

GRAFTON COUNTY COURTHOUSE BUILDING COMMITTEE

Administration Building

North Haverhill, NH 03774

February 14th, 2025

PRESENT: County Administrator (CA) Libby, Assistant County Administrator Burbank, Maintenance Supt. Oakes, Assistant Maintenance Supt. Colbeth, Commissioner Hedberg, Administrative Assistant Norcross

J. Oakes called the meeting to order at 9:00 am.

J. Libby moved to approve the minutes from the 4/25/24, 5/16/24, 5/20/24, 10/9/24, 10/31/24, 12/20/24, and 1/8/25 Courthouse Building Committee meetings. H Elsholz seconded the motion, and all were in favor.

J. Oakes stated that the committee needs to review the programming needs assessment that was presented to them yesterday and make a recommendation to the Board of Commissioners.

J. Libby stated that in the draft that J. Oakes sent with the changes that he recommends, some of them she agrees on, others she does not feel qualified to make the decision as to whether or not that is the right choice. She stated that they can have this meeting and make their recommendations to the Commissioners. They could possibly then have meetings with these departments next week to discuss the areas they have identified as areas that can be reduced. J. Libby noted that if they go to the Commissioners with these recommendations, they will ask what the Department Heads think about this, and the Committee hasn't talked to the Department heads yet. J. Oakes stated that he agrees with J. Libby. For the sake of getting it right the first time, he stated that if it takes an extra week to do that, then that is what they need to do. K. Hedberg agrees as well. She added that she thinks it would probably be useful to have a brief presentation with the Commissioners on what they have done and tell them the committee is going back to the departments to discuss these recommended changes.

Undercover Parking Space – J. Oakes has proposed reducing the size of the pre-fabricated metal building that would be used to store primarily Sheriff's vehicles from 12,150 square feet to something much smaller that would store the Communications Trailer, Truck, and the Sheriff's bus, all other vehicles would have to be parked in spaces that are uncovered. J. Libby stated that she does not feel the need to have everything enclosed or even covered. There will be secure gated parking for the cruisers. She agreed with J. Oakes's recommendation. The committee discussed the parking space needs further and agreed to recommend the reductions as suggested by J. Oakes.

Receiving Area—The Committee discussed the issue of this being accessed via the secured parking area and other possible locations it could be put in. They also discussed the issue of the dumpster and propane being proposed behind the secured parking area and agreed that they can discuss these items with the architects.

The Committee discussed the connection between the Department of Corrections and the Courthouse, noting that this will also need to be discussed with the architect. CA Libby stated that it is a hard question to answer until the orientation of the building is established.

The Committee reviewed the programming needs assessment for the Sheriff Department and made the following recommended changes:

(1) Sheriff Office 192 Sq ft (12x16) - reduce to 168 Sq ft (12x14)
(1) Communications Director Office - duplicated in C-1.01. Already have a conference room in B-4.06
(21) Deputy cubicles 8x8 cubicles (1344 Sq ft) – 2045? Reduce to (13) 8x8 cubicles (832 Sq ft) – 2035. <i>Share workstations - different shifts.</i> Possibly reduce Sq ft further using workstation counters with file cabinets below?
Sally Port (4 vehicles) 1152 Sq ft - Reduce to 2 vehicle sally port. Can wash cruisers in the extra bay in the adjacent garage.
(1) Interview Room 100 Sq ft. - Can also do polygraph testing here.
Large Evidence Storage: 288 Sq. ft. Eliminate and store in a locked cage in a secure parking area with camera coverage.
(1) EOC is huge (i.e. DOC training room 910 Sq ft). Validate 40 person count. Move the EOC bathroom so it abuts EOC & Dispatch for shared use. Eliminate EOC kitchenette (see B-4.04)
(1) Breakroom 288 Sq ft (12x24)—Instead, make a 120 Sq ft (10x12) kitchenette abutting the EOC. Staff can eat in the empty abutting conference room, EOC, or other small vacant room.
(2) Shared bathrooms - eliminate and use ones in locker rooms (women's – 2 toilets /men's 2 toilets & 1 urinal), one in Sheriff's Office or one abutting EOC.
(1) Lactation room - move to A-1 area of the program on the 1st floor for shared use.

The Committee reviewed the programming needs assessment for the Dispatch Department and made the following recommended changes:

(1) Communications Director Office 192 Sq ft (12x16) - reduce to 168 Sq ft (12x14)

The Committee reviewed the programming needs assessment for the Probation and Parole Department and made the following recommended changes:

(1) Chief PPO Office 192 Sq ft (12x16) - reduce to 168 Sq ft (12x14)
(7) Private PPO Offices. Currently, 5 PPOs. Reduce from 10x12 to 10x10 or eliminate one office.
(1) Private Visting Officer Office. Reduce from 10x12 to 10x10 or eliminate all together (120 Sq ft).
(1) Conference Room - reduce from 250 Sq ft (10x25) to 200 Sq ft (10x20)
(1) Kitchenette - reduce from 120 Sq ft (10x12) to 100 Sq ft (10x10)

The Committee reviewed the programming needs assessment for the Bar Association and made the following recommended changes:

(1) Lawyers Lounge - reduce from 450 Sq ft to 400 Sq ft
(1) Lactation room - eliminate. Use others in building (one on each floor).

The Committee reviewed the programming needs assessment for the County Attorney's Office and made the following recommended changes:

(1) County Attorney Office 192 Sq ft (12x16 - reduce to 168 Sq ft (12x14)
(1) Office Administrator Office - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12)
(12) Assistant County Attorney Offices - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12) or eliminate 2 offices
(7) Victim Witness Coordinator Offices - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12) or eliminate 1 office
(1) IT Coordinator Office - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12)
(1.5) Intake Coordinator Office - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12). <i>Why can't they be in area F-1.04 area in an 8x8 cubicle like the rest of the support staff?</i>
(2) Investigator Offices - reduce from 140 Sq ft (10x14) to 120 Sq ft (10x12)
(3) Victim Witness Interview Rooms - eliminate. Can do interviews in private offices
(1) Active File Storage Room - reduce from 600 Sq ft (20x30) to 200 Sq ft (10x20)
(1) Long-term File Storage Room: Expand from 320 Sq ft (16x20) to 480 Sq ft (16x30) and <i>reduce size via electronic copying.</i>
(1) printer/copier room - reduce from 120 Sq ft (10x12) to 80 Sq ft (8x10)

The Committee reviewed the programming needs assessment for the NH Judicial Branch and made the following recommended changes:

(4) Courtroom/Jury Assembly Airlocks 80 Sq ft each - eliminate 1 since courtrooms were dropped to 3 each
(2) Staff Lounge/Conference Rooms 260 Sq ft each - reduce from 260 Sq ft (12x21) to 192 Sq ft (12x16) or eliminate one SL
(1) Dept. Clerk - Circuit Court Office 155 Sq ft each - reduce to 120 Sq ft (10x12)
(1) Dept. Clerk - Circuit Court Office 155 Sq ft each - reduce to 120 Sq ft (10x12)
(1) Law Clerk Library/Office 200 Sq ft - reduce to 155 Sq ft
(2) Work Areas 132 Sq ft each - reduce to 80 Sq ft each
(2) Jury Deliberation Rooms 302 Sq ft each - reduce to 280 Sq ft each based on internet research.
(1) Alternate Dispute Resolution: Reduce to 180 Sq ft or use other existing space. We are trying to avoid sole-use rooms. <i>What other options are available?</i>
(1) Lactation Room 80 Sq ft - move to A-1 area, 2nd floor for shared space

The Committee reviewed the programming needs assessment for the NH DMV and made the following recommended changes:

(2) Supervisor/Clerk Examiner Offices - eliminate one of two 120 Sq ft offices.
(1) Public Lobby - eliminate 160 Sq ft DMV lobby...can share 1st floor main lobby
(1) Staff Entrance Vestibule 64 Sq ft - eliminate DMV vestibule...can enter from main lobby

The Committee reviewed the programming needs assessment for the Maintenance Department:

K. Hedberg stated that there was talk of the Maintenance Department needing showers at one point. J. Oakes noted that because the Maintenance Department will be adjacent to the Sheriff's Department, they can use bathrooms and showers in the Sheriff's Department locker room if they are needed. J. Oakes noted that he is unsure of the mechanical room size. He stated that 4000 sq. ft is a lot of room, but he does not know the size of the equipment going there. There is the potential for this to decrease in the future as well.

The Committee agreed to meet with the Departments next week to review their recommended changes, and J. Oakes will set up those meetings.

11:56 AM With no further business, the meeting was adjourned.