

**Pepperell GIS Committee Meeting Minutes**  
October 13, 2010

- 1) Those present were:
  - a) Marty Beck
  - b) Ken Kalinowski
  - c) Sue Snyder
- 2) August 18, 2010 Minutes
  - a) The minutes of the August 18, 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 had been approved by the Selectmen for dissemination and use by all town functions.
- 4) Jason Report
  - a) Non Sewer/Water requests: Large format precinct maps were printed for the Town Clerk to post at the polling station.
  - b) Conservation Commission Orders of Conditions: Preparation of the spreadsheets for incorporation of Conservation Commission Orders of Condition into the attributes of parcels has been completed by 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.
  - 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 4 points are being verified by the Water Department for both GPS location and for data.
    - ii) There are 9 other points that are still missing 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. Jason is preparing a CD of the base data in the Pepperell system and a draft training manual.
- 5) Street Numbering bylaw/Master Addressing
  - a) Sue Snyder reported that the public safety group has started inspections. She also reported that Planning Board regulations have been changed to require all new private common drives to be named. Some pre-existing common drives have recently been named by the property owners.
- 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) Establishing a master addressing system.
  - i) Addressing a file versioning 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 January 12, 2011 at 1:30 pm in conference room A.