

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

**THE RI INTERLOCAL RISK MANAGEMENT TRUST TRAINING ROOM,
4TH FLOOR, 501 WAMPANOAG TRAIL, EAST PROVIDENCE, RI
SEPTEMBER 11, 2014**

**A meeting of the Municipal Advisory Council on Statewide Permitting
(MACSP) is held Thursday, September 11, 2014, at 10:32 a.m., in The
RI Interlocal Risk Management Trust training room, 4th Floor, 501
Wampanoag Trail, East Providence, RI**

Members Present – Scott Avedisian, Mayor, Warwick

Paulette Hamilton, Town Administrator, North Smithfield

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

Michael Embury, Town Manager, North Kingstown

**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;

Jim Gumbley, Chief Deputy, State Fire Marshal's Office

Richard Goldstein, MMC, City Clerk, Pawtucket

Peder Schaefer, Associate Director, RI League of Cities and Towns

Administrator Hamilton presides.

The reading of the August 7, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

The Committee takes up the following:

1. Selection of Vendor

The state has selected a vendor; however, the contract has not been finalized, so they are not divulging the vendor's name at this time. They will be beginning contract negotiations in the next week.

The vendor does not believe that they can get a working team on the ground this quarter. It will be after the new year.

The vendor is willing to modify their plan to include up to ten communities in phase 1 of the project, rather than the two communities that were originally called for in the RFP.

2. Permitting Project Specifics

State officials are looking for a better breakdown on the types of permits the cities and towns issue to include in phase 1. They have a good idea on the scope of work. They will amend the contract

accordingly.

3. City/Town Participation

The state has a rating system to use on the responses to the questionnaire they received from the cities and towns. As of this day, they have received twenty six responses and are expecting a few more.

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Based on the responses, most cities and towns have no electronic permitting process in place.

The state is looking to create two or three scenarios for fee collection.

They discuss a hand-out, which is attached and made part of the record.

State officials will do most of the leg work for the vendor.

The state will follow-up with about fifteen communities to get more information.

The state has asked cities and towns to hold off on creating their own e-permitting systems until after this project is done. They also need cities and towns to hold off on GIS systems, because they will need one statewide GIS system for this project.

Ms. Hamilton recommends that the state put together a list of all systems on which cities and towns should hold off until this project is done.

It is noted that e-permitting and GIS should be the only systems on which cities and towns should hold up.

Mayor Avedisian states that communities which want to be in phase 1 need to be willing to abide by the state system.

4. Slogan

Mr. Goldstein likes the slogan suggested at the last meeting, “Making business easy.” The committee agrees.

5. Next Steps

Mr. Goldstein states that there will need to be training for city and town employees.

The public will also need training.

The next meeting will be on Wednesday, October 8, 2015, at 10:30 a.m.

The meeting is adjourned at 11:13 a.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk