

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

**PAWTUCKET CITY HALL**

**137 ROOSEVELT AVE., PAWTUCKET, RI**

**OCTOBER 26, 2015**

**A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Monday, October 26, 2015, at 9:20 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  
Paulette Hamilton, Town Administrator, North Smithfield  
William Riccio, Jr., Director of Public Services, Newport**

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

**Derrick Pelletier, Senior Management and Methods Analyst, OMB**

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

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

**Richard Goldstein, MMC, City Clerk, Pawtucket**

**Mayor Grebien presides.**

**The reading of the October 5, 2015 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.**

### **Permitting Project Updates and Timelines**

**Mr. Selleck states that he is working with the vendor on configuration of the system.**

**He is meeting with West Warwick tomorrow.**

**They are trying to create a single electronic form for all projects, which means that fields for the fire marshal, for example, will be seen on a municipality's building permit form and vice versa.**

**They are still looking to go live with the program in February 2016. Not all ten communities will go live at the same time. They will start with those municipalities that are most ready to go live.**

**Mr. Selleck is planning a second demonstration of the system on November 17, 2015, at 10:00 a.m., at the Lincoln campus of CCRI. This meeting is for all 39 cities and towns, including local fire marshals and fire districts, building officials, and mayors and other administrators. The first part of the meeting will include the demonstration and an explanation of how this system will affect all**

**cities and towns, even those not in Phase 1, because all state fire marshal and state building code reports will be done through the system by e-mail, rather than on paper.**

**Mr. Selleck hopes to have all cities and towns on board within two years.**

**MACSP**

**October 5, 2015**

**Page 2**

**He states that this system can be used for all licenses and permits, in addition to the building permits it is going to be used for now.**

**This leads to the second part of the meeting, which will be a discussion on innovation. Mr. Selleck hopes to start a discussion on what the municipalities would like to see done with this system in the future.**

**Committee members suggest putting off this discussion until after the system is up and running to avoid any confusion during the learning process on the system. Also, they don't want to scare off any communities that are wary of too much centralization.**

**Mayor Grebien believes that they may want to split the meeting into**

**two parts; one for Phase 1 communities and one for non-Phase 1 communities. They may have different questions.**

**Mr. Pelletier states that they might want to have a municipal official address the meeting to tell other municipal officials how this process is working. Mr. Selleck agrees.**

### **City/Town Participation**

**Mr. Selleck passes out a sample participation agreement for the participants to review. Contracts for each community in Phase 1 will be ready to be distributed later this week.**

**He notes that signing up for STRIPE, which will be used for credit card payments, will be done on-line. All participating communities must sign-up for STRIPE.**

**All money collected from the e-permitting system will go into only one account for each participating entity. Each entity may select which account to use for their money. The system will create reports showing what the money is for so that it can be broken out into different line items.**

**The question is asked whether these contracts will need to go to the city/town purchasing boards for approval. Mr. Schaefer asks if the system vendor is on the state's master price agreement, which would**

**help cities/towns with the purchasing process.**

**Mr. Selleck states that he signed up for the RI League of Cities and Towns Convention.**

### **Quarterly Report**

**Mayor Grebien notes that the quarterly report for the 2nd and 3rd quarters of 2015 has been sent out.**

### **Meeting with the Governor**

**Mayor Grebien will check on the meeting with the Governor. It is tentatively scheduled for November 12, 2015, at 9:00 a.m.**

### **MACSP**

**October 5, 2015**

**Page 3**

### **Next Steps**

**Mr. Selleck states that he will continue to meet with cities and towns. Officials will be allowed to go on the system.**

**They are reviewing how the system should look. For example, should there be check lists on the inspection forms. Mr. Selleck notes that one complaint by contractors is that different cities and towns look at different things during inspections. He questions if there should be checklists to help standardize inspections.**

**Marshal Chartier states that the problem with check lists is that inspectors only look at what's on the list. Something not on the list that needs to be addressed could be missed. On the other hand, without a list, the problem is that inspectors tend to include in their reports only those things that are problems, not things that are OK. Down the road, if something happens at a location, there is often no indication of those things that were inspected and passed. He states that they need to find a format somewhere in between.**

**The next meeting is will be held at the call of the Chair.**

**The meeting is adjourned at 10:24 a.m.**

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**Richard J. Goldstein, MMC, Pawtucket City Clerk**