

Meeting Summary



INFORMATION

DATE:	10/28/2016	START TIME:	1:00 pm	END TIME:	2:30 pm	LOCATION:	Dept. of Safety, 33 Hazen Dr., Concord, NH
SUBJECT/PROJECT:	GIS Committee Meeting						
PURPOSE:	Scheduled Meeting						
FACILITATOR:	Denis Goulet, CIO						
ATTENDEES:	GIS Committee Members: <ol style="list-style-type: none"> 1. Adjutant General – John Petro (alternate for Maj. Gen. Bill Reddel) 2. Agriculture, Food & Markets – Robert Wolff 3. Dept. of Cultural Resources DCR) – Tanya Krajcik 4. Energy and Planning – Ken Gallager 5. DES – Assistant Commissioner Clark Freise 6. Fish & Game – Katie Callahan 7. DHHS – CIO Donna O'Leary 8. DoIT – Commissioner Denis Goulet, committee chair 9. DRED – Jonathan Horton 10. DRA – Stephan Hamilton 11. DOS – Assistant Commissioner Richard Bailey 12. DOT – Commissioner Sheehan 13. The director of UNH's geographically referenced analysis and information transfer (GRANIT) system, or designee – Fay Rubin 14. A representative from the NH Association of Regional Planning Commissions (NHARP) – Sara Siskavich 						
ABSENTEES:	<ol style="list-style-type: none"> 1. A municipal GIS manager, appointed by the NH Municipal Association – Angelo Marino 2. DOC – Linda Socha 3. DOE – Scott Mantie 						

ITEM #	AGENDA
I.	Welcome – DoIT Commissioner Denis Goulet (committee chair)
II.	Committee Member Introductions – All (5 minutes) <ol style="list-style-type: none"> 1. Adjutant General – Maj. Gen. Bill Reddel; alternate is John Petro 2. Agriculture, Food & Markets – Robert Wolff 3. DOC – Linda Socha 4. Cultural Resources – Tanya Krajcik 5. DOE – Scott Mantie 6. Energy and Planning – Kenneth Gallager 7. DES – Assistant Commissioner Clark Freise 8. Fish & Game – Katie Callahan 9. DHHS – CIO Donna O'Leary 10. DoIT – Commissioner Denis Goulet 11. DRED – Jonathan Horton 12. DRA – Stephan Hamilton 13. DOS – Assistant Commissioner Richard Bailey 14. DOT – Commissioner Victoria 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
III.	Review and Adopt the Guiding Principles

IV.	Review and Adopt Role Definition for Both Committees
V.	Quick Update on ESRI Meeting
VI.	Initial Assignment for Advisory Committee
VII.	Motion to Adjourn
ITEM #	MINUTES
	<i>Slides referenced in the minutes are from the presentation “NH Geographical Information System (GIS) Committee Per RSA 4-F:1, 10/28/2016.”</i>
I.	Welcome – DoIT Commissioner/Committee Chair Denis Goulet <ul style="list-style-type: none"> DoIT Commissioner Denis Goulet welcomed everyone.
II.	Committee Member Introductions <ul style="list-style-type: none"> Commissioner Goulet asked committee members, GIS Advisory Committee members and all other attendees to introduce themselves, which they did.
III.	Review Minutes and Motion to Accept Minutes from 9/29/16 meeting <ul style="list-style-type: none"> Commissioner Goulet asked for a motion to accept minutes from the 9/29/16 meeting. GRANIT Director Faye Rubin requested a correction regarding a statement attributed to but not made by her. Motion will be made at the next meeting to accept the corrected minutes.
IV.	Review and Adopt the Guiding Principles <ul style="list-style-type: none"> Commissioner Goulet reviewed the meeting agenda and the committee’s vision and charge, with little discussion: <div data-bbox="316 772 799 1134" data-label="Complex-Block"> <p>Vision</p> <p>Promote statewide sharing of GIS data, innovations, and technologies through GIS collaboration</p> </div> <div data-bbox="316 1163 799 1526" data-label="Complex-Block"> <p>Charge per RSA 4-F:1</p> <ul style="list-style-type: none"> •Development and coordination •Central coordination, storage, and distribution •Enhanced cooperation •Sharing data and non-restricted resources •Exclusive benefit </div> <ul style="list-style-type: none"> Commissioner Goulet asked for input on the first guiding principle:



Guiding Principle
Promote statewide sharing of GIS data

Pursue ...

- Common guidance for GIS data sets
- Common geospatial data referencing systems (US Grid)
- Common awareness and accessibility to enterprise GIS data sets

- Commissioner Goulet asked for feedback on Maj. Gen. Reddel’s input on the U.S. National Grid at the prior meeting. Assistant Commissioner Freise said that DES is meeting with the National Guard to learn more, since to date the agency has not matched up with the National Grid.
- Commissioner Goulet asked if other states have been doing this.
- In response to GRANIT Director Fay Rubin’s suggestion that the committee say we are not prepared to make a statement about the U.S. National Grid until we better understand it, Commissioner Goulet agreed. All agreed to say the committee will research the topic and discuss its implications at a future meeting. Director Rubin noted that the correct terminology is “U.S. National Grid.”
- Commissioner Goulet said a lack of comment will be taken as acceptance of the principle as is; he then presented the second guiding principle:



Guiding Principle
Promote statewide sharing of GIS innovations and technologies

Pursue...

- Common GIS platform
 ✓ Enhance GRANIT partnership
- Common data collection methodologies & training
- Common GIS presentation tools

- Commissioner Goulet said he wondered if previously, the role of GRANIT was underemphasized. After discussion, Commissioner Goulet summarized the comments by saying there seems to be agreement to move the relationship with GRANIT to more of a partnership.
- Director Rubin said she supports the “Enhance GRANIT partnership” sub-principle, but suggested that it might be more appropriately placed under a different Guiding Principle.
- NHARP representative Ms. Siskavich asked if GRANIT should be its own bullet in the final version of this principle.
- Commissioner Goulet presented the third guiding principle for review:



Guiding Principle
Promote statewide GIS collaboration

Pursue...

- Common strategic direction
- Increased outreach to state, regional, local governments, and private stakeholders
- Common understanding of statewide GIS needs and shared solutions

	<ul style="list-style-type: none"> Ms. Siskavich suggested they consider if there is an appropriate place to add economies of scale as a benefit of collaboration, to which Commissioner Goulet responded that he thinks it was implied under a common platform. Commissioner Goulet said his intent is to adopt these guiding principles based on the feedback received. He noted that the committee agreed to adopt these principles.
<p>V.</p>	<p>Review and Adopt Role Definition for Both Committees</p> <ul style="list-style-type: none"> Commissioner Goulet reviewed the outline below and then the Leadership Cycle slide for a discussion on how the GIS Committee and GIS Advisory Committee would operate and interact. <div data-bbox="326 422 789 768" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> •GIS (377) Committee <ul style="list-style-type: none"> ✓ Determine Chairmanship ✓ Top Level Strategy ✓ Legislative Reporting •GIS Advisory Committee <ul style="list-style-type: none"> ✓ Consult and Advise GIS Committee ✓ Execute Strategy ✓ Facilitate and Implement Broad Collaboration </div> <div data-bbox="326 800 789 1146" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Leadership Cycle</p> <pre> graph TD Strategy --> Planning Planning --> Execution Execution --> Challenges Challenges --> Leadership Leadership --> Strategy </pre> </div> <ul style="list-style-type: none"> Commissioner Goulet gave as an example of the leadership cycle the SADES project, noting that after deciding on strategy and planning, the people and technology challenges during the pilot caused people to pull back. What got it back on track was leadership on both the operational and strategic side throughout the cycle. He said he even feels that this type of leadership could potentially accelerate the pace of projects. DHHS CIO O’Leary noted that she sees the consistent feedback between the two working bodies more like a Venn diagram, and that the GIS Committee could provide both tactical and funding support to the GIS Advisory Committee. Commissioner Goulet noted that what is not illustrated in the Leadership Cycle slide is both committees’ right to request and responsibility to provide support to one another, and said he and Ken Gallager, who is leading the GIS Advisory Committee, will expand on this going forward. Assistant Commissioner Freise suggested we consider adding under the responsibility of legislative reporting to advocate on behalf of the GIS Advisory Committee. At the suggestion of Assistant Commissioner Bailey and after further discussion and a suggestion by Commissioner Sheehan, it was decided to instead summarize as follows: “promoting the benefits of supporting GIS collaboration.” An example given was a collective need for funding to take aerial pictures of the state. In response to Director Rubin’s request for clarification on the GIS Committee vs. the GIS Advisory Committee and Mr. Gallager’s suggestion, Commissioner Goulet and others agreed that going forward the GIS Advisory Committee would be referred to as the GIS Technical Advisory Committee (GTAC).
<p>VI.</p>	<p>Quick Update on ESRI Meeting</p> <ul style="list-style-type: none"> Commissioner Goulet referred to the following slide throughout the discussion:



Update on ESRI Meeting

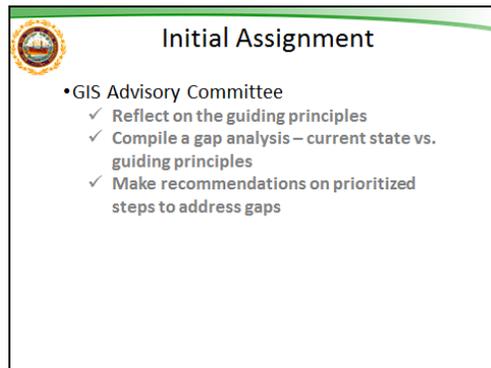
- Primary Goal: Re-launch Strategic Relationship
- Information Sharing
- Tools Review
- Next Steps
 - ✓ Inventory of current licensing
 - ✓ Review and educate
 - ✓ Schedule regular meetings

He said he, Assistant Commissioner Bailey, DOT's Mr. Glenn Davison, and DES's Mr. McLean met with ESRI on 10/20. The goal is to move toward a more strategic partnership; going forward we will let ESRI know what's new in the State of NH and from ESRI, we want to know what NH owns and where ESRI is headed.

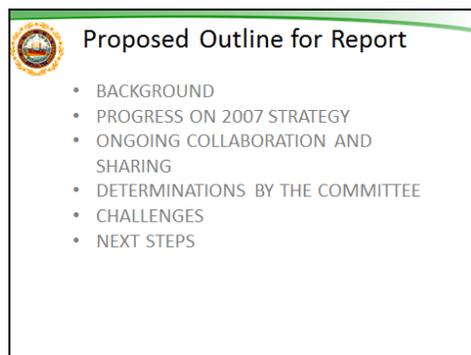
- Assistant Commissioner Bailey said he wants to make sure ESRI delivers on its agreement to provide the state with an accurate inventory of licenses, so we can identify where there may be pockets of older licenses, and also noted that establishing uniformity across agencies will depend on funding. The good news is that ESRI seems eager to work with the state in a healthier way.
- Mr. Davison agreed that we need to share GIS assets with agencies that don't have the necessary funding to gather GIS data.
- Assistant Commissioner Bailey said we'll have to figure out a way over time to evaluate products built in isolation vs. those that are later available in the ESRI software.
- Commissioner Goulet said he sees the issue of agencies working in isolation and/or with different versions of software as a governing principle and suggested we establish that if something exists or partly exists, we wouldn't rebuild it. CIO O'Leary said ESRI can help us by sharing what it's learned in this area from working with other states.
- Commissioner Goulet reviewed the next steps. After discussion and input about establishing regular meetings with ESRI, there was agreement to meet quarterly, and as Assistant Commissioner Freise suggested, attendance by state staff and committee members can be agenda-driven. Director Rubin and DCR's Ms. Krajcik expressed interest in attending ESRI meetings, the latter in part to represent an agency with fewer resources. Commissioner Goulet will schedule an off-cycle meeting with ESRI to review the state's inventory.
- e911's Mr. Tim Scott advised an appropriate level of caution when evaluating building vs. using vendor out of the box products to be sure products can deliver as sold and meet needs.
- Michael Domingue from the NH National Guard said it is worth finding out what surrounding states are doing. He noted that the NH National Guard has reached out to emergency management in surrounding states, citing hospitals on or just beyond our state's borders as examples of important data points during emergencies affecting our state.
- Commissioner Goulet mentioned user groups as entities that sometimes help manage vendors. CIO O'Leary added that as we consider products offered in the Cloud, as a hybrid, etc., we need to be mindful of selections affecting levels of and costs for support.
- In response to Ms. Siskavich's question pertaining to our existing contract with ESRI, Mr. Davison said the state ESRI contract is a DAS agreement and confirmed that it could be leveraged by any public agency in the state down to local planning boards, but also noted that a new business model could change this.
- Assistant Commissioner Freise suggested the annual report to the legislature include external references to support it, and gave as an example municipalities saving hours, etc. Ms. Siskavich said she is well-positioned to articulate this and would be happy to do so, since local regional planning commissions act as brokers between local and state agencies.

VII. Initial Assignment for Advisory Committee

- Commissioner Goulet reviewed the slide below, and said Mr. Gallager had agreed that the GTAC would take on the assignments listed:



- Assistant Commissioner Freise suggested that recommendations include a forecast level of effort and/or difficulty. Commissioner Goulet agreed and suggested we start with prioritizing at a high-level only, perhaps limiting ratings to high, medium, and low in the areas of 1) money; 2) complexity of implementation; and 3) organizational complexity. Commissioner Goulet clarified that this prioritization will not be done for the first committee report.
- Mr. Gallager confirmed that a gap analysis has not been done since 2007.
- Commissioner Goulet suggested and after discussion, it was agreed that the GTAC will proceed in an iterative manner, officially reporting back at least quarterly, or more often as needed. CIO O’Leary also suggested recommendations in the report address 1) priority; 2) explanation of any required sequence or order of operations; 3) constraints in general (e.g., funding, organizational complexity, etc.). All agreed that recommendations should begin with the “low-hanging fruit.” Commissioner Goulet said the intersection of the committees can be determined at a later date.
- Commissioner Goulet presented the slide below for a discussion on the proposed outline for the report, and noted that most similar reports are between 1 and 5 pages long:



- Commissioner Goulet encouraged attendees to give feedback and said there would be no hurt feelings from input received.
- As a point of order, Ms. Siskavich reminded the committee it probably wants to avoid email exchanges between members that could constitute a meeting. Commissioner Goulet suggested individual members email input directly to him only.
- Commissioner Goulet requested members provide examples and reflections on progress made since 2007, in addition to the ones he’s already requested. He said examples of ongoing collaboration and sharing will include SADES and e911; that the name of this section may be revised to reflect these are current projects that we will continue to improve on; and that status reports of same will be available on the GIS Committee web site. He also mentioned funding and organizational impetus as examples of challenges.
- Assistant Commissioner Bailey asked if GTAC would have time enough to compile information to

	<p>include the low-hanging fruit in the Nov. 1 report, and gave as an example that a new set of photographs at a certain resolution – common geographic reference – is needed throughout the enterprise, to which Mr. Gallager responded yes and that he would get the question out right away as a follow-up. Assistant Commissioner Bailey clarified that the example given above is of what we need, not what the GIS Committee will do.</p> <ul style="list-style-type: none"> • Commissioner Goulet added that the report must state if we can do anything with existing funding. • CIO O’Leary suggested we embed in the narrative the benefits of economy of scale, volume discounting, etc. • Commissioner Goulet said the proposed date for the next meeting is February 24, 2016, from 10 am to 11:30 am.
VIII.	<p>Motion to Adjourn</p> <ul style="list-style-type: none"> • Commissioner asked for a motion to adjourn the meeting; Mr. Hamilton moved the motion; CIO O’Leary seconded; all committee members accepted; meeting adjourned.

ACTION ITEMS			
ITEM #	DESCRIPTION	Assigned To	Due Date
1.	Post/distribute revised 9/29/16 meeting minutes and 10/28 meeting minutes for review	K. Traynor	
2.	Draft outline of November 1 report	D. Goulet	
3.	Approve revised 9/29/16 meeting minutes and 10/28/16 meeting minutes at 2/24/17 meeting		
NEXT MEETING: February 24, 10 am to 11:30 am; Dept. of Transportation, 7 Hazen Drive (rm. 114), Concord, NH			