

MINUTES
Maine Library of Geographic Information Board Meeting
Wednesday, 17 October 2018
10:00 AM to 12:00 Noon

Maine Public Utilities Commission, Second Street, Ballard Room, Hallowell

Attending	Present	On the Phone
Jon Giles, CHAIR	X	
Patrick Cunningham	X	
Betsy Fitzgerald	Absent	
Brian Guerrette		X
William Hanson	Absent	
Maria Jacques	X	
Nate Kane	X	
Claire Kiedrowski	X	
Vern Maxfield	X	
Jake Metzler	Absent	
Brian Lippold	X	
Vinton Valentine		X
DAFS Commissioner	(Vacant)	
Public	(Vacant)	
Statewide Association of Regional Councils	(Vacant)	
Staff:		
Executive Director	(Vacant)	
Kristina Wilbur	X	
Guests:		
Todd Metzler		
Mal Carey		
Aaron Weston		

1. Roll Call of Members
 - a. Motion to approve the minutes of September 19, 2018 made by Vinton seconded by _____
Voted: 9 Yea 0 Nay 0 Abstained
2. Executive Director Report –
 - a. Executive Director Replacement Update – Brian
 - i. Knowledge Services is currently working on enrolling the potential candidates into the vendor pool, once that is completed they will post the position. Brian Whitley, OIT's KS Account Manager, is supposed to reach out to the candidates and facilitate this. Brian emailed him for a status update but has not heard anything back.
 - a. The posting should be up next week and the goal is to have the position filled by the December board meeting.
 - b. Anyone enrolled in the vendor pool can apply for the position, not just the candidates Brian and Jon initially spoke with. The applications will all be reviewed and then they will start the interview process.
 - c. If anyone knows someone who may be interested in this position or future work for the Geolibary they should reach out to Knowledge Services and start the vendor enrolment process.
 - ii. The board will help weigh in on the decision after Brian and Jon conduct the interviews.
 - a. A November meeting may be scheduled, unsure if it will be in person or a conference call.
 - b. Project Updates - Todd
 - i. Lidar
 - a. Last week we received the delivery of the 2017 Lidar Data and it is being delivered to the customers on magnetic media. One set of magnetic disks were delivered and there are four remaining that need to be delivered.
 - a. Services are on the street for the raster data and by the end of the day there should be services for the vector data associated with the Lidar derivatives.
 - b. Under contract to have 2 foot contours delivered for every region of the state where we have point clouds from any collection. This data will go back to approximately 2006.
 - ii. Orthoimagery
 - a. 2018 – Claire and Jon
 - a. All resolution levels have been posted to the Woolpert review site. Jon has seen some of the imagery that was affected by the oil leak and it looks like it can be salvaged. The partners will make the final decision.
 - b. There have been delays getting the user account information out to the partners but they should receive an email this week that will allow them to see the draft material. A subset of users will be able to make comments, looking for potential errors or processing issues
 - c. Woolpert has kept on schedule, now the partners will need time to review and provide feedback. Woolpert will then review any requests, make adjustments, and finalize the imagery – should be finalized and delivered by the end of the calendar year.
 - d. Unsure how the imagery will be delivered – Jon and Claire will review the MOUs to determine what packages were ordered. In the past some of the higher resolution data was given to the partners on a drive or hosted by MEGIS online through the Geolibary data catalogue.

- e. Todd stated that MEGIS would prefer the vendor to ship products directly to the customers if possible but MEGIS will facilitate this if needed.
 - b. 2019 recruitment – Claire
 - a. MOUs should be in place by 12/31. There are 24 people on Claire’s list that require active follow up and about 70 communities. We may be able to adjust the timeline by a couple of weeks if needed.
 - b. There is known interest from Ellsworth, Bar Harbor, Camden, Rockland, and Bridgeton. Board members should reach out to contacts/clients in the target areas to increase interest in the buy up program.
 - c. Ryan Pelletier (Aroostook County Commissioner) said it is important for them to hear from the municipalities that they’re interested. Historically it has been essential for the towns to express their interest to the county representatives.
 - d. Vern has started speaking with the Oxford County Commissioner to get funding in the budget.
 - c. Membership – Brian
 - a. DAFS Seat - Vacant
 - a. Brian spoke with OIT leadership and they wanted to know if he had any suggestions, he will come up with a list of names.
 - b. Statewide Association of Regional Councils – Vacant
 - a. Jon may be able to fill this role but if there are any other interested people please forward their names to Jon.
 - c. Utility Interest – Brian Lippold
 - a. Brian had his appointment notarized this morning (10/17)
 - d. Statewide Association of Counties - Betsy Fitzgerald
 - a. Renewal has been submitted but the Governor’s Office has not acted on it.
 - e. Real Estate and Development Interests
 - a. Bill Hanson has expired, Jon will reach out to him and determine if he still has an interest in holding this seat.
 - f. State GIS Functions – Maria Jacques and Nate Kane
 - a. Maria’s renewal has been approved
 - b. Nate is expired, no update on when it will be approved
 - g. Public - Vacant
 - a. Jon knows someone who is interested in this seat but it is not confirmed.
 - h. If membership has expired the person can still work in the role until a new person is appointed. The board must maintain a quorum of 8 members to vote.
 - d. Annual Report – need assistance putting this year’s report together
 - i. Due January 1 to the Natural Resources and State & Local Government Committees
 - ii. The existing template from last year can be used, just needs some updating. Keep it brief rather than long and detailed, focusing on facts and addressing what the statute requires us to report – Nate will provide a bulleted list of ideas to start with.
 - a. The statute requires: past years activity, description of standards adopted, data added to the library, partnerships established, disputes addressed, studies conducted, and financial activity
 - b. The status map on the Geolibrary website is dynamic and up to date
 - iii. Claire, Nate, Patrick, Brian, and Maria have volunteered to begin working/reviewing
 - iv. Brian sent out a copy of last year’s report to everyone.
 - e. 3DEP Grant Proposal – Jon

- i. No progress on this but Jon still believes it is possible because there is no hard deadline. There may be potential funding from the DOT and the Maine Turnpike Authority.
 - ii. Possibly replace the 2006 Lidar data from the southern part of York county, starting in the Kittery area up into Cumberland County. The data must be 8 years old before they will fund it through the BAA process – could possibly recollect the 2011 data
- 3. Strategic Plan Workgroup Reports
 - a. Coordination & Communication
 - i. MMA Annual Conference – Claire
 - a. Exhibit was funded by Woolpert, Eric Cole and Sam Moffit came to support
 - b. Provided community outreach for the program. Fielded a lot of questions about Joe’s retirement and the current programs.
 - c. Claire collected a list of people who were interested in the program (about 80 people stopped by the booth) with detailed contact information. Most of them are upcoming towns and counties. People seemed familiar with the program and interested/excited.
 - a. Contacts in Green are part of the current counties, yellow are towns in previous counties that now want to buy up (York, Kennebec, Androscoggin)
 - b. Education & Training – Vinton Valentine, PhD
 - i. Blue Marble User Conference – September 21, 2018
 - a. Well attended by a diverse group of individuals
 - ii. NEURISA – October 15, 2018 - Patrick
 - a. Approximately 70 people. Mostly from Massachusetts but all of New England was represented. Change to the way the regional groups work, now incorporated at the national level as chapters. New England was awarded the 2018 Outstanding Chapter of the Year.
 - iii. Fall NEARC Conference – October 28th – 31st
 - a. Saratoga Springs, NY - MEGIS members have attended in the past if anyone is interested
 - iv. MEGIS Users Group Annual meeting & the GIS Educators Conference – November 9th
 - a. They are looking for more exhibitors
 - b. Maine Geospatial Institute will have a session about building collaborations and partnerships
 - c. Potential to use this group for advocacy and outreach
 - d. There is currently a Maine State GIS opening on the board, if anyone knows of anyone who may be interested please let Patrick know.
 - v. Maine Geospatial Institute
 - a. Curriculum committee is working on draft MOUs at the system level to allow cross listing of courses and limit administrative overhead
 - b. Executive committee has been working on organization, governance, and funding strategies
 - c. On October 30 the larger group of faculty are meeting to discuss strategy, targeting funding sources, and organizational strategies
 - c. Geospatial Data – Dan/Jon
 - i. Postpone until a new executive director is appointed
 - ii. Previously working on an inventory of the data stored in the data catalogue. Identify update cycles and reasons updates might be needed. Determine if there are legislative requirements requiring specific things to be maintained and updated.
 - d. Geoparcels – ?/Jon

- i. A draft of the revamped parcel mapping standards will be sent out prior to the next meeting and the board will vote on the changes. The biggest change has been in the way the attribute tables are set up and the retiring of level 1 mapping.
- 4. Committee Reports
 - a. Finance Committee –
 - i. No Report
 - b. Technical Committee – Brian & Todd
 - i. The discovery and download applications are approaching the end of their life cycle, next calendar year we will need to look at replacement technology
 - ii. Pending the delivery of the new 2 foot contours and acceptance of the data, the project should be complete.
 - iii. Encouraged board members to look at the Elevation Discovery Tool and provide end user feedback to technical committee
 - c. Policy Committee –
 - i. No Report
- 5. Guest Comments
 - a. Mal – Quality of the minutes was helpful, it would be good to keep that standard going.
- 6. Recommendations for next meeting agenda
 - a. Discuss the potential candidates for the Executive Director role.
 - b. Vote on the final version of the parcel mapping standards.
- 7. Adjourn – 12:03 – Maria motioned to adjourn; _____ seconded the motion, all in favor.