



OLD NORTH BRIDGE

# TOWN OF CONCORD

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

## MCI Concord Advisory Board Agenda

Monday, November 18, 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/82534732690?pwd=LKnMKnQdqdGEYUiz8iteq0J6dSLzYC.1>

Meeting ID: 825 3473 2690

Passcode: 705519

Dial In Toll-Free: 833 928 4609

#	Time*	Agenda Item
I.	12:00 PM	Call to Order  - Clerk of the Meeting
II.	12:05 PM	Approve Meeting Minutes  - November 4, 2024 – John Boynton, Clerk of the Meeting
III.	12:10 PM	Discuss Updates from DCAMM Coordination Meeting
IV.	12:15 PM	Discuss Advisory Board Calendar through Quarter 1 – 2025
V.	12:25 PM	Review Draft Request for Proposals for Concept Planning, Economic Analysis, and Zoning
VI.	12:55 PM	Goal Definitions Exercise
VII.	1:10 PM	Subcommittee Reports  - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach

VIII.	1:20 PM	Town Staff Update – Megan Zammuto, Deputy Town Manager
IX.	1:25 PM	Public Comment
X.	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  
November 4, 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 November 4, 2024.

Present were: Scott Bates, John Boynton, Erin Cusker, Dan Gainsboro, Mark Howell, Peter Lowitt, Patrick McCurdy, Linda Miller, Emily Rush, and Lee Smith (12:08 PM)

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. 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 October 21, 2024 meeting minutes.

**Roll Call Vote:**

Scott Bates – Aye  
John Boynton – Aye  
Erin Cusker – Aye  
Dan Gainsboro – Aye  
Mark Howell – Aye  
Peter Lowitt – Aye  
Patrick McCurdy – Aye  
Linda Miller – Aye  
Emily Rush – Aye  
Lee Smith – Not Yet Present

**Debrief the Concord-Carlisle League of Women’s Voters First Friday Event**

Mr. Boynton recapped the Concord-Carlisle League of Women’s Voters First Friday Event – “MCI Concord: What Now?”

Co-Chairs Gainsboro and McCurdy thanked the Advisory Board members and the community members that attended for their participation.

Ms. Miller noted that the idea of a fourth “village center” being located at the MCI Concord site was interesting.

**Town of Concord  
MCI Concord Advisory Board  
Minutes  
November 4, 2024**

**Debrief the DCAMM Coordination Meeting**

Co-Chair Gainsboro noted that DCAMM Commissioner Adam Baccke participated in televised interview with the Town of Acton's local government channel and that this interview is going to be shared with Concord's Minuteman Media Network to be posted on their YouTube channel, too.

Mr. Gainsboro continued that there was discussion amongst DCAMM's action items moving forward, including:

- Finalizing a stakeholders list.
- Finalizing a list of discovery studies and their completion dates.
- A Phase I Environmental team has been hired.

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

Deputy Town Manager Megan Zammuto reported on:

- No further news on the earmark(s) from the Office of Economic Development.
- Town staff are readily available to support the Advisory Board in upcoming work, like the Request for Proposal (RFP) development, community outreach support, etc.

Mr. Gainsboro asked if the Advisory Board could receive Town staff and DCAMM's comments on the RFP by November 22, 2024.

Public Works Director Alan Cathcart noted that his main comment for the RFP is to avoid duplication with work already underway in the Town, such as with the Transportation Consultant Stantec.

Town Planner Elizabeth Hughes noted that when the Land Use Planning and Strategy Subcommittee and further, the full Advisory Board have finished preparing the scope of work for the RFP, it will need to be shared with Town Procurement to finalize the RFP language before it is issued.

**Discuss the draft Request for Proposal for Consulting Services**

Co-Chair Gainsboro opened the discussion on updates to the draft Request for Proposal (RFP) for consulting services for MCI Concord concept planning, economic analysis, and zoning considerations.

Mr. Howell commented on the scope included for transportation considerations, noting that the Town should leverage the expertise of other Town committees on transportation, like the Transportation Advisory Committee, who is already working with the Town's Transportation Consultant, Stantec.

Mr. Cathcart added that there could potentially be additional funds to expand the contract with Stantec.

**Town of Concord**  
**MCI Concord Advisory Board**  
**Minutes**  
**November 4, 2024**

Ms. Cusker asked what the original scope of the Stantec contract was.

Mr. Cathcart responded it was for general transportation planning, but the original scope of work has been revisited for additional items like the widening of Route 2 and Route 2 rotary reconfiguration. Mr. Cathcart continued and noted that the Town needs the support of the Advisory Board to bring the Department of Transportation (DOT) to the table regarding the relation between the MCI Concord redevelopment and Route 2 rotary reconfiguration.

Mr. Lowitt added that conceptually, we know there will be a need for an egress from the site on Commonwealth Avenue, and potentially on Route 2.

Co-Chair McCurdy asked about the timeline in advocacy with DOT.

Mr. Cathcart responded that essentially the Town is advocating for the Route 2 rotary reconfiguration being a 5-year versus 10-year priority for DOT.

Mr. Lowitt added that he is a member of the MBTA Fitchburg Line Working Group, who has performed legislative advocacy work in the past, and he can confirm that all of these communities also would like the challenges of the Route 2 rotary solved.

Ms. Rush asked the Advisory Board about the possibility of working with the Urban Land Institute (ULI) in the RFP. Ms. Rush noted that while working with ULI was considered earlier this Fall, it feels redundant to include collaboration with them in the RFP.

After discussion, the Advisory Board concurred with Ms. Rush's concerns of redundancy in work to create land use scenarios, but perhaps ULI could play a role in analyzing the proposed scenarios that the consultants are charged with creating in the RFP. The conclusion was that ULI could be a potential add-on to the contract with the consultant down the line.

**Discuss Goal Definitions**

Co-Chair McCurdy asked the Advisory Board members to consider the following ideas in relation to the definition of their goals:

- Criteria for success
- Visions for success, based on the criteria
- Timeline of success

Mr. Boynton noted that this process is similar to the one used in the Envision Concord 2030 process.

Mr. Howell noted that from these, the Advisory Board can also develop evaluation criteria for the RFP.

Mr. Bates noted that he would work on drafting the evaluation criteria for the RFP.

**Town of Concord  
MCI Concord Advisory Board  
Minutes  
November 4, 2024**

**Discuss Memorandum from John Boynton regarding Envision Concord 2030**

Mr. Boynton discussed the highlights from his memorandum prepared on Envision Concord 2030. Further, Mr. Boynton prepared an Envision Concord 2030 Primer, which contains the key points from the master plan that he felt are critical for the Advisory Board to be familiar with in the process for MCI Concord. The Primer was distributed to the Advisory Board following the meeting.

**Subcommittee Reports**

**Community Outreach Subcommittee – John Boynton**

Mr. Boynton discussed the letter to stakeholders that was drafted by the Community Outreach Subcommittee. Mr. Boynton noted that the list of stakeholders contains community groups, government agencies, Town boards and committees, and more, and this letter is meant to be the initial form of contact with stakeholders to inform them of the Advisory Board, its work, and how they can remain informed moving forward.

Upon a motion duly made and seconded, it was UNANIMOUSLY **voted:** to approve the letter to stakeholders as included in the meeting packet and to be electronically submitted to the list of stakeholders by Shannon McAndrew.

**Roll Call Vote:**

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

**Public Comment**

Allison Alley, member of the West Concord Advisory Committee, suggested that the Advisory Board also consider the West Concord Master Plan in their criteria for success and evaluation criteria in the RFP.

**Adjournment**

Co-Chair Gainsboro adjourned the meeting at 1:28 PM.

**Town of Concord  
MCI Concord Advisory Board  
Minutes  
November 4, 2024**

**Meeting Materials:**

[MCI Concord Advisory Board Meeting Packet for November 4, 2024](#)

[MCI Concord Advisory Board Meeting Recording for November 4, 2024](#)

DRAFT

## **MCI Concord Advisory Board Calendar through Quarter 1 2025**

### **November**

- November 18, 2024 – Advisory Board Meeting
- *If Needed* – November 27, 2024 – Land Use Planning and Strategy Subcommittee Meeting
- *Tentative* – November 29, 2024 – Latest date RFP issued

### **December**

- December 2, 2024 – Advisory Board Meeting
- December 4, 2024 – Legal & Government Affairs Subcommittee Meeting
- December 6, 2024 – Community Outreach Subcommittee Meeting
- *If Needed* – December 11, 2024 – Land Use Planning and Strategy Subcommittee Meeting
- December 16, 2024 – Advisory Board Meeting
- December 16, 2024 – Presentation to the Select Board regarding a budget proposal

### **January**

- January 3, 2025 – Community Outreach Subcommittee Meeting
- January 6, 2025 – Advisory Board Meeting
- *Tentative* – January 14, 2025 – Responses Due for RFP
- January 22, 2024 – Commercial Development Roundtable hosted by Economic Vitality Manager, Mimi Graney

### **February**

- February 2025 – Consultant chosen
- February 2025 – Discovery Phase in RFP begins
- February 2025 – Community Outreach in RFP begins
- February 7, 2025 – Community Outreach Subcommittee Meeting

### **March**

- March 2025 – Concept Plan in RFP begins