

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes Workshop August 21, 2017

A workshop meeting of the Planning Board was held on Monday, August 21, 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This workshop was broadcast live on HCTV.

PRESENT: Planning Board Members: Paul Carideo, (Chairman), Ben Schmitz, (Vice Chairman), Glen Emerson, and Neil Emerson. Franco Rossi from CAI, Inc. Also in attendance Tina Harrington, Jon Worthen, Chris Dane, Deputy Chief Will Warnock, Susan Hastings, Joe Guthrie, David Treat, Kris Emerson, and Tim Lovell.

Chairman Carideo opened the workshop at 7:00 P.M.

The primary objective of the workshop was to have Franco Rossi provide a demonstration of the Town's GIS Website. P. Carideo stated the GIS Internet Services for the Town was an approved budget line item for the PB. This is the first stage of GIS implementation for the Town and the PB has taken ownership of the initial set-up. P. Carideo stated other Town Department Heads were invited to attend this workshop, as well as the public, in order to solicit their feedback. P. Carideo introduced Franco Rossi from CAI, Inc.

Following is the Product Overview as provided in the AxisGIS Proposal:

AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the public. AxisGIS is developed on JavaScript / HTML5 technology that results in a responsive user interface that is cross browser compatible and functional in a mobile environment.

AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration, and creating a connection between local government, businesses, and communities.

Franco Rossi from CAI, Inc. informed the audience that his company provides mapping and GIS Services for the Town. He is here to review the Hampstead GIS Site and answer site-specific questions. F. Rossi provided an overview of the GIS clients his company serves and stated that although the sites may be the same in appearance and server technology what differentiates them is the data that is

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consumed and accessed on the specific sites. There are 76 New Hampshire contracts and several are in the Hampstead Area.

F. Rossi began a review of the functionality and tools on the Hampstead NH website. The image displayed a typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available functions and tools.

The *Help System* is designed to assist users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference. The user also has the option to access the AxisGIS Product Feature Tour. The Feature Tour interactively guides the user through the various application functionality directly in the user interface. F. Rossi commented that most users will skip the tour and navigate easily through the GIS website.

The *Search Function* enables the user to find properties by owner name, address or by parcel identifier, depending on the data available. As the user types the information in the Search dialog box the matching results begin to show in the list and corresponding points display on the map. The results list allows the users to view the property Building Image, Parcel #, Address and Owner. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results, or select and zoom to a particular property.

The abutters list is another popular function. The *Find Abutters Function* enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report, Mailing labels formatted to Avery 5160 labels or export the results to an Excel file by clicking the appropriate button.

S. Hastings asked if/how the abutter function could be used if the abutter was in a town other than Hampstead. F. Rossi gave a demonstration of TriTown, NH site that incorporates Newbury, New London, and Sunapee, this is a case where the abutters list would be compiled going across Town lines. P. Carideo stated that in these cases the process would be the same as it is now, interested parties would need to access the appropriate town's website or visit their town hall for abutter information.

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During the review of the abutter function an error occurred. F. Rossi demonstrated the *Feedback Tool* and stated the comments would be directed to his staff for review. This is a great tool for the public to use as well as municipal staff. F. Rossi stated municipal staff typically produce a PDF showing the error and send that to CAI staff directly as well.

The map *Layers* tab allows the user to turn on and off certain layers as needed. The Layers tab includes access to "*Quick Maps*", this function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality's available data.

Available layers for the Town of Hampstead include all those which are currently on the Town Maps, i.e. contour map, flood map, soils map and zoning. In addition any State Granit layers have been added per request. F. Rossi demonstrated how to calculate the area of a parcel located within the flood zone by accessing the flood map layer. F. Rossi commented that Hampstead has the standard public site and it should be expected that some spacial imagery will not align up exactly from the base map to the parcel data. B. Schmitz inquired about standard disclaimer language on a splash screen informing public users to expect some misalignment. F. Rossi and B. Schmitz will work on finalizing wording for a splash screen. It should be noted this is a common issue with layers.

There was a discussion as to what other data is available to upload on the Hampstead GIS site. F. Rossi stated that any PDF file could be linked to the site via a document upload tool, for instance deeds and surveys could be updated.

F. Rossi demonstrated the Commercial Field layer, there appeared to be only one Commercial Zone indicated on the layer, whereas Hampstead has four (4) commercial zones. F. Rossi will research and resolve (issue was corrected 8/22). D. Treat inquired about a Conservation database. Currently the Town Map does not differentiate between Town owned land and Town owned Conservation Land on the map. This layer is certainly an option that could be added if data were provided to CAI.

GIS Data Update. CAI will refresh the GIS data on the AxisGIS website annually. This refresh of the GIS data shall be performed upon delivery of the annual map update data included as part of CAI's annual parcel map maintenance services. Additional GIS updates on the AxisGIS website are available as required. Each

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request for additional GIS data updates will be considered an update "event", an additional fee of \$250 per "event" would apply.

Staff Login Access is available but is not currently part of the basic GIS site for the Town of Hampstead. There are additional fees associated with this function as well as additional benefits. For instance, 911 Data can only be incorporated on the staff site since 911 does not allow public access to their data. F. Rossi stated there is a \$950 flat fee to set up the staff site, he noted that specific data could cost more. F. Rossi indicated you could have multiple logins for each department and limit access, i.e. the assessor's will not have access to fire or police and vice versa.

F. Rossi demonstrated a staff site in which Fire, Police, and the Road Agent all have access to a specific set of geographic data layers and/or attribute data within the community. For example, Fire and Police can view the 911 Data as well as floor plan layouts of a particular address. The Road Agent uses the site as a road management tool, culverts can be identified, streetlights, etc. If the data is available in a digital format it can be uploaded per F. Rossi.

J. Worthen asked what data would be needed for him to add culverts and cisterns to the site, would simple GPS coordinates work? P. Carideo responded that a precision GPS unit should be used since they would be looking for sub-meter accuracy. D. Treat commented that the Rockingham County Planning Commission (RCPC) at one point had GPS units they would loan out on request. P. Carideo suggested the GPS mapping for the Road Agent would be a good project for a summer intern.

B. Schmitz asked about drawing tools on the site and F. Rossi provided a demonstration. The *Drawing Tools* allow the user to draw points, lines, shapes, and text on the map. Once included on the map, the user can edit the graphics too. The *Measure Tools* allow the user to click on the map to measure distance, area, and coordinate locations. B. Schmitz stated the site provides a nice combination of the most commonly used tools. The Town is making an initial investment for base level/foundation tools.

F. Rossi demonstrated the *Street View Tool*, which allows the user to click on the map to see street view for that location. P. Carideo added that this is one reason the PB asks for electronic drawings on all site plans and subdivisions.

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F. Rossi demonstrated the mobile application to N. Emerson on his cell phone. The GIS site is also great on a tablet device or any mobile tool. N. Emerson stated he could envision a realtor using the application in the field.

B. Schmitz stated he liked the idea of governance, who will prioritize what goes on the map, who is budgeted for updates, etc. P. Carideo suggested scheduling a meeting with all departments who are interested. The PB is taking the first steps to implement GIS and would like to work with other departments moving forward and can incorporate more technology. There is a wealth of information available for the municipality as well as the public.

P. Carideo asked if anyone had questions/comments, there were none. P. Carideo asked that any interested parties coordinate future questions/comments through the PB office. It was noted that we are approaching budget season and should reach out to other departments to determine their interest. P. Carideo stated we need to think of how we want to proceed going forward, will the PB manage the project. B. Schmitz suggested the idea of a GIS Steering Committee and soliciting members for each department, i.e. Fire, Police, Road Agent, Conservation Commission, etc.

B. Schmitz started the discussion regarding the cost to correct the imagery mapping and stated there are different levels and ways to correct the misalignment the users will see when accessing the site. Costs to correct this range from \$250,000 to \$20,000, obviously these costs would need to be budgeted. B. Schmitz and P. Carideo felt the \$20,000 correction would be sufficient for the Town's needs, however, how can we share this cost across multiple departments. There was also discussion of possible grants for a portion of the cost; Chief Carrier's name was mentioned as someone who is experienced in this area.

The meeting adjourned at 9:30 P.M.

Minutes Prepared by: Debbie Soucy, Planning Board Secretary