

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

March 17, 2026

PRESENT: Commissioners McLeod, Piper, Hedberg, County Administrator Libby, Assistant County Administrator Elsholz, and Administrative Assistant. Norcross

OTHERS: HR Director Clough, Alternative Sentencing Director Mitchell, Laura Sokoloski – Conservation District, Rick Walling, Chairman, Conservation District, Maintenance Supt. Oakes, Renzo Chumbes, Justin Henson, Kaylee Heath, Jessica Holmes – Woodsville Ambulance, Nick De Mayo – via Teams, Representative Spahr – via Teams, Janice Novak – via Teams.

Commissioner McLeod called the meeting to order at 9:00 AM.

Human Resources FY27 Budget - Director Clough

Commissioner McLeod asked for an update on the health insurance. HR Director Clough stated that she has another meeting tomorrow to discuss health insurance options. There was one (1) company that quoted the county, and it is a competitive quote; everyone else declined to quote the county. She noted that there are several factors that will decide if it is a viable option. HR Director Clough explained that the current health insurance has a 26% increase for the lower cost plan, and the higher cost plan has a 16% increase in the upcoming fiscal year. CA Libby noted that all budgets will include that increase in the health insurance plans except the Sheriff's Department, which has a separate insurance plan.

HR Director Clough noted the only line in her budget that has an unusual increase is the education and conference line. She included an additional \$8,500 in that line to start a 12-course supervisor training curriculum for up to 20 supervisors. This is a curriculum that all new supervisors would complete to achieve the basic knowledge set necessary for a new role that includes supervision. She stated that she feels it is really important to have the ability to offer this training to their supervisors.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the March 10th meeting. Commissioner Hedberg noted that Sheriff Myers was left off the list of those in attendance. Commissioner McLeod had a grammatical edit.

MOTION: Commissioner Hedberg moved to approve the minutes from March 10th as amended. Commissioner Piper seconded the motion, and all were in favor.

Alternative Sentencing FY27 Budget - Director Mitchell

Revenue

AS Director Mitchell stated, they have had a difficult time getting involved with billing insurance, but she thinks it is now figured out.

Statewide RJ Initiative – AS Director Mitchell explained that this revenue has decreased because they have been told the funding will be reduced, but have not yet been told how much funding will be reduced.

Program Fees – AS Director Mitchell stated that she budgeted lower due to the six (6) month figures from this year and what they are seeing. The Commissioners discussed this with her and were in agreement to increase that line from \$6,000 to \$8,000 as that better reflects where they are at right now at the six (6) month mark.

Alternative Sentencing

Education & Training – AS Director Mitchell stated that there is an increase in this line due to four (4) staff planning to attend the NHAC Conference.

Dues – AS Director Mitchell reported a slight increase in this line due to having three (3) CRSWs, and she would like them to be members of NAADAC so they can receive free or less expensive trainings.

Telephone – AS Director Mitchell stated that they have more cellphones and their office phones have increased as well. This increase reflects what their bills are.

Alternative Sentencing – SUD Treatment

CA Libby explained that Alternative Sentencing is broken out into two (2) budgets due to the BDAS grant they receive. The SUD Treatment budget reflects the expenses associated with the grant.

Dues/Subscriptions – AS Director Mitchell explained that they received Electronic Medical Record support through ARPA funding. It was supposed to be a good program that would give them reports. She stated that it did not do what they thought it would and noted that it is also very expensive. They are going to discontinue that EMR program and go back to their web-based platform. The increased costs in this line are to go back to their previous program, but AS Director Mitchell explained will be an overall decrease by going back to their previous program.

Conservation District FY27 Budget - Laura Sokoloski, Rick Walling

The County supports the District Manager position for the Conservation District. There is a decrease in this budget due to the retirement of the previous Administrative Assistant. Other materials were provided for the Commissioners' review.

Commissioners' Office & Misc FY27 Budget – CA Libby

Misc Revenue

Abandoned Property – CA Libby stated that the county receives a payment once a year in June. The payments vary from year to year, and there is no way to predict what it will be. She stated that she has left this level funded at \$110,000.

Federal PILT – CA Libby stated this is level-funded at \$130,000, as that is the average they receive each year.

Interest – CA Libby stated that she spoke with Treasurer Cryans regarding next year's interest. She stated that they are on target to reach their FY26 projects, but given the current unknowns and the decrease in interest rates, they have decreased this line for FY27 to \$250,000.

Rental Income – This revenue includes four (4) rental agreements, three (3) of which are with the State of New Hampshire.

Recoveries – CA Libby explained that recoveries are monies the county receives from the State of New Hampshire for any Medicaid expenses that they have paid out for Grafton County residents who the state has collected monies from various things such as the sale of property. She decreased this line by \$25,000 based on this year's figures.

USAC Subsidy – CA Libby stated that this subsidy is the money they receive for a rural healthcare subsidy for IT services in the Nursing Home. This is based on Thrive invoices as well as Consolidated and UNH bills. Next year's subsidy is projected to increase slightly.

Surplus – CA Libby stated that she will be going through the initial projections for surplus this week. Because it is so early, she has not put an amount in the budget.

Commissioners' Office

CA Libby stated that she will be retiring during FY27. This budget has been configured based on her retirement and a three (3) month overlap with a new County Administrator. The large increase in the salary line is due to that three (3) month overlap. She noted that the health insurance line includes the three (3) months overlap as well.

Education and Conference – CA Libby stated that this year, Grafton County is the host county for the NHAC Conference. She has budgeted money for all her staff to attend the conference at some point.

Consultant Line – CA Libby explained that there is a \$4,000 increase in this line in the event any consulting is needed during the County Administrator transition. She stated that if they do not need it, it will not be spent.

Audit Services – CA Libby reported that audit services were just put out to bid, and there is a \$10,000 increase for this upcoming year. CA Libby noted that they split this cost with the Nursing Home.

Dues – CA Libby stated that there is a decrease in this line due to the NHAC paying for the Amazon Prime account.

Misc Accounts

Wage & Benefit Adjustments

- Health Reimbursement Account – CA Libby explained that this is the non-nursing home expense line for the deductible reimbursement costs for employees. She noted that this could change based on what happens with the health insurance.
- Flexible Spending Administration – She stated that any employee who has the lower cost SOS plan for health insurance, the county contributes \$500 to an FSA plan. There are 187 employees on this plan currently, and she has budgeted for 215 participants in the upcoming year, but noted this could change based on what happens with the health insurance as well.
- Earned Time Buyback – CA Libby stated that they spent \$48,000 on the first buyback of this fiscal year. She feels they may be over expended this year, and therefore she has increased this line to \$100,000.
- Employee Payout – CA Libby explained that employees who leave on good terms receive 100% of their earned time bank and a percentage of their extended sick leave. In FY27, there will be a couple of department head retirements that will be significant payouts, and there are other employees retiring as well. She has budgeted \$175,000 for the next fiscal year.

TAN Interest

CA Libby stated that this has increased. The TAN interest this year was \$61,000, which was over expended. She anticipates they will borrow about the same amount for next year, and with increased interest rates, she has increased this line for the upcoming year.

County Government Promo

CA Libby stated that there is an increase in this line as she has included funding for the NHAC Conference because Grafton County is this year's host. She stated that this is not required but it gives them some additional funding for things they would like to do as the host county.

Transfer to Dispatch Capital – CA Libby stated that historically, they have contributed 10% of dispatch fees revenue to the capital reserve account. In the last several years they have contributed 5%. This increase is due to budgeting for the 10% contribution.

Maintenance Supt. Oakes arrived and gave the following report: (*see attached)

The Commissioners opened bids for off-road diesel for FY27. One (1) bid was received as follows:

Dead River - \$3.6042/gallon

MOTION: Commissioner Piper moved to accept the bid from Dead River for 3.6042/gallon for off-road diesel. Commissioner Hedberg seconded the motion, and all were in favor.

The Commissioners opened bids for a three (3) year contract for Trash and Recycling Services. One (1) bid was received as follows:

Pete's Rubbish Removal

Flat Monthly Rate \$6,150.00 – trash and recycling container pick up.

Flat Monthly Rate \$6,150.00, max 5% increase for years two (2) and three (3).

Supt. Oakes stated that this is a large increase over what they are currently paying. He suggested rejecting the bid and putting it back out to bid. Commissioner Piper stated that it was a good shot to give the business to Pete's Rubbish, but is not pleased that Supt. Oakes has reported that there have been problems with their service. She would support rejecting this bid and reopening it. She does not share the same thoughts about Casella Waste as Commissioner McLeod does.

Commissioner McLeod stated that she could not support Casella Waste if they were to submit a bid. Commissioner Hedberg stated that she has concerns about Casella as well. Solid waste is a huge problem for New Hampshire and the rural areas. Commissioner McLeod asked if Supt. Oakes has solicited Waste Management. He stated that he has in the past, but has been told the county is not in their service area. Commissioner Hedberg stated that, given that they did not receive a bid from Witcher's or Casella, she wonders if it is due to increased travel and fuel costs. She added that this is a moving target as well, like the fuel prices. They could put it back out to bid, but the price could come back higher.

CA Libby stated that the current contract is \$3,700 a month. This bid would have a \$29,000 increase per year.

Commissioner McLeod suggested that they accept the price for a one (1) year term. Commissioner Piper stated that she would support putting it out to bid and possibly getting someone more reliable. They are dealing with taxpayer money, and Casella provides service to all of Grafton County and provides jobs. Commissioner McLeod stated that the damage Casella has done to their community and environment is to the point that they are not allowed to continue their dump in Bethlehem. There is a lack of community support for this company, and she cannot vote in favor of them. She would recommend they select the one (1) year contract with Pete's Rubbish. Commissioner Hedberg agreed with Commissioner McLeod that, having opened a bid, a vendor would know what that bid was if it were to be put back out. She would agree that they should accept the one (1) year deal. CA Libby noted that years two (2) and three (3) have a maximum increase of 5%, and that is something to consider with increasing costs.

MOTION: Commissioner Hedberg moved to accept the three (3) year contract from Pete's Rubbish for \$6,150 per month with a max increase of 5% in years two (2) and three (3). Commissioner McLeod seconded the motion. Commissioner Hedberg and Commissioner McLeod were in favor. Commissioner Piper was opposed. With the vote being two (2) in favor and one in opposition, the motion passes.

Courthouse Update:

Supt. Oakes reviewed the attached report. He asked the Commissioners what their thoughts are on removing the peaked roof design to potentially reduce costs. Commissioner Hedberg stated that she thought the building with the peaks was more attractive and went with the rest of their buildings, but she is not against removing them. The Commissioners further discussed the peaked roof design. Commissioner Hedberg stated that she likes the peaked roof but would like to see a picture of the building with the crown molding suggestion as well. The Commissioners agreed to get the price on the new layout without the peaked roof.

Renzo Chumbes, Woodsville Ambulance – Opioid Abatement Request

R. Chumbes presented the following request for Opioid Abatement Funds (* see attached). He discussed the request with the Commissioners and showed them various equipment that they bring with them to the calls they respond to. He answered questions from the Commissioners.

R. Chumbes stated that he has looked into other grants but has not been successful in receiving any. He noted that the Granite United Way grants that the Commissioners had discussed and those applications were due January 31st.

Commissioner McLeod stated that it is not that the Commissioners do not support these projects, but part of their problem is that the funding the county receives. She explained that the Opioid Abatement funds go to the State of New Hampshire, and 15% of those funds then go out to the 23 counties and communities that were a part of the lawsuit. Grafton County gets a certain percentage of that 15% that is dispersed. The State of New Hampshire has a large amount of funding, and they will be discussing another RFP process on April 6th. She noted that the county would be looking into that.

She asked if there was any interest from the Commissioners to fund a smaller amount of this request. Commissioner Hedberg stated that she thinks this request is important, but noted that they have just started the budget process, and there are items in the budget that are funded through Opioid Abatement Funds. She does not think she could vote for a dollar amount for this request now until she knows what the dollar amount will be requested in their budget. For her, it is not a hard no, but it may be a few weeks until they know what the budget requests will be.

Commissioner Piper stated that they have awarded significantly more than this \$68,000 request in the past. This is not federal money; it is opioid lawsuit funds. It has almost been on a first come first serve basis, which she wishes had not happened. Commissioner Piper stated that she wishes they had put a system in place from the start. She further stated that, given how on the ground this request is, she would be in favor of changing her previous decision and funding the full \$68,000. CA Libby noted that there is \$273,000 in unobligated funds, but there is \$42,000 obligated for the Tru Narc at the Sheriff's Department that they no longer want. Those funds can be added back into the unobligated funds. CA Libby stated that in the current budget, there is roughly \$65,000 in Opioid Abatement funds.

MOTION: Commissioner Piper moved to provide Woodsville Ambulance \$68,028.57 out of Opioid Abatement Funds. Commissioner Hedberg seconded the motion, and all were in favor.

Agenda Items:

1. The Commissioners signed the check registers 1130-1137; 2026-03.13.2026.
2. CA Libby reminded the Commissioners of the Executive Committee Meeting on Monday, March 23rd.

3. Letter from PSU – RE: Sheriff Myers and Captain Hamilton – CA Libby read a letter from Plymouth State University thanking Sheriff Myers and Captain Hamilton for visiting their Police and Society, and Criminal Justice in Action classes.

11:30 AM Commissioner Piper left the meeting.

Supt. Oakes returned

Supt. Oakes reviewed the contract renewal requests for the elevators, sprinklers, and fire alarms as outlined in his attached report.

MOTION: Commissioner Hedberg moved to accept Stanley Elevator’s Proposal for a three (3) year contract renewal for a total of \$31,092. Commissioner McLeod seconded the motion, and all were in favor.

MOTION: Commissioner Hedberg moved to waive the bidding process and accept Hampshire Fire Protection’s quote of \$10,856.40 for new three (3) year contract. Commissioner McLeod seconded the motion, and all were in favor.

MOTION: Commissioner Hedberg moved to waive the competitive bidding process and accept Alarmco’s quote of \$20,500 for a new three (3) year contract. Commissioner McLeod seconded the motion, and all were in favor.

Commissioner Issues

1. Commissioner Hedberg stated that she was able to communicate with Plymouth Fire Chief Pierce. All the towns in her district that were thinking about a village district passed, she believes all passed at town meeting. There was a question about Dorchester, but Chief Pierce believes that it passed as well. It appears these towns will continue with their working group to move forward with the village district. Commissioner Hedberg stated that it appears that the Go North process will go forward as well. Commissioner McLeod stated that the Executive Council has voted on the floor, and she believes that the behavioral health will be voted on on the 25th. Commissioner McLeod stated that in terms of their own advocacy for the projects that need to be done, she was not happy to read that EMS was discussed, but it was around quality improvement. She stated that she felt it would be worthwhile for the county to strategically position itself and help the RFP board understand their needs before the RFPs go out to various websites for these projects. Commissioner McLeod suggested inviting Executive Councilor Hill to a meeting to discuss the Grafton County EMS report. The Commissioners further discussed their concerns about the rural health transformation funding and agreed to invite Executive Councilor Hill and/or Senator Rochefort to a meeting.

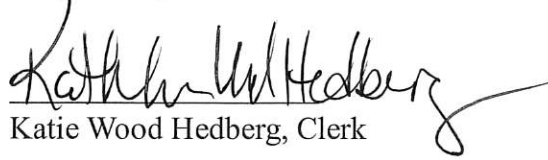
Public Comment:

1. Nick De Mayo stated that he couldn’t understand certain parts of a meeting. He would request that they enunciate their words and make it clear for those who are listening. He asked if Dead

River was awarded the bid for propane. Commissioner McLeod stated that Dead River was awarded the bid for off-road diesel.

11:50 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Katie Wood Hedberg", with a long, sweeping flourish extending to the right.

Katie Wood Hedberg, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 17 – Mar 16, 2026

Complex

Generator – The Caterpillar backup generator for the nursing home and biomass plant has a engine front acoustical damper/timing belt shroud that is failing. We've temporarily stabilized this part, so it doesn't completely fail and take out the timing belt. Due to the complexity of how it is installed, it will take Powers Generator approximately 3 days to replace it, which will require a temporary generator to provide backup power to these two facilities to bridge the repair on the Caterpillar. The total job is going to cost \$12,564, of which \$7,500 is the temp generator cost. I will be requesting this funding in the FY27 budget.

COURTHOUSE

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

HVAC

- Biomass hot water return sensor bad...received and installed part.
- Boiler 1 temp/pressure gauge failed...replaced gauge.

NURSING HOME

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Lighting – As light ballasts failed, we upgraded numerous inside lights from fluorescents to energy efficient LEDs. Between LED light upgrades and the Building Automation System (BAS) upgrade, we've reduced the nursing home electrical consumption 15% over the last 10 years.

Secure Care Extension Project – The contractor returned and added one more door control at the Meadow back stairwell door. While on site my staff reported that one of the laundry washer variable frequency drives interferes with Radio Frequency (RF) of a few of the newer RF controllers located near the front entrance. The contractor ordered an RF filter for the department's electrician to install on this washer to eliminate RF interference. Once complete the contractor will upgrade the circuit cards at three existing door locations so all RFs are the same throughout the building.

Nurse Call System Update – Over the past few months my department has been working with Craig Labore and a vendor Craig solicited to provide an engineering scope of work along with specifications for equipment to replace the existing nurse call system, which is becoming non-supportable due to scarcity of parts to support the aging system. We've honed the scope of work and specifications to fit the needs of Grafton County Nursing Home and should soon be able to solicit proposals from other vendors for comparable replacement systems.

Kitchen – The tile flooring grout was heavily eroded away in the dishwashing area and in the tiled hallway alcove where dishes are fed into the dishwashing area by dietary staff returning from each resident unit after meals. In both areas we removed all existing grout, cleaned the floor, laid new grout and sealed it.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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Laundry – Dryer 1's gas valve failed...replaced gas valve, adjusted gas pressure and tested dryer.

Granite Tub Room – Shower leaking through floor to first floor bathroom. Temporarily patched with sealants. It appears a shower pan was never used when constructing the shower or it has somehow failed. The tiled shower (floor and walls) should be reconstructed to ensure shower is properly fixed. I requested a quote from Valley Floors and will request funding in the FY27 budget.

HVAC - Air handler HRU 2 has a small pin hole leak in its heating coil in addition to having its last three coils plugged with sludge, which causes nuisance trips of the unit's freeze-stat, causing the unit to shut down prematurely. *I ordered a replacement coil, which was supposed to be a 6-8-week lead time, but thus far it has been almost 10 weeks. Once on hand we will replace it.*

Sprinkler – Hampshire Fire Protection technicians replaced a section of wet system pipe that was found rotted in one of the Meadow unit common bathrooms.

Windows – 15 windows throughout are fogged...I will budget for their replacement in the FY27 budget.

Exterior Grease Trap – The top riser and cover need to be replaced due to broken screw tabs and wear...replacement parts are ordered

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

Lighting – As light ballasts failed, we upgraded various inside lights from fluorescents to energy efficient LEDs. Between LED light upgrades and the BAS upgrade, we've reduced the admin. building electrical consumption 62% over the last 10 years.

HVAC - Boiler 1's Pressure Relief Valve (PRV) leaked...we could not get it to stop. We isolated the boiler and replaced the PRV.

Underground Storage Tank (UST) – While snow plowing the plow truck caught the edge of the north sump cover and support ring, damaging them beyond repair. A new ring will require being cemented into the pad, so the work will be delayed to late spring or summer. We flagged the area with cones until it is repaired. The cost to repair it will be roughly \$7,500; I will seek funding for this work through FY27 Capital Outlay requests.

Windows – 18 windows throughout are fogged... I will budget for their replacement in the FY27 budget.

Steps – The contractor responsible for the repair and painting of the front steps has agreed to come back for a 3rd time to readdress their quality issues. No specific date has been set for their site visit.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 17 – Mar 16, 2026

Dept. of Corrections (DOC)

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Security – Cell A06's door lock would not latch without a key...replaced lock.

HVAC

- The Building Automation System control failed that operates heat coil F4...Alliance Building Automation replaced the control.
- The outer lobby radiant flooring heat pump and actuator failed...replaced both.
- Air handler AHU-G1's return smoke control actuator failed...replaced actuator.
- Several areas of ductwork lacked duct access doors to facilitate cleaning of return air vents...In various chases, we installed duct access doors where they were missing.

Kitchen

- Both the upper left and right convection ovens failed...replaced control boards, timers and rotary switches in both.
- Tilt skillet ignition module failed...replaced ignition module.

Showers – The contractor responsible for the repair and epoxy painting of the DOC showers has agreed to come back for a 3rd time to readdress their quality issues. No specific date has been set for their site visit.

Vehicle Sallyport

- Safety sensor on bottom of North door failed...I ordered replacement parts.
- The DOC superintendent requested the ability to electrically open both garage doors by door openers independent of facility controls as a backup way of controlling the doors should Central go down. Installed switches, relays, conduit and wiring at each location.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Farm

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Dairy Barn - The milk pipeline pulsator wiring harness is dog-eared from various patch repairs over the years. Using FY27 funds we plan to rewire this system throughout the milking area of the barn.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 17 – Mar 16, 2026

BIOMASS PLANT

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Department employees performed various PM tasks throughout.

OTHER

Fuel Bids – Solicited bids for 5,750 gallons of off-road diesel fuel from Dead River, Irving Oil, Thompson Fuels and Down East Energy.

Trash & Recycling Bids – I solicited 3-year contracts for trash and recycling services from Pete’s Rubbish Removal, C M Whitcher Rubbish Removal, and Casella Waste Management

Elevator contract renewal (see attached spreadsheet) – The Stanley Elevator’s contract expires June 30, 2026. Their 3-year renewal encompasses a 67% increase over the next 3 years. They say they’ve been undercharging the county for many years but can’t continue to do so due to rising costs. I solicited two other elevator companies for proposals, Pine State Elevator and Otis Elevator. Otis did not respond to my solicitation, but Pine State did. Pine State Elevator’s proposal would amount to a 165% increase over the existing contract, thus substantiating the reason for Stanley Elevator’s reason for the increase. The 3-year combined total of the Stanley contract is \$31,092, which exceeds the RSA 28:8 \$10,000 threshold, thus I request the commissioners select Stanley Elevator’s proposal over Pine State Elevator’s proposal.

Sprinkler contract renewal - Hampshire Fire Protection has been providing the county with sprinkler services for 20+ years. We have a great working relationship with this contractor. Their staff who do the work have an intimate knowledge of our facilities, people and processes, which negates my staff having to lead them around to complete their work, thus frees my staff up to focus on other competing priorities. Their current 3-year contract expires June 30, 2026. Their new 3-year contract encompasses a 12% increase over a 3-year period. The total 3-year contract is \$10,856.40, which exceeds the RSA 28:8 \$10,000 threshold, thus I request the commissioners select Hampshire Fire Protection’s proposal.

Fire alarm contract renewal - Alarmco has been providing the county with fire alarm services for 20+ years. We have a great working relationship with this contractor as well for the same reasons I stated about Hampshire Fire Protection. Their current 3-year contracts expire June 30, 2026. Their new 3-year contract encompasses a 14% increase spread over a 3-year period. The total for the new 3-year contracts is \$20,500, which exceeds the RSA 28:8 \$10,000 threshold, thus I request the commissioners select Hampshire Fire Protection’s proposals.

Alarmco

Courthouse Conceptual Design Reduction Status Update – March 17, 2026

Summary of Changes

- The most significant change to the building encompassed locating the judicial branch to the first floor and all county offices to the second floor. Sheriff Myers requested this change because she felt it would be much easier to secure the building in this configuration. This change puts the vehicle sallyport at the basement level and may drive up site costs.
- Lavalée Brensinger Architects (LBA) said the cost of the decorative roofs at the front entrance could potentially add several hundred thousand dollars to the project. They asked if the commissioners were adamant about keeping them. We asked LBA for a firm cost savings and a drawing of what the building would look without them so the commissioners can make an educated decision whether to keep or eliminate them. To date we have a drawing showing what it would look like. Once all building reductions are firmed up based on the latest drawings, LBA will provide the cost savings for this option along with all other changes.
- The County Attorneys' Office, Sheriff Dept/Dispatch and Probation and Parole were the only departments that provided reduction inputs. Based on LBA's attached email these changes totaled 250 Sqft reductions.
- The parking lot was reduced enough to eliminate the overflow lot on the West side of the building, which still provides 9 more parking spaces than what the existing courthouse currently provides.



Jim Oakes

From: Doug Shilo <Doug.Shilo@lbpa.com>
Sent: Friday, March 13, 2026 4:32 PM
To: Jim Oakes; Julie Libby
Cc: Robert Robicsek
Subject: 24-115-00 - Grafton County Courthouse Replacement Study - Design Revisions
Attachments: 24-115-00 - Grafton County Court House - Front Perspective Revisions.jpg; 24-115-00 - Grafton County Court House - Space Plan Revisions.pdf

Jim/Julie,

Please see attached for your review. A few items to note as you look through them:

1. Over the past few weeks, we have worked to incorporate each department's requests. We are confident these are all reflected in the "Space Plan Revisions" file. These revisions reduce the total building area by 250 gross square feet.
2. One item we did not discuss is the challenge of locating the drive-through sallyport next to the receiving bay. Due to site constraints, we drew a drive-in/ back-out Sallyport. We understand this is not the Sheriff's preferred configuration. We have used this approach on other courthouse projects and would welcome the opportunity to discuss our reasoning with you and the Sheriff.
3. The "Front Perspective Revisions" file shows the exterior impact of the space plan changes. The floor plates now stack more consistently, reducing complex corners and overall surface area. The pitched roofs have also been removed. We believe these changes will result in cost savings well beyond the square footage reduction noted above without any impact on the function of the spaces.

Once the revised space plans and exterior design are approved, we will follow up with a revised site plan and updated pricing. Please let us know if you have any questions, comments, or availability if you would like to meet to discuss.

Best,

Doug Shilo, AIA, LEED® AP BD+C
Senior Associate

LAVALLEE | BRENSINGER ARCHITECTS

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