



**TOWN OF CONCORD**

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

OLD NORTH BRIDGE

**MCI Concord Advisory Board Agenda**

Monday, January 6, 2025 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/88960337293?pwd=avDIRC1Ls5b0lQP6ggQUu53P2aeJGL.1>

Meeting ID: 889 6033 7293

Passcode: 201399

Dial In Toll-Free: 877 853 5257

#	Time*	Agenda Item
I.	12:00 PM	Call to Order  - Clerk of the Meeting
II.	12:05 PM	Approve Meeting Minutes  - December 16, 2024 – John Boynton, Clerk of the Meeting
III.	12:10 PM	Debrief DCAMM Coordination Meeting
IV.	12:15 PM	Town Staff Updates – Megan Zammuto, Deputy Town Manager
V.	12:25 PM	Land Use Consultant Selection Process and Selection Committee Participants
VI.	1:00 PM	Subcommittee Reports  - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach
VII.	1:20 PM	Public Comment

VIII.	1:30 PM	Action Item Recap and Adjournment
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*\*Times are approximate and subject to change*



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MCI Concord Advisory Board  
Minutes  
December 16, 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 2<sup>nd</sup> floor in the Select Board Room and via Zoom at 12:00 PM on December 16, 2024.

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

Also present were: Megan Zammuto, Deputy Town Manager, Alan Cathcart, Public Works Director, Russ Stevens, Facilities Manager, Anthony Ansaldi, Chief Financial Officer, and Shannon McAndrew, Management Specialist

**Call to Order**

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

Mr. Boynton was assigned as Clerk of the meeting.

**Approve Meeting Minutes**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the December 2, 2024 meeting minutes with Mr. Smith's suggested edits.

**Roll Call Vote:**

Elizabeth Akehurst-Moore – Aye  
Scott Bates – Aye  
John Boynton – Aye  
Erin Cusker – Aye  
Dan Gainsboro – Aye  
Mark Howell – Abstain  
Peter Lowitt – Aye  
Patrick McCurdy – Aye  
Linda Miller – Aye  
Emily Rush – Aye  
Lee Smith – Aye

**Update from Town Staff – Megan Zammuto, Deputy Town Manager**

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

- Issuing the Request for Proposals
  - o Have identified 7 vendors selected from the State Bid List that will receive the RFP directly:
    - Agency

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- Dream Collaborative
- Nelson Nygard
- RKG
- Stantec
- Utile
- VHB

Mr. Bates noted that he would like Sasaki to be added to this list.

- Discussion of whether to move forward with a Request for Proposals versus Request for Quotes
  - With an RFQ, the RFQ would only be sent to contractors on the State Bid List, which could expedite the process and help better meet funding deadlines. But, with an RFQ, the lowest bidder must be chosen.
  - With an RFP, any interested contractor can respond, bringing in a larger pool of applicants, but potentially a longer process. With an RFP, the contractors can be evaluated further than just on price.
  - The Advisory Board concurred to move forward with the RFP.
- There was frustration from the Advisory Board regarding the delays in reviewing and issuing the RFP. Town staff assured the Advisory Board that they would get the RFP issued as soon as possible.
- Discussion of FY2025 Earmark Budget
  - Discussion of a draft budget totaling \$725,000, with \$350,000 allocated for the RFP-related services and \$375,000 allocated for wastewater treatment matters and a conceptual plan for the Public Works campus being considered by Public Works staff for relocation to the MCI site.
  - Several Advisory Board members voiced concern that the \$350,000 allocated for the RFP process seems insufficient and would feel more comfortable with it increased to \$400,000.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to amend the draft budget for the RFP-related services to \$440,000 which is inclusive of a 10% contingency of \$40,000 on top of a \$400,000 for consultant services, leaving \$285,000 to be allocated to wastewater treatment improvements and studies. It was further agreed that any planning related to relocation of Public Works facilities would be done as part of the RFP-related services.

**Roll Call Vote:**

Elizabeth Akehurst-Moore – Aye  
Scott Bates – Aye  
John Boynton – Aye

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Erin Cusker – Aye  
Dan Gainsboro – Aye  
Mark Howell – Aye  
Peter Lowitt – Aye  
Patrick McCurdy – Aye  
Linda Miller – Aye  
Emily Rush – Aye  
Lee Smith – Aye

- Discussion of Advisory Board communications
  - o The Advisory Board discussed the need for consistent messaging to the press and public, noting that communications moving forward would be coordinated between Ms. Zammuto and the Community Outreach Subcommittee.

**Public Comment**

**Concord Academy Student Public Comment**

Concord Academy students shared ideas regarding priorities for the MCI Concord site, including affordable housing, ADA-compliant housing, high-density buildings, zoning tools and regulations, support for small businesses, underground parking, mixed-use development, incorporating natural resources, and bike-friendly infrastructure.

Mary Hartman, Select Board Chair but speaking on behalf of herself, noted that Ms. Zammuto is presenting a Land Use Matrix at the Select Board meeting this evening, December 16, 2024, which works to match current needs of the Town with land that is available, including MCI Concord, 2229 Main Street, Peabody School, and others.

**Subcommittee Reports**

**Community Outreach** – John Boynton, Chair

Mr. Boynton noted that he met with the Superintendent of Schools and School Committee Chairs and shared with them the same presentation made at the Concord-Carlisle League of Women’s Voters event in November 2024. Mr. Boynton noted several stakeholders named in the MCI Concord disposition legislation and suggested it would be best for the Legal and Government Affairs Subcommittee to take proactive steps to engage with them. Lastly, Mr. Boynton confirmed that a Concord Business Partnership meeting featuring the MCI Concord project as the topic has been scheduled for February 5, 2025.

**Land Use Planning and Strategy** – Peter Lowitt, Chair

Mr. Lowitt noted that the Subcommittee has been focused on advancing the RFP.

**Legal and Government Affairs** – Elizabeth Akehurst-Moore, Chair

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Ms. Akehurst-Moore noted that the Subcommittee is waiting to hear back from Christ Carmody, Town Legislative Liaison, on a couple of stakeholder letters.

**Adjournment**

Co-Chair Gainsboro adjourned the meeting at 1:30 PM.

**Meeting Materials:**

[MCI Concord Advisory Board Meeting Packet for December 16, 2024](#)

[MCI Concord Advisory Board Meeting Recording for December 16, 2024](#)

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