

Pepperell GIS Committee Meeting Minutes
April 28, 2010

- 1) Those present were:
 - a) Marty Beck
 - b) Bob Lee
 - c) Sue Snyder
 - d) Greg Rice
 - e) Sue Smith
- 2) March 28, 2010 Minutes
 - a) The minutes of the March 28, 2010 meeting were approved as submitted.
- 3) Budget status
 - a) The proposed budget for FY 2011 is \$3000.00. This is exclusive of \$10,000 from the DPW Enterprise funds designated for GIS in FY 2011.
- 4) NMCOG/Pepperell Memorandum of Understanding
 - a) John Moak stopped by and reported that this was still in negotiation. Attempts were still being made to extend the agreement beyond FY 2010 for the payment of the ARCINFO license fee. Greg agreed that it may be reasonable that the Pepperell DPW would be willing to cover a pro-rated portion of the FY 2011 fee if NMCOG continued to express no interest in a continuing seat on the Pepperell GIS beyond FY 2010. He further agreed to approach the Board of Public Works on this matter.
- 5) Disclaimer/Freedom of Information Requests
 - a) It was agreed that all requests for GIS information/outputs were to be filled only by Jason.
 - b) Sue Snyder agreed to propose a single form for requests and municipal response for GIS information/outputs at the next meeting. Before any information/outputs are generated it was agreed that Jason would provide a good faith cost estimate in each case.
- 6) Jason Report
 - a) There were no new requests for non Sewer/ non Water GIS work during this period.
 - b) The 2009 USGS flyover aerial photographs (ortho's) have been entered into the Pepperell GIS.
 - c) Conservation Commission Orders of Conditions: The plan for incorporation of Conservation Commission Orders of Condition into the attributes of parcels has been reviewed with Ellen Fisher. The initial system will be to reference the Registry of Deeds location of the copy of the orders in each parcel. The Committee felt that it would be preferable long term if scanned images of the orders could be linked to the parcels. Ellen has indicated that she has made some progress in indexing these Orders of Conditions and entering the index onto an EXCEL spreadsheet. Ellen anticipates completing this project this fiscal year.
 - d) Park St Demo Project:
 - i) Bob Lee reported that the digitization of Highway Park St demo data sheets by the DPW is not proceeding with any speed. Both Frank Quattrochi and Sue Snyder have indicated their willingness to assist the DPW in this effort in order to make some progress.

- ii) Bob Lee reported that the digitization of Sewer Park St demo data sheets have been submitted to Jason.
- iii) Bob Lee reported that the digitized Water Park St demo data sheets have been submitted to Jason.
- e) Town Wide Sewer Manholes:
 - i) Many of the missing GPS points have now been incorporated into this layer. Bob Lee reported that the additional GPS points to be obtained to map this layer are being identified by the sewer department and will be GPS'd by them.
 - ii) Bob Lee reported that the data sheets for this layer are being prepared by the DPW for digitization.
- f) ARCINFO training
 - i) Marty agreed to develop a list of users who would be interested in this training.
- g) Street Status
 - i) This layer has been successfully incorporated into the Pepperell GIS.
- 7) Street Numbering bylaw/Master Addressing
 - a) Sue Smith reported that a press release is being prepared to educate the public about the new bylaw. In addition, the press release will be posted on the Town website.
- 8) File Versioning: Greg will be working with Jason to develop a file versioning system. It was agreed that the frequency with which GIS layers would be updated would be a joint decision between the person responsible for the layer and the GIS Committee.
- 9) GIS Handbook: No progress has been made on the GIS handbook which would include the procedures to be followed to report potential GIS errors and their follow up by the GIS effort.
- 10) Jason Priorities: (listed in order of priority)
 - a) Update Official Pepperell Zoning map
 - b) System maintenance
 - c) Installing ARCINFO on all GIS computers and arranging for ARCINFO training
 - d) Adding Conservation Commission Order of Conditions layer and additional hiking trails
 - e) Mapping draft zoning changes
 - f) Adding town-wide Sewer Manhole layer.*
 - g) Finalizing town-wide Hydrant layer.*
 - h) Adding Park St demo Highway attributes.
 - i) Adding Park St Demo Sewer and Water attributes.*
 - j) Adding Street Status attributes.
 - k) Addressing a file versioning system.
 - l) Establishing a master addressing system.
 - m) Finalizing a GIS disclaimer display.
 - 1. To be Determined: Developing a town-wide water system layer.*
 - 2. To be Determined: EPA Storm-water planning.*
- 11) Next meeting
 - a) The next meeting is tentatively scheduled for Wednesday May 26, 2010 at 1:30 pm in conference room A, or potentially later, at the call of the Chair.