

## Maine Library of Geographic Information Board Meeting

Date: Wednesday, 17 August 2011

Time: 10:00 AM to 12:30 PM

Place: Cross Office Building, rm. 600, Augusta

### AGENDA

1. Introductions
2. Approval of the 20 July 2011 meeting minutes – Chair
3. MMA Convention – volunteers needed - Chair
4. Membership Update – Chair
  - Jon Giles term expired 03/26/11
  - Steve Weed to Public Seat
  - Marilyn Tourtelotte to County Seat – in process (Paul Hoffman term expires 09/17/11)
  - Judy Colby-George and William Hanson terms expire 09/26/11
5. Parcel Standards Update – Mike
6. Strategic Plan Implementation Groups
  - Coordination & Communication – Mike Smith, Dan Walters  
*MEMA data collection update*
  - GeoParcels – Nancy Armentrout  
*GeoParcels viewer/banner/disclaimer update*
  - Education & Training – Tora Johnson (or designated Board member)
  - Geospatial Data – Dan Walters  
*LUC update*  
*RFP update*
7. Committee Reports
  - Financial Committee – Chair
  - Policy & Marketing Committee – Vinton Valentine
  - Technical Committee – Christopher Kroot
    - GeoPortal Update and Discussion of Testing
8. Guest Comments

## 9. Recommendations for Next Agenda

**NEXT SCHEDULED MEETING:** Wednesday, 21 September 2011, 10am – 12:30pm, 19 Union St., rm. 110, Augusta.

**MINUTES**  
**Maine GeoLibrary Board Meeting**  
**08/17/2011**

Call to Order - 10:00 AM

**1. Introductions:**

<b>Attending</b>	<b>Present</b>	<b>On the Phone</b>
Gretchen Heldmann	X	
Bill Hanson	X	
Ken Murchison		X
Vinton Valentine	X	
Aimee Dubois	X	
Paul Hoffman		
Greg Davis (Arr. 10:15AM)	X	
Dan Walters	X	
	X	
Nancy Armentrout(ARR 10:25 AM)	X	
Michael Smith	X	
Christopher Kroot	X	
Judy Colby-George(ARR 10:10 AM)	X	
Dan Coker	X	
<b>Guests:</b>		
Joseph Young (ARR 10:25 AM)	X	
Jon Giles (term expired March) (ARR 10:50 AM)	X	
Brian Norris	X	
Steve Weed (arrived 10:15 AM)	X	
Mike Schillen	X	
Jim Higgins – ESRI Regional Mgr	X	
Jon Cassidy – ESRI	X	
Hannah Dean – Chellie Pingree’s Office	X	

**2. Approval of the 20 July 2011 meeting minutes – Chair**

✚ Motion approve June minutes by Michael Smith , Seconded by Bill Hanson. Voted 10 Yea, 0 Nay and 2 Abstentions Vinton Valentine and Dan Crocker. Minutes approved.

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

- This is a chance to sell the ortho program to the municipal leaders attending the conference. We will have a table in the vendor exhibit area and need volunteers

to help provide information. Gretchen, Joe, Mike and Dan have volunteered so far please contact Joe if you can help with this outreach effort.

#### **4. Membership Update – Chair**

- Jon Giles term expired 03/26/11 and is still unsure whether or not he will be able to continue
- Steve Weed is working on paper work to be appointed to the Seat representing the Public
- Marilyn Tourtelotte is working on paperwork to be appointed to the seat representing county interests. (Paul Hoffman’s term expires 09/17/11)
- Judy Colby-George and William Hanson terms expire 09/26/11

#### **5. Parcel Standards Update – Mike Smith**

- The standards are complete with the change of map/lot from numeric to character for accommodating alpha-numeric parcel identification formats.

#### **6. Strategic Plan Implementation Groups**

- **Coordination and Communication – Mike Smith and Dan Walters**
  - **MEMA data Collection Update**

Michael Smith has met with Elizabeth Barton regarding issues related to redundant geospatial data activities noted in previous meetings. It turns out that the “same” data is not exactly the same – they are assessing the earthquake vulnerability of structures (schools, public buildings, etc). MEGIS has a grant to collate structures data and come up with a stewardship agreement and process for keeping them up to date, and provide to USGS for National Map. MEGIS will be working with e911 data stewards and the Department of Education regarding schools. Christopher Kroot stated that data gathered by MEMA is for emergency management so they are considering these data in relation to utilities to enable better decisions during emergency situations. Michael Smith offered that there has been significant staff turnover at MEMA in last 6-9 months which limited its participation in statewide coordination. They will be devoting more effort in the future to working with other GIS Stakeholders.
  - **Ortho Imagery – Meetings with County Commissioners continues.** Dan and Joe have met with Penobscot County Commissioners which was well received and included about an hour of discussion. The county Addressing Officer and Emergency Management Director were there. No decision at this time.
  - **Lidar – The LiDAR subcommittee is being re-formed** (Michael Smith, Dan Walters and Joe Young). The USDA is considering the possibility of a large

LiDAR purchase in FY2012 A key area of interest in Maine is for prime agricultural lands in Aroostook County. The committee has initiated contact with participants in the Northeastern states LiDAR project developed in 2010 to gauge interest in continuing the effort to complete LiDAR acquisition for all of New England. The goal is to organize a 3 to 5yr program based on collaboration between the states and key federal agency contributors such as the USDA, USGS and FEMA. The Committee will encourage states and other entities to provide local seed funds and develop an organized plan for acquiring data in those areas where it is currently missing. Dan Walters will connect with USDA folks to find out their budget and footprint, Joe Young will work with other FEMA mapping coordinators and Michael Smith will connect with other state GIS coordinators.

○ **GeoParcels – Nancy Armentrout**

- GeoParcels viewer – Viewer banner, slogan, and disclaimer language  
The committee will meet again today in 402 COB after this meeting. Still need to work on disclaimer, slogan, etc. Vinton Valentine has started work on a banner, and has gathered sample disclaimer language from Aimee Dubois and Gorham, and wants to work with Judy Colby-George to finalize wording but now he sees it's actually going to be on each page and needs to be shorter than anything we have now. Could actually change location of the disclaimer according to Christopher Kroot. Should also look into matching to GeoPortal disclaimer language to the extent possible.  
Mike Smith reported that Angie Auger has been adding Hancock tax assessor data to the composite. He also stated that Washington County may be done in 4- 6 weeks. Univ. of Maine at Presque Isle is apparently working on a similar project involving 15 Aroostook towns.

The Committee has been working on refining requirements for the GeoParcel viewer to give Christopher Kroot something better to work with going forward. The comment period has closed for submitting ideas and the committee will discuss the submissions this afternoon. Christopher Kroot reported that a partial demonstration of the viewer (Hancock County only) should be available for the Maine Municipal Associations annual meeting in October, limited to Hancock County. Christopher will provide estimates for the cost of changes to the viewer based on the priorities developed in the meeting. May need to go back through the viewer and list of requirements again. Michael Smith will make ultimate decision because the funding will be coming from MEGIS and is limited.

- **Enterprise Web Application**

MEGIS is working on an enterprise web application to provide a single public facing structure with multiple viewing tools. The geoparcels, base map,

ortho-imagery, and broadband data and others will all run within the enterprise web application. This will provide viewing consistency across all data sets. Since Board funding provided for development of the GeoParcels, the Enterprise WEB Application is built in and will have continued support with the other data sets using it as well. Christopher gave another plea for comments from users (board members); still hasn't received many.

- Status of parcel data in general –

Anji Auger has worked on finalizing and bringing assessor's data into the Hancock County parcel composite. Tora has completed parcel data for all but two towns in Washington County and has 60% of assessor's data completed. The remaining work for Washington County should be completed in 4-6 weeks. Chunzeng Wang has almost completed work on fifteen towns in Aroostook County. The contract for the remainder of the state will be brought to purchasing dept tomorrow and work will begin.

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

- University classes start in a couple weeks. The MEGUG Fall Conference will take place at the University of Maine at Fort Kent on September 23, 2011 details forthcoming. The 4th annual conference of GIS Educators in Maine is scheduled for November 18, 2011 in Augusta Civic Center. The Committee will meet with MLTI and ESRI representatives to discuss web mapping options for K-12 students in Maine. Chris Kroot met with David Briggs, a professor at the University of Southern Maine Office of Information and Innovation and Computer Science Dept. Head. They have just finished a survey on what types of training Maine organizations require and are not currently available. The University is in the process of developing classes to meet those needs. You can still participate in the survey have input to influence what happens if you contact them (original survey link - <http://survey.i.usm.maine.edu>; however it might be down; otherwise, David Briggs, [briggs@usm.maine.edu](mailto:briggs@usm.maine.edu)).

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- **Geospatial Data – Dan Walters**

- Emergency Management Data Sets - Christopher Kroot  
Chris is participating in conference call this afternoon with the New England Regional GeoSpatial Workgroup, which is oriented towards emergency management. The Department of Homeland Security, MEMA, the Canadian Provinces of New Brunswick and Quebec are considering developing a system to be used for regional response. Virtual USA is also part of this effort focusing on relationships between individual state and federal agencies. This focus is expanding to include state to state issues that have developed as part of the process. MEGIS is assisting in implementing technology, but MEMA staff is in charge. MEMA's original goal was to develop a common operating picture. It is now a situational awareness system using a Google

Earth application providing access to data from another application called WebEOC. This is used by MEMA, County, Town and other state agency emergency response people. MEMA's original Google Earth project is nearly complete and should be available to other organizations and departments by late fall.

- Land Use Codes Report – Dan Walters

The Committee will reconvene in September to attempt to meet with Maine Revenue Services. Judy Colby-George should have seven towns in Bangor area done soon using those codes She will start using them in the Portland area to standardize codes within the communities she is working with in that area. Some code definitions need editing.

- RFP Updates – Michael Smith

AppGeo has signed its contract and returned to the State for the Return on Investment study. The Parcel contract is with the vendor ready to be signed and should be returned in a few days. The Orthoimagery contract is waiting for the appeal period to expire near the end of September. If there are no appeals then a contract will be signed with the chosen bidder.

## **7. Committee Reports**

- Financial Committee – Chair

The committee needs finalize informational sheets. Legislative bond proposal deadline is not the same as the Governor's deadline and the exact dates are uncertain. The Commissioners have to submit proposals to the Governor's Office and sooner is better. Some agencies already have things ready for submittal. We should have something ready for the September meeting. Michael Smith offered that it might be better route to go through legislators since the Board hasn't had success going through DAF's and the Governor's Office. Dan Walter thinks we should do both routes rather than hang our hat on just one. Michael Smith will check on dates. Mike Schillen proposed involving the private sector. One suggestion was to enlist MEGUG's assistance on this; they can reach out to the private sector better. Judy Colby-George mentioned that Mark Jadcowski from the University of Maine had gathered information on people that would be good advocates and we should find that research and use it. Mike Schillen offered to talk to Mark and if there might be some benefits Mike would relay what they did in Pennsylvania. Mike also noted that both Claire Kiedrowski and Jim Page on National MAPS group and should be helpful in a coordinated campaign.

- Policy & Marketing Committee – Vinton Valentine

A new policy is being drafted to clarify board member roles in reviewing and development of requests for proposals procurement processes and subsequently bidding on them for review at the next meeting.

- Technical Committee – Christopher Kroot

- GeoPortal Update and Discussion of Testing

University of Southern Maine has committed to having it ready for testing by the end of August. Christopher Kroot met with the students doing the work on Monday 08/15/2011 and two items the shape file up loader and modification of log-in to meet security requirements are still the most challenging tasks to be completed. David Briggs (USM Project Coordinator) and Chris instituted a requirement for daily e-mail reports on work progress. Several issues were resolved on Monday that could have been done much sooner if the students had been communicating regularly.

The project is under budget at this point. Michael Smith noted that USM has been warned that the last invoice would not be paid until portal was complete.

Chris has contacted ESRI to determine if available tools for metadata will be able to harvest data from other sources and that other sources can harvest ours. It is important that the variety of tools available for creating metadata is known and compatible.

The production portal is still running, some metadata has been added by Tora's intern. Judy Colby-George had a question on SSI data that the University of Maine has been gathering and putting into D-Space Commons. Will the fields and methodology be coordinated so that whatever is typed into D-Space can be imported into the GeoPortal. Chris suggested that the Technical Committee should have a meeting to address this issue and that he would discuss with Judy.

There were several questions regarding Metadata requirements and the consensus was to have answers at the next meeting. What should minimum fields be for simplified metadata record? What about past discussions about 19 minimum fields for FGDC? Vs. ISO? Etc.? Right now, we do not have a template that provides entry for only minimum. FGDC is working on changing to ISO, should be due this fall. Our current policy says we will adopt the new standard once it comes into play, at a minimum the standard is the minimum 19 fields.

**8. Guest Comments**

None

**9. Recommendations for Next Agenda**

None

**Motion to Adjourn** – Motion by Judy Colby-George and Seconded by Michael Smith

 **Voted Unanimously**

**NEXT SCHEDULED MEETING:** Wednesday, 21 September 2011, 10:00 AM – 12:30 PM, 19 Union Street Room 110, Augusta.