



Meeting Minutes

Meeting name: EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

Date: September 11, 2025 **Time:** 3 PM

Location: Bay 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.

Library Building Advisory Committee Members Present: Judy Fenwick, Chris Simmler * – Chair, Jane Stimpson – Vice Chair, Christian Valle, Andrew Zimmerman
Library Building Advisory Committee Members Absent: Camille Romano

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

Meeting called to order by J. Stimpson at 3:01 p.m.

J. Stimpson was acting chair of this meeting.

- 1) Discuss and Act on Approval of Letter Confirming Selection of 310 East Falmouth Highway for Planning and Design of East Falmouth Library
 - a)) A. Zimmerman asked for additional follow up on community input. B. Stokes shared a timeline of engagement with the community and various town parties. J. Fenwick noted there was a Letter of Intent that was sent to the Mass. Board of Library Commissioners dated April 26, 2023. J. Fenwick noted that the letter of intent was signed by the Chair of the Select Board in support of the Library Trustees application for a construction grant; the letter was also signed by the Chair of the Library Board, and the Library Director. It was presented at the April 8, 2024 Town Meeting for a vote to accept the grant for the planning and design phase, if it was to be awarded.
 - b) C. Simmler notes this project will need to go to town vote for funding this project after the grant process is concluded.



- c) P. Johnson-Staub notes the grant requires the Town to identify 2 sites, one is preferred. The EFLBAC examined if the preferred site was viable and therefore can elect to move forward with the preferred site selection
- d) J. Fenwick notes there is an upcoming Community Meeting, date TBD.
- e) C Simmler makes a motion to approve the letter to be sent to the Library Board of Trustees and Falmouth Selectboard, J. Fenwick seconded. Motion passes unanimously

2) Next Steps

- a) J McGrory will send the 9/11/25 CHA memo as well as the minutes of this meeting to B. Stokes to be transmitted to the Falmouth Library Board of Trustees for approval, as well as the Falmouth Selectboard for approval.

J. Fenwick motioned to adjourn at 3:16 p.m. C. Valle seconded. Motion unanimous.

Exhibits presented at the meeting: CHA Letter dated September 9, 2025 on the recommendation for Site Selection for the East Falmouth Branch Library.

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 within 4 days of its receipt or they will be accepted as record.