

Grafton County Courthouse Meeting

Meeting time: 2025-May-19, 1:00 PM

Location: Grafton County Municipal Complex Conference Room

Participants:

Jim Oakes - Maintenance Superintendent, Grafton County
Julie Libby - County Administrator, Grafton County
Katie Hedberg - Grafton County Commissioner
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
Brooke DeYoung – Project Architect, Lavallee Brensinger Architects

Public Attendees:

Kelley Monahan
Linda Franz
Viktoriya Kovalenko
Lawrence MacLeod
Marie Bjelobrk
Emilie Smith
Lorraine Prescott

Meeting Notes:

1. **Approval of previous meeting minutes:**
 - a. Meeting minutes from February 21st and April 28th approved.
 - b. Motion made to amend the October 31st minutes to reflect the correct time of the non-public session.
2. **Overview of meeting goals:**
 - a. Review of most recent floor plans (comments from May 15th not yet incorporated). Discussion of specific comments requiring further involvement.
 - b. Presentation of 3D images and concepts with three design options. Goal to finalize one direction for the building massing.
 - c. Review of project schedule and next steps.
3. **Site Design Development:**
 - a. Survey and geotechnical report completed with requested clarifications; documents to be included in the appendix of the study.
 - b. Confirmation of the chosen site plan option during last meeting. Work on topography and stormwater design is ongoing.
4. **Plan Development**

- a. The Grafton County Building Committee sent LBA a list of requested revisions on May 15th. Each of these requests was discussed during this meeting to confirm understanding. All revisions requested have since been accommodated except for the items noted below. It was noted the revisions impact on project cost are negligible, and further development will be possible after this study is complete, and the full design begins.
- b. Basement Level:
 - i. The Superior Court requested dedicated access to their Long-term Record Storage at the basement level. The elevator used to get to this storage is also used by the Register of Deeds and the County Attorney to get to their long-term storage areas, defendants to get from the Sallyport to one of the Superior Courts, and Maintenance. LBA noted each long-term storage area in the basement is separately lockable, and card profiles allow certain users to access only certain floors and certain sides of the elevator. So, the potential crossover is limited to the basement corridor, which will have limited use. LBA has confirmed all these access types are possible.
- c. First Floor Level:
 - i. The Sheriff requested to eliminate their waiting vestibule and make that area the admin area with a point-of-service counter. It was also noted the Public Lobby appears too small. LBA noted there is no space provided on the first-floor public lobby for waiting, since each department programmed their own waiting area. The group agreed this strategy would be maintained.
 - ii. The Copy/Supply room to be shared between the Sheriff and Dispatch cannot be in an ideal location for both. So, this area will be split into two, with a space located where each department needs it.
 - iii. The Sheriff requested the Staff Bathroom and Kitchenette be located between them and Dispatch, where Men's Locker Room is currently located. LBA noted these spaces were also to be accessible to the EOC, which is a space to be shared with other departments. The Building Committee agreed to keep the current location.
- d. Second Floor Level:
 - i. All requests have been accommodated.
- e. Presentation of conceptual furniture layouts presented for first and second floors to provide sense of scale and possible layouts, based on requests from programming phase.

5. Building Massing:

- a. All massing options:
 - i. Interior layout remains the same. Interior layout refinements discussed are not anticipated to affect cost or the feasibility of any exterior options presented.
 - ii. The first step is determining the shape of the building, so materials are not yet applied in the options presented during this meeting.
 - iii. Materials assumed include brick, glass, granite, precast, and metal panels used elsewhere on the same Grafton County complex. Once the massing option (or composite option) is decided, more detailed renderings showing materials will be produced.
- b. Option 1:

- i. Contemporary design with raised glassy entrance.
 - ii. Loose window composition allows flexibility for window placement.
 - iii. Least expensive option.
- c. Option 2:
 - i. Traditional design with gables and canopy.
 - ii. Gables provide visual tie-in to campus architecture.
 - iii. Slightly more expensive due to additional structural requirements.
- d. Option 3:
 - i. Vaulted roof design with combination of window strategies.
 - ii. Design bridges strategies in the first two options.
 - iii. Slightly more expensive than Option 1.
- e. Feedback from committee:
 - i. General preference for Options 2 and 3.
 - ii. Commissioners to provide final feedback during the May 20th meeting.

6. Schedule

- a. Current progress: 80% completion of the study. On track to finish by mid-June 2025.
- a. Virtual check-in meeting to be scheduled for late May (exact date TBD).
- b. Final in-person meeting date to be confirmed (June 13th tentative).

7. Next Steps

- a. Layout revisions to be documented.
- b. Commissioner feedback on building massing options to be incorporated.
- c. Drawings and Basis of Design to be sent to the cost estimator by end of May.
- a. Preparation of final report.

8. Public Comment:

- a. Register of Deeds involvement discussed:
 - i. Register of Deeds commented on their level of involvement in this study.
 - ii. Security and environmental concerns noted for current register of deeds space.
- b. Court program discussed:
 - i. Defendant's procession and separation from adjacent spaces discussed.
 - ii. Courtroom sizes discussed.
 - iii. Jury selection process discussed.
 - iv. No designated private office for a monitor has been included in the program.
 - v. Kitchenette requested for Court staff.
- c. Demolition and Site Transition discussed:
 - i. Demolition of existing building is to occur after new building is operational.
 - ii. Costs for demolition and debris removal included in project budget.
 - iii. The existing courthouse is to remain operational during construction.
 - iv. Parking lots to service both existing and new buildings.
 - v. Additional parking spaces are to be built after demolition.
- a. Public awareness and affordability discussed:
 - i. Jim Oakes explained the need for new construction, based on a previous report on the existing courthouse's condition and the shortcomings of renovations and/or additions to this existing building.

- ii. Jim Oakes and Julie Libby explained the process and timeline of this study, the approvals, and the full design/construction of this project.

Action Items:

1. Finalize layout adjustments based on committee feedback and document unresolved items for future design phases. **(Assignee: LBA; Update: complete)**
2. Incorporate commissioner feedback on building massing option selection into the conceptual design and prepare updated renderings. **(Assignee: LBA; Update: commissioners have chosen massing option #2)**
3. Note in Basis of Design that all exterior doors are to be monitored by a security camera. **(Assignee: LBA)**
4. Note in Basis of Design that a central vacuum system is to be included for the Dispatch Room. **(Assignee: LBA)**
5. Note in Basis of Design that a call system is to be included for jurors outside of Judicial entry. **(Assignee: LBA)**
6. Prepare a detailed report including all finalized plans, cost estimates, and appendices for committee review. **(Assignee: LBA)**
7. Schedule and confirm the date for the final in-person meeting with commissioners and committee members. **(Assignees: Jim Oakes and Doug Shilo; Update: Complete – meeting scheduled for June 24th at 11:00AM)**