



OLD NORTH BRIDGE

# TOWN OF CONCORD

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

## MCI Concord Advisory Board Agenda

Monday, February 10, 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/85203842120?pwd=RZRKIuer4zn15mnbYknJCsxNFbcb9O.1>

Meeting ID: 852 0384 2120

Passcode: 847208

Dial In Toll-Free: 833 928 4608

| #    | Time*    | Agenda Item  |
|------|----------|--|
| I.   | 12:00 PM | Call to Order<br><br>- Clerk of the Meeting  |
| II.  | 12:05 PM | Approve Meeting Minutes<br><br>- January 27, 2025 – Peter Lowitt, 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 | Discuss RFP Selection Subcommittee Recommendation to the Town Manager  |
| VI.  | 12:40 PM | Discuss Preparation for Kick-Off Meeting with Recommended Consultants scheduled for Tuesday, February 25, 2025     |
| VII. | 1:00 PM  | Subcommittee Reports<br><br>- Legal & Government Affairs<br>- Land Use Planning & Strategy<br>- Community Outreach |

|       |         |                                   |
|-------|---------|-----------------------------------|
| VIII. | 1:25 PM | Public Comment                    |
| 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](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.

**Town of Concord  
MCI Concord Advisory Board  
Minutes**

**January 27, 2025**

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 January 27, 2025.

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, and Lee Smith

Also present were: Megan Zammuto, Deputy Town Manager, 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. Lowitt was assigned as Clerk of the meeting.

**Approve Meeting Minutes**

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the January 6, 2025 meeting minutes.

**Roll Call Vote:**

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

**Debrief DCAMM Coordination Meeting**

Co-Chair Gainsboro provided an update on:

- The meeting focused on the DCAMM offer to the Town on the wastewater treatment plant.
  - o DCAMM reiterated their commitment to working collaboratively with the Town and negotiating on the offer.
  - o Alan Cathcart, Director of Public Works, will be leading the negotiations for the Town.

**Town of Concord**  
**MCI Concord Advisory Board**  
**Minutes**  
**January 27, 2025**

- The Select Board will discuss the offer in an Executive Session meeting on Monday, February 3, 2025.

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

Megan Zammuto, Deputy Town Manager, provided an update:

- The Request for Proposals (RFP) deadline was this morning, January 27, 2025 at 11:00 AM. The Town received six (6) proposals, with four (4) confirmed as responsive and two (2) requiring follow-up with Town Counsel. The four responsive proposals are from:
  - Agency
  - Innes
  - Perkins and Will
  - VHB

**Discuss Liaison Assignments to the Advisory Board and Subcommittees**

Co-Chair Gainsboro noted that the Advisory Board received a request from the Concord Historical Commission to assign a liaison to both the Advisory Board and the Land Use Planning and Strategy Subcommittee. The Subcommittee discussed the request at their last meeting on January 21, 2025, and there was concern regarding precedent that this sets with other Town Boards and Committees. The Advisory Board concurred that any member of the public can attend Advisory Board and all Subcommittee meetings and have the opportunity to provide public comment, so that specific liaison assignments are not necessary.

**Request for Proposals Selection Process**

Co-Chair Gainsboro opened the discussion on the RFP Selection Subcommittee. Mr. Gainsboro noted that the conversation at the last Advisory Board meeting on January 6, 2025 regarding this matter considered a broader group of Advisory Board members being included in the review process, but concerns have been raised regarding Subcommittee quorum, as these meetings will be in-person only. Mr. Gainsboro recommended the following members of the Advisory Board participate in the Selection Subcommittee – himself as one of the Co-Chairs, and at least one representative from each Subcommittee including, John Boynton, Scott Bates, Peter Lowitt, Linda Miller, and Mark Howell.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to appoint Dan Gainsboro, John Boynton, Scott Bates, Peter Lowitt, Linda Miller, and Mark Howell to the RFP Selection Subcommittee.

**Roll Call Vote:**

Elizabeth Akehurst-Moore – Aye  
Scott Bates – Aye  
John Boynton – Aye  
Erin Cusker – Aye  
Dan Gainsboro – Aye

**Town of Concord  
MCI Concord Advisory Board  
Minutes  
January 27, 2025**

Mark Howell – Aye  
Peter Lowitt – Aye  
Patrick McCurdy – Aye  
Linda Miller – Aye  
Lee Smith – Aye

Discussion then continued with who is privy to viewing the proposals, whether they are participating on the Selection Subcommittee or just as members of the Advisory Board. Mr. Gainsboro clarified that until the selection process is complete, Deputy Town Manager Megan Zammuto received advice from Town Counsel that the proposals are confidential and only to be viewed by members of the Selection Subcommittee.

Lastly, discussion shifted to compiling questions to be considered and finalized by the Selection Subcommittee at an in-person only Open Meeting on Thursday, January 30, 2025. Management Specialist Shannon McAndrew asked that questions be submitted to her by the end of the day today, January 27, 2025.

**Subcommittee Reports**

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

- Considering funding sources for Fiscal Year 2026 and beyond
  - o Discussion regarding a Warrant Article at 2025 Annual Town Meeting for an allocation of funds for the project
  - o Discussion regarding State funding opportunities

**Community Outreach** – John Boynton, Chair

- Presenting to the Concord Business Partnership on Wednesday, February 5, 2025 at 7:30 AM at the Wheelhouse Café in West Concord
- Concord Carlisle High School Social Studies teacher Tracy Davies submitted letters with ideas for the MCI Concord redevelopment
- Drone tour of the site to be filmed by Minuteman Media Network scheduled for Wednesday, January 29, 2025

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

- Discussed reference checking questions
- Discussed potential interview questions
- Discussed the request of the Historical Commission for a liaison

**Meeting with MassDOT**

Deputy Town Manager Megan Zammuto reminded the Advisory Board of the meeting scheduled with MassDOT, State delegations, Town staff, and Advisory Board members this afternoon,

**Town of Concord**  
**MCI Concord Advisory Board**  
**Minutes**  
**January 27, 2025**

which is not an Open Meeting. Ms. Zammuto reminded the Advisory Board that because a quorum would be present, they would not be able to actively ask questions and participate in discussions, which would be considered deliberation, so it would mainly be a listening meeting for them. The Advisory Board discussed a few questions that they would like Ms. Zammuto to ask on their behalf during the meeting.

**Adjournment**

Co-Chair Gainsboro adjourned the meeting at 1:10 PM.

**Meeting Materials:**

[MCI Concord Advisory Board Meeting Packet for January 27, 2025](#)

MCI Concord Advisory Board Meeting Recording for January 27, 2025

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