

M.N. Spear Library Reuse Committee Meeting Minutes  
May 14, 2026 Hybrid Meeting Format

Committee members present: Rita Farrell, Mary Jo Johnson, Stephen Dallmus, Paul Lyons, Susie Mosher.

Committee members absent: Henry Geddes

Staff present and Guests: Brennan Mailloux

The meeting was called to order at 10:32 am.

Agenda Review: As posted.

General Business:

1. Approve the Meeting Minutes for 4/30/26:
  - a. 1A and 2C were corrected to read “leach” field instead of “leech” field.

**VOTE:** Mosher makes a motion to approve the Meeting Minutes for 4/30/26 as amended, Johnson seconds. Roll call vote Johnson: aye, Mosher: aye, Lyons: aye, Dallmus: aye, Farrell: aye; motion carries.

2. Review the Committee’s Report Outline:
  - a. Rita stated in her report that she repeated what the committee has done so far, like giving background information and then listing the work plan. She included the Charge of the committee and the purpose of the committee that was laid out within it. She tried to tackle each item on the Charge one by one in the report and how the committee conducted work in relation to those Charge tasks.
  - b. The report outline includes addenda to help support the work.
  - c. Mosher suggested editing the *Conceptual Plan* section to change “lack of clear state guidelines” to read differently. Mosher stated the word “lack” carries weight.
  - d. Lyons stated Addendum E regarding Town Counsel’s Email is not included in the report outline yet.
  - e. Lyons suggested adding a recommendation that is a little more “meaty,” or “definitive.”
  - f. Lyons suggested adding the Compilation of the Comments and Questionnaire Results Table into the report. Lyons suggested maybe these should get summarized to help with anonymity.
  - g. Mosher suggested adding page numbers to assist the reader when they are trying to reference some of the text.
  - h. Mosher suggested adding to 4. *Engage the public and solicit public input*, Leslie Bracebridge’s public comment that she raised regarding the idea of moving the Police Department to the Highway Buildings. Johnson suggested adding that there was a lot of interest in the septic system discussion at that public meeting.

- i. Mosher suggested adding into the *Recommendations and Next Steps*, that use determines what is next. Dallmus suggested adding “to determine the full extent of what’s next, architectural and engineering studies will be needed.”
  - j. Farrell stated our Charge was to look into a municipal use for the M.N. Spear Building, and any other use beyond that was not asked of the committee. Beyond uses would be for the Select Board to explore. This information is to be reflected at the beginning of the paragraph under *Work Undertaken by the Committee* to read “We were guided by the Committee’s Charge to focus on municipal offices and potential uses. Due to the location on the Town Common any use other than municipal, is subject to the comments in Addendum E.”
    - i. Johnson stated the committee looked at current municipal uses but did not look at possible future municipal uses.
  - k. The recommendations could be read:
    - i. Meeting Space with storage only
    - ii. Meeting Space with storage, with a bathroom
    - iii. Police Station or other offices
3. Schedule Next Meeting Date:
  - a. The next meeting scheduled will be Thursday, 5/21/26 at 10:30 am.
4. Meeting adjourned at 11:25 am

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

Administrative Actions:

1. Dallmus to draft some language for the *Work undertaken by the Committee* section.
2. Lyons to look at the Recommendations and Next Steps Section
3. Mailloux to update the report with new comments and suggestions.
4. Mailloux to look at the final report for grammatical corrections

Document and Other Items Used at the Meeting:

1. Meeting Minutes for 4/30/26
2. MNSL Reuse Committee Charge
3. MNSL Committee Report Outline

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

\*\* A full version of the 5/14/26 M.N. Spear Library Reuse Committee meeting is available to view on the Town of Shutesbury’s YouTube page: <https://youtu.be/GOMaINUDHZI>

