

**The Town of Clinton  
GIS Taskforce Committee  
Wednesday March 16, 2016  
Clinton Police Department, Community Room, 170 East Main St., 5:30pm  
Special Meeting  
Amended Minutes**

1. Call to Order

K.Carr called the Special Meeting to order at 5:33 PM in the Community Room of the Clinton Police Department.

Members Present: Chairman Kirk Carr, Mark Hoover, Michael NejdI, Mark Baker and Vice Chairman Bertram J. Schmitz

Members Absent: Ona NejdI.

Consultants to the Committee: Chuck Venter, Clinton IT Dept., Marwin Gonzalez, Project Manager, New England GeoSystems, Brian Dooley, PE, President, New England GeoSystems, and Dan Bourret of the RiverCOG.

K.Carr welcomed members and New England GeoSystems (NEGEO) consultants.

2. Approval of Minutes

B.Schmitz **moved** to approve and accept the Minutes of the January 20, 2016 Special Meeting. M.Hoover seconded the motion. Voting in favor: B.Schmitz, Mark Hoover, Michael NejdI and K.Carr. Opposed: none. Abstained: M.Baker. The motion **carried** 4-0-1.

3. Review and Discussion with NEGEO

The Revised Draft of the GIS Needs Assessment was emailed to the group for review on March 15, 2016. The group asked if the PowerPoint presentation was ready so the draft could be reviewed using the slides. B.Dooley and M.Gonzalez reviewed the document using the presentation slides. They explained reasons why GIS should be implemented within the Town of Clinton. An update of parcel data would give the town better quality data. The Assessor, Land Use, Public Works and Public Safety are the key departments in need of GIS. The Assessor and Land Use need accurate quality maps. Public Works will need to digitize and inventory its infrastructure for the MS4 requirements by the DEEP. Better Public Safety would be realized by more accurate addressing through GIS giving emergency crews the ability to pinpoint condominium and strip mall addresses instead of relying on generic data from the State which is currently in place. Unfortunately, many departments do not realize the benefit. They also explained the WPCC is a frequent user of GIS through its consultant. EDC would realize better marketing potential.

Several case studies were explained. Many towns have realized increased revenue from taxes when the parcel data is cleaned up.

B.Dooley explained the foundation layer development and mentioned the savings that could be realized by the assistance being given to towns by the River COG and State. The flyover would save the town approximately \$30,000 and another \$30,000 in savings for the topography layer. The planimetrics buy up would be an approximate savings of \$1500 a square mile. This data is time sensitive.

B.Dooley discussed cost options and presented tables outlining four options: Do Nothing, Bare Bones, Best and All in.

It was mentioned that the Town of Clinton current zoning maps need work.

M.Baker thought the costs were conservative and suggested the "Do Nothing" option should be renamed "Status Quo". C.Venter suggested the "Bare Bones" renamed "Essential" and that this was the town's best option. The town needs to fix the assessor's data. It was suggested that the Bare Bones option might lead to the town underinvesting so the Best Option may be the option to plan for minus the \$30,000 for the planimetrics layer.

The group thought the updated draft was much easier to work with. The suggested changes to the document included: Provide a one page Executive Summary. Change "Do Nothing" to "Status Quo". Redraft the three other options to two options, with the Bare Bones option to include the Best option with the elimination of the planimetrics. The committee suggested shortening the power point presentation by eliminating a few of the case studies and suggested including only those with a cost savings and value which would be applicable to Clinton.

The group asked NE GEO to send the document in word for ease of feedback from the committee members.

4. Update from the River COG

D.Bourret mentioned the aerial flight will be taking place soon and needs to be done with leaf off and no snow on the ground.

5. Old Business:

No Old Business.

6. New Business

K.Carr discussed the budget. The GIS implementation funding falls under Capital Expenditures and was not cut completely cut during the budget process. The committee will need to defend this expenditure at a Town Meeting. NE GEO will provide a power point presentation for the committee to give at a town meeting. After

NE GEO revises the report and power point presentation the committee will go before the BOS with the report and a 20 minute powerpoint presentation. The presentation should be given before the May referendum.

The group further discussed a phased approach would be the best solution and include the planimetric in that phased approach. D.Bourret mentioned the committee will need to write an RFP quickly for the implementation phase.

7. Adjournment

M.Hoover **moved** to adjourn the meeting. M.Nejdl seconded the motion. All voted in favor. The meeting was adjourned at 7:30 pm.

The next Special meeting of the GIS Taskforce will be on April 6, 2016.

Respectfully submitted,  
Shirley Mickens  
Recording Clerk