

Grafton County Municipal Complex

Conceptual Design Study

Minutes for Site Design Option Diagram Meeting, held on 3/12/2025

Introductions

- Julie Libby, Grafton County Administrator
- Holly Elsholz, Grafton County Assistant Administrator
- Katie Hedberg, Grafton County Commissioner
- Jim Oakes, Grafton County Courthouse Building Committee Chair
- Rick Colbeth, Grafton County Assistant Maintenance Superintendent
- Steven Lorentzen, NH Judicial Branch
- Robert Robicsek, Lavallee Brensinger Architects
- John Harper, Lavallee Brensinger Architects
- Brooke DeYoung, Lavallee Brensinger Architects
- Doug Shilo, Lavallee Brensinger Architects

Today's Goals – Robert Robicsek

- The meeting agenda was briefly reviewed.
- The design team will introduce three conceptual site design options. A major goal is to come away with one or two favorites to develop further.

Summary Program – Doug Shilo

- Doug Shilo reviewed the summary program, as submitted and approved in Task 1.
- The departments in the program were named. The other items, such as the efficiency factor, the demolition of the existing building, the sitework, the underground prisoner tunnel, and the pre-engineered vehicle storage facility were briefly explained.

- The design team confirmed the existing “J-connector” is included in the demolition costs estimated in Task #1, and that an elevator, stair, and lobby were included in the program for the Department of Corrections connection to the proposed tunnel.

Site Design Options – Doug Shilo

- All three options were reviewed, with the design team presenting conceptual phasing in each option.
- The design team presented a comparison with all three options visible at once. A matrix was provided to suggest points to consider, including: the number of phases, the area of paving, the perimeter to secure, the entrance presence, daylighting and views, tunnel length, and green space access.
- The group unanimously preferred Option #3.
- The following were items identified for further development:
 - Mark areas for construction personnel parking, trailers, and laydown areas. Area to North behind the Biomass Plant, part of the Department of Corrections parking, or an area across the road were mentioned as possibilities.
 - Mark areas for snow removal.
 - Grafton County suggested exploring an option without the tunnel. This option would require a vehicular ramp down to the Sallyport at the basement level. The programmatic changes and operational feasibility of this option is to be confirmed by the Sheriff’s Office before the design team develops this option.
 - If using a tunnel, there is a force sewer main just outside the Department of Corrections Sallyport. Ramping to the new courthouse level may be an option.
 - It was confirmed fencing was not anticipated to be required on this project. However, the design team should minimize the perimeter to secure to extent possible.
 - A drive-through Sallyport is preferred.

Visual Program – Brooke DeYoung

- LBA presented each department with the area assigned to individual spaces all visually represented.
- LBA suggested a department distribution by floor, assuming two equal floors above grade and a partial basement.
 - An overhead door is requested at the Mechanical Room, which is currently shown at the basement level.

- The Registry of Deeds is currently 5,241 SF. Grafton County estimates the need to be 4,208 SF net. With the grossing factor applied, this is 5,470 SF. Location on the first floor would be ideal.

Schedule – John Harper

- *Task #1 – Program Validation* is approved. However, the Registry of Deeds information is still pending from Grafton County Courthouse Building Committee.
- *Task #2 – Space Block and Site Design* is ongoing. The design team presented site design options, and is scheduled to present space block options March 25th.
- *Task #3 – Conceptual Design* will begin when Task #2 is approved.
- The remaining tasks are still on track to be completed by 6/12/2025.

Next Steps – Robert Robicsek

- Block Plan Diagrams for selected site options to be presented after site comments and Register of Deeds is incorporated into program. LBA to coordinate meeting date with Jim Oakes.
- Refined Site Diagrams to be developed by design team as part of Task #3.
- Registry of Deeds questionnaire to be completed by Grafton County by week of 3/17/2025.
- Existing Department of Corrections documentation to be reviewed (completed immediately after meeting).
- Grafton County to confirm whether removal of the tunnel is an option with the Sheriff's Office.