

Moretown Property Mapping Bidders Conference Minutes

Date: 22 May 2014

Time: 1:00pm - 3:00pm

Location: Moretown Town Offices

Attendees: Deborah Feldman, Lister
Heather Raylinsky, Lister
Mike Woods, Lister
Cherilyn Brown, Town Treasurer
Dan Currier, Central Vermont Regional Planning Commission
Steve Sharp
Pamela DeAndrea, Bear Creek Environmental, LLC
Franco D. Rossi, CAI Technologies
James S. Thew, Thew Associates

Conference was called to order by Deborah Feldman followed by a reading of the first page of the bid request.

Cherilyn discussed the items, in order of importance, that she would like to see on the tax maps and they are as listed: Parcel ID #'s - Lot Acreage - Digital Maps updated.

She also advised all information needs to be kept private and cannot be sold to other parties and is not to be posted on any public website.

Question was raised as to how town would like to keep maps updated moving forward. Deborah suggested that maps could be updated monthly or annually and perhaps town employees could be trained to use the mapping program to update information. Question was then raised about employee turn over.

Deborah thanked bidders for their attendance and time.

Question and Answers:

Question was raised about 2006 maps. Deborah explained that maps had not been continually updated. Current maps have not been approved by the select board. Disk of information that was distributed at the conference was collected by Steve Sharp. Cherilyn and Deborah had collected the mistakes from the maps in the grand list. When the flood came in 2011 many paper files were destroyed.

Question was asked if there is a 'new' mapping project rather than an update to current data and whether or not current data can even be used?

Cherilyn, Deborah and Dan suggested that maps be completely recreated from scratch. Deborah suggested that project can be presented to the town as a multi-layer, multi-year project. Cherilyn added that the funding for the project is not fully available or known yet because it is unknown how much will actually be needed to complete the project. \$5,000.00 is currently available as a placeholder for the project in the town budget.

Question was asked of the project timeline.

Answer was suggested that bidders propose a timeline in their bid outline. Money can also be allocated from other areas to fund the project once costs are known and understood. Suggestion was made that it maybe possible to use municipal planning project grants because town is currently developing a master plan. Town is not a designated village, gaining this status could help in obtaining municipal planning grant money.

Question was asked if land survey records are available.

Answer was given that digital copies are available and that Cherilyn can provide these however some are in poor condition from flood. Survey's of parcels can also be sent. Deeds are available from 1916 forward and selected contractor can come in and scan/copy deeds for information.

Question was asked if dimensions need to be included on map plans?

Answer was given to include dimensions as an alternate line item to the bid proposal.

Question was asked if there is a need for the book/page numbers to link to deeds?

Answer was given to include that work as part of a future project with alternate line item in the bid proposal.

Question was asked what 'financial solvence' referred to on page 2 of RFP?

Answer was given that the town needs to know that the company is 'stable' as the previous firm that started this project went out of business.

Question was asked regarding the 'follow up procedure' Item 2, page4 as to what does 'owner' mean, does personal contact need to be made, how is personal contact to be made to property owners.

Answer was given that there is not an expectation of field work, information can be retrieved from owners by call, email, or written letters. Suggestion was made that land owners be asked if they have any background information they can provide on property lines. Another suggestion was made that field work be required as part of follow up work.

Question was asked as to how 2006 tax maps were made?

Answer was given that the original 2006 tax maps are available as .tiff's and are most likely the most accurate source of information. Dan will upload this information and make it available to winning bidder.

Steve Sharp arrived and stated that the main goals of the project are to move the town into the digital age, locate/compile information, reconcile data of orthographic maps and coordinate all information with the grand list/tax maps and deeds. Other phases can be proposed and completed during a later phase.

Question was asked as to how the current maps are copied?

Answer was given that maps are folded and copies are made. Cherilyn stated that the goal is to type in the parcel ID# and retrieve the portion of the map concerning that specified parcel.

Comment was made that the last sentence of page 5 should be revised to read '...that do *not* have average info...'

Answer was given that the sentence will be corrected.

Question was raised on whether or not a web based solution for the mapping program is acceptable or does it need to be a desk top solution and what is the cost difference for the respective options?

Answer was given that the desktop option is more expensive. Options should be provided to the town for both options listing cost and pros/cons.

Question was asked what the time schedule for proposed work and can time schedule be multi-year?

Answer was given that the bidder is to provide the town with a proposed time line.

General Comments:

Steve Sharp suggested it would be helpful to address the level of engagement the town will have in the project and that the roles of the listers should be clarified to make the project successful.

A tour of the vault to the bidders was given by Deborah. Vault contains: Land records, Survey mylars, a Public access computer, Listing slides, Abstract and Property transfers.

Question was asked where the information is on the parcels without a deed index or that are not in NEMRC?

Answer was given by Sasha Elwell, Assistant Town Clerk. Sasha stated that all parcels should be indexed at this time.

Question was asked as to what the widths and right of ways are of the town roads?

Answer was given that no maps are available of this information. A list of public roads is available.

Question was asked if there is Vtrans data for public roads?

Answer of yes was given.

Question was asked as to how tax maps are currently updated?

Answer was given that they have not been updated since 2006.

Question was asked if maps should be broken up into sections of the town?

Answer of no was given and that the tax ortho grid should be used and the parcel ID# must be on the map.

Bidders were advised that any further questions are to be submitted to the Listers office by the 28th of May, 2014. Answers will be due the 2nd of June, 2014.

Minutes prepared by Heather Raylinsky.