

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

MINUTES

**TUESDAY, MAY 20, 2025
5:30 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.

Committee Present: Judy Fenwick, Camille Romano, Jane Stimpson – Vice Chair, Christian Valle, Andrew Zimmerman

Committee Absent: Chris Simmler - Chair

Staff: Meg Borden – Assistant Library Director, Peter Johnson-Staub, Assistant Town Manager, Jennifer McGrory – CHA Project Manager, Brian Stokes – Library Director

1. Review and approve the minutes of the April 17, 2025 meeting
J. Fenwick pointed out the attendance was not on the minutes. B. Stokes said he would correct it. C. Valle motioned that the minutes be approved as corrected, J. Fenwick seconded. Passed unanimously
2. Discuss and vote on Designer Qualifications
The committee agreed to identify their top candidates from the 11 firms that applied. Discussion ensued, and MBLC experience was identified as a very important factor among other points. Johnson Roberts, LLB Architects, Oudens Ello, Schwartz Silver were identified as all having experience with the MPLCP grant program. C. Valle motioned that the committee invite Johnson Roberts, LLB Architects, Oudens Ello Architecture, and Schwartz Silver to interview with the committee for design services on the East Falmouth Library building project. A. Zimmerman seconded. The motion passed 4-0 with J. Fenwick abstaining.
3. Finalize interview date for Designer Interviews
The committee agreed that they wanted to hold interviews starting at 3 p.m. on Wednesday, May 28. The interviews would be 30 minutes long with 15 minutes between interviews. The committee decided it wanted to request the presence of the primary point

of contact, the project manager (could be primary point of contact), and the designer. Subjects they wanted to see covered included experience working on constrained sites and wetlands; how the firm would handle community engagement; what they perceive to be the biggest challenge and opportunity to designing this library.

4. Establish a regular meeting schedule

The committee decided to meet regularly every other Thursday starting June 12 at 3:00 p.m.

A. Zimmerman motioned to adjourn, C. Valle seconded. Passed unanimously. Adjourned at 7:05 p.m.