Maine Library of Geographic Information Board Meeting
Date: Wednesday, June 16th , 2010
Time: 10:00 AM to 12:30 PM
Place: Burton M. Cross Building, Conference Room 105.

AGENDA

1. Approval of the May 19th meeting minutes – Chair

2. Membership - All
   # 6 - Representing Municipal Government
   # 15 - Representing the Public

3. GeoPortal Issues – Christopher Kroot
   - making the email field in the user registration a required field in the GeoPortal
   - requiring people who download data from the GeoPortal to enter an email address in a pop up window after they click on download

4. Strategic Plan Implementation Groups
   - Coordination & Communication – Mike Smith, Dan Walters
   - GeoParcels – Nancy Armentrout
   - Education & Training – Tora Johnson (or designated Board member)
   - Geospatial Data – Joseph Young (or designated Board member)
     Approval of Orthoimagery Report

5. Committee Reports
   - Financial Committee - Chair
   - Policy & Marketing Committee – Marilyn Lutz
     Web Content Coordination Policy
   - Technical Committee – Christopher Kroot
     Status of GeoPortal

NEXT SCHEDULED MEETING: Wednesday, July 21st , 2010, 10:00 a.m. – 12:30 p.m., Burton M. Cross Building, Conference Room 105.

Maine GeoLibrary Board
June 16th , 2010
Meeting Minutes

Present
Dan Walters
Michael Smith
Nancy Armentrout
Marilyn Lutz
Gretchen Heldmann, Chair
Kenneth Murchison (by phone)
Paul Hoffman
William Hanson, Co-Chair (by phone)
Greg Davis (by phone)
Judy Colby-George (by phone)
Jon Giles
Aimee Dubois
Christopher Kroot
Staff
Larry Harwood
Visitors
Brian Stearns, Sales Engineer, Delorme
Steve Weed, Assessor Town of Bar Harbor
Vinton Valentine, University of Southern Maine (USM)
Michael Joos, GeoCue Corporation
Joseph Young, State Planning Office

The meeting was called to order at 10:04 AM

1. Approval of the May 19th Meeting Minutes
The Chair entertained a motion to approve the minutes. Dan Walters moved to approve the minutes as written. Marilyn Lutz seconded. The Board voted 10[1] in favor, none opposed, no abstentions[2]. The motion carried.

2. Membership
Seat #6, Representing Municipal Government, was recently vacated by the resignation of Greg Copeland. Aimee Dubois has asked to be appointed to this seat and a nomination from the Maine Municipal Association is in process. The appointing authority is the President of the Senate.

Presuming this occurs, that will leave seat # 15, Representing the Public, vacant. The Chair asked for recommendations but none were forthcoming. Accordingly it was decided to put out a call for volunteers on the list servers and see what develops.

Seat # 5, Representing the University of Maine, will be vacated today by Marilyn Lutz who is retiring from the University. Vinton Valentine, University of Southern Maine, will be appointed by the Chancellor to seat # 5.

3. GeoPortal Issues

[1] Due to Board members arriving and departing at different times, the numbers may change.
[2] Unless otherwise indicated, the Chair abstains from all votes.

Christopher Kroot reviewed some issues with the GeoPortal that have surfaced since the last meeting. The suggestion was for the Board to consider these issues and submit ideas to Christopher or Mike Smith. The Technical Committee will take care of the details in fixing these things.

First, shape files that are uploaded to the portal and are in Maine state plane projection do not carry projection information with them when downloaded. Users are unable to overlay the data with other data such as the MEGIS data in UTM[3] projection. This will be fixed, however we should notify those that downloaded data, perhaps by mass list server e-mail. This is why it has been suggested that those downloading data be required to post their e-mail addresses.

One suggestion is to not allow an upload to take place if projection information is not provided. Another possibility is to have the portal application test the general location of submitted data for correct geographic location.
Q: Can the portal be modified to convert all incoming data to UTM?
A: Yes assuming the incoming projection system is known. Users however would also have to work in UTM or project the downloads themselves.

Second, the naming conventions have worked well for the metadata uploaded to the portal. However there is no obvious link to between the metadata and the names of shape files uploaded to the portal. The shape files can be named differently from appropriate metadata categories, and uninformative file names make it difficult for users to readily identify the data they download . The file naming policy on this needs to be re-written.
Q: Can we put a simple notice on the portal asking that metadata and shape files have concurrent names?
A: A good idea as a first step. The Technical Committee will consider that option.

Christopher also gave a brief report on the status of the GeoPortal. Apparently due to a major re-organization at USM progress has fallen behind schedule. The exact status is not entirely clear but items that should have been finished by the end of May are not done including the mapping component. Based on today's discussion, some items may be shifted or dropped in favor of more pressing issues that are effecting the users the most. Christopher is going to meet with the USM staff tomorrow on the portal issues.
Q: Is the final payment still due in August?
A: No because we wanted 90 days after the completion of the portal to review all the functions. We are a pretty disparate group on schedules and we will need that time for review. The payment will be made after the 90 days assuming the review is acceptable.

4. Strategic Plan Implementation Groups

Coordination and Communication
There was no report from the Group today. The Chair took the opportunity to review some of the promotional activities discussed in previous meetings.

- The orthoimagery report plus the one-page promotional sheets will be circulated by Bill Hanson among the real estate interests, especially the Maine Real Estate & Development Association (MEREDA).
- Steve Weed has agreed to submit existing articles, i.e. the recent article on the NE LiDAR project, to the Maine Association of Assessing Officers (MAAO) fall newsletter. He will also check into display booths if any at the next convention.
- Jon Giles also agreed to submit existing articles to the Maine Association of Wetland Scientists (MAWS), the Maine Association of Professional Soil Scientists (MAPSS) and the Maine Association of Site Evaluators (MASE)
- Judy Colby-George has agreed to submit an article to the Maine Planners Association publication next year.

[3] Universal Transverse Mercator, datum of 1983, zone 19 north, units meters.

- Christopher Kroot has agreed to work with the Technical Association of Maine to form one of their Panels on the Geolibrary. The application developers may also be able to help with development of the GeoPortal.
- Nancy Armentrout has 2 articles on the GeoParcels project which will be circulated for comments.

GeoParcels

Nancy Armentrout reported that the project is ongoing but nothing substantial has developed since the last Board meeting. The USGS funded intern Mike LaChance is finished working on the project. There is money left and another staffer be recruited as soon as possible. Most but not all of the parcel data for the Hancock County pilot project has been collected. The next step will be to make a composite of the available parcel data. MEGIS may do this work. The maintenance piece has not been worked out yet. The Group members and municipal contacts are however committed to develop a maintenance plan.

Education and Training

Tora Johnson was not present and there was no report from the Group.

Geospatial Data

Orthoimagery Report

There was some discussion on matters related to the Report. Joe Young reported that he had been working on cost figure breakdowns by county. The estimates were quite low, the economies of scale being impressive. A quick calculation gave roughly 8 cents per acre as an average cost per cycle. Joe made two points. First that the orthoimagery promotion should organize at the county level and second that the Board needs to make a business case to the users to get their support.

Q: How good are our numbers?

A: Quite good actually. They are based on estimates by our private sector colleagues in the business.

Q: What groups at the county level are we talking about?

A: A partial list would be the emergency management agencies, the county sheriffs, the county registries and at the town level the assessors, planning boards, etc.

Discussion turned to two one-page documents designed to help promote the orthoimagery proposal. It will be convenient to refer to them as the 'overview' sheet shown in attachment A and the 'detail' sheet shown in attachment B. The overview sheet was reviewed first. It was suggested that the price should not be shown on the sheet at all; it might be an immediate turn-off. The consensus was that it should be included but also given as a cost per town or square mile or acre to give a sense of the economy of scale. A cost per acre figure was the consensus. It was suggested that the number of years in the cycle be added and this was agreed to. The Chair read out a summary sentence for the overview sheet as follows "The cost for the statewide base program on a 5 year cycle is estimated to be 8 cents per acre for a total of approximately $450,000 per year."

Mike Smith moved to accept the overview sheet with the Chair's language added. Ken Murchison seconded. The Board voted 11 in favor, none opposed, 1 abstention. The motion carried.

The detail sheet was briefly discussed. The Chair's language was to be added to this sheet as well. It was suggested that the cost figures be given in acres for consistency. It was also suggested that under the "uses" section, items for "outdoor recreation" and "personal navigation" be added.

Mike Smith moved to accept the detail sheet with the Chair's language, the conversion of cost figures to acres and the addition of the additional uses. Jon Giles seconded. The Board voted 11 in favor, none opposed, 1 abstention. The motion carried.

Christopher Kroot moved to accept the Orthoimagery Report as written. Marilyn Lutz seconded. The Board voted 12 in favor, none opposed, no abstentions. The motion carried.

To wrap up the discussion on the Orthoimagery Report, Dan Walters had some questions and suggestions.

1) Would the Board solicit any more comments on the Report? The consensus was no.
2) The Report should be made available on the Geolibrary website.
3) The Chair should send a letter of support for the Imagery for the Nation Initiative, details to be supplied later. There was no objection.
4) The Report should be sent to the Geolibrary's legislative oversight committees (Natural Resources, State and Local Government) with a letter of transmittal. There was no objection.
5) The Board should consider a pilot project focusing on perhaps 3 of the 11 town groupings designated in the Orthoimagery Subcommittee Report, including funding if possible. This will need to be worked out in detail at a later date.

Sidebar

There was a discussion of the concept of "pay-per-view" regarding public documents in general and county registry documents in particular. There has been some high profile litigation on this issue and much debate about the use of publicly funded documents for private profit. Recently enacted legislation, LD 1554[4], allows the county commissioners to set rates for, among many other services, digital copies and on line access to county records. Consequently the legislature has ordered the Chief Information Officer to hold a meeting to discuss property records and report back. The Chair and Mike Smith will attend this meeting.

The question was put, is this contrary to the GeoParcels initiative and by extension the Board's policy? No answer seemed forthcoming at the moment. There were a number of examples cited of other entities charging for online access or for 'value added' products or services. Some of these are partnerships with private sector vendors wherein the costs of setup are borne by the company in return for profits at a later date. There appeared to be as many variations as there are examples. The discussion was left for another time.

5. Subcommittee Reports

Financial

The Chair reported that work has begun on the funding campaign diagram of potential users and contributors to GeoLibrary projects and operations (sometimes referred to as the 'spiderweb'). It is quite preliminary, and the Chair expressed the opinion that a hired coordinator (as was recommended in the 2009 Strategic Plan Update) might be need to accomplish this complicated work. The committee is contemplating drafting a budget to take into account long term operations, but nothing is written out yet.

Policy and Marketing

Web content coordination policy

The Web Content Policy (Attachment C) had been previously circulated. There were two points of discussion. First the 'GIS data catalog' reference is to the Maine Office of GIS online data catalog. Probably that should be made clear in the wording. Second is the Geolibrary website indeed the 'home' of and 'face of' the Geolibrary, or is the GeoPortal? The GeoPortal has been spoken of as the face of the Geolibrary. The consensus was that in light of the many projects now ongoing, the Geolibrary web page was a more appropriate home base. It was suggested that the link to the GeoPortal be made as prominent as possible.

Mike Smith moved to accept the web content policy as amended in discussion. Christopher Kroot seconded. The Board voted 12 in favor, none opposed, no abstentions. The motion carried.

Technical

The status of the GeoPortal having already been covered and time permitting, Christopher Kroot reported on Google Earth Enterprise. Agreements have been reached with the Public Utilities Commission (PUC) and the

[4] Now public law chapter 575 http://www.mainelegislature.org/legis/bills/display_ps.asp?ld=1554&PID=1456&snum=124

Maine Emergency Management Agency (MEMA) to use Google Earth Enterprise for their Common Operating Picture (COP). After lengthy negotiations with Google Enterprise, a cost effective state agency licensing agreement has been worked out. There are many details, but some of the main points can be summarized as follows.

- Current state government users of the Google Earth 'free client' can continue to do so or upgrade to an enterprise license. There will be a small fee in any case.
- The Enterprise license agreement will cost an initial $116K in the first year and then $18K per additional year for software licensing. An additional cost of $36K per year is required to host the environment and administer the license agreement. This provides 8,000 licenses. MEMA will pay about $7,000 per year. It is expected that major Google Earth users will also pay a significant portion of the cost.
- In the event of an emergency, MEMA can access many additional licenses to be used by town and county agencies. It will however be necessary to put software on their machines in advance.
- Google Earth Enterprise allows for the creation of custom 'globes', essentially data display templates.
- Google Earth can be 'embedded' in a web browser by adding a Google Earth Plug-in.
- Google Earth Enterprise has excellent security protocols requiring logins, passwords, etc.

Other Business

This was Marilyn Lutz's last meeting of the Geolibrary Board. She is retiring and will not be serving on the Board any longer. The Chair directed that the minutes show the Board's appreciation for Marilyn's long and excellent service with the Geolibrary going back to its formation in 2002.

The meeting was adjourned at 12:13

Attachment A

File Edit View Document Tools Window Help

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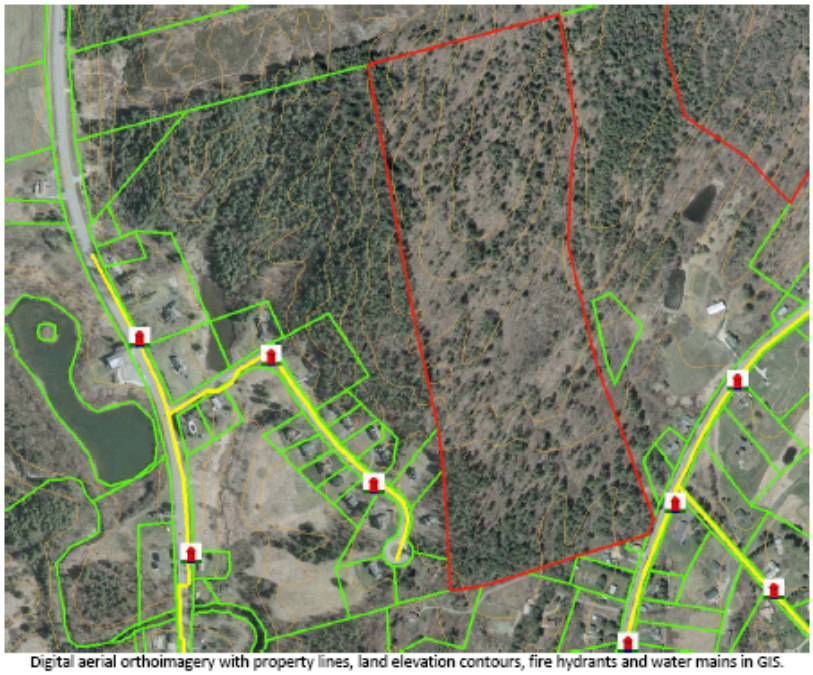
MAINE GEOLIBRARY

Maine GeoLibrary Ongoing Aerial Photography Update Proposal

People across Maine use spatially-referenced aerial photography (known as orthoimagery) for professional and personal uses every day. The information must be current and high quality to be useful. Therefore, the Maine GeoLibrary is proposing an ***ongoing orthoimagery update program*** with two levels of detail and varying update cycles. The proposal divides the state into groups of towns with the timing of updates being determined by the estimated rate of change and development. All organized towns would be covered by 2 foot resolution orthoimagery and all unorganized towns by 3.3 foot resolution orthoimagery. The proposal recommends buy-up options for groups of towns so they could acquire better quality orthoimagery by contributing money. The cost for the base program is estimated to be approximately $450,000 per year.

The full proposal is available at: http://www.maine.gov/geolib/



Digital aerial orthoimagery with property lines, land elevation contours, fire hydrants and water mains in GIS.

User testimonials can be found at: http://www.maine.gov/geolib/orthosurveyresults.htm

Examples of how orthoimagery is used in Maine:

- Tax Parcel Mapping
- Transportation Management & Planning
- Economic Development
- Utilities Management, Operations & Planning
- Land Use Planning & Zoning
- Drainage Planning & Management
- Code & Permit Enforcement
- Agriculture
- Insurance
- Surveying & Mapping
- Environmental Management, Planning & Regulation
- Education
- Natural Resource Inventories & Assessments
- Homeland Security & Emergency Management
- Public Safety Planning, Response & Mitigation
- Forest stand type mapping & management planning

Attachment B

File Edit View Document Tools Window Help

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MAINE GEOLIBRARY

Updated Aerial Photography for Maine

The Maine GeoLibrary recommends an ongoing aerial orthoimagery program with two levels of detail and 3 and 5 year update cycles. The program will cost $450,000 per year and will attract local, private and federal dollars.

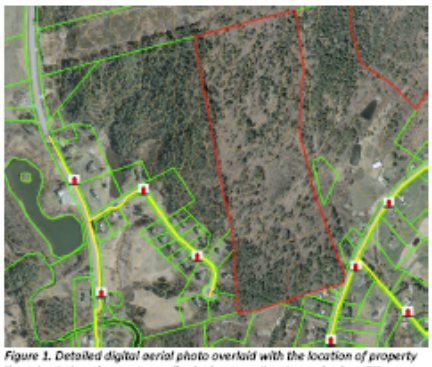

Figure 1. Detailed digital aerial photo overlaid with the location of property lines, land elevation contours, fire hydrants and water mains in a GIS.

Aerial photography, in the form of digital orthoimagery, has become the foundation for state, local and private programs in Maine. It is an essential product that has been developed by many organizations including the state's larger cities and towns. However, small towns cannot afford orthoimagery at all. This leads to haves and have nots, higher overall costs, varying quality, duplication of effort, and a patchwork of products. Large area contracting methods will keep the cost to taxpayers as low as possible, improve the availability of standardized, high-quality products, permit more frequent updates, and ensure all Mainers have access to current orthoimagery for their community.

With this in mind, Maine produced high resolution digital orthoimagery from 2003-2005 aerial photography. State bond funds were matched by federal dollars to pay for the project. Testimonials from organizations around the state which have used the 2003-2005 orthoimagery are available at: http://www.maine.gov/geolib/orthosurveyresults.htm.

The orthoimagery is outdated and much has changed across the Maine landscape. It is time to acquire new aerial photography, produce digital orthoimagery and make plans for future updates. The Maine GeoLibrary Strategic Plan, *developed with the input of stakeholders across the state*, identifies updated digital orthoimagery as a statewide priority.

The following is a partial list of the uses identified by stakeholders:

- Tax Parcel Mapping
- Transportation Management, Operations & Planning
- Economic Development
- Utilities Management, Operations & Planning
- Land Use Planning & Zoning
- Drainage Planning & Management
- Code & Permit Enforcement
- Agriculture
- Insurance
- Surveying & Mapping
- Environmental Management, Planning & Regulation
- Education
- Natural Resource Inventories & Assessments
- Homeland Security & Emergency Management
- Public Safety Planning, Response & Mitigation

The economies of scale provide a very compelling case for producing the data on a statewide basis, rather than town-by-town or agency-by-agency. The cost for acquiring and processing the 2003-2005 orthoimagery was $3.3 million and covered 56% of the state or about $160/square mile. Several communities in southern Maine recently acquired similar orthoimagery products on their own and the average cost was approximately $500/square mile.

There is a common misconception that the State's efforts to upgrade its orthoimagery are redundant, since third party providers are already making this imagery available for free. This is not true. For states such as Maine, the national market does not compel companies to develop the scope of geographic information that the Maine public will need. Internet resources such as Google Earth or Microsoft's Virtual Earth acquire the information from the GeoLibrary Board because it is a free public product. Without an orthoimagery program funded by the State of Maine, publicly available orthoimagery for the entire state, whether through private or government sources, would become outdated, and in many regions would remain at unacceptably low quality levels.

Failure to promote high quality orthoimagery in Maine will put the State at a disadvantage in the economic marketplace. Shouldn't Maine continue to fund a program to improve its imagery for northern Maine and other underserved areas, to update the information on a statewide basis, and to help the state be competitive? Why shouldn't everyone benefit from sharper imagery with far greater utility? The full proposal is available at: http://www.maine.gov/geolib/

For more information: Larry Harwood, (207) 592-1912, larry.harwood@maine.gov

Attachment C

MAINE GEOLIBRARY

Maine Library of Geographic Information

GeoLibrary Board Website Content Management Policy
Document Number: 13
Draft No 1, June 8 , 2010

Purpose

There are several predominant organizational websites that provide access to geographic resources in Maine, among them, Maine GIS User Group (MEGUG), Maine Office of Geographic Information Systems (MEGIS), [University (Tora's website)], and the GeoLibrary Board / GeoPortal.

The purpose of the GeoLibrary Board Website Content Management Policy is to enhance the board's mission by clarifying responsibilities and encouraging cooperation among the major GIS organizations to support the GeoLibrary Board website as a gateway for access to all geographic resources in Maine.

The Web Content Management policy establishes a process that gives the GeoLibrary Board control of its website and produces a unified website displaying links to accurate information.

Policy

The GeoLibrary Board website (GeoLib Web) serves as a gateway that effectively coordinates access to all Maine geospatial information, and is currently maintained by MEGIS. The GeoLib Web is home to the Maine Library of Geographic Information and a direct conduit to the Maine GeoPortal.

As a gateway, the GeoLib Web offers access to geospatial information and resources on external websites that are created and maintained by public and private individual organizations. The GeoLib Web links to these Maine related websites as well as appropriate national and international GIS information resources provided that the links are consistent with the goals of the GeoLibrary Board to offer a public service to education, business and the citizens of Maine by:

- Expanding access to geospatial information and resources
- Offering easy and convenient access to a metadata catalog linked to the GIS data catalog
- Advancing understanding of spatial information through education and training opportunities
- Extending awareness of local GIS initiatives and their interconnection with national goals
- Expanding awareness of GIS news, events and grant opportunities
- Connecting users of geospatial information

Responsibility

Subject to the GeoLibrary Board Policy Committee's oversight, the GeoLibrary Coordination and Communication Workgroup is responsible for evaluating requests to add links to other sites on a case-by-case basis to determine if the link is consistent with assisting or furthering the purpose of the GeoLibrary Board. The GeoLibrary Board requires reciprocal links back to the GeoLib Web.

Links also may be created by the board for informational purposes where the linked external web-site provides useful and valuable information to visitors of the GeoLib Web and the GeoPortal.

Links may be removed or replaced at the discretion of the GeoLibrary Board Policy Committee, which may delegate that responsibility (subject to the Committee's final review) to the Coordination and Communication Workgroup.

The success of the GeoLib Web as a gateway to geospatial resources is dependent on the cooperation of outside organizations --- MEGUG, MEGIS, [the University (Tora's website)], and others as they evolve to ensure that links are maintained and updated as needed. The Chair of the Coordination and Communications Workgroup shall coordinate the communication process with these groups, and it is anticipated that the leadership of these groups will reciprocate in the process.