

M.N. Spear Library Reuse Committee Meeting Minutes
April 9, 2026 Hybrid Meeting Format

Committee members present: Rita Farrell, Stephen Dallmus, Paul Lyons, Susie Mosher, Henry Geddes (Virtually)

Committee members absent: Mary Jo Johnson

Staff present and Guests: Brennan Mailloux

The meeting was called to order at 10:35 am.

Agenda Review: As posted.

General Business:

1. Approve the Meeting Minutes for 3.9.26, 3.17.26, and 3.26.26:

VOTE: Farrell makes a motion to approve the Meeting Minutes for 3.9.26 as worded, Mosher seconds. Roll call vote Mosher: aye, Lyons: aye, Dallmus: abstain, Geddes: aye, Farrell: aye; motion carries.

VOTE: Farrell makes a motion to approve the Meeting Minutes for 3.17.26 as worded, Mosher seconds. Roll call vote Mosher: aye, Lyons: aye, Dallmus: aye, Geddes: aye, Farrell: aye; motion carries.

VOTE: Farrell makes a motion to approve the Meeting Minutes for 3.26.26 as worded, Mosher seconds. Roll call vote Mosher: aye, Lyons: aye, Dallmus: aye, Geddes: aye, Farrell: aye; motion carries.

2. Committee Member Reports and Updates:

- a. Regarding the Options Matrix Chart, it was revised since the previous meeting to add another option labeled "Adding bathroom to Spear Building." Mosher suggested we update option 1 to say, "Spear becomes a meeting space without a bathroom." The committee agreed. Dallmus stated we should move Option 4 regarding adding a bathroom to Spear Building, up to number 2 for the sake of cost estimates. The committee also agreed.
- b. Lyons shared that he contacted a well driller to determine the yield of the current Town hall, as well as Casey Bashaw, a plumber to talk about the logistics of hooking up to septic and a well, as well as putting in a bathroom. The plumber told both Lyons and Dallmus that he does not advise hooking up to the current Town Hall well, as there would be about 3 passings that would need to be cut through, and the price of asphalt is very expensive. Dallmus stated the approximate cost to trench a waterline is between \$70-\$250 per foot.
- c. Lyons stated the estimate cost is \$20,000 to tie into the Church septic. A tank would cost \$10,000 with a pump. Trenching and a tie in would be \$7,000 to \$10,000. A new well would cost \$15,000 to \$20,000. \$7,000 to \$8,000 for the bathroom with fixtures. A tight tank would be about \$10,000 with a \$500

maintenance fee for pumping. Overall, if the tight tank is the chosen avenue, it would be cheaper. The discussion highlighted potential challenges including ADA requirements for the bathroom layout and the need for a septic system inspection.

- d. The group discussed septic system and well placement requirements, focusing on a 100-foot separation distance needed between a well and leach field. They determined that the current separation of approximately 200 feet between the Spear building and the church's septic system might be sufficient, though the exact location of the church's leach field remains unknown.
 - e. Dallmus thinks it would be beneficial to have another plumber come out and give a second opinion on pumping.
 - f. Mosher stated Christopher Stoddard from Athol (Sanitary Engineer), stated he would love to help with the project. He is looking for a copy of the septic as it is designed and asked if the town has an as-built record of the current system. He also asked if the town would waive the Title V review fee for the project, if possible. Mosher thinks Christopher is where we would most likely need to start, to address feasibility and placement of things.
 - g. Farrell stated we should not conclude that we cannot move forward with this project based off of the overall cost, but rather we should finish up gathering all of the information and hand it off to the Select Board to be the ones to make the decision on whether they wish to proceed further. Dallmus thinks we may be at a point where we can ask the Town's people what option(s) they want to use their money on to pursue.
 - h. As the next step, the committee decided the bathroom situation will be further explored.
3. Schedule Next Meeting Date:
 - a. The next meeting scheduled will be held on Thursday, April 23rd at 10:30 am. Lyons may be absent.
 4. Meeting adjourned at 11:51 am

VOTE: Farrell makes a motion to adjourn the meeting, Mosher seconds. Roll call vote Mosher: aye, Lyons: aye, Dallmus: aye, Geddes: aye, Farrell: aye; motion carries.

Administrative Actions:

- Mosher: Contact Christopher Stoddard (sanitary engineer) to get a cost estimate for developing a plan for a tight tank and well for the Spear building, including what information he would need and his hourly rate/estimated time required
- Mosher: Ask Christopher Stoddard to verify current cost estimates for well, tight tank, and bathroom installation.
- Mosher: Ask Christopher Stoddard for his thoughts on just pumping waste to the church septic tank (as opposed to installing a septic tank and then pumping to the Church's leach field)

- Farrell: Check with Town Counsel about requirements and permissions needed for changes to the Town Common (regarding potential excavation for tight tank/well)
- Mosher: Share information from Christopher Stoddard with the committee before the next meeting.
- Committee: Meet on April 23rd to review cost estimates and decide on engaging the engineer

Document and Other Items Used at the Meeting:

1. Meeting Minutes for 3.9.26, 3.17.26, and 3.26.26.
2. Revised Options Matrix Chart

Respectfully submitted,
Brennan Mailloux
Administrative Assistant
Town Administrator/Select Board

** A full version of the 4/9/26 M.N. Spear Library Reuse Committee meeting is available to view on the Town of Shutesbury's YouTube page: <https://youtu.be/vSHknDDC4oY>

