

**MUNICIPAL ADVISORY COUNCIL ON STATEWIDE PERMITTING  
(MACSP)**

**FATHOMS RESTAURANT, NEWPORT MARRIOTT HOTEL,  
25 AMERICA'S CUP AVENUE, NEWPORT, RI.**

**JUNE 26, 2014**

**A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Thursday, June 26, 2014, at 12:45 p.m., at Fathoms Restaurant, Newport Marriott Hotel, 25 America's Cup Avenue, Newport, RI.**

**Members Present – Donald Grebien, Mayor, Pawtucket, Chairperson**

**Scott Avedisian, Mayor, Warwick**

**Michael Embury, Town Manager, North Kingstown**

**Paulette Hamilton, Town Administrator, North Smithfield**

**Jane Howington, City Manager, Newport**

**Also present – John P. Leyden, CBO, State Building Code Commissioner;**

**John E. Chartier, EFO, CFI, State Fire Marshal;**

**Derrick Pelletier, Senior Management & Methods Analyst, Office of Management and Budget;**

**Patrick Marr, Project Manager, Office of Digital Excellence;**

**William Hanley II, Building Official, Newport**

**Richard Goldstein, MMC, City Clerk, Pawtucket**

**Chairman Grebien presides.**

**The reading of the April 29, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.**

**The Committee takes up the following:**

- 1. Introduction & Review of Statutory Mission**
- 2. E-Permitting Initiative Overview**
- 3. Discussion on Promoting City/Town Participation**
- 4. RFP for E-Permitting**

**Mr. Pelletier states that the State got five replies to the RFP for statewide permitting services. They are down to three vendors. Two of the vendors have demonstrated their systems and the third will demonstrate their system tomorrow. The proposals have been good. The software will work with the State's GIS.**

**Mr. Pelletier states that they need to consider the number of pilot communities involved. He and Mr. Chartier believe there should be more than two to keep the system more broad based.**

**Ms. Hamilton and Mayor Avedisian question how the program will be rolled out. Mayor Avedisian notes that Warwick put its own plans on hold for this project.**

**Mr. Chartier states that the \$1 million Governor Chafee put in his budget was taken out by the General Assembly.**

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**Mr. Pelletier states that the plan is to complete Phase 1 early next year, which includes the fire marshal's office, the State and some communities.**

**Ms. Hamilton states that they need to get information out to the cities and towns so they will know what is happening and can make plans for their communities.**

**Mayor Grebien believes that they should send out information every two months.**

**Miss Hamilton suggests using five pilot communities.**

**Mr. Pelletier and Mr. Chartier agree that there should be five or six communities.**

**Mr. Pelletier distributes a sheet with results from a survey of cities**

**and towns on e-permitting.**

**Mr. Chartier states that the pilot communities will need to be committed to working with the system.**

**Ms. Hamilton asks about the amount of resources needed. She only has one person to work on this.**

**Mr. Chartier believes that the State will need to commit two or three FTE's to this project to work out any bugs in the beginning.**

**Mr. Marr states that he will be the State's project manager for this project.**

**Mr. Pelletier states that they have \$880,000 available for Phase 1 of the project. They are looking for additional funds.**

**Mr. Leyden states that Westerly and West Warwick want to get involved with this project early on. They would like to see Providence get involved.**

**Mr. Pelletier states that they should start with five or six communities unless the vendor believes they should start with more.**

**Mayor Grebien suggests preparing a timetable for the project.**

**Mr. Pelletier hopes to have a contract in place with a vendor by next month.**

**Mayor Avedisian asks how they plan to get buy-in from those communities not selected as a pilot community.**

**There are questions about how the system would work.**

**There are various options that can be used.**

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**Mayor Avedisian believes that the State needs to select the pilot communities to avoid local turf wars.**

**Mr. Pelletier states that after meeting with the third vendor tomorrow, they will then look at the cost of the proposals for all three vendors in the next week.**

**Mr. Chartier states that they should have a preferred vendor within the next two weeks, but he does not know how long it will take the State purchasing board to approve the bid.**

**The next meeting will take place on Thursday, August 7, 2014, at 9:00 a.m., at Warwick City Hall.**

**The meeting is adjourned at 1:45 p.m.**

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**Richard J. Goldstein, MMC, Pawtucket City Clerk**