

Town of Shutesbury Community Preservation Committee

FY 2026 Application for Community Preservation Funding

Submit to: cpc@shutesbury.org by February 9, 2026

Instructions to Applicant: Please complete all sections as are relevant per the instructions in each question. If a particular section is not applicable, please note that. This application must be submitted to the CPC no later than February 9, 2026 for the project to be included in the warrant at the next Annual Town Meeting. Applicants must be prepared to appear before the CPC on Thursday, February 19 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 19.

Project Name: Rehabilitation of the front entry porch at the Spear Building

Applicant Organization: M.N. Spear Library Reuse Committee

Contact Person: Spear Reuse Committee - Rita Farrell / Stephen Dallmus

Phone: 413-575-4963 (RF) / 413-367-9565 (SD)

Email: ritafarrell@shutesbury.org / shutesbury.stephen.dallmus@gmail.com

CPA Category: YOU MUST CHECK A MINIMUM OF ONE CATEGORY, but may identify more than one if applicable to your project.

- **Open Space** ☐
- **Historic Preservation** ☒
- **Community Housing** ☐
- **Recreation** ☐

Total Project Cost	CPA Funds Requested	Matching Contribution	Match Percent of total
\$55,000-85,000	\$55,000-85,000	\$ Unknown	%

Attach a copy of the Assessor's Map(s) with the project parcel outlined (if appropriate for your project)

Assessor's Map Number		Assessor's Lot/Parcel Number	M-9
Deed Book Number	597	Deed Page Number	390

Attach separate sheet if more than one lot/parcel/deed book/deed page number.

PROJECT DESCRIPTION:

- **All of the following sections MUST be completed.**
- Applications will be returned if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- Please refer to Shutesbury's Community Preservation Plan in completing this application.

1. Describe the project.

Inspection of the M.N. Spear Library by the Buildings Committee in 2022 documented the settlement, likely ongoing, of the front entry porch of the library and the past inadequate attempts to stabilize the porch. This project will include significant structural renovations (removal of the previously installed but inadequate concrete block walls, temporary bracing of the roof structure, possible jacking to level the ridge of the roof, installing proper footings and reconstructing the floor structure and stairs) and the repair or replacement of historic details. Work to be done in a manner that meets the U.S. Department of Interior's Standards for Rehabilitation. Lead paint abatement will likely need to be done.

2. Goals:

- a. What are the goals of the proposed project?

The main goal of this project is to stabilize the front entry porch which has settled significantly and appears to continue to settle and to renovate as necessary to make safe according to current codes.

- b. Who will benefit and why?

The Town of Shutesbury and its citizens will benefit from the preservation of an important historic structure allowing for the continued safe use by the community.

- c. How will success be measured?

Success will be measured by the installation of proper footings to stabilize the entry porch and the reconstruction of the floor and stair structure. And by the repair of historic details e.g., the dental molding on the gable and the rails on each side of the porch, which will be raised to meet current code for safety, and detailed in a manner consistent with the existing details.

3. Community Preservation Committee Criteria

- a. How does the project fulfill the General and Specific Evaluation Criteria (see the Shutesbury Community Preservation Plan, pages 10–12)?

Under General Criteria this project will minimally: 1. Preserve town owned assets, 2. Provide a positive benefit to the community as the building will continue to be actively used (possible uses being studied by the Reuse Committee and 3. Have support from town boards and committees.

Under Specific Criteria this project will minimally: 4 Preserve, enhance and restore/rehabilitate the front entry porch of this historic building, 5. Comply with all the U.S. Department of Interior's Standards for Rehabilitation 6. Insure that the Spear can be maintained for continued public benefit, and 7. Prevent the possible failure of the front entry porch.

4. **Community Need**

- a. If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc.)

N/A

5. **Community Support**

- a. What is the nature and level of support? Attach letters of support from any Town boards or community groups that have endorsed the project.

The Building Committee, the Select Board and Mary Anne Antonellis support this project and the Historic Commission is expected to support (next meeting February 17th)

6. **Budget**

Budget Summary

Total Project Cost	CPA Funds Requested	Other Funds Total	Other Funds: % of Total
\$ 55-85,000 Contractor estimates will be secured to determine final cost	\$55-85,000	\$ Unknown	%

Budget Details (Please provide as much detail as possible and leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL	\$55-85,000 D D d	\$ Unknown	

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering, or remodeling.

7. Other Funding

a. Identify the amount of other (non-CPA) funds for this project. Sources include private, federal, state, or local government, or any other sources. Attach commitment letters from any organization providing a financial contribution.

Organization	Item	Amount	Type (cash, in-kind, etc.)

b. Are any Other Funds in-kind contributions? If yes, describe how the value of the in-kind contribution was derived. ("In-kind contributions" are a contribution of services or property, donated equipment, buildings or land, or donated supplies.)

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8. Timeline

- a. Provide a timeline for project implementation, including start and end dates for major tasks and project completion.

6-12 months - Once funds are awarded design/build contractors will be solicited for project proposals and estimates and a contractor will be awarded the project.
6-12 months - Contractor will rehabilitate the front entry porch

9. Project Management

- a. Project Manager Contact Information (if other than the applicant)

Project manager name	
Daytime Phone	
Evening Phone	
Email	

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)

a. If ongoing maintenance is required, who will be responsible for it?

The Buildings Committee will be responsible for necessary on going maintenance. Once the project is completed the only anticipated maintenance will be periodic staining or painting of the wood components which would not be expected for 7-12 years.

b. How will it be funded?

By the Buildings Committee funds and the efforts of committee members/volunteers.

Maintenance Budget

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>

11. **Site Documentation**

Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed. If documentation is not available, please explain.

12. **Project Documentation**

Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

13. **Other Information**

Attach any additional information that might benefit the CPC in consideration of this project or that will elaborate on any of the responses given above.

The Buildings Committee's inspection of the Spear in 11/2022 documents the existing conditions and concerns related to the front entry porch in 2.6 and 2.7 (see screen shot)

At the time of the inspection of the Spear photos were taken that show the existing conditions and concerns; e.g., the settlement of the ridge of the porch, the concrete block walls, signs of additional settlement, rot/decay of components and lack of grippable handrails. (see photos)

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Typed named of authorized representative as signature:

Date: 2/6/2026 - Stephen Dallmus

Shutesbury Buildings Committee

February 4th, 2026

RE: Front entry porch rehabilitation project at M.N. Spear building.

To whom it may concern:

This Buildings Committee fully supports the project proposed by the M.N. Spear Library Building Reuse Committee.

When the Buildings Committee was reformed in 2022 and inspections of the Town Buildings began the concerns related to the front entry porch settlement were identified. The Buildings Committee considered seeking funding for this project, but decided not to pursue it because the future of the Spear Building was unknown at that time.

Now that reuse is being studied the Buildings Committee feels that it's appropriate to move forward with its rehabilitation and repair, and fully supports the proposal as the entry porch is an important component of this historic town building.

Regards,

Frank McGinn
Chair Town Buildings Committee

Anna Cook, Stephen Dallmus, Phil Parker and Jeff Quackenbush















