

# Statewide Parcel Data Workgroup Meeting Notes

7/22/15

National Life, 6<sup>th</sup> Floor, Grace Coolidge Room, 1:00 – 2:30

**Present:** Leslie Pelch, VCGI; John Adams, ACCD; Dan Currier, CVRPC (VAPDA); Ivan Brown, VCGI; Steve Sharp, VCGI; Jake Feldman, Dept. of Taxes; Ernie Saunders and Adam Saunders, NEMRC.

## Agenda:

- Review revised draft Project Charter
- Update on Parcel Lifecycle Report edits (to include cost estimates for 2 scenarios rather than just one)
- Update on communication with Agency Leadership
  - VTrans
  - Agriculture
  - ACCD
  - ANR
- Planned action steps for the next few months
  - Health
  - VLCT
  - Public Safety
  - Education?
  - Taxes
  - VAPDA – Leslie will present about ROI and Parcel Lifecycle Reports, State and Shared Responsibility Models
  - ACCD Executive Leadership Meeting - August
  - Joint Agency Leadership Meeting –Sept.
  - Joint Agency Leadership Meeting with Agency of Admin. – Sept./Oct.

## Meeting Notes:

*Please note that Steve Sharp, Interim Director of VCGI will be the statewide parcel mapping contact from July 30 through August 26, as Leslie will be away on vacation.*

*Project Charter:* Leslie has been working on developing the appropriate documents to support management of this effort as a formal Project. Melissa Prindiville of ACCD has been helping her go through and update the Project Charter. We did not review the draft Project Charter in this meeting as we ran out of time.

**Parcel Lifecycle Report and ROI Updates:** please see updated reports, which will be posted at the Parcel Workgroup web page when they are available (Mid August?). Newest Draft numbers indicate the following (these do NOT include the RPC addition mentioned below):

*Phase One Cost Estimate* (Create Statewide Parcel Data): \$1.7M (if divided over 3 years, and VTrans pays for 80% (see below), remaining 20% would be about \$113,000 per year)

*Phase Two Cost Estimates* (Annual Parcel Data Maintenance once statewide data has been created):

- Shared Responsibility Model - \$214,000 per year
- State Responsibility Model - \$154,000 per year

### **Communication with Agency Leadership:**

After our last meeting we agreed that everyone should attempt to schedule meetings with their agency leadership to bring up this issue and see whether they could convince their leadership (Agency Secretary, and in many cases the Deputy Secretary and many or most Department Commissioners) of the importance of statewide parcel data, with the goal of inviting them to contribute to the cost of Phase One and brainstorming the issues related to Phase Two. Here is a list of the meetings that have happened so far and their outcomes.

Transportation (with Nina Safavi, Ryan Cloutier, and Johnathan Croft)– has happened, they indicated support and tentatively agreed that VTrans can fund 80% of the Phase One cost, as long as other agencies come up with the remaining 20%.

Agriculture (with Joanna Grossman) – has happened, they indicated support but are very hesitant about the ability to come up with any money. But they are on board and willing to continue to participate.

Natural Resources (with Peter Telep) – has happened, they indicated support (there was a fair amount of discussion about examples of why they really need this – UVA and Environmental Enforcement being two), and Deb Markowitz had suggestions for how to move forward, including setting up a meeting with the Commissioner of the Tax Dept. to discuss the contiguous parcels issue (towns report contiguous parcels with a single owner via a single SPAN, rather than individual SPANS for separately deeded parcels).

Commerce and Community Development (with Leslie Pelch, David Metraux, Steve Sharp, and Noelle MacKay) – has happened, they indicated support and willingness to take on a leadership role around convening a joint leadership meeting. There was also discussion of convening a municipal forum (with VLCT) or asking that this be a topic at a VLCT board meeting. Chris Cochran, John Adams, and Steve Sharp were identified as leads on that (see more below). There was also a bit more discussion about possible funding sources for Phase Two (maintenance) – property transfer tax, land record recording fees, environmental fees, etc.

**Summary** – I found the level of support for concept of statewide parcel data very high. All of the agency secretaries and most of the commissioners seemed to “get it” and agree that action is needed. They all seemed willing to talk about the money as a next step. They also all want to see involvement by as many agencies and departments as possible.

## Next Steps:

### Agencies, Departments, and Organizations we plan to contact to try to set up a Leadership meeting:

- Agency of Human Services/Dept. of Health - Pete Young is our GIS contact and he has reached out to some folks at the Dept. of Health. No meetings that I have heard of yet. There is also a project in the works to identify state-owned land that might be appropriate to develop into affordable housing. Steve Sharp of VCGI was asked to talk with Jen Hollar of the Dept. of Housing and Community Development about this and will participate in a meeting with Angus Chaney of AHS. This project can only happen if statewide parcel data is developed...
- VLCT – At the ACCD meeting with Pat Moulton, she and Noelle came up with the idea of a forum or focus group of sorts with a selection of municipal officials (selected to represent a variety of perspectives on this issue) or perhaps a board meeting of VLCT in order to solicit feedback on the general idea as well as the two different maintenance models. Noelle indicated she would ask Chris Cochran and John Adams to work with Steve Sharp to contact Karen Horn at VLCT to see if they can set something up with the help of VLCT. Their goal was in the month of August, though John seemed unsure whether something could be put together that quickly.
- VT Association of Listers and Assessors - Leslie will attend their annual meeting on Sept. 18 and will talk with their leadership about models being discussed.
- VT Municipal Clerks and Treasurers Association – Leslie will get in touch with them in September.
- Private Sector Mapping consultants – Leslie will pass along some contact information and Steve Sharp will set up meeting(s) to get feedback from them about models being discussed.
- Public Safety – Ivan Brown of VCGI has been serving as Public Safety (in particular DEMHS) GIS staff for some time and he has been tasked with trying to set up a meeting with leaders at Public Safety.
- Education – VCGI staff will determine who their contacts have been in the past and try to set something up.
- Taxes – Jake Feldman has been tasked by Douglas Farnham to participate in statewide parcel meetings when he (Douglas) cannot. Jake offered to talk with folks at PVR about their potential interest in using statewide parcel data. VCGI staff will also talk with Douglas about setting up a meeting with their Commissioner.
- VAPDA – Leslie will present about ROI and Parcel Lifecycle Reports, State and Shared Responsibility Models at the Sept. 3 meeting.
- Joint Agency Leadership Meeting – Goal is to talk about who can/will pay what and what next steps are. It is likely that one next step will be talking with Agency of Administration. September
- Joint Agency Leadership Meeting with Agency of Admin. – September

Leslie will update the parcel status map and the two-sided one-pager (so that it reflects the ROI and Lifecycle reports and current actions) and will post all updated documents (including powerpoint used to present to agency leaders) at the Parcel Workgroup page. All should be posted by COB July 29!

Nina and Ryan at VTrans are working with Appgeo to revise the ROI and Parcel Lifecycle documents to reflect refined cost estimates. When those documents are finalized Steve Sharp will post them at the Parcel Workgroup page and notify everyone.

<https://outside.vermont.gov/sites/egcgeo/parcelwg/default.aspx>

### **Other Topics Discussed:**

*Federal Partners* – seems like many of these will be involved/accessed through their state partners. Should we reach out to them directly?

- Fish and Wildlife
- Postal Service
- FEMA
- USDA – Ted Brady

### *Additional Costs* –

- Dan pointed out that we don't actually have any funds in the shared responsibility model to pay RPCs to help towns that cannot or refuse to manage a parcel mapping contractor. Dan estimated \$70,000, though this is a big unknown.
- Steve asked whether we should be considering the additional cost to the municipal staff to deal with what we are asking for. He also suggested we estimate and include the cost of Risk or Uncertainty, as this is an accepted practice when estimating project costs in the Project Management context.

*Legal/Privacy Issue* – we should contact ACCD legal counsel to ask about statutory issues with joining grand list and parcel data and distributing it. VCGI's statute actually contains language that refers to limits on distribution of sensitive data:

<http://legislature.vermont.gov/statutes/section/10/008/00123>

Here is the relevant bit:

“... (5) For all geographic data that are or may be useful to the Center's users, and that have been collected by any part of State government or generated with State support, ensure that such data:

...

(C) Are stored and distributed in a manner which will limit the disclosure of data containing individual identifiers to disclosure consented to by the individuals in the data.”