

Pepperell GIS Committee Meeting Minutes
August 18, 2010

- 1) Those present were:
 - a) Marty Beck
 - b) Greg Rice
 - c) Sue Snyder
- 2) June 9, 2010 Minutes
 - a) The minutes of the June 9, 2010 meeting were approved as submitted.
- 3) Disclaimer/Freedom of Information Requests
 - a) Marty reported that the form initiated by the GIS Committee for processing Freedom of Information Requests by all town functions was on the next Selectmen's meeting agenda for their approval and dissemination.
- 4) Jason Report
 - a) There were no new requests for non Sewer/ non Water GIS work during this period.
 - b) 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 before her retirement, currently anticipated to be October 15, 2010.
 - c) Park St Demo Project:
 - i) 61 GPS highway points have been entered into the system. Jason 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) Jason reported that the digitized data sheets of the Park St sewer manholes have been submitted except for Village Rd, Pond Circle and Oak Hill St. The sewer piping system has been entered in the system. One manhole GPS point is missing on Village Rd. No digitized sewer pipe data sheets have been submitted.
 - iii) Jason reported that the digitized Water Park St demo data sheets for the 89 water GPS points have been received.
 - d) Town Wide Sewer Manholes:
 - i) Many of the missing GPS points have now been incorporated into this layer. Jason reported that the additional GPS points to the 750 already entered, to be obtained to complete the mapping of this layer, are being identified by the sewer department and will be GPS'd by them.
 - ii) Jason reported that the final data sheets for this layer are being prepared by the DPW for digitization. A partial set of data sheets have been submitted.
 - e) Hydrants

- i) There are 620 GPS points in this layer. Jason reported that 1 last point is being verified by the Water Department for both GPS location and for data.
- f) ARCINFO training
 - i) Jason and Marty recommend that this training be conducted in two steps: First, would be an open session to any interested Town officials describing and distributing what is available on the Pepperell GIS and demonstrating how to utilize it via displays, tools, questions, and sorting, together with whom to contact to maneuver the software to get results. Second would be a more intensive session for those maneuvering the software to get desired the results for Frank Quattrochi, David Stairs, Bob Lee's replacement, Ellen Fisher's replacement, Sue Smith (building Department), Sue Snyder, Carmen Defilippo, and Matt Walsh. The rationale for this 2 step process would be to familiarize everyone with what is available; but only train those to be capable of maneuvering the system to get the desired results that would be using the system with sufficient frequency that any training would not get "stale" between uses.
- 5) Street Numbering bylaw/Master Addressing
 - a) Sue Snyder reported that suitable forms have been generated for tracking this subject on a building by building basis, but that no formal building by building inspection program had been scheduled.
- 6) File Versioning:
 - a) 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.
- 7) GIS Handbook:
 - a) 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.
- 8) Jason Priorities: (listed in order of priority)
 - a) System maintenance
 - b) Adding Conservation Commission Order of Conditions layer and additional hiking trails
 - c) Adding town-wide Sewer Manhole layer.*
 - d) Finalizing town-wide Hydrant layer.*
 - e) Adding Park St demo Highway attributes.
 - f) Adding Park St Demo Sewer and Water attributes.*
 - g) Installing ARCINFO on all GIS computers and arranging for ARCINFO training.
 - h) Addressing a file versioning system.
 - i) Establishing a master addressing system.
 - 1. To be Determined: Developing a town-wide water system layer.*
 - 2. To be Determined: EPA Storm-water planning.*

* DPW funded

9) Next meeting

- a) The next meeting is tentatively scheduled for Wednesday October 13, 2010 at 1:30 pm in conference room A.