

# Maintenance Methodology

This methodology is drafted to be used to maintain a state or regional scale open space inventory. Creating a detailed open space inventory is substantial investment of resources, along with creating a list of stakeholders responsible for those properties. Open space data changes slowly however, so annual maintenance would serve as an easy lift, and remove the need to build out new inventories. It will also improve the credibility, integrity, and reliability of the data.

## Resources to Develop

**Baseline Open Space Inventory.** The foundational dataset includes is developed within a predetermined open space schema. See the open space schema for more details.

**Open Space Schema.** Schema is developed to appease sustainable CT and CRS program along with regional planning needs. The schema seeks recognition as a statewide standard. Will allow for compatible data across the state.

**Open Space GIS Web Layer.** This is a GIS version of the data inventory and is hosted virtually for sharing and use in web applications.

**Open space Inventory Maintenance Map Viewer.** The map viewer allows stakeholders to view the latest open space dataset and provide edit requests. The viewer will allow functionality to add polygons, comments, and modify existing data. Ideally it would link directly to the data submission survey. The tool should allow for

1. Alert Data Manager when edits are submitted.
2. The alert should identify editor contact information, date, time.
3. Allow property searching
4. Allow Polygon editing
5. Allow Comments
6. Connect directly to Data Submission Survey

**Data Submission Survey.** This survey might be built into the map viewer but allows for those submitting or modifying data to provide the detailed data requested within the open space schema. Some of the entries within this survey might be auto populated based on the GIS. Contact information required to verify the editor. Wikipedia style.

**Open Space Stakeholder Mailing List.** These are the contacts involved in the ownership and maintenance of Land trusts

**Data Submission Tutorials.** Videos and walk throughs should walk users on how to use the map viewer to create edits, add comments, submit edit requests, new entries, and explain the process.

**Municipal Data Contacts.** These are the contacts necessary to pull deeds and letters confirming open space property status regarding the CRS program. These contacts are used in response to a new or modified property within the inventory, that also falls within a flood plain or special flood zone.

## Methodology Process

### Establish Foundational Inventory

1. Develop Baseline Open Space Inventory
2. Develop Mailing List of Open Space Inventory stakeholder.
  - a. Will update mailing lists of any contact information edits as data comes in.
3. Create an Open space Inventory Maintenance Map Viewer.
4. Create Data Submission Survey
5. Create Tutorials for the Open Space Maintenance Map Viewer and Submission Survey
6. Create Open Space Data Maintenance Website

### Annual Maintenance

1. Send Annual Data Maintenance Email (likely in April or May along with other Data Maintenance initiatives going on in the state).
  - a. Includes links to website, tutorials, map viewer, data schedule/process, survey and editors web application.
  - b. Emails are sent to stakeholders on the stakeholder contact list.
    - i. Update the contact list annually.
    - ii. Follow up with stakeholder not responding.
2. The application will flag newly added properties that fall within a special flood hazard area.
  - a. This will trigger an update to the CRS Open Space Analysis.
  - b. Use a predeveloped model for this analysis using newly updated open space data.
3. Confirm the editor contact information with the list of stakeholders.
  - a. If the editor is an unknown contact, connect with the contact to verify the editor.
  - b. Update the stakeholder list if necessary.
4. Build new open space layer with updated data.
5. Post updated layer to the web feature service layer.
6. Alert stakeholders of the updated open space layer. This may drive additional edits or catch any possible mistakes.

## Considerations

1. Survey may note “No changes this year” or “Changes this year”
2. Sustainable CT Fellows could administer this program each year potentially.