



Meeting Minutes

Meeting name: EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

Date: November 13, 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, Camille Romano, Andrew Zimmerman
Library Building Advisory Committee Members Absent: Christian Valle

Other Project Team Members Present: Brian Stokes – Library Director, Peter Johnson-Staub – Assistant Town Manager*, Noel Murphy* - Project Manager OE, Conrad Ello* – Principal OE, Jennifer McGrory* – CHA Project Manager
** attended via Zoom*

Additional project team members absent: Meg Borden – Assistant Library Director, Amith Kodali, Gigi Saltonstall

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 30, 2025 East Falmouth Library Building Advisory Committee (EFLBAC) meeting. J Stimpson motioned to approve the minutes of October 30, 2025, EFLBAC meeting. A Zimmerman seconded the motion. Motion passes unanimously.

- 3) Public Comment:



a) No Comments for the meeting on November 13, 2025.

4) Community Meeting #2 Recap

- a) The Committee agreed that the meeting was successful. Attendance was smaller than at the initial session, but participants offered good questions, demonstrated strong interest, and provided constructive feedback. There were no points of controversy. The presentation has been posted to the project website, and no additional inquiries or comments have been received.
- b) The Committee discussed shelving heights and the usability of the bottom shelf. Brian noted that Falmouth receives more complaints about books being placed too high than too low. All shelving units will be mounted on casters.
- c) Committee is looking forward to the release from FCAT of the video of the event to share.
- d) The committee asked J McGrory to share information at the next meeting about what is eligible vs non eligible cost, as well as the funding method from the MBLC.

5) Conservation Committee Meeting Recap

- a) G2 Landscape Designers requested a meeting with Jennifer Lincoln of the Falmouth Conservation Commission to review the feasibility of a path within the coastal bank and to discuss appropriate planting materials. A permeable path is permissible in this area. The pathway is intended as a convenience route rather than an egress path, and its accessibility is still under evaluation. Switchbacks are not preferred.
- b) Stone retaining walls are located outside the coastal bank. Built structures are generally not permitted within the coastal bank.
- c) Planting materials were also reviewed. The Conservation Commission does not prefer a meadow planting that is mowed once per year; woody shrubs are required within wetlands areas. The Commission maintains a list of preferred plant species and will provide guidance to the project.

6) Parking Update

- a) Nineteen (19) parking stalls are currently shown on the new library design, compared to the existing sixteen. The design maintains the existing drive lane to avoid relocating the utility pole. An MOU with the abutting neighbor is under discussion. The design team



met with the Town Planner to obtain a letter endorsing these strategies, and the Town is working on a draft MOU for the adjacent Smitty's Ice Cream property.

7) Selectboard Approval Process

- a) The recommended approach is to present the design to the Select Board on 12/1, followed by a request for approval at their next meeting on 12/15. This schedule provides the Select Board adequate time to review the design. EFLBAC will need to vote on a recommendation for approval to the Select Board. The Trustees are scheduled to meet on 12/9. At this stage, the most critical elements are the building's square footage and the number of parking spaces in accordance with the library program; the aesthetics and internal organization can continue to be refined.

8) Project schedule and MCLCP deliverables package update

- a) Due to the upcoming holiday, the next EFLBAC meeting will be held on 12/21, 3:30pm.
- b) Upcoming Meeting Schedule:
 - i) 11/17 Falmouth Town Meeting
 - ii) 11/21 EFLBAC
 - iii) 12/1 Select Board
 - iv) 12/9 Library Board of Trustees
 - v) 12/15 Select Board
- c) J McGrory has met with the Cape Compact team regarding Mass Save. There are incentives the project would likely qualify for. The appropriate time to meet next with Cape Compact would be in the Schematic Design Phase.
- d) Geotech team has performed the Boring test and Hazardous Material Testing was completed as well. Reports are to follow.

9) Next Steps, New business

- a) The committee charter ends on 12.31.25. The committee will review if a request for extension is required.
- b) Next EFLBAC meeting is November 21, 2025.

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

Exhibits presented at the meeting: none.



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.