

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

Committee members present: Rita Farrell, Mary Jo Johnson, Paul Lyons, Susie Mosher, Henry Geddes

Committee members absent: Stephen Dallmus

Staff present and Guests: Brennan Mailloux, Police Chief Devon Pelletier

The meeting was called to order at 10:30 am.

Agenda Review: As posted.

General Business:

1. Approve the Meeting Minutes for 2.19.26:
  - a. Lyon suggested a minor edit to section four where goals were discussed.
  - b. Farrell suggested adding Stephen Dallmus's absence.

**VOTE:** Mosher makes a motion to approve the Meeting Minutes for 2.19.26 as amended, Lyons seconds. Roll call vote Johnson: aye, Mosher: aye, Lyons: aye, Geddes: aye, Farrell: aye; motion carries.

2. Mary Jo Johnson to present information on applying for state grants for a feasibility study.
  - a. Johnson shared that she located a website that seemed like a clearinghouse for any kind of building or real estate grant that may want to be acquired. She stated it definitely includes feasibility. She was unsure of whether or not the finer details include the requirements of it being multi mixed use.
  - b. Mosher suggested in the future drafting a grant application.
  - c. Pelletier stated you may be able to argue that the Police Station moving to the M.N. Spear Library Building is to sustain and create jobs.
  - d. Farrell stated she will do some research on feasibility funds and opportunities. Mailloux will send out the link that Johnson located regarding the grant opportunities.
3. Review Lyons/Mosher Drafted Chart of potential options for reuse:
  - a. The three options outlined on the chart are:
    - i. Spear becomes a meeting space only.
    - ii. Spear becomes a Police Station.
    - iii. Reorganization of Town Hall.
  - b. Farrell suggested the footnote numbers be better defined, potentially in parenthesis. Lyons said it was a formatting issue and will be fixed for the final draft.

- c. Farrell suggested a place holder column for grant opportunities.
- d. Johnson suggested making column 8 “Immediate Action Needed” more specific in terms of time frames, deadlines, and essentiality.
- e. Chief Pelletier shared that right now Chiefs are working with the POST Commission to have a better understanding of their new certification requirements and deadlines. He stated they will be conducting audits of Police Departments, looking at facilities and different compliance issues. Right now, Pelletier stated the current Police Department evidence closet would not be compliant in terms of adequate space and what is stored in there besides evidence. He stated that to meet certification requirements, you have to meet anywhere between 178 and 300 different standards.
  - i. Mosher stated a footnote could be added to say, “some change will be necessary for space needs in the Police Department.”
  - ii. Pelletier will talk with Building Inspector Jim Hawkins about building codes regarding Police Offices vs. Police Station.
  - iii. Pelletier worries that the POST Commission will not offer a lot of time to meet certification requirements. He associated it to previous years when they removed part time police academies and forced Police Departments to put their part timers into additional training within three years.
  - iv. Pelletier stated he would like an official booking space, and the committee clarified both options two and three of the chart do take into consideration having a designated booking space.
- f. Chief Pelletier added if the Police Department moves to the M.N. Spear Library Building, there could be fundraising done, and also, he would be willing to do construction work within the building as well to save money. (He stated he comes from a family who has construction work in their background)
- g. The committee further reviewed the chart of potential uses in depth, looking at each option and their requirements for a water source, septic connection, interior renovations, necessity for an architect, additional maintenance costs, additional utility costs, immediate action needed, does it address multiple needs, and approximate costs. The chart also includes footnotes for better clarity. Amendments were made by the committee members as discovered and as applicable.
- h. Mosher stated the committee needs to orient the public to the idea that municipalities undertaking building projects have certain legal obligations that you simply can not just toss away.
- i. The committee questioned whether or not stamped architectural plans are required for applying for a building permit. The question will be presented to Building Inspector Jim Hawkins.
- j. Mosher stated that when this chart is presented to the public for the first time, they will need to be walked through it step by step for clarity and understanding.

4. Preparation for 3/17/26 Select Board Meeting Presentation:
  - a. There will be an approximate 45-minute-long block designated at the 3.17.26 Select Board Meeting for the presentation, with a public comment and question session built into the latter half. The presentation will include the committee's charge (with tasks added in), the chart of potential reuses, and the map of reconfigurations for the Town Hall Downstairs. A Town Announcement will be sent out to make it more official and publicly known. Related documents will be added to the Town Website Homepage.
  - b. Farrell stated there may be a need for a second public session.
  - c. Mosher will present first at the meeting with an overview of the committee, and Lyons will follow suit with the chart.
  
5. Schedule next regular meeting date:
  - a. The next regularly scheduled meeting after the Select Board presentation on 3/17/26 will be 3/26/26 at 10:30 am.
  
6. Meeting adjourned at 11:58 am

**VOTE:** Mosher makes a motion to adjourn the meeting at 11:58 pm, Lyons seconds. Roll call vote Johnson: aye, Mosher: aye, Lyons: aye, Geddes: aye, Farrell: aye; motion carries.

Document and Other Items Used at the Meeting:

1. Draft Chart of Reuse Options
2. Meeting Minutes for 2.19.26.

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

\*\* A full version of the 3/09/26 M.N. Spear Library Reuse Committee meeting is available to view on the Town of Shutesbury's YouTube page:

