

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

PAWTUCKET CITY HALL

137 ROOSEVELT AVE., PAWTUCKET, RI

MARCH 31, 2016

A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Thursday, March 31, 2016, at 10:02 a.m., in the City Council Office, Room 303, Pawtucket City Hall, 137 Roosevelt Avenue, Pawtucket, RI

**Members Present – Donald Grebien, Mayor, Pawtucket, Chairperson
William Riccio, Jr., Director of Public Services, Newport
Wendy Schmidle, IT Manager, for Thomas Coyle, III, East Greenwich
Christiaan van Dijk, MIS department, for Mayor Avedisian, Warwick**

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

**Derrick Pelletier, Chief of Research and Analysis, OMB
Jim Gumbley, Chief Deputy, Fire Code Bureau, 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 February 4, 2016 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.

Permitting Project Updates and Timelines

Mr. Selleck states that there are major developments that will affect the timeline for the project.

First, the inspections will be handled by the software. The challenge is that some cities and towns may require paper solutions because they leave behind paper inspection reports. The solution may require thermal printers.

Second, cities and towns must document the delivery of violations on site. If inspectors cannot get a signature on site, by law they must send the violation by certified mail, which is expensive. They are looking at solutions.

Third, if a city or town has multiple inspectors reviewing plans, if one inspector sends the plans back to the applicant, then the other inspectors cannot. The system will need a huge upgrade to fix this problem.

Mr. Selleck notes the following:

- **They have a new version of the system being tested.**
- **All state inspectors have tablets and kiosks have been set up.**
- **They are looking to get all of the state's information uploaded and ready for final testing by the week after next.**

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- **They hope to go live in the next couple of months.**
- **They have created a template for West Warwick, which they have given to Westerly and the state.**
- **There are concerns about adding attachments at the parcel level, such as for variances. It should be doable in about two weeks.**
- **The system needs vetting on everything from data migration to the payment process.**

Mayor Grebien asks what the committee can do to assist.

Mr. Selleck responds that the template for cities and towns will be ready the week after next. When ready, cities and towns will be able to configure the system themselves or with his help. That's when he will look for help because he is a one-man show.

Mr. Riccio asks why not target July 1 to go live.

Mr. Selleck hopes they can go live sooner than that. He should have an idea on the new go-live date in a month. He wants to wait a couple of weeks after going live with the state before starting with the cities and towns so they can see how it goes.

He notes that once the state goes live it will affect all cities and towns because all interactivity with the Building Commissioner's Office and the Fire Marshal's Office will go through the system.

Mr. Riccio suggests sending out letters to all cities and towns about a month before going live to let them know what is going to happen.

Mr. Pelletier states that there is a million dollars in the Governor's FY 2017 budget for this project. The Governor wants fifteen more communities on board by the end of FY 2017. The budget includes money to a hire another person.

Next Steps

The next meeting of the committee will be on Thursday, May 5, at 10:00 a.m.

Mr. Schaefer notes that there was a hearing at the general Assembly

on a bill to put off the statewide permitting fees for a year. He doesn't know where the bill is going.

The meeting is adjourned at 10:47 a.m.

Richard J. Goldstein, MMC, Pawtucket City Clerk