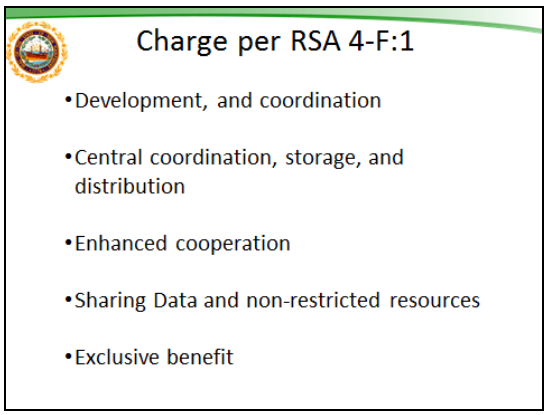
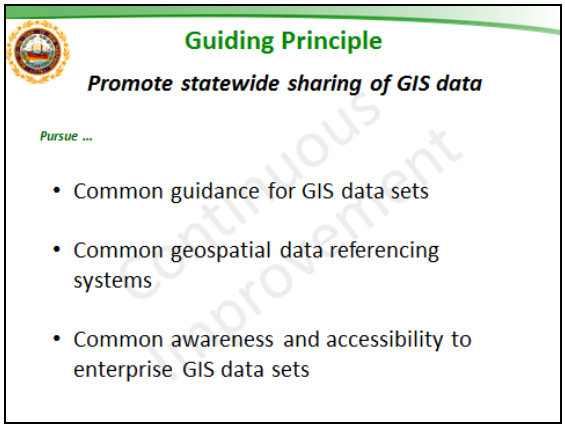
Meeting Summary

INFORMATION							
DATE:	9/29/2016	**START TIME:**	11:00 am	**END TIME:**	12:30 pm	**LOCATION:**	Banking, 53 Regional Drive, floor 2, Concord, NH

SUBJECT/ PROJECT:	GIS Committee Meeting
PURPOSE:	Scheduled Meeting
FACILITATOR:	Denis Goulet, CIO
ATTENDEES:	GIS Committee Members: 1. Adjutant General – Maj. Gen. Bill Reddel 2. Agriculture, Food & Markets – David Rousseau 3. DOC – Linda Socha 4. Cultural Resources – Tanya Krajcik 5. DOE – Scott Mantie 6. Energy and Planning – Jennifer Gilbert 7. DES – Assistant Commissioner Clark Freise 8. Fish & Game – Katie Callahan 9. DHHS – CIO Donna O'Leary 10. DoIT – Denis Goulet 11. DRED – Jonathan Horton 12. DRA – Stephan Hamilton 13. DOS – Assistant Commissioner Richard Bailey 14. DOT – Commissioner Sheehan 15. The director of UNH's geographically referenced analysis and information transfer (GRANIT) system, or designee – Fay Rubin 16. A representative from the NH Association of Regional Planning Commissions – Sara Siskavich
ABSENTEES:	1. A municipal GIS manager, appointed by the NH Municipal Association – Angelo Marino

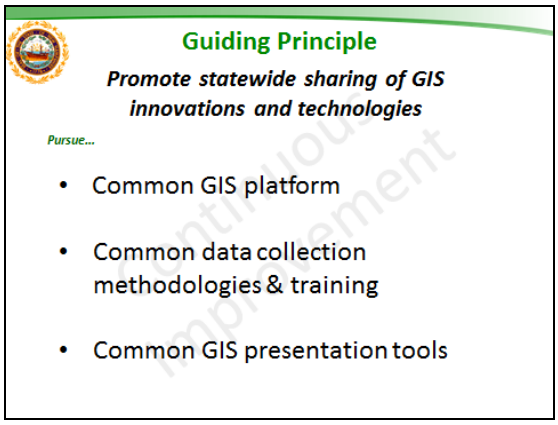
ITEM #	AGENDA
I.	Opening remarks – Commissioner Goulet (5 minutes)
II.	Committee Member Introductions – All (5 minutes) 1. Adjutant General – Maj. Gen. Bill Reddel; Alternate is John Petro 2. Agriculture, Food & Markets – Robert Wolff (David Rousseau will attend 9/29 meeting) 3. DOC – Linda Socha 4. Cultural Resources – Tanya Krajcik 5. DOE – Scott Mantie 6. Energy and Planning – Kenneth Gallager 7. DES – Clark Freise 8. Fish & Game – Katie Callahan 9. DHHS – Donna O'Leary 10. DoIT – Denis Goulet 11. DRED – Jonathan Horton 12. DRA – Stephan Hamilton 13. DOS – Richard Bailey 14. DOT – Comm. Sheehan 14b. The director of UNH's geographically referenced analysis and information transfer (GRANIT) system, or designee – Fay Rubin 14c. A municipal GIS manager, appointed by the NH Municipal Association – Angelo Marino 14d. A representative from the NH Association of Regional Planning Commissions – Sara Siskavich

	(II. Committee Member Introductions – continued) *14e. A regional planning commissioner, appointed by the NH Association of Regional Planning Commissions – Bob Snelling ** Note that this committee seat was included in error on the original agenda; the seat was specified in HB377, but the line including it was then repealed in HB 1147.*
III.	Review RSA 4-F: 1 (10 minutes)
IV.	Elect a Chair (10 minutes)
V.	Guiding Principles
VI.	Next Steps 1. Role of the GIS Committee and the GIS Advisory Committee 2. Gap Analysis
ITEM #	**MINUTES**
	Slides referenced throughout the minutes are from the presentation "NH Geographical Information System (GIS) Committee Per RSA 4-F:1: Vision and Guiding Principles," which is included in its entirety after the minutes.
I.	Opening Remarks • DoIT Commissioner Denis Goulet welcomed everyone and introduced host Banking Commissioner Jerry Little, who then welcomed all. • Commissioner Goulet thanked all for attending this kick-off GIS Committee meeting and pointed out that per HB 377 he is charged with running this first meeting, which includes the election of a committee chair.
II.	Committee Member Introductions • Commissioner Goulet asked committee members and then GIS Advisory Committee members and all other attendees to introduce themselves, which they did.
III.	Review RSA 4-F: 1 • Referring to the slide below, Commissioner Goulet noted that that this is the first time he's had to work at deconstructing a law in understanding the charge of this committee.  • Commissioner Goulet reviewed the charge of the committee per RS 4-F:1 and believes the intent includes: 1) the development and coordination of geospatial data and resources by state agencies and municipal governments; 2) the central coordination, storage, and distribution of the same; 3) enhanced cooperation – the commissioner explained his belief that in order to effectively leverage technology, we must focus on people, process, and technology in that order; 4) data and resource sharing among all committee representatives with the exception of information that is nonpublic, is statutorily restricted, or is part of a criminal investigation, and 5) use shared information for the exclusive benefit of the state, its political subdivisions, and other relevant parties. • The commissioner's vision is that we will make incremental improvements over time.
IV.	Elect a Chair • Commissioner Goulet noted that per the RSA, committee members must elect a chair. He then asked for nominations. • Assistant Commissioner Freise nominated the DoIT CIO; Assistant Commissioner Bailey seconded the motion.

	(IV. Elect a Chair – continued) • Commissioner Goulet invited other nominations, but there were none. Assistant Commissioner Freise explained that he is nominating the DoIT CIO because DES and other agencies represented on this committee have a vested interest in the work of the committee; their agency staff work with GIS data to accomplish their agencies' respective missions, whereas the DoIT CIO and DoIT staff roles are to support other agencies' IT/GIS initiatives from a process and IT Infrastructure perspective. He added that the DoIT CIO is well-positioned for other reasons to facilitate the work of this committee. • Commissioner Goulet asked for a vote, to which there were "ayes;" nobody opposed. The final decision was unanimous to elect DoIT CIO Denis Goulet chair of the committee.
V.	Guiding Principles • Commissioner Goulet recognized that many in the room are Lean and Agile practitioners and as such will appreciate this Mark Twain quote: "Continuous improvement is better than delayed perfection." He said he would like the efforts and approach of this committee to be seen in terms of incremental and sustainable improvement – what is referred to as an iterative and incremental approach in the private sector software/ technology industry. The commissioner suggested that we need to document what GIS initiatives are in place; market these successes; determine a path/goals; deliver the goals; then report on our progress. • Commissioner Goulet explained that he, Mr. Davison from DOT, and Mr. McLean from DES developed the guiding principles after first looking at where we are in the state; what he thinks the legislature will be asking for, based on his observations; and what he thinks will work. He emphasized that the proposed principles are intended to be taken back to peers for feedback. He said the people in this room are the ones who know how to add value to GIS data in the interest of the citizens, and that we now have to better market/promote the good work that has been done and will be done going forward; set a path to go forward; and then move forward. He asked Mr. McLean to come forward. • Mr. McLean said he has recently been appointed to head up project management and innovation at DES and that DES is challenged to index its GIS data. The objective is to share data with other stakeholders. He noted that in a recent strategic plan at DES, GIS data was rated as holding the highest strategic value for DES over the next 5 years. Mr. McLean then reviewed the first guiding principle, referencing the slide below:  • Commissioner Goulet then introduced Mr. Davison, who asked how this committee could help with continuous improvement in this area and also emphasized that great work has been accomplished and is being done now, but that we need to do a better job promoting it. Mr. Davison noted that the Statewide Asset Data Exchange Service (SADES) Initiative is a good example of multi-agency sharing of GIS data.

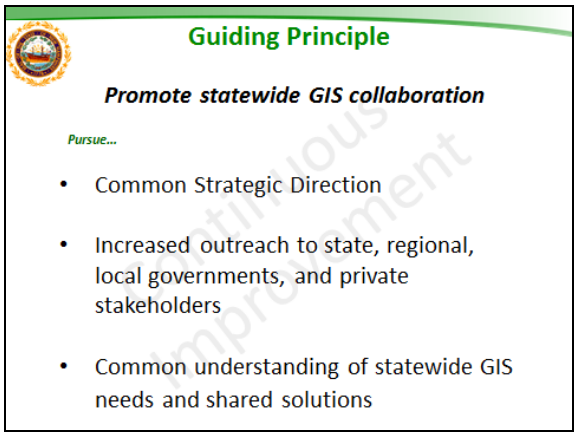
(V. Guiding Principles – continued)

- Mr. McLean referred to the slide below:



- Mr. McLean said a common GIS platform is being used, must be consistent with users' needs and that we must identify and promote the use of the same GIS software and tools for managing and editing the GIS data, such as lines, the SRI reference system, DES's STREAMS, and polygons, but that no statewide reference system exists currently. He said common data collection methodologies and training must enable data providers to select appropriate tools that will among other things, assist with successful succession planning, and cited SADES and DES's STREAMS as examples.
- Mr. Davison then explained that SADES is a cloud-based inventory system using the same training and storage system. DOT's culvert stream crossing data is also an example. Assistant Commissioner Freise noted that this data is being used broadly by volunteers, interns, and QA/CC folks and that perhaps the benefits of this work are being undersold. Agencies share GIS inventory which is stored centrally and used by state employees, volunteers, municipalities, etc. SADES is a cloud based solution to effectively and uniformly collect critical infrastructure data on a statewide level that provides specifications, methods, training, and data exchange services for all stakeholders
- Maj. Gen. Bill Reddel asked if the US grid will be used in the overlay, to which Mr. McLean responded that it will be a hybrid. Maj. Gen. Reddel said the US grid must be used as a standard because if something happens in the state, we will all need to go one place.
- Mr. McLean gave examples of common GIS tools. Currently DOT uses in-house map viewers as does GRANIT; DES's presentation layer is custom developed and hosted on GRANIT, and that DOT is in the process of looking for a COTS map viewer or at hosting through GRANIT.
- Maj. Gen. Reddel inquired about how many enterprise licenses we have as we look at a common GIS platform, to which Commissioner Goulet replied that the State does not currently have an enterprise license agreement with ESRI. Commissioner Goulet will be meeting with ESRI to review their past assessment which, because of CIO turn over, they had never presented to us. From there we can see what opportunities exist.
- Mr. McLean displayed the following slide during the discussion about promoting statewide GIS collaboration:

(V. Guiding Principles – continued)



- Mr. McLean discussed this principle, describing this committee as the beginning of providing a common strategic direction among agencies. He said the 2007 State of New Hampshire Geographic Information System (GIS) Strategic Plan is still relevant, but he isn't sure it has been marketed effectively or if folks know about it.
- Mr. McLean said that increased outreach to private stakeholders and state, regional, and local governments is important because they may not know what is available. The GIS Advisory Committee has been and will be a good platform for discussing and addressing related issues.
- Mr. McLean said a common understanding of statewide GIS needs and shared solutions will begin with the discovery of the gap between GIS solutions and GIS data.
- Mr. Robert Snelling of the Lakes Region Planning Commission noted that formal recognition of GRANIT and the existence of a statewide GIO are missing. He pointed out that all else described so far had been laid out previously, and so wonders what has changed, since many recommendations made previously and discussed at this meeting had never been implemented.
- Commissioner Goulet responded that there has not been a good facility to communicate what has been accomplished and going forward, the expectation is that the work of this committee should demonstrate progress, and he encourages all to evaluate the committee's progress in a year. In the meantime, he encourages folks to show up to be part of the decision-making process that will help create a structure that does deliver. He cited as an example the regularly scheduled IT Council meetings starting about one year ago, which has become a structure that does deliver and make significant decisions regarding needed changes.
- Mr. McLean pointed out that a lot has been accomplished that was recommended in the 2007 strategic GIS plan. The state LiDAR data set is 80 percent complete; parcel mapping data has been applied to adjust town boundaries; and GRANIT has been acknowledged as the state's viewer for all GIS data. He also acknowledged some frustration with the fact that no GIO position has been created and an overall lack of funding.
- GRANIT Director Fay Rubin mentioned for the record that many agencies are publishing web maps, but that organizational changes recommended in the 2007 GIS Strategic Plan have not been implemented.
- Commissioner Goulet responded that this may be due to a perception problem; that is, since there has not previously been a mechanism to report back to the legislature, the perception may be that nothing has been accomplished. DHHS CIO Donna O'Leary added that we need the right people at the table to carry the message of enterprise alignment across the agencies. Commissioner Goulet reminded everyone that progress is not stagnant – business functions are currently relying on geospatial data. He then invited comments.
- DHHS CIO O'Leary said we should articulate that we are not replacing or halting work in progress.

VI. Next Steps

1. Role of the GIS Committee and the GIS Advisory Committee
2. Gap Analysis

(VI. Next Steps – continued)

- Commissioner Goulet acknowledged the work of Ken Gallager and the GIS Advisory Committee, and outlined next steps: adopt guiding principles; try to meet as a committee within the next in 2 to 3 weeks; and define and ratify roles and responsibilities of the GIS Committee and GIS Advisory Committee.
- Commissioner Goulet wants to task the GIS Advisory Committee with its initial assignment: 1) reflect and provide feedback on the strategic plan and proposed guiding principles; 2) define what sort of leadership it will be looking for; 3) recommend what should be included in the Nov. 1 report to the legislature. Commissioner Goulet added that he will propose an outline of the latter.
- Commissioner Goulet noted that the good work of the GIS Advisory Committee was not within a framework or execution-oriented, but that he would like to empower the committee in this regard, since these are the folks who know what we'll need to do in terms of collaboration.
- In response to NH Association of Regional Planning Commission representative Ms. Sara Siskavich's question about whether the two bodies would meet separately or jointly, Commissioner Goulet said the committee would likely meet quarterly with the advisory committee meeting more frequently. Additional meeting options were discussed. Commissioner Goulet stressed that the quarterly committee meetings are public and encourages all advisory committee members to attend them. He acknowledged that separate levels of meetings may be appropriate at different times.
- Commissioner Goulet referred to the slide above and added that there will be a lot to report retrospectively in the November 1 report to the legislature.
- Mr. Sean Goodwin from e911 at DOS said he would like to see a channel of communication get established between the GIS Advisory Committee and the GIS Committee ; an enterprise licensing model would save money and that perhaps savings could be used to help fund more frequent state flyovers, which is a are a funding issue. Dept. of Cultural Resources representative Ms. Tanya Krajcik agreed that an enterprise licensing model would allow more agencies to stay current with GIS technology/tools.
- Maj. Gen. Reddel noted that enterprise licenses cover education, credits, and product updates which will help staff in agencies in which GIS is not considered the highest priority. Assistant Commissioner Freise added that the purchase of enterprise licenses may also improve responses from vendors for assistance; others mentioned economies of scale.
- DOS Assistant Commissioner Rick Bailey pointed out that if enterprise licensing is such a priority, then this needs to be at the top of the first legislative report from the committee.
- Maj. Gen. Reddel added that any money saved should also go back into GIS and not to the general fund.
- DRA's Mr. Hamilton said that ESRI had analyzed an enterprise license model for the state, but that the state never received it. Commissioner Goulet said he and others are meeting with ESRI on Oct. 20; and that his goal is to develop a strategic instead of a transactional relationship. Anyone who wants to join the meeting should let Kathy Traynor know.
- Commissioner Goulet said he anticipates that ESRI won't even sell perpetual licenses at some point and will instead go to a subscription model, which he sees as a more responsible use of funds from the state's perspective, tying funding to the time of use.

(VI. Next Steps – continued)

	• UNH Cooperative Extension's Shane Bradt asked if the enterprise model mentioned would be for state-level agencies or also for regional and municipal entities, to which Commissioner Goulet replied that other states have leveled economies of scale for external entities, but that the challenge is in making commitments and then living up to them. • Maj. Gen. Reddel asked how many present belong to professional GIS groups outside of New Hampshire, to which a few raised their hands. He asked those present to please look at these (e.g., NSGIC) and push the state to enable staff to attend educational forums to get good ideas from elsewhere.
VII.	Motion to Adjourn • Commissioner Goulet moved to adjourn the meeting; Maj. Gen. Reddel seconded the motion; all committee members accepted; meeting adjourned.

ACTION ITEMS			
ITEM #	**DESCRIPTION**	**Assigned To**	**Due Date**
1.	Post/distribute minutes for review (to be approved at next meeting)	K. Traynor	
2.	Schedule next meeting	K Traynor	
3.	Draft outline of November 1 report	D. Goulet	
4.	Approve September 29 meeting minutes at October 28 meeting		

NEXT MEETING: October 28, 1:00 pm to 2:30 pm; Dept. of Safety, 33 Hazen Drive, 2nd fl., Concord, NH