

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

OCTOBER 5, 2015

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Monday, October 5, 2015, at 12:08 p.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
Scott Avedisian, Mayor, Warwick**

Also present – Shawn Selleck, Project Manager, Office of Digital Excellence

**Thom Guertin, Chief Digital Officer, Office of Digital Excellence
Christiaan van Dijk, MIS department, Warwick
Peder Schaefer, Associate Director, RI League of Cities and Towns
Richard Goldstein, MMC, City Clerk, Pawtucket**

Mayor Grebien presides.

The reading of the June 3, 2015 and July 21, 2015 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

Mr. Selleck states that he met with every municipality in Phase 1 of the project, except North Kingstown, which is going through some changes in officials.

He is beginning to meet with the vendor to create a template for the system, which will meet all of the needs of the cities and towns. Most of October will be spent on configuring the system. Each city and town will have its own page.

He states that he is incorporating into the system the needs of the contractors, builders and cities and towns. He met with Gem Plumbing to get an understanding of what contractors are looking for.

They told him what works well in Massachusetts communities and what difficulties they face in Rhode Island.

In November, they will do testing of the system.

Mr. Selleck and Mr. Guertin still hope to have the system go live in February. Mr. Selleck states that not all ten municipalities in Phase 1

will go live at once. It will be done over a few weeks.

Mr. Guertin states that they are still happy with the vendor.

Mr. Selleck states that they are working to make sure that it's a dynamic system.

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Mr. Selleck is preparing for a second demonstration later this month for non-Phase 1 communities. They want to promote the system to all cities and towns. He notes that all communities will be affected by Phase 1, because all fire inspections done by the state fire marshal will be done on the system.

Mr. Goldstein suggests having a workshop on the system at the RI League of Cities and Towns convention.

Mr. Schaefer notes that the convention is on January 28, 2016.

Mayor Grebien offers his support with the cities and towns, if needed.

Mr. Selleck states that he and Derrick Pelletier worked on the latest

quarterly report, which covers the second and third quarters of 2015.

For Phase 2, Mr. Guertin suggests that they should schedule a meeting with the Governor's staff, possibly during the second week of November, to discuss progress and funding for the second phase of the project. Providence is interested in Phase 2.

Mr. Selleck states that they need to look at the cost structure in years 2 through 4. The state is paying for year 1. They need a timeline for discussions.

Mayor Grebien suggests putting it off until after they meet with the Governor to see if they can get money to continue paying maintenance costs after year one.

Mr. Guertin states that they need to discuss getting set up for on-line credit card payments, which will be administered by Stripe. They are also working on legislation to make on-line credit card payments cheaper.

Ms. Hamilton asks when additional communities will be able to get on the system.

Mr. Guertin responds that there will probably be a six-month window between Phases 1 and 2, so it will probably be late summer.

Mr. Selleck states that if a city or town has little in special needs, then they can get on the system quickly.

Mr. Guertin adds 2-3 months. He notes that it costs about \$10,000 to get a city or town on-board. He hopes the state will continue to pay that cost.

Mr. Selleck states that it is easy to add additional functionality with this system.

Ms. Hamilton asks what happens if a town or city council says no to participating in this project.

Mr. Selleck responds “then it’s no.”

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Mr. Guertin adds that the Governor will have to decide how much of a mandate this will be.

Mr. Selleck states that contracts will be ready for signing by mid to late November.

On the subject of the new statewide permit fee law, Mr. Selleck states that the e-permitting system will support as many fee schedules as necessary. Whatever the state does with the permit fees, the system can handle it.

Mr. Goldstein states that cities and towns need to understand that the statewide fees law is not associated with this e-permitting project.

Mr. Schaefer agrees.

Mr. Schaefer states that an analysis of winners and losers on the statewide fees has already been done.

Mayor Grebien states that all concerns about statewide permit fees should go through the RI League of Cities and Towns.

With Michael Embury resigning as town manager of North Kingstown and from the committee, the committee will recommend that Governor Raimondo appoint Town Manager Thomas E. Coyle, III, from East Greenwich, to replace Mr. Embury.

The next meeting is tentatively scheduled for Monday, October 26, 2015, at 9:00 a.m., at Pawtucket City Hall.

The meeting is adjourned at 1:09 p.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk