

# MINUTES



## INFORMATION

<b>DATE:</b>	10/04/2018	<b>START TIME:</b>	1:00 pm	<b>END TIME</b>	2:30 pm	<b>LOCATION:</b>	Department of Information Technology, 27 Hazen Drive Concord NH - Rm 148
<b>SUBJECT/PROJECT:</b>	GIS Committee Meeting						
<b>PURPOSE:</b>	Scheduled Meeting						
<b>FACILITATOR:</b>	Denis Goulet, CIO						
<b>COMMITTEE MEMBERS:</b>	Committee Members 1. Adjutant General – Gen. David Mikolaities; alternate - Capt. John Petro 2. DOC – Linda Socha 3. Dept. of Natural and Cultural Resources – Tanya Krajcik 4. DOE – Caitlin Davis 5. Office of Strategic Initiatives – Kenneth Gallager 6. DES – Assistant Commissioner Clark Freise, alternate is Ham McLean 7. Fish & Game – Katie Callahan 8. DoIT – Commissioner Denis Goulet 9. Dept. of Natural and Cultural Resources – Jonathan Horton 10. DRA – Stephan Hamilton 11. DOS – Assistant Commissioner Richard Bailey						
<b>Absentees:</b>	1. Agriculture, Food & Markets – Robert Wolff 2. DHHS – CIO Donna O’Leary 3. DOT – Commissioner Victoria Sheehan 4. The director of UNH’s geographically referenced analysis and information transfer (GRANIT) system, or designee – Fay Rubin 5. A municipal GIS manager, appointed by the NH Municipal Association – Angelo Marino 6. A representative from the NH Association of Regional Planning Commissions – Sara Siskavich						

ITEM #	MINUTES
<b>I.</b>	<b>Welcome – DoIT Commissioner Denis Goulet, committee chair</b>
<b>II.</b>	<b>Motion to accept minutes from <a href="#">02/22/2018</a> meeting</b> <b>A motion was made to approve the minutes, seconded and all approved, none opposed. Motion has been passed</b>
<b>III.</b>	<b>Elect a Chair– DoIT Commissioner Denis Goulet, Committee chair</b> Commissioner Goulet reported that the two year term for the Chair to the GIS Committee ended on September 29, 2018. Commissioner Goulet has asked for recommendations for the Committee Chair. <b>A motion was made to have Commissioner Goulet elected for a second term, seconded and all approved, none opposed. Motion has been passed.</b>

- IV. **GTAC update on Imagery acquisition- Ken Gallager and Fay Rubin**  
The GTAC held 4 User Input Sessions and an online survey to gather input from the NH GIS Community. The full presentation is posted on the GIS Website.

## Imagery Needs Assessment Process

- User Input Sessions:
  - July 24, 2018 – Plymouth
  - July 31, 2018 – Nashua
  - August 1, 2018 – Concord
  - August 23, 2018 – Portsmouth
- Online Survey:
  - Survey open from July 3 through August 31
  - Announcement emails sent in early July (7/3), with follow-up reminders in mid-July (7/16) and mid-August (8/16)
  - Announcements via NH Municipal Association newsletter on 7/3 and 7/18

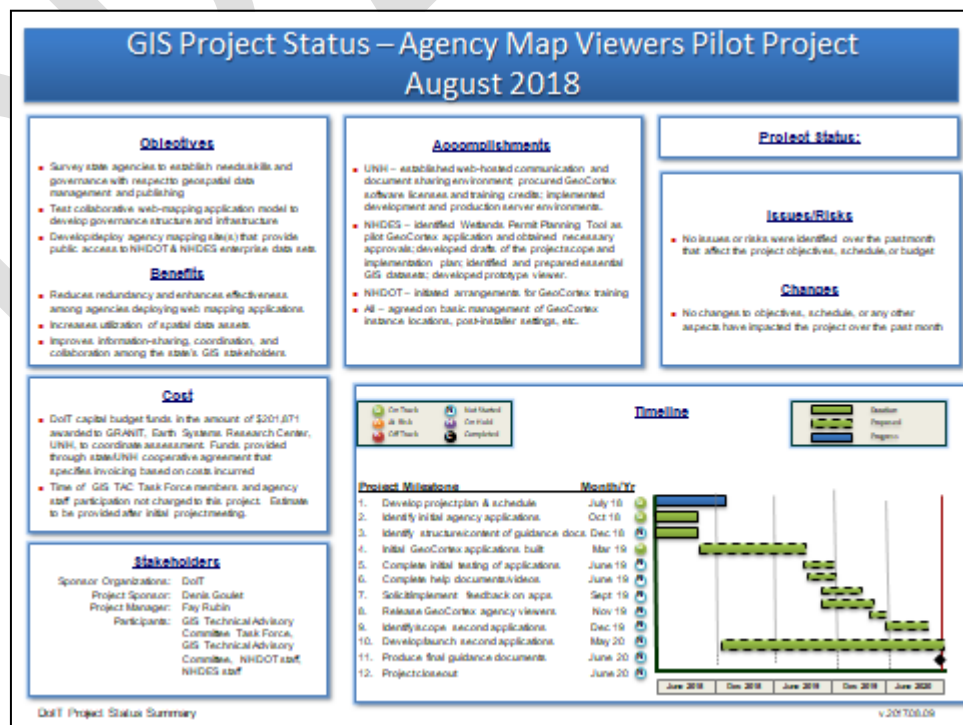
## Current Status

- Four user input sessions convened. Total participants: ~40
- Online survey responses: 155
- Results now being compiled

## Next Steps

- Review summary draft with working group members
- Develop list of vendor/technology/licensing options
- Work with GTAC working group on potential funding model(s)
- Project end date estimated late Fall/Winter 2018

### V. GTAC update on Agency Map Viewer project – Glenn Davison and Hamilton McLean



**VI.. Improving field data collection using new(Aurora) collector app- Katie Callahan**

Project Approach

A Launch Kit from ESRI will provide a solid foundation of best practices and governance for ArcGIS Online and mobile applications deployment. Launch kits are a technical service package offered by ESRI and are defined as: collaborative engagements to empower you with the knowledge and workflows to manage your organizational account, build high quality content, and create focused maps and apps. All web products and workflows would be compatible with the forthcoming release of the new Collector app developed through ESRI's Aurora project.

Project Activities

The ESRI Professional Services consultant will work with the state agency(s) and start with a resource assessment to determine available GIS content, capabilities and information product needs. During the process of configuring maps and apps, the ESRI consultant will help configure ArcGIS organizational settings, populate the account with content, and provide best practices on leveraging web GIS for data collection. The Launch Kit includes knowledge transfer on: authoring, registering and sharing content, creating web maps, management and administrative tools, using web GIS in workflows, and securing content and governance. Process and results will be documented by the pilot agency(s).

Specific products:

- 1.) Collector app(s) for field data collection for State lands infrastructure
- 2.) public Web map with data form for collecting citizen science information

Establish recommended standards for:

- Adhere to standards established by the Agency Map Viewers Project (map publishing, including map content, data layer naming, and metadata, as well as stylistic elements)
- Settings in ArcGIS Online and Collector to meet minimum data quality/accuracy requirements

Establish governance structure and documents to address:

- User management (names, roles, credentials) and sharing content between agencies
- Software management (deploy new release of Collector)
- Site publication environment (development and testing via collaboration between agencies)

Future direction

This project introduces the data collection phase to the Agency Map Viewers Pilot Project; and it will demonstrate the transferability of the NH SADES model to natural resource agencies.

Funding Requirements

Cost: Launch Kit through the NH Master Pricing Agreement (MPA) with ESRI is: **\$14,000.**

**Motion to fund the proposal of improving field data collection using the new ESRI Collector application, seconded and all approved, none opposed. Motion was passed.**

<b>VII.</b>	<p><b>Budget Conversations with the Governor's Office- Denis Goulet, Commissioner, DoIT</b></p> <p>The Budget Director Mac Zellem has been updated on the committee's progress, there is interest in the Governor's office to see this go forward. The ideal funding is around a mechanism of a non-lapsing fund, i.e. a revolving fund. They are on board with the revolving fund idea and a discussion has been had about the difficulty of self-funding an enterprise solution for a state wide GIS.</p> <p>Commissioner Goulet is looking for feedback and opinions on whether we should hire a GIO or not. Please give your ideas on the position, pros and cons, and who the position should report to by email to Commissioner Goulet by next Friday - October 12, 2108.</p>
<b>IX.</b>	Motion to Adjourn 2:35pm

<b>ACTION ITEM</b>
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ITEM #	DESCRIPTION	Assigned To	Due Date
1.	Respond by email on pros and cons of hiring a GIO to Commissioner Goulet	GTAC and Committee	10/12/2018
2.	ERSI contract to be reviewed and funded	Denis Goulet	
3.	Minutes to be posted to website	Lois Monette	10/12/2018

<b>NEXT MEETING: TBD</b>
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