



OLD NORTH BRIDGE

TOWN OF CONCORD  
TOWN HOUSE - P.O. BOX 535  
CONCORD, MASSACHUSETTS 01742

### MCI Concord Advisory Board Agenda

Monday, October 7, 2024 at 12:00 PM

Town House, Select Board Room and Hybrid via Zoom

**More information on the MCI Concord Advisory Board,  
MCI Concord closure, and FAQs:**

<https://concordma.gov/3514/MCI-Concord-Closure>

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84290380560?pwd=BMMyb7MyFarPL0VcqOM7uIJYtraSQas.1>

**Meeting ID: 842 9038 0560**

**Passcode: 475908**

**US Toll Free: 877 853 5257**

#	Time*	Agenda Item
I.	12:00 PM	Call to order, roll call & assign clerk (should we consider a revolving responsibility?)
II.	12:05 PM	Approve Meeting Minutes - September 23, 2024 authored by Lee Smith
III.	12:10 PM	Quarterly report to the Select Board:  - Who should attend? (Dan, Patrick, Other?) - Bullets from memo
IV.	12:15 PM	DCAMM coordination meeting highlights:  - Survey results (315 received, 284 Concord Residents) & timing - Shared Consulting matrix - DCAMM is eager to bring visioning/ master planning services on board ASAP. - AB ULI TAP debrief
V.	12:25 PM	Town updates (Meghan)
VI.	12:30 PM	Rep Cataldo's Office  - Clarification on funds (amount, timing, process for application, carry over into following fiscal year)

VII.	12:40 PM	Reports from subcommittees <ul style="list-style-type: none"> <li>- Charter &amp; membership</li> <li>- Workplans (use SC agendas &amp; consulting matrix as anchors)</li> <li>- Outlining budgets &amp; timelines</li> <li>- What additional discovery information is required?</li> </ul>
VII.	1:25 PM	Public comment
IX.	1:30 PM	Action item Recap and Adjournment



The Town of Concord endeavors to make public meetings accessible to all members of the community. To request a meeting accommodation or modification, please contact our ADA Coordinator Jessica Porter at [jporter@concordma.gov](mailto:jporter@concordma.gov) or at 978-318-3028. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.

MCI CONCORD REDEVELOPMENT - Assignment, Ownership & Timing of Tasks

Item#	Services	Timing of Action (Quarter/Yr)	Predecessor	Responsible Group (X)			Committee or Person(s) Responsible	Deliverable	RFP? (On-boarding Timing?)	Who is Resp. for RFP	Cost Range (\$s)	Whose Budget? (DCAMM, Board, Concord)
				DCAMM	MCI Advisory Board	Town of Concord						
1	Existing Conditions Assessment <small>(Does this include Survey &amp; Civil?)</small>	3/24		X				Report				
2	Phase 1 Environmental Assessment		1	X				Report				
3	Remediation Contractor		2	X				Scope				
4	Site Security			X				Plan				
5	Retain Project Management Company <small>(if required to assist AB)</small>				X			Onboarded				
6	Communications Consultant for Public Outreach/ Engagement				X			Onboarded				
7	Town Legal Counsel for Project				X			TBD				
8	Visioning Planner (Master planning) <small>(Visual studies)</small>		1,2,6		X			Visual studies				
9	Zoning Consultant <small>(Form based code?)</small>		8		X			Zoning recommendations				
10	Transportation Consultant (DOT) <small>(Regional &amp; Local)</small>		1	TBD				Report Access & parking				
11	Environmental Engineer <small>(Wetlands &amp; Floodplain)</small>		1	X				Report Wetland Delineated				
12	Historic Consultant		1	TBD				Report				
13	Demolition Contractor (or by developer?)		1,2	TBD				Scope, Cost & Schedule				
14	Developer Solicitation <small>(Disposition advisor)</small>		8	TBD				Draft				
15	Developer selection process		14	TBD				Process & timeline				
16	Economic Impact analyst		8	TBD				Report				
17	Waste water treatment plant consultant <small>(Weston &amp; Sampson)</small>					X		Recommendation				
18	Sustainability consultant		1,2,8		X			Report				
19	Estimating consultant		8,16	TBD				Preliminary Estimate				
20	Appraiser		8,16	TBD				As is, Approved & Improved				



## **LEGAL & GOVERNMENT AFFAIRS SUBCOMMITTEE**

### **CHARTER**

**Objective:** To serve as the link between the full MCI Advisory Committee and the municipal, state and federal officials/agencies involved in the development of the MCI site.

**Key Responsibilities:**

1. Authority Identification: identify officials/agencies who are involved in the development of the MCI site (e.g., municipal, state and federal transportation, environmental, and historic preservation regulatory authorities)
2. Communication Establishment: establish efficient communication networks with the appropriate officials/agencies
3. Progress Monitoring: keep track of, and inform the full Committee of any pertinent reports, legislation, or other actions taken by the relevant officials/agencies
4. Committee Follow Up: communicate any questions/concerns of the full Committee to the relevant officials/agencies

**Timeline:**

Ongoing throughout the life of the project, with specific outreach efforts aligned to project phases and milestones.

Recurring deliverables:

- Periodic reports to the committee
- Meeting Schedule TBD

## **MCI Concord – Advisory Board**

### **Land Use Planning & Strategy Subcommittee Charter**

#### **Subcommittee Objective**

To assist and support in the community visioning scenario process, capture the community engagement input to develop land use scenarios, identify community impacts and benefits for the scenarios that advances the Town’s sustainability and climate resilience goals so that potential zoning for a preferred land use scenario can be advanced to Town Meeting for the MCI-Concord site and the adjacent Junction Village parcel. The Subcommittee will also work to develop site development specifications that may be incorporated into the DCAMM disposition RFP process.

#### **Key Responsibilities**

1. Coordination with Town (Staff, Boards/Committees), State, and relevant MCI Concord subcommittees and stakeholders.
2. Understand the existing environmental site constraints, the constraints of the West Concord Village, and any future development constraints placed on the site that may be imposed by the State and/or Town needs, including modifications to Route 2 Rotary.
3. Review RFQ for zoning consultant with Town Staff.
4. Actively listen to community input to assist in the advancement of various land use scenarios.
5. Once uses have been identified through the community visioning scenario process, work with a consultant to run scenarios to assess the impacts and benefits for different land uses.
6. Provide regular updates to MCI-Concord Advisory Board, project team and town leadership on visioning, strategy and potential uses appropriate to our site.

Adopted:

# **MCI Concord Advisory Committee Community Outreach Subcommittee**

Members: John Boynton (Chair), Erin Cusker, Patrick McCurdy, and Emily Rush

## **CHARTER**

**ADOPTED 9/20/24**

### **Objective:**

To facilitate effective communication, foster community involvement, and ensure transparency throughout the project's development.

### **Key Responsibilities:**

1. Stakeholder Outreach: Identify key stakeholders, including residents, businesses, and local organizations, and establish clear channels of communication.
2. Public Meetings & Workshops: Organize and host public meetings, workshops, and forums to gather feedback, share project updates, and address community concerns.
3. Communication Materials: Develop and distribute informational materials (e.g., newsletters, brochures, websites, FAQs) to keep the public informed of progress, timelines, and key milestones.
4. Feedback Mechanism: Create and maintain systems for collecting, analyzing, and responding to community feedback and suggestions (e.g., surveys, comment boxes, digital platforms).
5. Regular Reporting: Provide regular updates to the project team and town leadership on community engagement efforts and feedback trends.

### **Timeline:**

Ongoing throughout the life of the project, with specific outreach efforts aligned to project phases and milestones.

### **Recurring deliverables:**

- Summary of public meetings and workshops
- Quarterly reports on community feedback
- Quarterly newsletters or updates to the community

### **Meeting Schedule TBD**