

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

APRIL 29, 2015

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Wednesday, April 29, 2015, at 10:07 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
Christiaan van Dijk, MIS department, for Mayor Avedisian, Warwick**

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

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

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

John P. Leyden, CBO, State Building Code Commissioner

Shawn Selleck, Project Manager, Office of Digital Excellence

Richard Goldstein, MMC, City Clerk, Pawtucket

Mayor Grebien presides.

The reading of the March 3, 2015 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

Mr. Guertin states that they are negotiating with the second vendor for the project. He notes that their latest upgrade is a big improvement on the system. They should finish the negotiations during the next week, at which time they will send the agreement to Purchasing.

They are working to ensure that processing costs will be the same for all cities and towns.

Mr. Pelletier states that working with the second company is going well.

Mr. Selleck states that they hope to be on the ground by June 1.

Mr. Selleck will be spending time with all of the Phase 1 communities, the State Building Code Commission and the State Fire marshal's Office. He needs to know how various systems flow.

Mr. Guertin states that they need to find a way to provide information to all participants.

Mayor Grebien states that they need to keep the municipal CEO's informed, as well as the front line people.

Mr. Guertin and Mr. Pelletier state that they need information on how long various processes take currently, so they can compare it with how long they take on the new system.

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Mr. Selleck and Mr. Guertin state that they will begin working with communities within the next week on mapping processing, etc.

It looks like the vendor will agree to equal cost per record in all communities.

The fee will be 2.9% for credit card payments.

They will look at whether communities have systems for historical data. The vendor will work to convert the communities' data to the new system. It's tougher with paper systems.

Mr. Guertin states that they need to work to ensure system updates in cities and towns are compatible with the state system. All information will go through the GIS system used by the state.

Mr. Selleck will need the layouts for the financial systems of the cities and towns.

Mr. Guertin states that they need to know how fire districts will affect the system.

There are also questions about zoning boards. In different cities and towns they may or not be users of the system. If they are, they will need their hands held because they will probably not be regular users of the system.

Mr. Selleck needs the name of the lead persons and back-ups for the various cities and towns as well as their schedules so that meetings may be set up.

They are planning to do a demonstration of the system with the vendor before the next committee meeting. They can do it live or on the web.

Mr. Pelletier states that the next quarterly update to state officials is due.

The next meeting is scheduled for June 3, 2015, at 10 a.m.

The meeting is adjourned at 11:00 a.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk