



OLD NORTH BRIDGE

# TOWN OF CONCORD

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

## MCI Concord Advisory Board Agenda

Monday, December 2, 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/81479161887?pwd=FNM2BCIz4WbwScItk5UnRVMTKRk1Jh.1>

Meeting ID: 814 7916 1887

Passcode: 817078

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 18, 2024 – Linda Miller, Clerk of the Meeting
III.	12:10 PM	Town Staff Updates – Megan Zammuto, Deputy Town Manager
IV.	12:15 PM	Discuss Proposed Budget and Prepare for Select Board Presentation
V.	12:40 PM	Discuss and Vote Approval of the Request for Proposals for Concept Planning, Economic Analysis, and Zoning
VI.	1:00 PM	Subcommittee Reports  - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach ▪ Discuss DCAMM coordination with Community Outreach Subcommittee stakeholder meetings

VII.	1:20 PM	Public Comment
VIII.	1:30 PM	Action Item Recap and Adjournment

*\*Times are approximate and subject to change*



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**Town of Concord  
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Minutes  
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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 18, 2024.

Present were: Scott Bates, Erin Cusker, Dan Gainsboro, Mark Howell, Peter Lowitt, Patrick McCurdy, Linda Miller, and Emily Rush

Also present were: 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.

Ms. Miller 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 4, 2024 meeting minutes.

**Roll Call Vote:**

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

**Debrief the DCAMM Coordination Meeting**

Co-Chair Gainsboro noted that key takeaways included budget timelines, with the presentation on the Advisory Board budget to the Select Board being delayed until December 16, 2024, consultant selection procedures, and potential site tours for stakeholders and residents.

Co-Chair Gainsboro continued and noted that in relation to the letter to stakeholders that the Community Outreach Subcommittee distributed, DCAMM would like to coordinate on matters like this moving forward.

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

In Megan Zammuto, Deputy Town Manager's absence, Ms. McAndrew reported that:

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- The Town has still not received the contract language or funds from the state Office of Economic Development. Chris Carmody, Legislative Liaison, is in touch with the office and will keep us posted.
- Town Staff are available to support the Advisory Board in the development of their Request for Proposals.

**Advisory Board Calendar through 2025 Quarter 1**

A proposed calendar for the first quarter of 2025 is presented by Co-Chair McCurdy, sparking discussion on meeting frequency, subcommittee roles, integration with the RFP milestones, and proactively engaging external stakeholders. The need for a clear protocol for handling incoming stakeholder feedback is emphasized.

**Discuss Draft Request for Proposals**

Land Use Planning and Strategy Subcommittee Chair Peter Lowitt began the discussion of the draft Request for Proposals:

- **Context & Goals:** Discussion focuses on refining the project overview, site boundaries (including potential expansion westward and inclusion of Junction Village), and ensuring alignment with the Town's comprehensive long-range plan. The challenge of incorporating other town-owned sites under consideration is acknowledged.
- **Task 2 - Public Outreach:** This section sparks debate on whether marketing services fall within the scope of the primary consultant's expertise and if including it could deter potential bidders. The importance of effective community engagement and communication throughout the project is discussed, leading to suggestions for clarifying language.
- **Tasks 3 & 4 - Concept Planning and Economic Impact Analysis:** The Advisory Board briefly touches upon Task 3, focusing on the need to coordinate with ongoing consultant projects for transportation and Town committees for historical preservation. Task 4, the economic impact analysis, receives no specific comments.
- **Tasks 5 & 6 - Zoning & Mapping:** These tasks, related to drafting and finalizing zoning changes, are quickly acknowledged without significant discussion.
- **Budget & Schedule:** Discussion arises regarding whether to disclose a specific budget amount in the RFP, with DCAMM recommending following Town procurement guidelines. The proposed schedule is discussed, leading to adjustments for weekends and holidays and emphasizing the need to coordinate site tours with DCAMM and DOC. The importance of the informational session for gathering consultant questions is highlighted.

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**Goal Definition Exercise**

Co-Chair McCurdy discussed the results of the survey for a goal definition exercise that was sent out to the Advisory Board members to complete ahead of the meeting:

- **Survey Results & Insights:** The Advisory Board reviews the results of a survey aimed at defining goals and success criteria for both the redevelopment project and the Board itself. Common themes emerge, highlighting the importance of livability, sustainability, economic viability, and housing.
- **Success Criteria & Collaboration:** Lively discussion revolves around prioritizing these goals, acknowledging the inherent tension between promoting economic activity and preserving the town's character. The need for a holistic view that considers the project's impact on West Concord and its integration with existing amenities is emphasized.

**Public Comment**

Vince Carlson commented on clarifying the goals/outcomes of the scope of the RFP.

Keith Bergman commented on the Concord Housing Roundtable on December 10, 2024 being an opportunity for the Advisory Board to engage with other Town housing entities. Mr. Bergman also commented on his role as Concord's representative to the Metropolitan Area Planning Council (MAPC) in relation to the Board's work.

**Adjournment**

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

**Meeting Materials:**

[MCI Concord Advisory Board Meeting Packet for November 18, 2024](#)

[MCI Concord Advisory Board Meeting Recording for November 18, 2024](#)