<b>Goal 1: Improve statewide GIS Coordination</b>		
4	<b>Goal 1 - Task 1</b>		
5	Finalize workgroup missions, deliverables and schedules.		ALL
6	CCW	Mission statement finalized & approved by full Board 10/2009	
7	GEOSPATIAL	Mission statement finalized & approved by full Board 12/2009	
8	GEOPARCELS	Charter presented to Board at 09/2009 meeting	
9	EDUCATION	02/03/2010 Draft mission statement presented at 02/2010 meeting	
10	Hold workgroup "kickoff" meetings.		ALL
11	CCW	Have held a few meetings as of 11/2009	
12	GEOSPATIAL		

The Workgroups can directly edit the columns. Two users can try to edit the same entry simultaneously - and at the same time - but it will be immediately apparent.

### GeoParcels

Nancy Armentrout reported that the original "ILRIS<sup>3</sup> team" is not currently active. Instead two subgroups are at work. The first is reviewing the existing Digital Parcel Standards<sup>4</sup> to suggest updates and improvements. The second is ILRIS pilot project group.

The pilot it will be recalled is in Hancock County and is funded by an NSDI CAP<sup>5</sup> grant, category 4. The first phase is to collect the county parcel data into one unified database to state standards. The second phase is to develop a maintenance process which will be a combination of conversion tools and local training. The third phase will be to develop a web application to provide access to the parcel data and related land records.

### Education and Training

<sup>3</sup> Integrated Land Records Information System

<sup>4</sup> <http://www.maine.gov/geolib/Policies/DigitalParcelStandards.htm>

<sup>5</sup> National Spatial Data Infrastructure, Cooperative Agreement Program

Vinton Valentine reported that the workgroup is moving on a number of fronts beginning with re-visiting the goals originally set for them. They have had a teleconference on the consolidation of the various GIS websites i.e. Geolib, Maine Office of GIS, Maine GIS Users Group, GeoPortal. Tora Johnson, UMM, wants to publish a comprehensive of GIS educational programs in Maine including research projects. The Maine Municipal Association technology conference went well with standing room only in the GIS sessions. The poster session and student attendance however was somewhat lackluster. It is not clear how to improve this; any suggestions would be welcome.

### Geospatial Data

Dan Walters presented the orthoimagery subcommittee's proposal for state wide orthoimagery production. The following is an outline only. The full report and technical specifications can be viewed here:

[http://www.maine.gov/geolib/workgrps/geo\\_data/memb\\_mission.htm](http://www.maine.gov/geolib/workgrps/geo_data/memb_mission.htm)

Subcommittee members were recruited to provide a broad base of technical expertise and to ensure that all levels of government and the private sector were represented. For technical specifications, the subcommittee reviewed technical information published by well known authoritative sources including the USGS and FGDC, and interviewed companies involved in the production of orthoimagery. The proposed Base Orthoimagery Specification is the result, based on the USGS orthoimagery standards with modifications. Although there were many modifications, the proposal stayed inside an initial framework:

- Multi-resolution base program
- Multiple update cycle based on the 2003-2005 project
- Local buy-up options
- \$500,000 annual budget target
- Mapping development trends to establish pixel resolution and groupings

The recommendation, approved by the Geospatial Workgroup is as follows:

- Letter of support for federally sponsored "Imagery for the Nation"
- The state is divided into 11 groups to be flown on a rotating cycle of either 3 or 5 years
- The base resolutions chosen were 2 foot and 3.3 foot
- The imagery would be natural color and flown leaf-off in the spring without snow
- Airborne GPS and IMU will be used for control
- 10 meter USGS DEMs will be used *at a minimum* for orthorectification
- Use USGS base orthoimagery specifications will be used as a guide for all contracts

### Buy-up Options

- Pixel resolution – 1 foot, 6 inch, 3 inch
- Improve horizontal accuracy
- Color infrared

The estimated cost for 2 foot and 3.3 foot orthoimagery over a five year contract period is estimated to be approximately \$460,000 per year.

There was limited discussion of the refreshment rates vs pixel resolution and the local buy-up options. The Board was invited to review the full proposal which will be placed on the Geolib website and be prepared to discuss it at the next meeting.

## **6. Subcommittee Reports**

### Financial

There was no financial report for this meeting other than a reminder that the Board has virtually no funding left.

### *Funding Brainstorming Session*

A number of organizations including some not ordinarily approached by the Board were listed. The thinking is to make presentations at their meetings and/or provide the members with information on the Geolibrary through their professional publications. Some suggestions:

Associated General Contractors of Maine

<http://agcmaine.org/>

Maine Section American Society of Civil Engineers

<http://www.maineasce.org/>

Emergency Management Agencies (several are listed here)

[http://www.mainesecurity.com/Maine\\_Emergency\\_Management\\_Agencies.htm](http://www.mainesecurity.com/Maine_Emergency_Management_Agencies.htm)

Maine Society of Land Surveyors

<http://www.mslls.org/>

Maine Bar Association, Real Estate & Title

<http://www.mainebar.org/sections.asp?cid=898>

Maine Association of Site Evaluators

<http://www.mainease.com/>

Maine Association of Wetland Scientists

<http://www.maine-wetlands.org/>

American Institute of Architects Maine

<http://www.aiamaine.org/>

Maine Association of Planners

<http://www.meplan.org/>

Maine Town & City Management Association

<http://www.mtcma.org/>

### Policy and Marketing

Marilyn Lutz passed out a bound volume of “Position Statements, Principles, Statutes and Other Pertinent Statements”. These are all available on the Geolibrary website with three exceptions: *Geolibrary Listserv Guidelines* (unapproved), *Memorandum of Understanding* (MEGIS & the Board-approved), *Geolibrary Board Attendance* (approved). The approved items will be put on the website as soon as possible.

The Chair requested volunteers for a Website Content Consolidation Subcommittee. This group will develop a policy on website consolidation and coordination. (see Education & Training) The volunteers (and draftees) will be Dan Walters, Gretchen Heldmann, Mike Smith, Aimee Dubois, Tora Johnson and Bridgit Kirouac.

### Technical

#### GeoPortal

Mike Smith reported that the GeoPortal shape file up-loader works unimpaired. The ‘first amendment’ to the USM agreement has been completed. The ‘second amendment’ has been altered. Funding originally scheduled for metadata training with Mathew Bampton, USM, will be directed instead to support the work of intern Mike LaChance who is helping towns upload data and metadata to the GeoPortal.

Q: What became of the MapFish map viewer, is that on the GeoPortal?

A: Whatever is there now is it for the time being. There was no written requirement to add MapFish only some discussion about it.

Q: Could we use the GeoParcels viewer (web application noted above) for the map viewer.

A: Possibly. However we would probably have to rebuild the existing product.

Q: Will there be a final review of the functionality before the next payment?

A: We will have to check with Christopher Kroot next week as when there will be a final review. He has been in closest communication with USM in this matter.

The meeting was adjourned at 12:27

## Attachment A

### WORKGROUPS

March 2010

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

Michael Smith, MEGIS, Co-Chair  
Dan Walters, USGS, Co-Chair  
Gretchen Heldmann, Town of Hampden  
Marilyn Lutz, University of Maine  
Jim Page, James Sewall Co.

#### ***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

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

Steve Weed, Bar Harbor Assessor  
Ellen Jackson, LURC  
Anji Auger, MEGIS  
Patrick Johnson, ???

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

Tora Johnson, UMM, Chair  
Bridgit Kirouac, MEGIS  
Marilyn Lutz, University of Maine  
Vinton Valentine, University of Southern Maine

#### ***Geospatial Data***

Joe Young, State Planning Office, Chair  
Dan Walters, USGS  
Greg Davis, Time Warner Cable  
Greg Copeland, City of Biddeford  
Larry Harwood, MEGIS  
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  
Larry Harwood, MEGIS  
Brian Norris, James Sewall Co.  
Ken Murchison, NMDC  
Sean Gambrel, City of Bangor

## Committees

The standing subcommittees were last reformed on October 17, 2007 not long after Bill Hanson became Chair. At that time they were as follows:

### *Finance Committee*

Bill Hanson, Chair  
Jim Page  
Dave Blocher  
Larry Harwood

### *Policy Committee*

Marilyn Lutz, Chair  
Liz Hertz  
Nancy Armentrout  
Greg Copeland  
Bill Hanson

### Technical Committee

Christopher Kroot, Chair  
Gretchen Heldmann  
Ken Murchison  
Greg Copeland  
Gary Duplisea  
Dan Coker  
Marilyn Lutz

According to the website, they are:

### *Finance Committee*

Gretchen Heldmann, Chair  
Mike Smith  
Larry Harwood

### *Policy Committee*

Marilyn Lutz, Chair  
Nancy Armentrout  
Greg Copeland  
Bill Hanson

### Technical Committee

Christopher Kroot, Chair  
Gretchen Heldmann  
Ken Murchison  
Greg Copeland  
Dan Coker  
Mike Smith

## Attachment B

Communication/Coordination Workgroup Approved 10/21/2009

### Mission Statement

The Communication/Coordination Workgroup seeks to continually improve GeoLibrary outreach relations with federal, state, county, and local governments, academia, non-profits, private industry, and the general public, by way of documenting and promoting the activities of the GeoLibrary through various media delivery methods. The workgroup also seeks to educate people about the importance of GIS and using geographic data to solve problems, find new data contributors to the GeoLibrary, and obtain a wide base of support for the efforts of the GeoLibrary.

### Goals for 2010:

- Articulate a justification for sustainable funding for operations and other initiatives by developing a return on investment (ROI) case for the Board's statewide GIS coordination activities.
- Develop presentations, one-pagers and other documentation/demonstrations needed to promote initiatives.
- Perform presentations and solicit support for the GeoLibrary from across the state.
- Document and promote the activity of the GeoLibrary Board:
  - Establish a What's New section on the GeoLibrary website
  - Initiate a monthly "news blip" update for the Maine GeoNews
  - Document accomplishments and future plans
  - Document positive outcomes beyond technology
  - Establish a "Calendar of Events" on the GeoLibrary website
- Initiate a program to encourage county and local government, non-profits, academia, and private industry to post and share data through the GeoLibrary GeoPortal.

### **GeoParcels Workgroup**

#### Mission Statement

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

**Approved 09/16/2009**

#### Mission Statement

### **Education and Training Workgroup Approved 02/03/2010**

#### Mission Statement

The mission of the Education and Training Workgroup is to expand and improve coordination of geospatial education, training and other outreach activities in support of better public use of geospatial data. In this capacity the Workgroup seeks to develop and ensure a broad-based and efficient strategy for GIS education and training initiatives among all organizations and institutions state wide, taking into account special needs of the various constituencies --- K-12, academia, local government, non-profits, and any Maine citizen.

#### Goals for 2010:

- Determine GIS education and training priorities and develop a strategy that will support public use of GIS data in Maine.
- Plan and coordinate the implementation of the education and training channel on the GeoLibrary Portal or Web, including content, site structure, and links to additional resources.
- Identify GIS education champions within and outside of state government, and recruit them to support GIS education programs and funding for them.

- Review GeoLibrary materials (especially the GeoPortal and the GeoLibrary Web site), initiatives and activities from an educational perspective and provide recommendations to the board.

Implement a communications plan about education and training opportunities on the Web site and the listserv, "Maine GeoNews."

### **Geospatial Data Workgroup Approved 12/16/2009**

#### Mission Statement

The Mission of the Geospatial Data Work Group is to design appropriate geospatial data standards and define the geospatial data needs and flows between all levels of government, the private sector and academia to permit the ongoing acquisition of multi- purpose geospatial data for Maine. The workgroup will seek out a strong coalition of state, local, federal, private and non-profit partnerships to achieve this mission.

#### Goals for 2010:

- Draft Land use standards codes for presentation to Maine Geospatial community for review
- Review Orthoimagery data standards for statewide dataset
- Draft Orthoimagery acquisition plan
- Draft LiDAR data standards
- Draft statewide LiDAR data acquisition plan
- Review and update parcel data standards for statewide dataset as needed
- Draft plan for acquiring statewide parcel dataset
- Collaborate with the PUC and MDOT to develop statewide roads dataset
- Inventory geospatial data (Comm/Coor?)

- Make stakeholders aware of existing standards through Maine GeoNews and other methods of communication (Comm/Coor?)

### **Orthoimagery Sub-Group**

#### Mission Statement

The mission of the orthoimagery sub-group is to develop a program that leverages federal, state, local and private funding to provide statewide high resolution orthoimagery on an ongoing basis. The Geolibrary's goal is to establish a program that will provide this valuable data resource at a lower per square mile cost, at higher resolution and on a more regular schedule than could be accomplished by ad hoc projects of limited geographic area and funding.