



OLD NORTH BRIDGE

TOWN OF CONCORD

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

MCI Concord Advisory Board Agenda

Monday, December 16, 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/84005459207?pwd=SI08uOTFultVRbeVd5NmC80vtAF9D2.1>

Meeting ID: 840 0545 9207

Passcode: 011699

Dial In Toll-Free: 833 928 4608

#	Time*	Agenda Item
I.	12:00 PM	Call to Order - Clerk of the Meeting
II.	12:05 PM	Approve Meeting Minutes - December 2, 2024 – Lee Smith, Clerk of the Meeting
III.	12:10 PM	Debrief DCAMM Coordination Meeting (December 6, 2024)
IV.	12:15 PM	Town Staff Updates – Megan Zammuto, Deputy Town Manager
V.	12:20 PM	Finalize Budget & Presentation to the Select Board
VI.	12:50 PM	Public Comment
VII.	1:00 PM	Subcommittee Reports - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach

VIII.	1:20 PM	Preparation for Planning Consultant Selection Process – Interviews, Site Tour
IX.	1:30 PM	Action Item Recap and Adjournment

**Times are approximate and subject to change*



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 or at 978-318-3028. Please make any requests for accommodation or modifications at least two (2) business days prior to the scheduled meeting.

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MCI Concord Advisory Board
Minutes
December 2, 2024**

Pursuant to notice duly filed with the Town Clerk, the MCI Concord Advisory Board convened in a meeting both in-person at 22 Monument Square on the 2nd floor in the Select Board Room and via Zoom at 12:00 PM on December 2, 2024.

Present were: Elizabeth Akehurst-Moore, Scott Bates, Erin Cusker, Dan Gainsboro, Co-Chair, Peter Lowitt, Patrick McCurdy, Co-Chair, Linda Miller, and Lee Smith

Also present were: Megan Zammuto, Deputy Town Manager, Alan Cathcart, Public Works Director, Elizabeth Hughes, Town Planner, and Shannon McAndrew, Management Specialist

Call to Order

Co-Chair Gainsboro called the meeting to order at 12:00 PM.

Mr. Smith was assigned as Clerk of the meeting.

Approve Meeting Minutes

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the November 18, 2024 meeting minutes with Ms. Miller's suggested edits.

Roll Call Vote:

Elizabeth Akehurst-Moore – Aye
Scott Bates – Aye
Erin Cusker – Aye
Dan Gainsboro – Aye
Peter Lowitt – Aye
Patrick McCurdy – Aye
Linda Miller – Aye
Lee Smith – Aye

Update from Town Staff – Megan Zammuto, Deputy Town Manager

Megan Zammuto, Deputy Town Manager, provided an update on:

- Fiscal Year 2025 Earmark
 - o The total amount of \$725,000 has been confirmed by the Executive Office of Economic Development (EOED)
 - o The funds must be fully spent by June 30, 2025
 - There is potential for the Town to request a PAC (legislative tool for fiscal year funds to carry over into the next fiscal year, but there would still be a gap in funding because the PAC must be approved in legislative session) and to apply for additional funding in Fiscal Year 2026
 - o The EOED recommends that the Town start with the \$475,000 earmark first

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- The EOED is allowing the Town to retroactively track time that staff has spent on MCI Concord and to “invoice” the EOED so that these funds can be reimbursed to the Town as part of the earmark funds

Ms. Cusker asked if it is possible to “pre-pay” a consultant for their work in order for the funds to be spent by June 30, 2025.

Mr. Lowitt asked and clarified that the time being retroactively tracked for MCI Concord is for staff only, not volunteer time.

Co-Chair McCurdy stated that he wants to understand any limitations to the funding before the Town contracts with a consultant.

Mr. Smith suggested that Town Counsel invoices related to MCI Concord also be retroactively tracked and “invoiced” to the EOED for reimbursement.

Ms. Zammuto continued her update, noting that Town staff have begun considering the feasibility of relocating the Concord Public Works campus to the MCI Concord site.

Mr. Lowitt asked for the total acreage of the site, including Junction Village, to be clarified, along with consideration of wetlands, so the Advisory Board can understand the total developable acreage of the site.

Paul Lillehaugen of DCAMM responded that the total acreage of the MCI Concord site, not including Junction Village and the land west of Commonwealth Avenue, is 51 acres.

Mr. Bates noted that the impact of public works vehicular traffic should be considered with other mixed-use development at the site and with Route 2 traffic.

Ms. Cusker noted that the Advisory Board and/or Subcommittees should begin engaging with other land use Town committees, such as 2229 Main Street Advisory Task Force, the School Committee in relation to the disposition of the Peabody School.

Alan Cathcart, Public Works Director, noted that the need for municipal redevelopment in Town has been an issue for decades, and this could be a strategic aspect of redevelopment at the MCI Concord site, such as a portion of the site near the wastewater treatment plant, which is a less desirable area for other development.

MCI Concord Budget Update and Upcoming Presentation to the Select Board

Co-Chair Gainsboro reminded the Advisory Board that their budget update and presentation to the Select Board is in two weeks on Monday, December 16, 2024. Co-Chair Gainsboro continued that he and Co-Chair McCurdy are to meet with Ms. Zammuto to put together a draft budget for consideration.

Discuss Draft Request for Proposals

Mr. Lowitt, Chair of the Land Use Planning & Strategy Subcommittee, noted that the Subcommittee met just before the Advisory Board meeting to discuss in depth any final edits to the draft Request for Proposals. Mr. Lowitt summarized the comments and edits discussed:

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- Clarification regarding the statement on the MEPA Permit
- Additions to the Historic Preservation section
- A question about coordination with other neighboring communities was discussed in the Community Cohesion section, but was left as is
- Confirmed that the Department of Corrections should have an underground utilities assessment as included in the Assemble and Review Documents section
- Discussed the concept of Phase I and Phase II for the Public Outreach sections

Mr. Smith noted that the fee proposal included in the draft RFP extends past the June 30, 2025 earmark deadline.

Ms. Cusker responded that this is intended to inform the Advisory Board how much funding the Town would request for an earmark in Fiscal Year 2026 for the remaining work.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the Request for Proposals with the proposed edits as reviewed during the meeting.

Roll Call Vote:

Elizabeth Akehurst-Moore – Aye
Scott Bates – Aye
Erin Cusker – Aye
Dan Gainsboro – Aye
Peter Lowitt – Aye
Patrick McCurdy – Aye
Linda Miller – Aye
Lee Smith – Aye

Subcommittee Reports

Community Outreach – No report

Legal and Government Affairs – Elizabeth Akehurst-Moore, Chair

- Working on a follow up letter to the Community Outreach Subcommittee stakeholder letter
- Working with Representative Simon Cataldo’s Office on connecting with a MassDOT contact to discuss plans at the Route 2 rotary

Land Use Planning & Strategy Subcommittee – Peter Lowitt, Chair

- Worked on finalizing the Request for Proposals

Public Comment

There was no public comment.

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Adjournment**

Co-Chair Gainsboro adjourned the meeting at 1:00 PM.

Meeting Materials:

[MCI Concord Advisory Board Meeting Packet for December 2, 2024](#)

[MCI Concord Advisory Board Meeting Recording for December 2, 2024](#)

DRAFT

MCI Concord Planning

Proposed Budget for FY25

12/12/2024

Expenses	Entity	FY25	Description
Consultant for Planning, Economic, Market Analysis	MCI Advisory Board	\$350,000	Develop concept plans along with economic and market analysis to guide redevelopment opportunities and ensure alignment with community goals
Wastewater Treatment: Field Effort and Desktop Reivew	CPW	\$80,000	Additional field effort of filter beds including two days of test pitting and monitoring well installation, revise conceptual model/analytical modeling, detailed report place of memorandum. Desktop review of re-commissioning abandoned filter beds including regulatory review, conceptual hydrogeologic model development, analytical modeling, memorandum documenting findings
Wastewater Treatment: Review Development Initatives and MCI Concord Sewer Capacity	CPW	\$60,500	Weston and Sampson coordination with DPLM on Planning and Housing Initatives, review of MCI WWTF, MCI Concord Sewer Capacity Evlautation
Wastewater Treatment: System Conditions and Demand Assessment	CPW	\$25,000	Collection system conditions and additional demand assessment
Wastewater Treatment: Soil Evaluation	CPW	\$40,000	Analysis of soil around the MCI WWTP
Wastewater Treatment: Sewage Flow Metering in West Concord	CPW	\$24,500	install flow meters to evaluate catchment trends for flow diversion planning
Wastewater Treatment: Integration Analysis	CPW	\$100,000	Integration of MCI and municipal system - feasibility and conceptual design for diverting flows
Conceptual Plan for CPW Facility	CPW/TMO	\$45,000	Create a conceptual plan for relocating the CPW facility to the MCI campus, including site feasibility and preliminary designs.
Total		\$725,000	

Description of Funding Source

FY25 is funded with a \$725,000 legislative earmark, requiring all spending by June 30, 2025.