

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

MARCH 3, 2015

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Tuesday, March 3, 2015, at 3:07 p.m., in the City Council Office, Room 303, Pawtucket City Hall, 137 Roosevelt Avenue, Pawtucket, RI

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

Also present – Gary Tedeschi, representing Michael Embury, Town Manager, North Kingstown

Thom Guertin, Chief Digital Officer, Office of Digital Excellence;

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

Richard Case, representing John P. Leyden, CBO, State Building Code Commissioner;

Stanley Pikul, Cranston

Ralph Nahigian, North Providence

Frank Bursie, North Providence

James Cambio, North Smithfield

Carl Johnson, North Smithfield

John Hanley, Pawtucket

Susan Mara, Pawtucket

David Clemente, Pawtucket

Amy Grzybowski, Westerly

Larry Desormier, Woonsocket

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

Richard Goldstein, MMC, City Clerk, Pawtucket

Mayor Grebien presides.

The reading of the December 12, 2014 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

The Committee takes up the following:

1. Contract Negotiations with Vendor:

Mr. Guertin states that they are still in negotiations with the vendor. There are about six issues left to finalize. They sent a letter to the vendor about these issues. If they don't get a response in a respectable time or if they cannot reach an agreement on them, they

may go to their second choice. They should know by the end of the week. The second vendor was just behind the first in the selection scoring. There was very little difference between the two vendors.

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2. Permitting Project Updates and Timelines:

Mayor Grebien states that they met with the Governor and she is supportive. They are looking to get Phase 1 going by the end of the year. They hope to have everything resolved with the vendor and are ready to go on the prep work by mid-April.

3. City/Town Participation:

Most of the communities have provided sample permits, which they give to Mr. Pelletier.

Mr. Pelletier states that 80% of the municipal permits he has seen are the same. They are looking to create a standardized form.

Mr. Guertin explains to the people who are first time meeting attendees that the original plan for Phase 1 was to go narrow with the State Fire Marshal and the Building Code Commission and two

communities, going deep into their permitting processes. However, it was later decided to instead go wide with ten communities, but less deep into the permitting processes.

Mr. Pelletier states that each community will have to appoint a system administrator for the project. The administrator does not need to be an IT person.

Mr. Guertin notes that the program will be hosted in the cloud; therefore, participating communities will need to have good internet connections.

He states that there will be training and the timeline will depend on the vendor.

He states that there will be a new project manager for the State by the end of the month.

Mr. Tedeschi hopes that the system can be used by other municipal departments.

Mr. Guertin states that there is no plan to standardize fee schedules between municipalities.

It is noted that there is legislation in the General Assembly to standardize fees.

Mr. Guertin replies that it was not submitted because of this project.

Mayor Grebien states that they have state funding for Phase 1. They will need to work on getting state money for Phase 2.

Mr. Schaefer asks how cities/towns that already have systems in place will be incorporated into the program.

Mr. Guertin responds that it is an issue that will need to be dealt with in Phase 2.

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Mr. Pelletier states that one incentive for these cities to join in is that the fees may be lower for communities that are part of a large group than for stand-alone communities.

Mr. Guertin adds that they will work with communities who use a different system on communicating between systems.

The meeting is adjourned at 3:37 p.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk