

**TOWN OF FALMOUTH
EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE**

AGENDA

**FRIDAY, APRIL 4, 2025
9:00 a.m.**

**TRUSTEES MEETING ROOM
FALMOUTH PUBLIC LIBRARY
300 MAIN STREET, FALMOUTH, MA 02540**

The East Falmouth Library Building Advisory Committee may discuss and vote appropriate action on any item listed on this Agenda unless a different disposition is noted. At the discretion of the Chair, agenda items may be taken out of order.

Committee Members Present: Judy Fenwick, Camille Romano (alternate), Chris Simmler, Jane Stimpson (remote), Christian Valle, Andrew Zimmerman

Town Staff Present: Meg Borden, Assistant Library Director; Peter Johnson-Staub, Assistant Town Manager; Lindsay Manning, Managing Librarian – Branch Services; Brian Stokes, Library Director

Meeting called to order 9:10 a.m.

1. Election of Officers

C. Valle nominated C. Simmler to be Chair of the East Falmouth Library Building Advisory Committee. A. Zimmerman seconded. A roll call vote was taken. (Fenwick-Aye, Simmler-Aye, Simmler-Aye, Stimpson-Aye, Valle-Aye, Zimmerman-Aye). **Passed unanimously.**

C. Simmler nominated J. Stimpson to be Vice Chair. J. Fenwick seconded. A roll call vote was taken. (Fenwick-Aye, Simmler-Aye, Simmler-Aye, Stimpson-Aye, Valle-Aye, Zimmerman-Aye). **Passed unanimously.**

2. Review Committee Charge and Committee Handbook

P. Johnson-Staub reviewed the charge for the committee, highlighting the need to make recommendations to the Board of Library Trustees. C. Simmler asked about the Board's meeting scheduled. J. Fenwick said they meet every second Tuesday of the month, but that special meetings could be arranged to approve of EFLBAC recommendations. P. Johnson-Staub reviewed Open Meeting Law.

3. Overview of Owner's Project Manager (OPM) Selection Process

C. Simmler asked what level of approval the committee needs to seek from the Trustees, P. Johnson-Staub said the Trustees only approve the final preferred candidate and do not need to approve at any other stage. P. Johnson-Staub said the committee should review the seven candidates and identify 2-4 to invite for interviews, and then make a recommendation after interviews.

4. Discuss OPM Qualifications

C. Simmler discussed the qualifications the committee should look for when looking at OPMs. C. Romano asked about the benefits of a firm that focuses solely on OPM services vs. a firm that provides full-scale OPM, design, and construction services. C. Simmler said there are pros and cons to both. P. Johnson-Staub said it is generally best to focus on experience with respect to Massachusetts public construction projects, and that library project experience is nice to have but not as important. He added that it is important to interview the principal people who will be working the project.

5. Set Date for next meeting(s)

The committee discussed next meeting dates and highlighted that the tight timeline imposed by the planning and design grant dictates the need to move quickly. C. Simmler suggested the committee review the OPM firm applications and reconvene to identify 2-4 to invite for interviews. A date and time of Friday, April 11 at 4 p.m. was agreed upon. The committee agreed that Thursday, April 17 from 1-5 p.m. would be held for interviews to conclude the work prior to the April school vacation week.

A motion to adjourn the meeting at 9:50 a.m. was made by A. Zimmerman, J. Fenwick seconded. Roll call vote was taken. (Fenwick- Aye, Simmler-Aye, Simmler-Aye, Stimpson-Aye, Valle-Aye, Zimmerman-Aye). **Passed unanimously.**

Respectfully submitted by B. Stokes on 4/4/2025