

Meeting Date: May 10, 2011

Town of Belmont
Joint Meeting: MLAB/LB, Selectmen, 115kV Site Selection Committee
Selectmen's Meeting Room
May 10, 2011

Attendees Present:

Ralph Jones, LB Chair	Jim Palmer, General Mgr.
Mark Paolillo, LB	Jennifer Santoro, BMLD
Angelo Frieze, LB	Ashley Brown, MLAB Chair
Patricia Diorio, MLAB	Tim McCarthy, MLAB
Mark McCarthy, MLAB	Mark McVay, MLAB
Robert Forrester, MLAB/Site Selection	Bob Mclaughlin, Chair Site Select.
P.J. O'Sullivan, O'Sullivan & Assoc.	Bill Bottiggi, BELD
Allan Rice, PLM	Bill Lovallo, Site Selection
Roy Epstein, Site Selection	Jim Staton, Site Selection

I) Call to Order:

The meeting was called to order by Ralph Jones at 7:30 p.m.

II) 115Kv Project Update and Discussion:

a) Communication Plan presented by P.J. O'Sullivan & Associates.

Jim Palmer introduced P.J O'Sullivan who is the new team member working on the communication strategy for the 115kV project. P.J. stated that the primary focus of the plan is to roll out a very transparent and informative project for the residents of Belmont, town businesses, and Town Meeting Members. He hopes to achieve this through many communication tools including: informative meetings with residents, business owners and opinion leaders around the town. Mailings, newsletters, and website enhancements will help to inform the residents. Mr. O'Sullivan noted that it is very important for the need of the

project to be presented in an informative and focused way so people understand the need to do something immediately with this project. The success of the project from a communication point of view is very important so input is a key element.

Angelo stated that he has gone to some of the meetings with Jim Palmer and O'Sullivan. Angelo wants to make sure that the information is consistent and factual and that a good job is done transmitting the same story to all interested parties.

Ralph Jones stated that from their stand point, they need to get a 2/3 vote, therefore the message of the project has to be crystal clear enabling a win on the vote.

Finally, P.J. stated that they are painstakingly going through every detail to put the message in the most coherent fashion, so that it is translated to the public in a manner that is understood by everyone. Communicating out the project in a consistent manner is what the focus is. The fewer the questions possible is an attainable goal because during that process the information given to the public was correct and accurate. An informed Town Meeting is the main goal to set, but it has to be consistent with the method going ahead.

Jim Palmer stated that newsletters have been drafted for Town Meetings and other committees in town. Jim stated that P.J. was hired to keep BMLD on track and to make sure we are communicating properly. He feels that the project fell short in the past and it was very weak on communicating properly. The message has to be clear as to what the project is about and how it will affect the public. It will be a very thought out presentation going forward.

B) Project Management Plan

Jim then introduced Bill Bottiggi who is the General Manager at Braintree Electric Light Department. Jim asked him to this meeting to discuss the Project Management plan that he had implemented in Braintree. Bill stated that in Braintree they completed a large power plant costing about 110 million dollars which included many legislation loop holes, many town meetings, very complicated contracts and much scheduling to keep the project running. The project ended in a huge success. He has worked with PLM in the past and feels

they are a great fit for the project and highly recommends them. Bottiggi stated that in regards to construction and permitting of the substation, he and Palmer are on the same page. Convincing Town Meeting and the residents of Belmont is paramount in gaining success. Talking and meeting with the residents of Belmont is a very important factor. Bottiggi stated that Jim Palmer has to be the face for this project and it won't be successful without that. Palmer needs to get in front of everyone in town and make sure they know the importance of the project. Project management is very important to surround yourself with the right team as with Bob Joseph from AECOM. Bob was a huge help to Bottiggi helping him with contracts, costs, and schedule because those items can get out of control. Angelo asked Bottiggi how he was being compensated for the project. Bottiggi stated that he has a set rates and a contract with Palmer which is based on time and material. He stated that PLM is hired to do the design work. Bottiggi will then review those drawings with his engineers. Basically, Bill Bottiggi will be supporting Bob Joseph. Bottiggi stated that he is there to augment Jim's staff especially his electrical engineer Sam Osancevic and he will teach him as much as he can in regards to building a new substation. Bottiggi stated that once the project gets started you need to keep it going and not stop because the cost meter keeps running. It is all in the control of the Manager of the Belmont Light Department therefore the project needs to be scheduled precisely so it can continue without any pit stops. Bob Joseph was then introduced by Jim Palmer. Joseph worked with Bottiggi on the Braintree project and he is highly praised on his accomplishments. Bob is the head of the municipal power services in New England for AECOM. The model he used for the Braintree project is the same proposed for the Belmont project. He stated that there are three key principles in keeping this model together. 1) Having an integrated project team. 2) Mutual trust and respect for all parties involved. 3) A collaborative effort within the team and its participants. The Belmont management team will work with the AECOM team. With AECOM there will be a project controls group that focuses on document control. Joseph stated that his approach on a communication standpoint is that he will coordinate activities on a periodic basis depending on the phase of the project resulting in status reports. Some points of interest Joseph stated were during the

development phase. There are two phases, development and implementation. In the development phase 80 percent of the decisions are made by The Town of Belmont and 20 percent are made by the project teams. That 20 percent are strictly devoted to process. During the implementation phase it is the opposite. 20 percent of the decisions are made by Belmont during the contract award period. 80 percent decision making is made by the project team because it deals with the project alone and to make sure the decisions during the development phase are executed to completion.

C). Substation Design Plan presented by PLM Engineering

Allan Rice was introduced as the owner engineer/project manager for the project. He has an extensive resume with Norwood and helped build Norwood's substation. PLM does strictly power electric engineering projects. He wants to bring his knowledge and expertise from the Norwood substation and bring that to Belmont to enhance the project. Rice stated that he has worked with Rubin and Rudman to help get through any legalities they had in regards to permitting and contracts. They received all of their permits first and then went to the site committee last. He felt that it was the clearest path to go. Allan stated that it is very important going forward to have everything in order with proper sequence. He feels that the final size of the building is determined upon how large the equipment will be and what that equipment actually looks like. It is undeterminable at this time how large the substation will be because there are too many undecided factors that need to be answered. Once given the electrical requirements needed then you can determine what the building will look like. Allan draws up the plans and is the architect for designing the building. At the time of the meeting, he was unable to give any members present a Town Meeting date or an estimate in costs because of those unknowns. Angelo stated that there should be monthly meetings with the Advisory Board to keep everyone informed. Paolillo stated that those meetings should be televised because communication with the public is very important. Palmer agreed and at the next meeting he will have more updates from Allan Rice with a timeline.

III) Meeting was adjourned by Ralph Jones at 9:50 pm.