

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

**MAYOR'S OFFICE, WARWICK CITY HALL**

**3275 POST ROAD, WARWICK, RI**

**AUGUST 7, 2014**

**A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Thursday, August 7, 2014, at 10:38 a.m., in the Mayor's Office, Main Floor, Warwick City Hall, 3275 Post Road, Warwick, RI.**

**Members Present – Scott Avedisian, Mayor, Warwick**

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

**William Riccio, Jr., Director of Public Services, Newport**

**Also present – Thom Guertin, Chief Digital Officer, Office of Digital Excellence;**

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

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

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

**Ralph Nahigian, Director of Communications, North Providence;**

**Frank Bursie, Deputy Director of Emergency Management, North Providence.**

**Mayor Avedisian presides.**

**The reading of the June 26, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.**

**The Committee takes up the following:**

### **1. RFP and Selection of Vendor**

**Mr. Pelletier states that State officials have met with the third vendor and they have reviewed the cost proposals for all three vendors. They have selected a preferred vendor. They are in contract negotiations.**

**Mr. Guertin states that they hope to complete negotiations in September, begin working in October and be ready to start Phase 1 by next June.**

### **2. City/Town Participation**

**The question for the committee is whether to recommend going deep in Phase 1 or go broad. Both have pros and cons.**

**Going deep with only two communities allows for an in-depth evaluation of the system. The risk with going deep is that it could**

**lead to setting up a system that works for the two communities included, but not other communities.**

**Going broad with several communities helps prove that you can have a statewide system with standardized processes. The con side is that you cannot go as in-depth in any community.**

**MACSP**

**August 7, 2014**

**Page 2**

**Ms. Hamilton supports the broad approach.**

**Mr. Guertin states that the Governor does not have a preference in Phase 1.**

**Mr. Goldstein states that Mayor Grebien expressed to him a preference for the broad approach.**

**Mr. Riccio believes that the sampling will be better using the broad approach and that the broad approach will result in a better buy-in with other communities.**

**Mr. Guertin believes that the broad approach is right. He states that they need to include several permit types and could include as many as ten communities.**

**North Providence and Warwick have both held up on their own permitting plans, pending the outcome of this project.**

**Mayor Avedisian is concerned about going before the RI league of Cities and Towns with only two communities chosen.**

**Regarding the criteria for the selection of communities to participate in Phase 1, Mayor Avedisian states that the communities selected must be willing to come to the table to do all that is necessary to complete the project.**

**Mr. Guertin states that they can put together five or so criteria.**

**Mayor Avedisian believes that they need to know who makes the decisions for the cities and towns. If it's a political body, it could be a problem. He also believes it is necessary for the community to be able to assign an IT person to the project.**

**Mr. Guertin states that they will put together a questionnaire to get information from the cities and towns on permit types, forms, process hierarchical questions, etc.**

**Mayor Avedisian states that they must include large and small communities and the different types of communities.**

**Ms. Hamilton states that the project must not be seen as a state takeover or a state money grab.**

**Mr. Guertin states that the system will have security to protect city and town rights.**

**He states that they are working on disaster recovery.**

**Mr. Riccio asks about the fee systems and payments accepted by various cities and towns.**

**Mr. Marr states that the RFP requires the permitting system to accept several fee systems, but he hopes they will standardize.**

**Mr. Guertin states that eventually they could accept only credit and debit cards.**

**MACSP**

**August 7, 2014**

**Page 3**

### **3. Next Steps**

**Mr. Marr states that they will develop criteria for a survey, which will be approved by the working group.**

**Ms. Hamilton states that they should develop a slogan, to help sell the project. Mayor Avedisian suggests, "Making Business Easy."**

**They must determine the interest of the various cities and towns and their willingness to standardize their permitting processes.**

**The next meeting will be scheduled during the week of September 8, 2014.**

**The meeting is adjourned at 11:33 a.m.**

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