



## Meeting Minutes

**Meeting name:** EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

**Date:** July 24, 2025      **Time:** 3 PM

**Location:** Trustee Meeting Room, Falmouth Public Library, 300 Main Street, Falmouth, MA with Virtual option      **Host:** Jennifer McGrory / CHA

**Project No.** CHA # 098272

*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, Chris Simmler – Chair, Jane Stimpson – Vice Chair, Christian Valle, Andrew Zimmerman  
Committee Absent: none

Others Present: Brian Stokes – Library Director, Meg Borden – Assistant Library Director, Peter Johnson-Staub\* – Assistant Town Manager, Conrad Ellen– Oudens Ello, Noel Murphy - Project Manager OE, Jennifer McGrory\* – CHA Project Manager, Adith Reddy\* – CHA,

\* via Zoom

Meeting called to order by C. Simmler at 3:00 p.m.

- 1) Approve the minutes of the July 10, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting  
The committee reviewed the minutes. J. Stimpson motioned to approve the minutes of the July 10, 2025 EFLBAC meeting. C. Valle seconded. Motion passed unanimously.
- 2) Discussion with the Oudens Ello Architecture (OEA) team
  - a) Review of schedule of the Geotech survey. It should be scheduled when the site decision is complete.
  - b) Review of overall schedule.
  - c) Meetings/milestones since the last meeting:
    - i) Site visit to both sites
    - ii) Programming review meeting with EFL Staff
    - iii) Meeting with Jennifer Lincoln, Falmouth Conservation Administrator.
    - iv) Received preliminary topographical survey from the DPW.
- 3) Site Analysis findings Mill Pond Site (310 E. Falmouth Hwy)



- a) Site slope is greater than 4:1 next to a pond and therefore considered a coastal bank. Almost the entire property is within the 100' buffer of the top of the coastal bank. Review of Falmouth Wetlands Regulations. Next step is to review site planning diagrams with J. Lincoln/Falmouth Conservation.
  - b) OEA shared diagrammatic sketches of various building massing, with parking, mitigation and topographic impact.
  - c) It was noted that a 2-story building would be operationally challenging with current staff levels. It would require additional staff than currently. A 2-story library also requires 2 egress stairs and an elevator to the second floor which gives up a lot of program space.
  - d) No options reach the 35-parking spot requirement on this site.
  - e) B. Stokes noted that an existing condition assessment was performed by Gale Associates.
- 4) Site Analysis findings Alternate Site (81 Davisville Road)
- a) Review of the site conditions and setbacks, as well as preliminary topographic information. Site has potential connections to the Community Gardens and East Falmouth Elementary School.
  - b) Discussion of the logistics of using this alternative site. It would require transfer of the site to the Care and Custody of the Trustees of the Library.
- 5) Library Building Program Confirmation
- a) Review of program development and preliminary building planning diagrams.
- 6) Community Forum Meeting
- a) Opportunity to share project progress to the public. Date is to be determined.
- 7) Next Steps
- OEA will continue discussion with Falmouth Conservation.
- DPW survey remains in progress.

J. Fenwick motioned to adjourn at 4:04 p.m. C. Valle seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #2 Presentation, dated July 24, 2025

*These minutes have been prepared by CHA Solutions. To the best of our knowledge these minutes are an accurate representation of the meeting named above. Notifications or clarifications to these minutes are to be made to [jmcgrory@chasolutions.com](mailto:jmcgrory@chasolutions.com) within 4 days of its receipt or they will be accepted as record.*