

**The Town of Clinton**  
**GIS Taskforce Committee**  
**Thursday January 7, 2016**  
**Clinton Police Department, Community Room, 170 East Main St., 5:30pm**  
**Regular Meeting**  
**Minutes**

1. Call to Order

K.Carr called the meeting to order at 5:32 PM in the Community Room of the Clinton Police Department.

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

Members Absent: Ona NejdI, Michael NejdI and Raymond Rigat.

Consultants to the Committee: Chuck Venter, Clinton IT Dept., Dan Bourret of the RiverCOG.

Notification was received that Mark Hoover was appointed to the GIS Taskforce Committee by the Board of Selectman and sworn in by the Town Clerk prior to the meeting.

2. Approval of Minutes

B.Schmitz **moved** to approve and accept the Minutes of the December 14, 2015 Special Meeting. M.Baker seconded the motion. Voting in favor: B.Schmitz, M.Baker, Mark Hoover and K.Carr. Opposed: none. Abstained: none. The motion **carried** 4-0-0.

3. Review Draft Report

Members emailed their recommendations and changes to the report prior to the meeting.

K.Carr mentioned that NEGEO had communicated with CDM Smith about their future needs and had some questions. K.Carr asked what the group wanted to accomplish in the draft report. They discussed what was provided and compared that to the RFP/RFQ and reviewed what NEGEO provided in their proposal. Thoughts were that they provided a good document but some areas need more detail, some questions remain unanswered, and the document may need rearranging. Some thoughts by members included:

- Provide a scenario or analysis of what the department does now vs what would be done with the addition of GIS and the savings in cost and efficiency.
- What is the value of outsourcing or using the cloud and the trade-offs.

- An executive summary on the first page of the document would provide easier readability for town officials.
- The group liked the structure of the SCRCOG report.

#### 4. Recommendations to NEGEO

M.Baker sent an email summarizing changes needed and recommendations for reorganizing the report. In particular, NEGEO should provide a cover letter / executive summary (1 page) extracted from Chapter 6. The report should include a 3-5 page detailed summary of the business value to the Town of Clinton. Include options for the town of Clinton for deployment. Include the configuration recommendations. Include the business value to the departments. Includes recommendations on best practices, governance, procedures to be considered. These should be provided in the PowerPoint presentation.

NEGEO provided what a full blown GIS system would be with costs. The RFQ requested 3 scenarios with costs. The group would like 2 other scenarios, first a scenario which would be the minimum that could be provided, i.e. to fix the assessor's data and improve the assessor's system. Next a mid-level cost scenario, and then the final scenario would be what was provided in the report. There was some question as to whether infrastructure was included in their cost breakdown.

More detail needed on page 30 under common scenarios. Recommendations throughout the report need to be brought together.

Add to the report that \$3,000 is provided to Gessick for annual updates, and that is the same amount for annual cost to update a GIS system.

Business drivers include:

- Better efficiency within departments.
- Better service to the townspeople.
- Meet mandates of state and federal government, which includes the new MS4 requirements.
- RiverCOG data being provided at no cost to the town and the planimetric will be available in the future.

For example: Year 1 the town would like a base map with a good set of data, no citizen engagement apps, and would like address points for the police department included. Year 2 the town could add the zoning layer and other map layers.

The group agreed to recommend the 1 page Executive Summary, plus a 3 to 5 page detailed summary as outlined in M.Baker's email and invite NEGEO to the next meeting to discuss other member recommendations. A Special Meeting will be scheduled in two weeks. C.Venter will contact NEGEO to see when they can attend.

5. Old Business

No old business.

6. New Business:

M.Hoover requested the day of the regular meetings changed to a Wednesday. All agreed the first Wednesday of the month would be fine.

7. Adjournment

B.Schmitz **moved** to adjourn the meeting. M.Hoover seconded the motion. All voted in favor. The meeting was adjourned at 6:47 pm.

Respectfully submitted,  
Shirley Mickens  
Recording Clerk