

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

DECEMBER 9, 2015

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Wednesday, December 9, 2015, at 11:37 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
Thomas E. Coyle, III, Town Manager, East Greenwich
Christiaan van Dijk, MIS department, for Mayor Avedisian, Warwick**

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

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

Richard Goldstein, MMC, City Clerk, Pawtucket

Mayor Grebien presides.

The reading of the October 26, 2015 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

New member to fill the vacancy of Michael Embury

Governor Raimondo has appointed Thomas E. Coyle, III, Town Manager, East Greenwich, to fill the unexpired term of Michael Embury, Town Manager, North Kingstown, who resigned.

Permitting Project Updates and Timelines

Mr. Selleck states that the strategy is to go live with the State Building Code and State Fire Marshal's offices first, then with West Warwick, then Westerly, then Pawtucket. Mr. Selleck will work with each office and municipality as they go live. He expects to start by February 1, 2016, but would love to start by January 15.

Mr. Selleck will be discussing the program at the tax assessors' association's quarterly meeting on December 10.

He will put together a list of specifications for each community.

He is working with the Building Code and Fire Marshal's offices on

buying tablets for the inspectors. Mr. Schaefer asks Mr. Selleck to share the quote on the tablets with the cities and towns. It will probably be the lowest

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City/Town Participation

Mr. Selleck is looking for linear fee schedules in all municipalities. There are problems with programming if the fee schedules are out of whack. He wants to ask those municipalities that are not linear to amend their fees.

Mr. Schaefer notes that municipalities are going to have to make changes to their fees in July when the statewide fees go into effect. He suggests changing to this fee schedule now.

Mr. Goldstein states that the only problem with that plan is that some communities will be losing revenue under the statewide fee schedule.

Mr. Selleck states that the changes he is recommending for the municipalities will not affect their revenues.

Mr. Selleck reviews municipal costs in FY 2017 and 2018. He notes that the figures may be low because it is based on 2-year old data.

He notes that Viewpoint charges \$3.00 per project (not per permit) + 7% per year. Municipalities are contractually obligated to pay Viewpoint in batches of 500 projects. The State is paying the fees for the calendar year 2016, so cities and town will only have to pay for half of the FY 2017 expenses.

Mr. Selleck would like to send out the anticipated cost information to the cities and towns pending review by Thom Guertin, Chief Digital Officer, Office of Digital Excellence.

Mr. Schaefer asks who has private contracts with Viewpoint.

Mr. Selleck responds that Middletown, South Kingstown and East Providence have private contracts with Viewpoint. He stated that he has spoken with Viewpoint about waiving the contractual obligations of the private contractors and allowing them to jump on board this contract.

Mr. Grebien asks that when they send the information to the building officials, they also send it to the chief executives with an explanation of their thought process.

The Council thanks Mr. Selleck for his work.

Mr. Schaefer notes that if cities and towns have to amend their ordinances to change the fee structure so the system can work, it can take several weeks to get through the public notice and the two passages.

Mayor Grebien states that he is OK if they have to start the process while working on the ordinances at the same time.

The Mayor states that it could be challenging with some Councils to change the ordinances. Education is the key.

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Report on Meeting with the Governor

Mr. Schaefer states the Governor Raimondo was not open to amending the statewide permitting fee law.

Mr. Selleck believes that all communities were in favor of the fee schedules except for Newport and Middletown. He stated that Jack Leyden has spoken with the mayors of North Providence and Cranston and understands that they are not in opposition.

Mr. Riccio states that Newport will be meeting on this law again in

January.

Mr. Selleck states that Newport and Middletown are still not appeased on the new fees.

Mayor Grebien states that initially, they are not going to get into the fee schedules. Legislation may be proposed on the fees. At the appropriate time they will make their concerns known to the Governor.

RI League of Cites & Towns Convention Workshop and/or Table (January 28, 2016)

Mr. Selleck states that they will be making a presentation at the League convention. They will not have a table at the convention. Viewpoint will have a table.

Vendor or Program Questions or Issues

Mr. Riccio asks Mr. Selleck if they will be reaching out to the communities not in Phase 1 in July.

Mr. Selleck responds that they will be starting in March with those communities.

Mayor Grebien states that follow-up discussions are needed with the Governor.

Mr. Selleck states that 34 of the 39 cities and towns were represented at the last information session.

Next Steps

Mayor Grebien states that their next meeting should be during the second week of January.

The meeting is adjourned at 12:30 p.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk