

Grafton County Municipal Complex

Conceptual Design Study

Task #2 Wrap-Up – Conceptual Site Design and Blocking Diagrams – Meeting Minutes

04/28/25 @ 10:00 AM

Attendees

Jim Oakes – Maintenance Superintendent, Grafton County

Julie Libby – County Administrator, Grafton County

Katie Hedberg – Commissioner, Grafton County

Holly Elsholz – Assistant Administrator, Grafton County

Rick Colbeth – Assistant Maintenance Superintendent, Grafton County

Sarah Lineberry – Superintendent, NH Judicial Branch, Dept. of Admin. Services, Bureau of Court Facilities

Steven Lorentzen – Special Projects Manager, NH Judicial Branch

Robert Robicsek – Principal, Lavallee Brensinger Architects

Doug Shilo – Project Manager, Lavallee Brensinger Architects

Brook DeYoung – Project Architect, Lavallee Brensinger Architects

1. Approval of Previous Meeting Minutes

- All previous meeting minutes not yet approved were approved by the Courthouse Building Committee

2. Lines of Communication

- Jim Oakes reminded the NH Judicial Branch to e-mail him comments for the design team.

3. Today's Goals

- Robert Robicsek introduced the goal of the meeting, which is to address the open items in Task #2, including all comments received on 4/25, and kick off Task #3.

4. Site Design Development

- The geotechnical report is being completed with feedback from the design team, and is expected to be sent within a couple of weeks.
- The survey field work has been completed, and the final survey will be distributed within a couple of weeks.
- Site plan progress was shown with all parking spaces for each lot. Three options were shown for the Garage: a location in the staff lot where the dispatch truck and trailer back in, a drive-thru location across

the driveway, and a drive-thru location in the staff lot. The Courthouse Building Committee chose to proceed with the first option.

5. Space Block Diagrams

- Basement Procession/Department Diagrams
 - i. The West prison/staff elevator was confirmed to be the cargo elevator. More access room to be provided.
 - ii. The title block of subsequent drawing sets will be revised to accurately reflect the owner.
 - iii. It was clarified that the public will not have access to the basement. A locked door and/or gate will prevent access at the public stairs.
- First Floor Procession/Department Diagrams
 - i. Sheriff
 - 1. In a 4/25 e-mail, the Sheriff expressed the need for additional staff, additional budget, break areas/ toilet rooms for court security, and booking areas in the Sallyport as a result of having no direct connection with the Department of Corrections and having the Courts on the second floor. The Courthouse Building Committee decided to stay on the current design course, having reviewed these options with the Sheriff's Office previously.
 - 2. As a part of the right-sizing effort, most covered parking was taken out of the program. The Sheriff has requested it be put back in. The Courthouse Building Committee confirmed to continue with the approved program.
 - 3. Robert Robicsek clarified the security control desk is assumed to monitor gated access to the staff parking lot(s) and Sallyport.
 - 4. The group agreed the EOC was not dedicated to the Sheriff Department, but shared with Dispatch, and potentially others, for training purposes, and should be located on an exterior wall.

5. Doug Shilo clarified the admin offices were sized by the approved program, and the printer/copier and warrant areas were programmed to be shared and/or located near Dispatch and Communications.
6. Locker Rooms were never "right sized" to match the staffing numbers, so they are over-sized. In addition, it was observed the officers drive cruisers to and from home, already in uniform, each day; so, locker room needs are substantially reduced. Design team to reduce locker numbers to reflect staff projections, reduce locker size to 12x12, and reduce fixtures to one shower, two water closets (one urinal in men's), and two lavatories in each locker room.
7. The evidence spaces must all be grouped directly together.
8. A detainee shall not have the opportunity to view the office layout.
9. The kitchenette is to be located closer to the EOC.

I recollect we kept all fixtures to what we originally requested in programming based on 2045 requirements.

ii. Dispatch

1. Locate the restroom as close as possible to dispatch room.

iii. Probation/Parole

1. D-3.02 "Dock Space" clarified to be within planned spaces, although not called out in current drawings. This space will be called out in subsequent drawings.

iv. County Attorney

1. Toilet rooms to be located closer to the break room and conference room.
2. Locate file storage to interior; locate offices to exterior.
3. Children's space to be in the Victim Witness area.

v. Courts

1. Steven Lorentzen and Sarah Lineberry explained the need for dedicated Courts staff entrance, stairs, and elevator. The Committee decided to keep this dedicated entrance.

vi. Maintenance

1. The path from Maintenance to the Service elevator must go around the staff entrance vestibule, not through it.

- Second Floor Procession/Department Diagrams

- i. G-1.12 "Jury Assembly Airlock", in Courts program at 80SF, noted to be represented in plans as "Jury Vestibule". Drawing title will be revised.
- ii. The Lactation Room shown inside the Judicial Branch's staff space was programmed to be public. However, code requires lactation rooms for staff spaces, not public spaces, and the lactation room on the first floor is open to the public to allow all departments on the first-floor access.
- iii. Robert Robicsek clarified the jury would access their spaces from the public side of the building during the selection process.
- iv. Doug Shilo clarified water closets for defendants would be in each holding cell.
- v. Domestic Violence space must have direct access to both public and the circuit court open office.
- vi. The Law Clerk Library/ Office should be located on the West side of the building with the other Superior court spaces.

6. Character Session

- Doug Shilo presented the current "massing", or shape, of the current building, without windows or materials yet rendered. The design team currently assumes a slightly higher volume in the center marking the public entrance, and two slightly lower volumes containing the department programs.
- Doug Shilo then presented the local context, including notable town buildings and the Grafton County Municipal Complex specifically. These buildings were predominantly brick with precast accents, "punched" window openings, and monumental entrances. It was noted that smaller-scale buildings had sloped roofs, while others, like the Department of Corrections, had low-slope ("flat") membrane roofing largely due to size and cost constraints.
- Doug Shilo then presented recent courthouse projects, both in New Hampshire and other states. Julie Libby responded positively to the brick, granite, and glass materials of the Strafford County

courthouse. She also responded positively to the projects with symmetrical, welcoming entrances, but noted these do not have to be all glass to accomplish that goal.

7. Schedule

- The Courthouse Building Committee approved the design team to move into Task #3, with the revisions noted above.
- The next meeting will be in person at 1:00PM on 5/19.

8. Next Steps

- Design Team to Develop Site Plan, Floor Plans, Building Elevations, and 3D Images.
- Jim Oakes and Doug Shilo to schedule remaining meetings.