

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

DECEMBER 12, 2014

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Friday, December 12, 2014, at 10:34 a.m., in the City Council Office, Room 303, Pawtucket City Hall, 137 Roosevelt Avenue, Pawtucket, RI

**Members Present – Donald Grebien, Mayor, Pawtucket, Chairperson
Paulette Hamilton, Town Administrator, North Smithfield
William Riccio, Jr., Director of Public Services, Newport**

**Also present – Christiaan Van Dijk, MIS department, Warwick
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 October 8, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

The Committee takes up the following:

Selection and Contracting of Vendor

Mr. Guertin states that the State is in the final stages of legal negotiations with the vendor. They are discussing added functionality for cities and towns and the cost of bringing on new communities. They should be done by next week. Once the vendor is on board, they will send out a press release.

City/Town Participation

Mr. Guertin states that they have gotten down to ten communities for phase 1 of the project. When the press release goes out, they will announce these communities. They will be seeking contact persons for each of the communities.

Mr. Marr states that they will be getting all of the information on the permitting processes from the selected communities.

He states that phase 1 is broken into two parts. The first part (phase 1.1), will be for state offices, specifically, the Building Code Commission and the Fire Marshal's Office. The second part (phase 1.2), will be for the ten communities, with work beginning in the spring and the system up and running by the end of 2015.

MACSP

October 8, 2014

Page 2

Mr. Guertin states that they are working to create "best practices" for the project. Much of that will come from the "Lean" process being used by the State.

Mr. Guertin states that each community will need to name a system administrator who will be the "expert" on running the system for that city/town. The system administrator does not need to be a programmer.

Mr. Marr states that the program allows for a high level of configuration.

Quarterly Reporting Requirements

Mr. Pelletier states that the commission needs to do a quarterly report. They are looking to put together recommendations for the incoming governor.

Mr. Schaefer suggests using the upcoming press release as the report.

Mayor Grebien asks the State officials to prepare the report and then send it to the commission, which will review and approve it.

UPON MOTION BY MR. RICCIO, SECONDED BY MS. HAMILTON, CHAIRPERSON GREBIEN IS AUTHORIZED TO RELEASE THE QUARTERLY REPORT AFTER BEING REVIEWED AND COMMENTED ON BY THE COMMISSIONERS.

RI League of Cities and Towns Legislative Committee

Mayor Grebien states that we should look at how the RI League of Cities and Towns can work with us to promote the program.

Mr. Pelletier states that there are funding opportunities in the statute for the project. Section 23-27.3-108.2 creates a .1% levy on the total cost of construction for each building permit issued. The money is supposed to go to the State Building Code Commission to be used for the e-permitting system. However, the money is now being sent

to the general fund. The law should be amended to create a restricted receipt account into which the assessment would be placed.

Mr. Chartier states that there is money in the state fire budget that could be used for the project.

Mr. Goldstein asks if the commission is running a workshop at the RI League of City and Town's annual convention or has a booth at the convention.

Mr. Schaefer checks with the League office and states that we are not on the list, but will be placed at the top of the waiting list.

Next Steps

Mayor Grebien asks Mr. Goldstein to prepare a letter to be sent to Governor-Elect Raimondo to request a meeting to discuss the project.

MACSP

October 8, 2014

Page 3

Ms. Hamilton asks how much money is needed to run the program.

Mr. Schaefer asks about using GIS.

Mr. Guertin states that they will be using the State GIS. They will be asking the cities and towns for upgrades.

The next meeting will be held at the call of the Chair, after getting a response from the Governor-Elect.

The meeting is adjourned at 11:18 a.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk