



## Meeting Minutes

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

**Date:** October 30, 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.*

**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

**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

*\* attended via Zoom*

**Additional project team members absent:** None

Meeting called to order by C Simmler at 3:01 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 16, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting. J Stimpson motioned to approve the minutes of October 16, 2025, EFLBAC meeting. A Zimmerman seconded the motion. Motion passes unanimously.

3) Public Comment:



- a) No Comments for the meeting on October 30, 2025.
  
- 4) Presentation by Andy Zimmerman on Single-Pitch Roofs
  - a) A Zimmerman shared images of similar roofs on commercial and civic buildings in Falmouth. Advantages and disadvantages were reviewed. It was noted as an economic solution and supported Photovoltaics. Precedents were reviewed, including the Sandwich Heritage Museums and Gardens, Norwell Public Library and Eastham Public Library. A Zimmerman noted the steeper pitched single sloped roofs were less appealing than the lower pitched single sloped roof. A Zimmerman notes this design is distinctive and successful for East Falmouth. The committee agreed that encouraging Falmouth residents to join the community meeting where renderings of the design concept will be shared. The committee thanks A Zimmerman for his research.
  
- 5) Site/Landscape & Parking Design Review (with G2, project Landscape Architects)
  - a) G2 has continued refinement of Scheme 2 and studied zoning regulations further.
  - b) A revised scheme was shared which included a 35' parking setback from the property line, which allows for a greater queuing space from Rt 28.
  - c) C Ello notes the MPLCP submission will include a site plan, including grading. Retaining walls will be required at some areas on site. G2 is working through these locations.
  - d) G2 will be meeting with the Conservation Commission for design review.
  - e) Parking Design was reviewed with Heather Bachman of the MBLC. The MPLCP submission will need a letter from the town with support of our parking approach. Need to schedule a meeting with Jed, Conrad and Brian.
  - f) Calculation of parking spaces was discussed. OEA is working on a calculation for town zoning by right. Initial Calculations find that MBLC requires 21.5 stalls by MBLC not including Handicapped and staff parking, which calculates 26 parking stalls on property.
  - g) The Committee discussed the shared benefit and the intent to formalize a Memorandum of Understanding (MOU) with the abutting property owner. Under the Dover Amendment, 19 parking spaces are identified as the baseline requirement; however, there is potential for additional spaces through the proposed MOU. A draft letter to the Town Planning Department and a draft Letter of Intent (LOI) to be signed by the Town and Smitty's will be prepared.
  
- 6) Building planning and massing refinements review



- a) Engaging the consultant team to develop narratives.
  - b) Plan development continues. Shelving counts and seating counts meet the program goals. Central shelving limited to 42 inches (3 shelves) for clear sightlines. Higher shelving is located along perimeter walls. Story time area does not include AV components. If that function was required, it could be held in the Multipurpose room. Book drop has been added near the front entry porch. Print station was been located near self check out. Holds were added near the circulation desk. Shelves that are not against a wall are intended to be on casters or moveable for future flexibility.
  - c) J Fenwick requested a place for signage near the entry or book drop that could be a changing information panel.
  - d) OEA shared rendering development as well as the height comparison of the existing library to the proposed.
- 7) Community meeting #2 planning
- a) Meeting is scheduled for Wednesday November 5th, 7pm. Hermann Room in the Main Library. All technology is existing in the room. Session may be recorded. We will start with recap of Community Meeting 1 and move into the new material. Site plan, floor plans and renderings will be included, and schedule. and a concluding Q&A session. Questions and responses will be memorialized in minutes.
  - b) Materials presented will include:
    - i) Exterior renderings (before and after)
    - ii) Interior renderings will include view from the entrance door, view from within adults, view from children's and the multipurpose room.
- 8) Project schedule and MCLCP deliverables package
- a) Jennifer will be meeting with the Cape Compact team on the Mass Save program next week.
  - b) Geotech team has marked out boring locations and will be out to perform the field work. Boring is a 4" hole with minimal disruption.
  - c) A hazardous materials assessment will be performed in the next few weeks. No impact to operations.
- 9) Next Steps, New business



- a) Community meeting is scheduled for November 5, 2025
- b) Next EFLBAC meeting is November 13, 2025.
- c) OEA/G2 will reach out to the conservation commission for further input.
- d) OEA /CHA will prepare suggested language for the parking related documentation.

C Valle motioned to adjourn at 4:18p.m. J Fenwick seconded. Motion unanimous.

Exhibits presented at the meeting: Oudens Ello Architecture Building Advisory Committee Meeting #8 Presentation, dated October 30, 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.*