

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

OCTOBER 8, 2014

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Wednesday, October 8, 2014, at 10:46 a.m., in the City Council Office, Room 303, Pawtucket City Hall, 137 Roosevelt Avenue, Pawtucket, RI

**Members Present – Donald Grebien, Mayor, Pawtucket, Chairperson
Scott Avedisian, Mayor, Warwick
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;

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

Richard Goldstein, MMC, City Clerk, Pawtucket

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

Mayor Grebien presides.

The reading of the September 11, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

The Committee takes up the following:

1. Selection and Contracting of Vendor

Mr. Marr states that they are still in negotiations with the vendor. They will be meeting on October 20, 2014. There are about 15 points of negotiation.

Mr. Pelletier states that they are looking at other contracts the vendor has around the country.

Mr. Guertin expects the vendor to have a working team in place by January 2015. In the meantime, state officials will work on selecting the ten communities for phase one and getting information from each.

Mr. Pelletier states that the goal is to have a contract in place in October and then have a press conference or press release announcing the project.

He states that they should have all community interviews done by October 17. He provides the committee with a list of all communities that responded to the questionnaire.

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2. Permitting Project Updates

Mr. Guertin states that participating communities will be going through RI.gov for credit card payments. The communities will also have to use the state's GIS platform.

Mr. Marr states that they will need to work with various assessors' programs.

Mr. Pelletier states that they recognize there are different layers of permitting in different communities. There are special needs in historic and coastal communities. He notes that the system they will be using can handle various and new types of permits/licenses. The

vendor has gone through similar configurations in other states. He states that standardization is the goal, but they understand that there are differences between communities.

Mr. Guertin agrees that they want to standardize the process, but he states that the system can accommodate different fees in different cities and towns.

Upon questioning about fire department permits, it is noted that the state will have to speak with the vendor about user counts if fire approvals are included. They only negotiated for building and zoning permits.

3. City/Town Participation

Mr. Marr states that they have a scoring matrix for evaluating communities. Among the issues are the readiness of the various communities to start and their willingness to standardize their processes. He states that there are ten selection criteria being used for phase one and follow-up questions for the communities, all of which can be found on the handout from the last meeting.

He states that they are looking for variety within the communities selected. They want large and small communities, urban and rural communities, coastal and historic communities, etc.

Mr. Marr states that they will be getting down to 16 communities and then down to ten.

Mr. Guertin states that they expect to be down to ten communities by the end of October.

Mr. Guertin states that under the program, building inspectors from participating communities will have access to all of their permitting information on tablets that can be used in the field.

4. Next Steps

Mr. Pelletier believes that it makes sense to put the sixteen communities not selected for phase one in line for phase two.

Mr. Guertin states that they will be coming back to this committee when it's time to seek funding for phase two.

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Mr. Guertin states that to update communities on what is happening, they will be having meetings with the communities through the RI League of Cities and Towns. Also, all project information will be available on-line.

Mr. Marr states that the vendor will need 7 to 9 months to get the project running.

The next meeting will be held at the call of the Chair, upon hearing from Mr. Pelletier.

The meeting is adjourned at 11:31 a.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk