

Pepperell GIS Committee Meeting Minutes
March 3, 2010

- 1) Those present were:
 - a) Marty Beck
 - b) Bob Lee
 - c) Sue Snyder
 - d) Greg Rice
 - e) Sue Smith
- 2) January 6, 2010 Minutes
 - a) The minutes of the January 6, 2010 meeting were approved as submitted.
- 3) February 3, 2010 Minutes
 - a) The minutes of the February 3, 2010 meeting were approved as submitted.
- 4) February 1, 2010 Budget letter
 - a) There was general agreement with the contents of the February 1, 2010 budget letter to the Board of Selectmen.
- 5) NMCOG response to the February 3, 2010 Meeting
 - a) The Committee received a letter from NMCOG stating that the payment of two years of ARCINFO maintenance fees in order to obtain a seat on the Pepperell ARCINFO server exceeded their budget expectations.
 - b) Marty contacted John Matley at NMCOG and proposed that the Town of Pepperell pay for one year of maintenance of the GIS Software (ARCINFO) and that NMCOG pay for the other year. John approached Beverly Woods with the revised proposal and she agreed.
 - c) The committee agreed to the above arrangement taking the 1 year maintenance fee from the balance left in the 2005 GIS funding Town Meeting article. John Moak is to draft a Memorandum of Understanding between NMCOG and the Town of Pepperell.
 - d) The remaining money left in the 2005 Town Meeting article funding GIS will be used for the periodic purchase of paper for the large format engineering plotter/scanner/copier in the Pepperell Town Hall.
- 6) NMCOG Survey
 - a) The committee proposed that NMCOG include the development of a state wide master addressing standard to Mass GIS in response to their request for statewide needs from Regional Planning Agencies.
 - b) In a second response to NMCOG, the Committee proposed that NMCOG include the development of a statewide monument installation and documentation for land surveyor use in meeting the requirements of level II of the Mass GIS standard for digital plan submissions to local Planning Boards in response to their request for statewide needs from Regional Planning Agencies.
 - c) The above discussion prompted a request for Jason to evaluate the availability of 2009 USGS aerial photographs of Pepperell from Mass GIS through NMCOG.
- 7) Jason Report
 - a) New non Water/Sewer requests: Jason reported he spent one hour developing a surficial geology map for the Conservation Commission.

- 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 was present and 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.
- c) 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 by the DPW should be completed by the Sewer Department within the next 2-3 weeks.
 - iii) Bob Lee reported that the digitized Water Park St demo data sheets have been submitted to Jason.
- d) Hydrant Layer:
 - i) Bob Lee reported that the Water Department is identifying those hydrant changes that have taken place since the inception of this layer and which will require some updating.
 - ii) Bob Lee proposed that this layer be manually updated by the Water Department reviewing the layer and making the necessary changes/additions at least annually.
- 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 by the end of March 2010.
 - ii) Bob Lee reported that the data sheets for this layer are being prepared by the DPW for digitization.
- f) ARCINFO installation and training: Jason reported that a separate GIS server has been established by Joe Traverso. Jason is in the process of installing the appropriate software at the individual stations which will have access to the server. After the software installations have been completed, Jason will conduct training in its use.
- g) Street Status: Greg has submitted the updated files to Jason for inclusion in the GIS.
- 8) Master Addressing System/Street Numbering Bylaw: Sue Snyder reported that the Massachusetts Attorney General had approved the Pepperell Street Numbering Bylaw. Sue Smith will be organizing a meeting of the sponsors of this bylaw to determine the implementation plan for applying the bylaw.

- 9) 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.
- 10) 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.
- 11) 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.*

*DPW funded

12) Next Meeting

- a) The next meeting is scheduled for Wednesday, April 28, 2010 at 1:30 pm in conference room A.