



**State of Vermont**

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**EGC Parcel Data Project Charter  
DRAFT 2**

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**Prepared By:** VCGI  
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# Statewide Parcel Data Project Charter

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## Revision History

Version	Date	Author(s)	Revision Notes
0.1	12/2/13	Leslie Pelch, VCGI	1 <sup>st</sup> draft
0.2	12/20/13	Leslie Pelch, VCGI	2 <sup>nd</sup> draft – changes to VTrans Project

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## **Project Overview**

During the summer and fall of 2013, a group of stakeholders began meeting to discuss the creation of a statewide, consistent, up to date parcel data layer for Vermont, the contents of which would meet or exceed the VT GIS Parcel Data Standard.

The current status of VT parcel data is extremely variable as each town is left with the responsibility to create and update that data. 16 towns have no tax maps, and 10 more towns have maps, but no digital data to represent those boundaries. The remaining towns have either CAD data or GIS data to represent their parcel boundaries, but the age and quality of the data vary a great deal.

The group that met was made up largely of state agency and department representatives, but also included Regional Planning Commissions, VT League of Cities and Towns representatives, and VCGI. It was agreed that the tentative goal identified was worth pursuing over the course of years if necessary and that a program of some sort would need to be created in order to address funding, process, and mandate issues.

One member of the group represented the VTrans Right of Way Division. He approached his supervisor after the initial meeting to see if he could secure funding to address the parcel data issue. It was of particular importance to him as the current state of affairs severely decreases the efficiency with which he can research land ownership information as part of the project planning process for VTrans. He was given approval to spend up to \$1,000,000 in order to bring all of the state's existing and potential parcel data into a consistent, current, and useful state. Since this number was approximately equal to early estimates of what it would cost to achieve this goal (counting only per parcel cost, not administrative/program cost), the group was very hopeful that we could achieve our initial goal.

In addition, VCGI had applied for a grant from the Northern Border Regional Commission in order to address a limited number of towns' parcel data (with a very similar goal to that identified by the group and VTrans) and was awarded \$169,100 to do so (\$160,000 of which is specifically designated to pay contractors to create data).

The VTrans IT Governance Committee met in early December and had concerns about a number of issues related to this project:

- Lack of financial participation by other agencies
- Source of funding (STIP)
- Lack of Maintenance Plan
- Lack of return on investment document (ROI)

As a result of these concerns, the project was redirected to focus on producing a Return on Investment document while VTrans leaders address any concerns that come up in the state legislature when the VTrans budget is presented.

The Parcel Workgroup will also put together a Return on Investment Document (coordinated by VCGI staff) that will complement the VTrans document and indicate the support of project partners.

The Workgroup will spend the early months of 2014 exploring parcel data maintenance program options, choosing one by the spring at the latest to propose. Issues of sustainability, political feasibility, and funding feasibility will be considered carefully.

The data that is produced through this project will meet or exceed the VT Parcel Data Standard.

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**Project Vision Statement:** *Coordinating state stakeholders and resources to develop a state supported program in order to ensure the creation of municipal parcel data that meets the VT GIS Parcel Data Standard, is up to date, and will be updated regularly in the future.*

## **Project Scope**

The scope of this project includes and excludes the following items:

### **In Scope:**

- Provide input and support to VTrans' Parcel Data Project
- Provide input and support to the VCGI NBRC-funded Parcel Data Project
- Explore and research options for a state supported program that will ensure the future regular updating (an interval to be determined by this group) of consistent parcel data that meets the VT GIS Parcel Data Standard.
- Seek input from other relevant and potentially impacted stakeholders like municipalities, RPCs, mapping contractors, listers, appraisers....
- Determine and publish a set of goals
- Design a program to meet the identified goals
- Build political support for the program proposed (municipalities, VALA, VLCT, RPCs, contractors, legislators)
- Pursue legislation that will support the program proposed

### **Out of Scope:**

??

### **Project Deliverables:**

- **Project Charter** – Craft a document that outlines the scope, objectives, stakeholders, and participants including their roles and responsibilities.
- **Parcel Data Program Goals**
- **Information Gathering Plan** – Identify sources of information about what other states have done, pitfalls, lessons learned, etc. Collect as much accurate information about the current state of parcel data as possible.
- **Matrix Summarizing Several State Parcel Data Programs** – Compile information about other programs and use them to support development of program proposal.
- **Education/Outreach Plan and Implementation** – Detail a plan to promote the general concepts related to statewide, consistent parcel data. When a program has been designed, detail a plan to promote that and to solicit support from key stakeholders.
- **Program Proposal (s?)** – One or more scenarios that would achieve identified goals

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## **Project Estimated Effort/Cost/Duration**

### **Estimated Cost:**

- EGC Workgroup, \$0 (volunteer effort)
- NBRC-funded project managed by VCGI, \$169,100
- VTrans project, \$1,000,000

### **Estimated Effort Hours:**

- Two 2-hour meetings per month for most members, for at least 6 months (24 hours each)
- VCGI staff time spend in administrative and data gathering – additional 3 hours per week for 6 months (75 hours)

### **Estimated Duration:**

<b>Milestone</b>	<b>Date</b>
Kickoff Meeting – EGC Parcel Data Workgroup	9/10/13
Project Charter	11/26/13
Information Gathering Plan	November 2013 – December 2013
Information Gathering Implementation	November 2013 – January 2014
Return on Investment Document	December/January 2013/2014
Complete State Plan Comparisons Matrix	January 2014
Education/Outreach Plan	February 2014
Education /Outreach Plan Implementation	March 2014-May 2014
Design Parcel Data Program	January 2014 – April 2014
Pursue legislative changes, build support	February 2014 – May 2014
Introduce Bill(s)	???

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## Project Assumptions

In order to identify and estimate the required tasks and timing for the project, certain assumptions need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan will be adjusted accordingly.

- Project stakeholders have the skills and resources to perform the tasks identified above within the specified time frame
- Project stakeholders will continue to participate in meetings and will follow through on agreed tasks
- VCGI will be able to continue to provide project management and administrative support
- There will be enough political support to move forward with a program proposal
- The VTrans Statewide Parcel Mapping Project will be given permission to spend the money identified to create and update parcel data.

## Project Risks

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk Area	Level (H/M/L)	Risk Plan
1. Insufficient human resources and/or financial resources to successfully complete project	M	Make it clear to management ASAP what is needed in terms of human and financial resources once it is clear.  Make it clear to management when/if insufficient resources are allocated, and what that means for the project.  Re-scope the project to reduce the cost.
2. Project Team isn't able to meet project deadlines	L	Project Manager will communicate frequently and provide support where needed
3. Changes at VCGI such as key personnel changes or move into State government	H	Give team members as much heads up as possible so they have time to work on things.
4. Bureaucratic and/or legal complications get in the way of progress	H	Re-scope project  Adjust project schedule
5. Unforeseen catastrophic event hinders productivity	L	Keep RPCs, VCGI Executive Director, and VCGI informed of project.

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## Project Team

**Team - Roles & Responsibilities:** The following are core team roles. *Team members must commit to allocating the necessary time and resources to support their role.*

- **Project Leaders:** VCGI (Leslie Pelch), ACCD (John Adams) and VTrans (Johnathan Croft/Ryan Cloutier). Administrative support to ensure that meetings are scheduled, stakeholders receive appropriate information, notes are taken and distributed, and additional stakeholders are included.
- **Outreach Leaders:** VCGI (Leslie Pelch) and Regional Planning Commissions. These partners will perform outreach activities like posting on social media, presentations, workshops, responding to enquiries, brochures...as identified in Outreach Plan
- **Project Partners:** See list below. Participate in meetings, follow-through on information gathering and research/outreach tasks.

## **Stakeholder Representatives & Members of the Statewide Parcel Data Work Group**

Adams, John E.	ACCD
Prindiville, Melissa	ACCD
Daniel Currier	CVRPC/VAPDA
Smith, Gary S	VTrans
Cloutier, Ryan	VTrans
Johnson, Bill	Tax Dept.
Hunt, Elizabeth	Tax Dept.
Grossman, Joanna	AAFMM
Metraux, David	ACCD
Anderson, Ginger	FPR
Croft, Johnathan	VTrans
Engstrom, Erik	ANR
Telep, Peter	ANR
Young, Peter	VDH
Ivan Brown	VCGI
Louis Bedor	DEMHS
Briggs, Jeff	FPR
Jeremy McMullen	E911
Angus McCusker	E911
Jim Knapp	Dept. of Taxes
Williams, Jonathan	VLCT
John Fike	VALA
Jack O'Wrill	FPR
Leslie Pelch	VCGI
Chris Cochran	ACCD
Casey O'Hara	VDH
Todd Sears	DPS