



OLD NORTH BRIDGE

TOWN OF CONCORD

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

**MCI Concord Advisory Board Agenda
Project Kick-Off with Agency**

Tuesday, February 25, 2025 at 9:00 AM
Concord Municipal Light Plant, 1175 Elm Street
Public Meeting 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/87590072205?pwd=JkbJVVoHlwHlukaQGQvYOPPdZJ8vIn.1>

Meeting ID: 875 9007 2205

Passcode: 525024

Dial In Toll-Free: 833 548 0282

#	Time*	Agenda Item
I.	9:00 AM	Call to Order - Clerk of the Meeting
II.	9:05 AM	Approve Meeting Minutes - February 10, 2025 – Emily Rush, Clerk of the Meeting
III.	9:10 AM	Introductions and Icebreaker
IV.	9:30 AM	Debrief DCAMM Coordination Meeting
V.	9:35 AM	Town Staff Updates – Megan Zammuto, Deputy Town Manager
VI.	9:45 AM	Project Logistics - Schedule, Scope, and Deliverables - Communications and Roles - Data Request and Base Information

VII.	10:10 AM	<p>Building a Shared Understanding of the Site and Project Vision</p> <ul style="list-style-type: none"> - Defining project success - report back on findings from the interview questionnaire. What will success look like for this project? - Map activity - hearts and heartburns <ul style="list-style-type: none"> ▪ What are the key opportunities for this site? What should be highlighted as part of the project and process? ▪ What are the key constraints? What challenges should we look at today while visiting? - Site walk prompt: assignments for each team member during the walk
VIII.	10:45 AM	<p>Subcommittee Reports</p> <ul style="list-style-type: none"> - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach
IX.	10:55 AM	Public Comment
X.	11:00 AM	Action Item Recap and Adjournment

**Times are approximate and subject to change*



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**Town of Concord
MCI Concord Advisory Board
Minutes
February 10, 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 2nd floor in the Select Board Room and via Zoom at 12:00 PM on February 10, 2025.

Present were: Elizabeth Akehurst-Moore, Scott Bates, John Boynton, Erin Cusker (12:07 PM), Dan Gainsboro, Co-Chair, Mark Howell, Peter Lowitt, Patrick McCurdy, Co-Chair, Emily Rush, and Lee Smith

Also present were: Megan Zammuto, Deputy Town Manager and Shannon McAndrew, Management Specialist

Call to Order

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

Ms. Rush 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 27, 2025 meeting minutes.

Roll Call Vote:

Elizabeth Akehurst-Moore – Aye
Scott Bates – Aye
John Boynton – Aye
Erin Cusker – Not yet present
Dan Gainsboro – Aye
Mark Howell – Aye
Peter Lowitt – Aye
Patrick McCurdy – Aye
Emily Rush – Aye
Lee Smith – Aye

Update from Town Staff – Megan Zammuto, Deputy Town Manager

Megan Zammuto, Deputy Town Manager, provided an update:

- The Request for Proposals Selection Process being completed, with Agency Landscape and Planning being selected.
 - o Hoping to finalize the contract on the Town’s end ASAP, and then it will be sent to Agency for their review.
- The Select Board met last week in Executive Session to discuss DCAMM’s Wastewater Treatment Plant offer. The Select Board drafted a response to the offer, which is under consideration for approval at tonight’s Select Board meeting in Open Session.

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Mr. Boynton commented on the sequencing of thinking in the planning processes moving forward, especially in connection with MassDOT's redesign of the Route 2 rotary. Mr. Boynton noted that he hopes that there will be indications from MassDOT in the future regarding their plans for redesign.

Ms. Cusker added that if the Town's plans are ahead of MassDOT's plans, this would potentially also allow the Town to influence MassDOT's plans.

**Preparation for the Consultant Kick-Off Meeting with Agency on Tuesday,
February 25, 2025**

Co-Chair Gainsboro opened the discussion on preparation for the Consultant Kick-Off Meeting with Agency. Rhiannon Sinclair and Kate Tooke from Agency introduced themselves to the Advisory Board. Co-Chair Gainsboro asked the Agency team what they need from the Advisory Board/Town to get started.

Mr. Lowitt noted that the Town should work to schedule a site tour of the prison for Agency and other Advisory Board/Town representatives who could not attend the first site tour opportunity.

Mr. Howell responded that he would reach out to the Department of Corrections and work to schedule a site tour for Tuesday, February 25, 2025.

Ms. Sinclair noted that she would like to engage as many members of Agency's team as possible for the site tour.

Mr. Boynton suggested that a long-term goal should be for a core group of people, made up of Advisory Board members/Town representatives and Agency team members, be authorized to visit the site more frequently without having to coordinate with the Department of Corrections with significant advance notice.

Ms. Tooke noted that at the Kick-Off Meeting, Agency will plan to define the scope of work included in the Request for Proposals, establish a detailed project schedule with milestones, and outlining community engagement targets.

Mr. Howell noted that Ms. McAndrew should coordinate with Agency by sending them the 2025 Annual Town Meeting calendar and Concord250 related events to be kept in mind with the scheduling of community engagement opportunities.

Subcommittee Reports

Legal and Government Affairs – Elizabeth Akehurst-Moore, Chair

- Meeting with MassDOT was held in January
- Working with Legislative Aide Kyle Stapleton from Representative Simon Cataldo's Office on connecting with the Massachusetts Historical Commission.
- Connected with the Community Outreach Subcommittee on making presentations to stakeholders that have been flagged for the Legal and Government Affairs Subcommittee.

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Community Outreach – John Boynton, Chair

- Presentation to the Concord Business Partnership on Wednesday, February 5, 2025 went well.
- Drone tour of the site was filmed by Minuteman Media Network at the end of January, and the footage should be available in the next couple of weeks.
- Scheduling a presentation to the Concord School Committee either on Tuesday, March 11, 2025 or Tuesday, March 25, 2025 and hope that a member of each subcommittee can attend.

Land Use Planning and Strategy – Peter Lowitt, Chair

- Meeting next Tuesday, February 18, 2025.

Adjournment

Co-Chair Gainsboro adjourned the meeting at 1:05 PM.

Meeting Materials:

[MCI Concord Advisory Board Meeting Packet for February 10, 2025](#)

[MCI Concord Advisory Board Meeting Recording for February 10, 2025](#)