

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

MINUTES

**FRIDAY, APRIL 11, 2025
4:00 p.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.

Present: Camille Romano, Chris Simmler (Chair), Jane Stimpson (Vice Chair), Christian Valle, Andrew Zimmerman

Absent: Judy Fenwick

Town Staff Present: Peter Johnson-Staub, Assistant Town Manager; Brian Stokes, Library Director

C. Simmler called the meeting to order at 4 p.m.

1. Review and approve the minutes of April 4, 2025 meeting

J. Stimpson motioned that the minutes be approved as submitted. A. Zimmerman seconded.

Passed unanimously.

2. Discuss and vote on Owner's Project Manager (OPM) Qualifications

The committee agreed that not acknowledging the addendum could be waived as an informality. RGB, Socotec, CHA, P3, CMS, Colliers, and Pomroy Associates were all discussed with regard to the strengths and weaknesses of their proposals. C. Valle made a motion to approve interviewing CHA, P3, and Pomroy Associates for potential OPM services for the East Falmouth Library building project. A. Zimmerman seconded the motion. **Passed unanimously.**

3. Finalize interview date for OPM interviews

The committee discussed potential dates and times for interviews. April 17 was identified as the best day for interviews, with April 18 as a possible alternate day, though C. Valle would be unable to join interviews on April 18. Discussion moved to the format of the interview, and consensus was that 30 minutes should be enough time for a presentation and short question and answer session. The committee agreed that they wanted to meet the primary people who would be working on the project, were interested in specific recent cost estimating experience, wanted

to hear about the firms' experience with Massachusetts Public Library Construction Program, and about experience working on tight timelines.

4. Review Request for Qualifications for Architects

The committee reviewed a draft of the RFQ for design services and gave feedback to P. Johnson-Staub and B. Stokes, which was incorporated into the draft. Key areas that were discussed included the minimum criteria and comparative criteria.

J. Stimpson made a motion to adjourn the meeting, C. Valle seconded the motion. **Passed unanimously.**

Meeting adjourned at 4:56 p.m.