

Permit Reform Advisory Committee

Meeting Minutes

Friday December 6, 2019

Location: 645 Pine Street

Committee Members: Celia Daly, Steve Lipkin, Steve Offenhartz, Bob Duncan, Tiki-Jon Archambeau

Staff: Bill Ward, Brian Lowe, Pat Schmitz

Meeting called to order 12:06

Motion to change the agenda

Move the Software demo update to first, followed by Permits recommend for elimination

Motion to accept agenda changes – changes accepted

Motion to approve minutes from April 5, 2019 – minutes accepted

Updates:

Brian Lowe discussed the update to the RFQ process that was recently undertaken to replace the current Amada system that was implemented in 2004. There were 9 companies that responded to the RFQ, from those responses 4 were chosen to demonstrate their products. Out of the 4, the selection committee has chosen one company to explore further. If there are specific things that the advisory committee would like to specify to explore with this company a target for submission would be prior to Dec. 16, 2019.

Bill Ward updated committee on the 5 electrical permits that were proposed to be eliminated. These are the same one that had been tentatively proposed to this committee a year ago.

- Device replacement
 - Outlet changes
 - Ballast change
 - Motor/controllers
 - Breaker replacement

A request to the Attorney's office has been made to enable Bill as Director of the Permitting and Inspection division to be able to designate these as no longer needing a permit and in conjunction with a self-certification process on some of these that may not need to be inspected by the Electrical inspector.

No future meeting has been scheduled at this time

Meeting adjourned 1:15