



## Meeting Minutes

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

**Date:** August 7<sup>th</sup>, 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, Noel Murphy\* - Oudens Ello Architecture, Jennifer McGrory\* – CHA Project Manager, Adith Reddy\* – CHA,

\* via Zoom

Meeting called to order by C. Simmler at 3:01 p.m.

- 1) Approve the minutes of the July 24, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting.

The committee reviewed the minutes. J. Stimpson motioned to approve the minutes of the July 24, 2025 EFLBAC meeting. J. Fenwick seconded. Motion passed unanimously.

- 2) Mill Pond presentation by Andrew Zimmerman:

- a) History of the pond discussed during the presentation.
- b) It was noted that steel rebar is present along with a lot of plant life in the pond.
- c) During the discussion about the pond's history, it was noted that the pond began changing in the 50's and 60's when construction of houses began around the area. Change of the pond is associated with septic systems from house construction. There has been an oppressive increase in pollution of Mill pond, despite many efforts to cleanup and continues to the day. It was noted that the team has met the requirement of the MBLC to review an alternative site option.



- 3) Conservation Commission Regulations Update:
  - a) OEA noted that the final survey with all regulatory boundaries was received. It was noted that all boundaries were documented.
  - b) OEA stated that the top of the coastal bank line should not be crossed according to regulations.
  - c) Updated mitigation zone shown during the meeting, zone noted to ideally be between the coastal bank and tree line.
  
- 4) Site Planning Strategy:
  - a) OEA noted that the updated building program allows 35 parking spaces with 4 EV charging stations included. EV charging stations to be discussed further.
  - b) OEA presentation showed comparable parking spaces with similar MBLC libraries. It was noted that all parking spots will be on the library's property.
  - c) The width of the parking lane road was discussed during the meeting. The width between opposite parking spots was determined to be 16ft according to the current plan by OEA.
  - d) OEA noted that the existing coastal bank will be disturbed during the demolition of the existing library building. Coastal bank to be re-structured post demolition.
  
- 5) Preliminary Building Planning:
  - a) Diagrammatic sketches of a preliminary building plan was presented by OEA.
  - b) Preliminary location of different rooms/spaces was shown in the plan. The upper floor included the main library space, and the lower floor mainly consisted of storage and mechanical rooms.
  - c) Inclusion of an elevator to be discussed further in the upcoming meetings.
  - d) OEA noted that the lower level (basement) will be built as per the outline of the lower level and not according to the entire building outline.
  - e) Placement and location of outdoor porch was discussed during the meeting.
  
- 6) Community Forum Meeting
  - a) Date for the meeting to be finalized. Meeting to be held in the month of September.





7) Next Steps

- a) OEA to follow up on variations discussed in the building program.
- b) OEA to begin looking at the building program from an architectural standpoint.
- c) OEA to have 3 different approaches to the building program/plan by the next library committee meeting.

C. Simmler motioned to adjourn at 4:33 p.m. J. Fenwick seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #3 Presentation, dated August 7, 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.*