



## Meeting Minutes

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

**Date:** October 16, 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, Camille Romano  
**Library Building Advisory Committee Members Absent:** none

**Other Project Team Members 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, Amith Kodali\* – CHA

G2 attendees: Gigi Saltonstall & Tina Wang

\* attended via Zoom

**Additional project team members absent:** None

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

**Public Comment:** Individuals will be given the opportunity to speak during the public comment period. Comments are limited to **three (3) minutes per speaker**. The Chair reserves the right to limit the total time for public comment and may recognize speakers in the order in which they signed up.

1) Notification of Public Comment Time Limit & Rules:

- a) C Simmler noted the public has a time limit of 3 minutes per person to voice their opinion/comment. A sign up sheet will be available for future meetings.

2) Approve the minutes of October 2, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting. J Stimpson motioned to approve the minutes of October 2, 2025, EFLBAC meeting. J Fenwick seconded the motion. Motion passes unanimously.

3) Public Comment:



- a) No Comments for the meeting on October 16, 2025.
- 4) Site/Landscape Design Review (with G2, project Landscape Architects)
- a) G2 reviewed the site and parking conditions.
  - b) Scheme 1 was presented. It includes a buffer planting and entry courtyard. 31 parking spaces shown.
  - c) Scheme 2 was presented. It includes similar elements but more green space in front of the building, activating the entry. Scheme 2 does not require relocation of the existing utility pole at the entry of the drive. 31 parking spaces shown.
  - d) G2 notes they are looking at low water/low maintenance plants but there will be watering required at the beginning. Native plants are being considered.
  - e) G2 showed precedents on garden walls (use wall as structure for the plants to grow on, or line walls with a structure to support the greenery) Other spatial ideas such as reading garden, meadow, furnishings shared with the committee.
  - f) The rear sloped area was discussed, which is within the coastal bank line. It was noted by C Romano that the mitigation plant types will need Falmouth Conservation Commission review and approval.
  - g) Parking area layout was discussed. J Fenwick requested a pathway to the Smitty's parking area. Scheme 2 for parking was preferred and will be further developed, with a concern for the distance of the first spaces off Route 28. Vehicle Charging stations will need to be shown for final grant application submission.  
J McGrory noted that the grant submission will require a letter from the Town (not the committee) acknowledging the parking design. CHA Will provide further information from the MBLC on the requirements for the grant application related to parking scenario.
  - h) The committee noted that the hybrid of Scheme 1 and 2, with the planted area near the children's area selected as well as the expanded area in front of the library from Scheme 2, including the parking from Scheme 2, was preferred.
  - i) The "meadow path" needs further investigation. Grade review needs to be reviewed for accessibility as well as surface material. Allowable grading within the coastal bank needs clarity from the Conservation Commission.
- 5) Building planning and massing refinements review



- a) OEA showed further plan development. Business center area was revised to adjust for improved site lines. Printer/copier could be moved to a desktop model at the circulation desk. Will require further MBLC review.
  - b) Building Massing review: monopitch (single pitch) roof with dual mass was previously shown. Additional material options and roof massing were shared. Gable type roofs present less option for PV Array on roof. The Committee noted that the gable roof design has a “church-like” appearance and would likely result in higher heating and cooling costs. It was noted that the mono-pitch roof is considered more energy efficient due to its reduced interior air volume. The mono-pitch roof would be solar-ready, providing an easier configuration for the installation of solar panels.
  - c) The Committee requested that the Design Team provide building height information for each design option. It was noted that the gable roof option would result in a taller overall height, which is a potential reason for not selecting this option. The Design Team will confirm the height of the existing building and provide a comparison among the options.
- 6) Community meeting #2 planning
- i) Target location: Main Branch Library. Wednesday November 5<sup>th</sup>, 7pm. Hermann Room is booked for this event. Proposed meeting content will be more presentation-focused rather than workshop-style. Brian will request if FCAT can film the event. The meeting will include: a summary of key findings and feedback from the first fact-finding session; a review of the design approach and rationale; presentation of the proposed design, including interior and exterior renderings with the single-pitch roof; a discussion of landscape development; and a concluding Q&A session.
- 7) Project schedule and MCLCP deliverables package
- a) Moving forward with Geotech exploration.
- 8) Next Steps, New business
- a) OEA/G2 will reach out to the conservation commission for further input.
  - b) OEA /CHA will reach out to the zoning board on the parking layout.
  - c) Next meeting is October 30, 2025.

A Zimmerman motioned to adjourn at 4:31p.m. J Stimpson seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #8 Presentation, dated October 16, 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.*