

Pepperell GIS Committee Meeting Minutes
June 9, 2010

- 1) Those present were:
 - a) Marty Beck
 - b) Bob Lee
 - c) Greg Rice
 - d) Frank Quattrochi
- 2) April 28, 2010 Minutes
 - a) The minutes of the April 28, 2010 meeting were approved as revised.
- 3) NMCOG/Pepperell Memorandum of Understanding
 - a) NMCOG has declined to enter into an agreement with the Town of Pepperell to share a Pepperell ARCINFO seat in exchange for NMCOG paying one year of the Pepperell ARCINFO licensing fee. It was agreed that in view of the Pepperell users switching to ARCINFO from ARCREADER in the foreseeable future, there was no need to continue paying the annual licensing fee for ARCPUBLISHER since there would be no ARCREADER users. Greg agreed to approach the Board of Public Works to determine if they would fund the current year ARCINFO license.
- 4) Disclaimer/Freedom of Information Requests
 - a) Sue Snyder proposed via email a single form for requests and municipal response for town information/outputs. Several revisions were suggested and it was agreed that the revised draft would be circulated to the Committee, and if found accurate, would be recommended to the Board of Selectmen for use town-wide.
- 5) Request for GIS minutes on the town website.
 - a) A request was received that the minutes of the GIS Committee be posted on the Town website in addition to being available in the Town Clerk's office. There was some discussion of other boards having their minutes abridged and edited by website personnel resulting in changing the meaning of the minutes available on the website versus those available in hard copy in the Town Clerk's office. It was agreed that GIS Committee meeting minutes would be available on the Town website provided that they are not abridged or edited by website personnel. Any such editing or abridging would result in this permission being withdrawn.
 - b) As a result of the tentative agreement to have the GIS Committee meeting minutes available on the Town website, it will become necessary to create a section of the website for the GIS Committee. The contact system for the GIS Committee will have to be established by Joe Traverso through the Board of Selectmen contact system since there is a common sense Town policy of not having non-town email addresses listed as the contacts on the Town website.
- 6) 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 by August this year.
- c) Park St Demo Project:
 - i) 61 GPS highway points have been entered into the system. 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 digitized data sheets of the Park St sewer manholes have been submitted to Jason 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. Bob Lee 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) Bob Lee 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 to Jason.
 - e) Hydrants
 - i) There are 620 GPS points in this layer. Jason reported that 4 data sheets are still missing but that 11 new points and data sheets are being processed.
 - f) ARCINFO training
 - i) Jason and Marty recommended 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, 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.
 - 7) Street Numbering bylaw/Master Addressing
 - a) The Street Numbering Bylaw ad hoc committee is continuing to meet and plan for implementation of the Pepperell Street Numbering Bylaw.

- 8) 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.
- 9) 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.
- 10) 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

11) Next meeting

- a) The next meeting is tentatively scheduled for Wednesday August 18, 2010 at 1:30 pm in conference room A.