

Courthouse Building Committee

Meeting time: 2025-Apr-10, 14:00

Location: Teams

Participants:

Brooke DeYoung, Doug Shilo, Holly Elsholz, Jim Oakes, Julie Libby, Katie Wood Hedberg, Sarah Lineberry, Nick de Mayo, Robert Robicsek, Stephen Lorentzen

Meeting Summary:

During the Courthouse Building Committee meeting held on April 10, 2025, the attendees reviewed updates on the project, focusing on the preferred design option, option number three, which was confirmed for further development into space planning. LBA presented revisions to the site plan, including the secure garage's location and adjustments to public parking access. The committee discussed the status of the site analysis and geotechnical report, noting that the geotechnical findings indicated suitable soil conditions for the proposed construction, although further laboratory tests would be necessary to confirm foundation design requirements. The group agreed to proceed with the conceptual design phase. They planned to schedule a follow-up meeting to discuss the mechanical, electrical, and plumbing systems, ensuring all stakeholders could provide input on the design.

Meeting Notes:

Option 3 Updates

1. Site Diagram
 - a. Revisions to Option 3 presented based on feedback from the previous meeting.
 - b. Updates to site plan:
 - i. Secure garage relocated within gated staff parking area.
 - ii. Propane tank location indicated underground.
 - iii. Dumpster placement indicated.
 - iv. Public parking entrance moved to a new location for improved access.
 - c. Secure Garage design discussed:
 - i. Drive-through functionality requested, with doors on both ends.
 - ii. Accommodations for dispatch truck and trailer length noted.
 - iii. Potential adjustments to location outside staff parking to reduce congestion is acceptable, if necessary.
 - d. Clarification of diagram limitations:
 - i. Secure corridors and elevators aligned across floors.
 - ii. Square footage allocations adjusted to reflect common spaces and department needs.
2. Basement Diagram
 - a. Maintenance Department and Registry of Deeds storage included
 - b. Removal of areaway access based on feedback; expanded elevator planned instead.
 - c. Stairways and elevators represented as Common Space area
3. Ground Floor Diagram

- a. Sally Port integrated with secure access corridors and prisoner transport elevators. Note provided to clarify this is part of Sheriff’s program to address noted discrepancy to Sheriff’s program.
 - b. Staff-oriented corridors designed for secure movement.
 - c. Common Spaces department clarified as a limitation in the diagram. This department is represented as a contiguous area, but some of this program (such as elevators, stairs, and the receiving bay) will actually be distributed throughout the building. Design team requests scrutiny of square footage calculations be reserved for next level of refinement, when individual spaces within each department will be represented.
4. Second Floor Design
- a. Confirmation that courthouse program is fully located on the upper floor.
 - b. Missing area labels now provided to address noted discrepancy to court program.
 - c. Clarification provided on what program the “secure corridor” belongs to. LBA confirmed this is part of the 30% “efficiency” or “grossing” factor in the program, which is outside of any particular department.
5. 3D Massing and Visualization
- a. Public entrance massing shown with stacked design for clarity.
 - b. Staff entrance massing reviewed, including Sally Port drive-through and county program areas.
 - c. Small “Notch” in middle section clarified as hallway, which will be enclosed.

Site Analysis

- 1. Update on site survey progress:
 - a. Survey delayed due to snow; VHB scheduled to complete work next week.
 - b. Utilities mapped; pending items identified for follow-up.
 - c. Request for feedback on current survey drafts sent to Jim and Julie.
- 2. Review of geotechnical report findings:
 - a. Soil composition identified as silty clay with stiff properties.
 - b. Water table levels found at 11–15 feet below grade.
 - c. No ledge encountered within area and depth of anticipated construction.
 - d. Recommendations for minimizing grade changes and fill requirements:
 - i. Finished floor elevation should remain within three feet of existing grade.
 - ii. Laboratory soil consolidation test required for final foundation design.
 - iii. Clarifications requested for ambiguous language in the report regarding grade changes and elevation.

Schedule

- 1. Current progress reviewed.
 - a. Currently, the study is one month behind schedule. This is due to a major addition to the program (the Registry of Deeds Department), and a major change to the program requirements (the direct connection to the Department of Corrections has been removed). All parties agree these changes were unexpected, but necessary. However, to maintain schedule, Task 3 would have to be expedited.
 - b. Jim Oakes noted accuracy should not be sacrificed, and there is some flexibility on the final report delivery date.
 - c. Robert Robisceck noted the design team based their fee and planning on originally-planned delivery date, and requested flexibility as meeting times are scheduled.

2. Task 2 complete; confirmation to proceed with option #3 in Task 3.
3. Explanation of what to expect in Task 3:
 - a. Space plan diagrams already underway.
 - b. Engineering narratives for mechanical, electrical, plumbing, and fire protection systems will now be written.
 - c. More detailed cost estimate will be conducted once design work is complete.

Next Steps

1. Coordination of in-person meeting for floor plan review:
 - d. Agreement to send materials at least one week in advance for review.
 - i. Grafton County requested at least 2-3 days for review time of drafts before in-person meeting.
 - ii. Sarah and Steven need at least one week to review drafts with judges before in person meeting.
 - e. Tentative timeline for in-person meeting set for the week of April 21.
 - f. Confirmation of iterative process for space planning and feedback, but subsequent meetings for refinement may be remote.
2. Mechanical, Electrical, and Plumbing (MEP) Coordination
 - g. Request for advance questions from engineers to prepare for discussion.
 - h. Agreement to coordinate meeting with Jim for input on campus systems.
3. Vacation and Scheduling Considerations
 - a. Julie confirmed vacation dates: April 29–May 9, 2025.
 - b. Agreement to maintain project momentum during this absence.
 - c. Plan to send materials in advance for Julie’s review before departure.

Public Comments

1. Confirmation that no public comments were received during the meeting.

Meeting Closure

1. Motion to close the meeting made and seconded.
2. Meeting adjourned at approximately 4:00 PM.

Action Items:

1. **Clarify geotechnical report language regarding soil consolidation and grading recommendations with VHB. (Assignee: Doug Shilo)**
2. **Coordinate a meeting between Jim Oakes and DuBois King engineers to discuss mechanical, electrical, and plumbing (MEP) systems, ensuring questions are provided in advance. (Assignee: Doug Shilo)**
3. **Send preliminary space planning diagrams and updated 3D massing to committee members and court representatives at least one week before the next in-person meeting. (Assignee: Doug Shilo)**
4. **Schedule an in-person meeting to review space planning diagrams and gather feedback from all stakeholders. (Assignee: Doug Shilo)**

5. **Review preliminary space planning diagrams with administrative judges and provide feedback to the design team. (Assignee: Sarah Lineberry, Stephen Lorentzen)**
6. **Review preliminary space planning diagrams with Grafton County Departments. (Grafton County Courthouse Building Committee)**