Meeting Summary

INFORMATION

DATE:	2/24/2017	START TIME:	10:00 am	END TIME	11:30 am	LOCATION:	Dept. of Transportation, 7 Hazen Dr., Concord, NH (rm. 114)

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

ITEM #	AGENDA
I.	Welcome – DoIT Commissioner Denis Goulet, committee chair
II.	Motion to accept revised minutes from 9/29/16 meeting and minutes from 10/28/16 meeting
III.	Update from GIS Technical Advisory Committee (GTAC) – Ken Gallager, GTAC chair
IV.	Draft GIS Committee Annual Report – Commissioner Goulet

V.	Update on ESRI meetings – all who attended
	    a. 12/7/16 inventory meeting
	    b. 2/3/17 quarterly meeting

VI.	Status of capital budget item – Commissioner Goulet
VII.	GIS and e-Government
VIII.	Clarification on respective roles of the IT Council and GIS Committee
IX.	Motion to Adjourn

ITEM #	MINUTES
I.	**Welcome – DoIT Commissioner Denis Goulet, committee chair** • At 10:07 am, Commissioner Goulet welcomed all; members introduced themselves at his request. • DOT Commissioner Sheehan welcomed everyone and said she's pleased with the committee's work, since the public's demand for data is always climbing. She showed a 2/23/17 WMUR piece that illustrates how DOT uses data to establish grip factor on state highways and why DOT does not always release data directly to the public: In this case, the sensors used to measure grip factor are too few and too focused to offer the public accurate general driving conditions.
II.	**Motion to accept revised minutes from 9/29/16 meeting and minutes from 10/28/16 meeting** • Commissioner Goulet called for a motion to accept the revised minutes from the 9/29/16 meeting and minutes from the 10/28/16 meeting. Assistant Commissioner Freise made the motion, Commissioner Sheehan seconded; minutes were approved unanimously by voice vote.
III.	**Update from GIS Technical Advisory Committee (GTAC)** • Commissioner Goulet thanked GTAC chair Ken Gallager and members for their good work. Mr. Gallager thanked the gap analysis working group (Catherine Callahan; Fish & Game; Glenn Davison, DOT; Ken Gallager, Office of Energy and Planning; Sean Goodwin, DOS; Hamilton McLean, DES; Fay Rubin, UNH; Tim Scott, DOS; and Sara Siskavich, Nashua Regional Planning Commission) for today's presentation. • Mr. McLean reviewed the GIS Committee's charge as well as outputs and outcomes of GTAC's gap analysis, and noted the 2007 State of NH GIS Strategic Plan is available if you want to see where we were then: • Ms. Siskavich reviewed the gap analysis process outlined in the slide below:

GIS Technical Advisory Committee

GAP Analysis Process

Documentation of Recent Strengths and Weaknesses, Opportunities and Challenges

Detailed Assessment of Progress since the GIS Strategic Plan (ca 2007)

Major strategic ideas were organized and analyzed into an Implementation Table, a matrix of

✓ Strategic Goals
✓ Potential Actions (with explanatory examples)
✓ Major Benefits
✓ Implementation Details
✓ Alignment with Committee's Guiding Principles

Overarching Recommendation: GIS Action Plan Needed

Ms. Siskavich said the documentation of strengths, weaknesses, etc. was the starting point for discussion and that there was agreement in the working group on many points including but not limited to the following: 1) continued support of GRANIT; 2) there is a lack of awareness of much of the good work done to date; 3) there is no standardization of metadata across agencies. To help prioritize the initial list of potential actions, the group looked at relative complexity and cost; timeline; and alignment with guiding principles, all of which are reflected in the implementation table (see page 5 of the GIS Gap Analysis and Recommendations).

- DOT's Mr. Glenn Davison said the working group is looking for input and approval on the resulting proposed action plan to implement recommendations from the gap analysis. He reviewed Strategies 1 and 2:

STRATEGY #1

Develop and maintain NH statewide base map and derivative data products

Objectives –
1. Develop a statewide data acquisition plan for updates to base map

2. Recommend a formalized protocol for data collection and aggregation

3. Implement a common way to locate geospatial features of interest

STRATEGY #2

Elevate GRANIT to the official NH State GIS Clearinghouse

Objectives –
1. Promote common awareness of & accessibility to enterprise GIS data sets

2. Research & promote task & cost-appropriate analytical tools

3. Provide common GIS presentation tools & platform

4. Increase outreach to state, regional, local governments & private stakeholders

- Strategy 1: Mr. Davison said the previous needs assessment relied on resources from both state agencies and the private sector. He gave as an example of a standards specification the challenge and need to identify a common refresh cycle for statewide aerial photography to support budget planning.
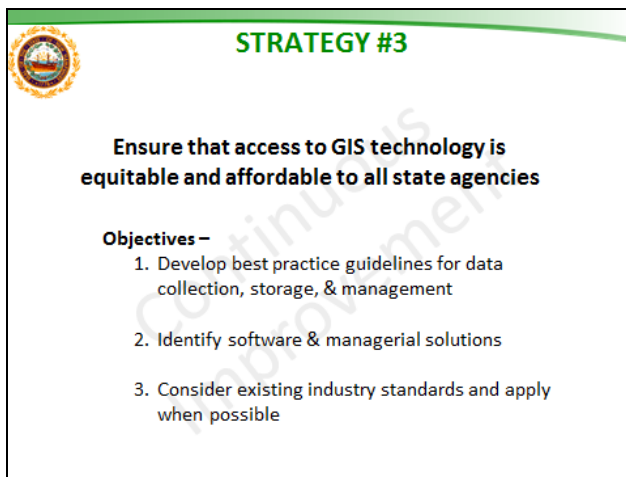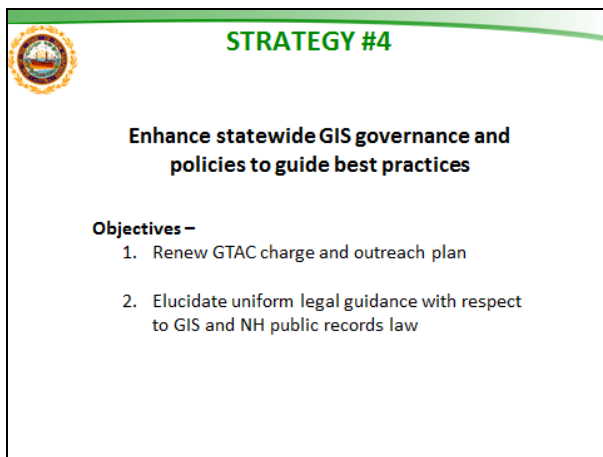- Strategy 2: The biggest challenge in promoting awareness and accessibility of GIS data is to figure out how people learn about and access GIS information. Currently, the available tools and platforms are funded under individual contracts. The goal is to provide one-stop shopping for GIS in a consistent and efficient way. One possibility is by elevating GRANIT to be the official statewide GIS clearinghouse. This could include building common mapping tools, providing access to shared data and training resources; enabling "have-not" agencies to build off existing maps and data to fill gaps. Mr. Davison reviewed Strategy 3 and elaborated:

STRATEGY #3

Ensure that access to GIS technology is equitable and affordable to all state agencies

Objectives –
1. Develop best practice guidelines for data collection, storage, & management
2. Identify software & managerial solutions
3. Consider existing industry standards and apply when possible

- Strategy 3, Objective 2 example: We could look at how we're using licenses. If some licenses are being used just for viewing, we could move those users to a map viewer and have them use data exports in Excel for analysis to better leverage existing licenses.
- Objective 3: For example, U.S. National Grid is now common across many GIS implementations. We need to ensure systems can talk to each other.
- Mr. Davison reviewed Strategy 4 and said the committee needs clarification on what the state can do, share, and how.

STRATEGY #4

Enhance statewide GIS governance and policies to guide best practices

Objectives –
1. Renew GTAC charge and outreach plan
2. Elucidate uniform legal guidance with respect to GIS and NH public records law

- He reviewed the following summary and said they are looking for the GIS Committee to adopt and champion a plan and coordinate resources:

Summary of Recommendations:
Two-Year GIS Action Plan

Outputs
1. A sequence of steps or activities that must be taken for each objective to support respective strategy.
2. Three major components:
   • Specific tasks & by whom
   • Time horizon
   • Capital & human resources needed

Required outcomes
1. GIS Committee review, amend & adopt
2. Identify available resources to implement
3. Report to Legislature

Resource requirements
1. Assigned point of contact for overall coordination
2. GTAC working group or outside resources
3. Availability of agency staff resources or funding of outside resources

- Ms. O'Leary thanked the group. She appreciated its ability to boil down so much information into this high-level summary. She would like an agency scorecard to see how she can further leverage/track staff resources at the agency level. Mr. Goodwin considered this part of Strategy 3; each agency would conduct its own gap analysis as a first step in determining needs statewide.
- Asst. Commissioner Freise agreed and said the work needed to set the standard for initial data collection is easy, so agencies can move forward on this. He asked how we can give GIS a lot more cachet and get the governor to take the advice of this committee, citing that some DES staff positions were not approved recently.
- Commissioner Goulet agreed that increased visibility is needed and can be accomplished through multiple channels, starting with a presentation to the IT Council and IT Legislative Oversight Committee, which would include GIS, the IT Strategic Plan, eGovernment, and how they align with the governor's priority to provide excellent customer service. It would include a version of today's presentation.
- UNH's Ms. Rubin suggested including a quantitative costs/benefits analysis in the final action plan. She also said she thought the standards were intended to be recommendations, not absolute requirements (e.g., U.S. National Grid).
- Ms. O'Leary said we'll need to understand how each decision would impact individual agencies as we proceed; Commissioner Sheehan said we need to distinguish between need vs. preference. Asst. Commissioner Freise said he leans toward establishing standards for the benefit of commonality, which will matter at the point of hand-off from one agency to another and will simplify training needs and the ability to move tasks among staff.
- Commissioner Goulet suggested applying the principle of valid uniqueness to GIS standardization across the state, which works on the assumption that the defined standards can be the same, with exceptions allowable only to meet requirements (as opposed to preferences).
- Mr. Tim Scott of e911 said about the standards presented that he wants to make sure the lowest common denominator does not become the standard in cases where there is a need for a custom-developed application, and referenced having success applying some cutting edge work being done in the industry.
- Commisisoner Goulet said this is a good segue into agenda item VII (GIS and eGovernment) and addressing other areas of dissent within GTAC.
- Asst. Commissioner Bailey said the question is about how we set goals. He doesn't see that DOS's goal is to make sure another agency benefits from what it does, although he hopes they can benefit from it. He thinks the goal at this point should be to make public GIS resources available to all, but not to identify a particular solution, such as elevating GRANIT statewide, prior to addressing issues of eGovernment. Asst. Commissioner Freise agreed and Commissioner Sheehan noted that the spirit is aligned, but wording is not and that we could standardize on specific tools by applying the principle of uniqueness.
- Commissioner Goulet said the baseline plus model used for the statewide cyber training has worked well, allowing agencies to enhance but not dial back on requirements and that it's been easier to manage than other models.
- Asst. Commissioner Freise said we should think of standardizing how data goes into a database for the first time (e.g., format, validation of changes, etc.).
- Mr. Davison said the idea is to collaboratively establish standards by consensus within the working group. He said as a quasi- state agency, GRANIT could be a flexible option compared to a commercial vendor. He

	gave as an example the need to process change orders to vendor contracts if/as project needs change, which makes GIS transactional in nature and expensive. • Asst. Commissioner Freise said at some point we'll need to spend money on researching the options; having comparative information for options will only strengthen our case once we decide how to proceed. Commissioner Goulet added that this aligns with our procurement strategy. • Ms. Rubin said she thinks GRANIT is in a unique position to offer services discussed; she also respects the process discussed, and so recommended that we change Strategy 2 to "designate an official GIS clearinghouse" and leave action item #1 as it currently reads: "Promote common awareness & accessibility to enterprise GIS data sets" (e.g., more modern GRANIT web portal). • Commissioner Goulet recommended that GTAC tweak its plan based on feedback, and that the committee vote for approval before the next quarterly meeting, so the plan can be available to the Legislative IT Oversight Committee and for other marketing opportunities. Asst. Commissioner Freise said he'd like to have an approved plan by 1 pm on March 9 to support his request for reconsideration to fill some vacant positions. • Commissioner Goulet suggested we aim to have the plan modified and approved by March 6; GTAC members agreed they could do this. He thanked the group for the excellent work and collaboration.
IV.	**Draft GIS Committee Annual Report** • Commissioner Goulet said the timing for this is great with the capital budget being considered soon. We'll use the same process used by IT Council members: 1) review draft; 2) provide feedback; 3) vote. Send feedback on the outline shared today, so your comments can be incorporated along with work presented today. The document will be shared publicly when finalized. In the interest of time, Commissioner Goulet jumped ahead to agenda item VI.
V.	**Update on ESRI meetings** • Tabled.
VI.	**Status of capital budget item** • Four out of six IT items have advanced to the legislative phase, with cybersecurity reduced by $600K to $1.4M. At $725K, GIS is now the number four IT priority. In response to Mr. Marino asking what's in it, the Commissioner said he would get the information out, since the original budget predates the GIS bill and so needs revisiting. Asst. Commissioner Bailey suggested the priorities be locked down when going to the legislature. • Mr. Goodwin said he thinks this group could do more than identify specific tasks, to which Mr. McLean responded that the group is charged with identifying what would be most beneficial to all agencies. • Ms. Rubin said she's not that familiar with state funding, but it seems funds for imagery seem to be more easily available than for capital budget items; Commissioner Goulet agreed. • Mr. Goodwin said $725K seems high for statewide aerial imagery. • Asst. Commissioner Bailey said the problem with using capital budget money for imagery is that we'll need to set up a mechanism for whatever it is; that capital budget money usually gives you something to bring about change; that $725K may only get some subset of LiDAR or other imaging needed. He added that this is an opportunity we won't get every year to make long-term change and we must be able to clearly explain it. • Commissioner Goulet noted there's not enough time to resolve this and called for an action item to review what's in the capital budget; how developed; how to decide to go forward with what we have or to quickly proceed with change.
VII. and VIII.	**GIS and e-Government** **Clarification on the respective roles of the IT Council and GIS Committee** • Commissioner Goulet said the IT Council agreed that alignment between GIS at the state and e-Government is a good start for developing an e-Government strategy; to kick this off he'd like GTAC to present to the IT Council on 4/28 to inform them; and that we could possible leverage the IT Council's power to help move GIS forward, since HB2 gives the IT Council authority the GIS Committee does not have.
IX.	**Motion to Adjourn** • Commissioner Goulet requested a motion to adjourn; motion was made and seconded, and the meeting was adjourned.

ACTION ITEMS			
ITEM #	**DESCRIPTION**	**Assigned To**	**Due Date**
II.	Post approved minutes from 9/29/16 and 10/28/16 meeting.	K. Traynor	
III.	Revise Plan by March 6; then distribute for vote on approval via email	GTAC; D. Goulet	
VI.	Distribute details of SFY18/19 GIS capital budget item	D. Goulet	
NEXT MEETING: TBD			