



TOWN OF CONCORD

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

OLD NORTH BRIDGE

MCI Concord Advisory Board Agenda

Monday, January 27, 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/84202473475?pwd=eyP9viTKye1CtsaO0XftXE8r0SKP7O.1>

Meeting ID: 842 0247 3475

Passcode: 052933

Dial In Toll-Free: 888 475 4499

#	Time*	Agenda Item
I.	12:00 PM	Call to Order - Clerk of the Meeting
II.	12:05 PM	Approve Meeting Minutes - January 6, 2025 – Linda Miller, 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.	12:20 PM	Discuss Approach to Requests for Liaisons to Advisory Board
VI.	12:30 PM	Discuss and Select Membership of RFP Selection Committee
VII.	12:45 PM	Discuss RFP Review Process
VIII.	1:15 PM	RFP Interview Questions

IX.	1:20 PM	Subcommittee Reports <ul style="list-style-type: none"> - Legal & Government Affairs - Land Use Planning & Strategy - Community Outreach
X.	1:25 PM	Public Comment
XI.	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 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 6, 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 January 6, 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, Emily Rush, 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.

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 December 16, 2024 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
Emily Rush – Aye
Lee Smith – Aye

Debrief DCAMM Coordination Meeting

Co-Chair Gainsboro provided an update on:

- Meeting scheduled for Friday, January 17, 2025 to discuss the wastewater treatment plant offer with Town staff, including Alan Cathcart, Director of Public Works and DCAMM
 - o Ms. Miller asked if the funds allocated for wastewater from the FY 2025 Earmarks would be a topic of discussion at this meeting.
 - Mr. Gainsboro responded no; he does not anticipate this being a topic.

Town of Concord
MCI Concord Advisory Board
Minutes
January 6, 2025

- Thanks to the efforts of the Legal and Government Affairs Subcommittee and Representative Simon Cataldo, a meeting will be scheduled with MassDOT in January 2025.
- Efforts to help gather aerial information from the MCI site for both consultant reference and public reference are ongoing. The Town is working with DCAMM and DOC on getting this scheduled.
- Paul Lillehaugen from DCAMM weighed in noting that in his opinion, when considering the Town's municipal needs, they may be better suited by the 2229 Main Street site than the MCI Concord site.
- DCAMM is working on developing RFP interview questions.
- Timing on the decommissioning of the site was updated, with progress expected in Spring 2025 at the earliest.

Update from Town Staff – Megan Zammuto, Deputy Town Manager

Megan Zammuto, Deputy Town Manager, provided an update:

- The Request for Proposals (RFP) has been issued
- The RFP has been received by 35 entities
- Selection Committee to be identified, with members of the Advisory Board and Town staff
- Entering a tight timeline in January with next steps on the RFP, with final proposals due Monday, January 27, 2025 and an award of the contract by January 11, 2025.

Discuss RFP Selection Process

Co-Chair Gainsboro opened the discussion on the RFP selection process. A constraint in the identification of the RFP Selection Committee is that the maximum number of Advisory Board participants is five (5) members due to quorum requirements and similarly we need to avoid a quorum of the subcommittees. Applicants are required to provide ten (10) hardcopies of their proposals so all members of the Advisory Board can review the materials, but only five (5) members will be able to participate in reviewing questions and answers and interviewing the top three candidates (based on the criteria scoring in the RFP).

The discussion amongst the Advisory Board was that the following members would participate in the Selection Committee: Scott Bates, John Boynton, Dan Gainsboro, Peter Lowitt, and Mark Howell, representing the Advisory Board and sub-committee chairs plus an additional member.

A question was raised by Mr. Smith regarding the Selection Committee forming a Subcommittee, as more than two Board members are being tasked specific work.

Ms. McAndrew agreed and said that she would follow up on whether the meetings could be held as Executive Session meetings, though still following all Open Meeting Law requirements.

Mr. Smith noted that in his experience, he has seen vendors “bow out” of the Open Meetings as a courtesy, but that this is not required.

Town of Concord
MCI Concord Advisory Board
Minutes
January 6, 2025

Mr. Lowitt also noted that if these meetings will then follow Open Meeting Law, there does not have to be a limit on the number of Advisory Board members that participate.

Mr. Gainsboro and Mr. Howell voiced concern about all Advisory Board members participating in the selection process as it will become a challenging number to manage and that perhaps identifying a Subcommittee is more appropriate.

Co-Chair McCurdy agreed that consistency is critical in the review of the proposals and interviews.

Mr. Bates asked a question regarding checking references.

Ms. Zammuto responded that she will follow up on the language that was included in the RFP on checking references and that staff will check references.

Mr. McCurdy asked if there is a sense which members of Town staff will participate.

Mr. Gainsboro responded Ms. Zammuto, Mr. Ansaldi, and maybe other members of Town staff will review the RFP like Ms. Hughes, Mr. Cathcart, Mr. Carmody.

Mr. McCurdy asked if the interview dates have been set.

Mr. Gainsboro responded the interview date is set on Monday, February 3, 2025, with Tuesday, February 4, 2025 being the snow date. Mr. Gainsboro continued and noted that each interview should be a maximum of one (1) hour. The award of the contract is scheduled for February 11, 2025.

The Advisory Board discussed budgetary limitations tied to the current fiscal year and how the Board/Town can continue to seek funding for Fiscal Year 2026 to complete the remaining scope of work on the zoning.

Mr. Lowitt noted that the Concord Municipal Affordable Housing Trust has committed to set aside \$50,000 for the planning of development at the Junction Village site and perhaps that some of these funds could be used to bridge the funding gap.

Mr. Bates stated that the Town's strategy for securing additional funds for FY 2026 should continue to be communicated with Representative Simon Cataldo.

Subcommittee Reports

Legal and Government Affairs – Elizabeth Akehurst-Moore, Chair

Ms. Akehurst-Moore indicated that the Legal and Government Affairs Subcommittee will be drafting a letter that will outline how funds may be accessed for project work beyond the June 30, 2025 deadline.

Town of Concord
MCI Concord Advisory Board
Minutes
January 6, 2025

Ms. Akehurst-Moore noted that a letter was sent to MassDOT and that a letter to the Legal and Government Affairs stakeholders is now being drafted. Both letters were drafted with the assistance of Chris Carmody, Town Legislative Liaison. In addition, the Subcommittee is looking for input on other groups, such as Mass Historic, to reach out to with correspondence.

Community Outreach – John Boynton, Chair

Mr. Boynton stated that additional work on the MCI Concord webpage has been performed to streamline information. Mr. Boynton continued that a presentation has been scheduled on Wednesday, February 5, 2025 at 7:30 AM with the Concord Business Partnership. Mr. Boynton continued that the Subcommittee is still working to schedule a virtual tour of the site in collaboration with DOC and Minuteman Media Network, and that resident Lee Cott is interested in participating in the tour to document the site in photographs, as he has an architectural and photography background.

Land Use Planning and Strategy – Peter Lowitt, Chair

Mr. Lowitt stated that work on the RFP and RFP selection process has continued.

Advisory Board Correspondence

Co-Chair Gainsboro noted that the Advisory Board received a letter from the Concord Historical Commission to permit a member to attend Advisory Board meetings as a Liaison to both the Board and the Land Use Planning & Strategy Subcommittee.

Adjournment

Co-Chair Gainsboro adjourned the meeting at 1:04 PM.

Meeting Materials:

[MCI Concord Advisory Board Meeting Packet for January 6, 2025](#)

MCI Concord Advisory Board Meeting Recording for January 6, 2025