



Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Memo for 3/18/2026 Meeting

Date: 3/12/2026

Dear Committee Members,

Please use this memo as a guide to the primary points for our forthcoming conversation on 3/18. Additional supporting information is included on the following pages and is referenced with the appropriate page numbers in the table of contents and sections below.

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Summary of JSA/City Staff Work To-Date

Since we last met the team has been primarily focused on Conceptual Space Planning. We have developed Concepts B and C based on the progress and feedback from our last meeting and advanced Municipal room by room layout. We have received the site survey and are beginning our site planning efforts.

Conceptual Space Planning

In our prior meeting we reviewed Concept A, which provided new additions at the front of the building and one small addition in the rear. We have since added Concept B and Concept C. These look to reduce the amount of new construction and retain more of the program within the existing envelope. We have prepared a more detailed room-by-room space plan in the most critical municipal spaces to verify layouts can be successful. Similar efforts for the Police Department are underway and will be reviewed at our next meeting.

*Please reference the Reconciled Space Needs Assessment Summary on page 5, Concept A plans on pages 6-10, Concept B plans on pages 11-15 and Concept C plans on pages 16-20

Description of Concept A

As reviewed previously the scheme proposes 12,097 SF of building addition. The key to this scheme is a unifying addition at the front of the existing buildings. This provides clarity to the entrance and a consistent appearance. In this scheme, the Sallyport addition is a single story. The larger amount of addition in the front, as compared to the following concepts, permits achieving stated SNA values and adjacencies. **This addition could also provide needed swing space during some construction phases.** Room level test fits have verified the suitability of space.

Description of Concept B

Concept B proposes 8,421 SF of additions. In concept B the amount of addition at the front of the building has been reduced as compared to Concept A. Key moves and decisions are as follows:

Basement: Adjustments required to accommodate Floor 1 and 2 will be reviewed in our next meeting.

Floor 1: A reduced footprint at the front of the building will require locating the Police Departments Records & Courts space within the existing footprint. The team is working to determine how to accommodate this and the internal shifts that will be required. This will be reviewed in our next meeting. The IT workroom, storage, and 5 workstations have been located in the current archives space in order to reduce the amount of new footprint required.

Floor 2: The Shared Training Room is located on top of the Sallyport making a 2 story addition. A unifying corridor remains at the front of the building to provide circulation. Point-of-Service departments are accommodated on this floor, however the space becomes further spread out as compared to Concept A. Health, Welfare, and the Registrar have been located in the 63 building where Tax, Clerk, and Assessing currently are. An addition to the rear is proposed to house the new, larger vault.

Floor 3: The office based portion of the IT department remains on the 3rd floor where currently located. With IT remaining, the Building and Planning departments are squeezed slightly compared to Concept A with a reduction in 2 small conference spaces and 1 larger.

Floor 4: Remains the same as Concept A.

Description of Concept C

Concept C proposes 6,980 SF of additions. In Concept C, the amount of addition at the front of the building has been reduced similar to Concept B, along with the removal of an addition to the rear. Key moves and decisions are as follows:

Basement: Adjustments required to accommodate Floor 1 and 2 will be reviewed in our next meeting.

Floor 1: A reduced footprint at the front of the building will require locating the Police Departments Records & Courts space within the existing footprint. The team is working to determine how to accommodate this and the internal shifts that will be required. This will be reviewed in our next meeting. The IT workroom, storage, and 5 workstations have been located in the current archives space in order to reduce the amount of new footprint required.

Floor 2: Similar to Concept B the Shared Training Room is located on top of the Sallyport making a 2 story addition. A unifying corridor remains at the front of the building from the 63 building to the new main entry. The existing corridor in Seybolt is retained as a public corridor separating front and back of house for the Tax and Clerk departments.

Health, Welfare, and HR have been located in the 63 building where Tax, Clerk, and Assessing currently are. The Vault is located within the existing Seybolt Building.

Floor 3: The office based portion of the IT department remains on the 3rd floor where currently located. With IT remaining, the Building and Planning departments are shifted compared to Concept A. Conference rooms for Building are located closer to planning and shared with IT. The space needed to retain the program is accommodated by shifting Economic and Community Development. The ability to absorb SF from Detectives and create a viable layout is being determined.

Floor 4: Remains the same as Concept A.

Review of Prior Questions

Please refer to pages 21-23 for the Blue Ribbon Committee Questions and Answers sheet for a discussion

Next Steps

- Mid March through April:
 - Revisions to space planning concepts
 - Advance room layouts and review with departments
 - Phasing diagrams
 - Rough order of magnitude estimate
 - Proposed Blue Ribbon Meeting Date: April 29
- May through mid-June
 - Revisions to concepts and layouts based on committee and staff feedback
 - Concept site plans
 - Engineering systems recommendations
 - Phasing Diagrams
 - Proposed Blue Ribbon Meeting Date: June 17
- Mid June – July
 - Refined phasing diagrams and settled layouts with adjustments as needed
 - Proposed Blue Ribbon Meeting Date: July 29
- August
 - Cost Estimating
 - Proposed Blue Ribbon Meeting Date: September 9
- Additional meetings past 9/9/2026 to be determined

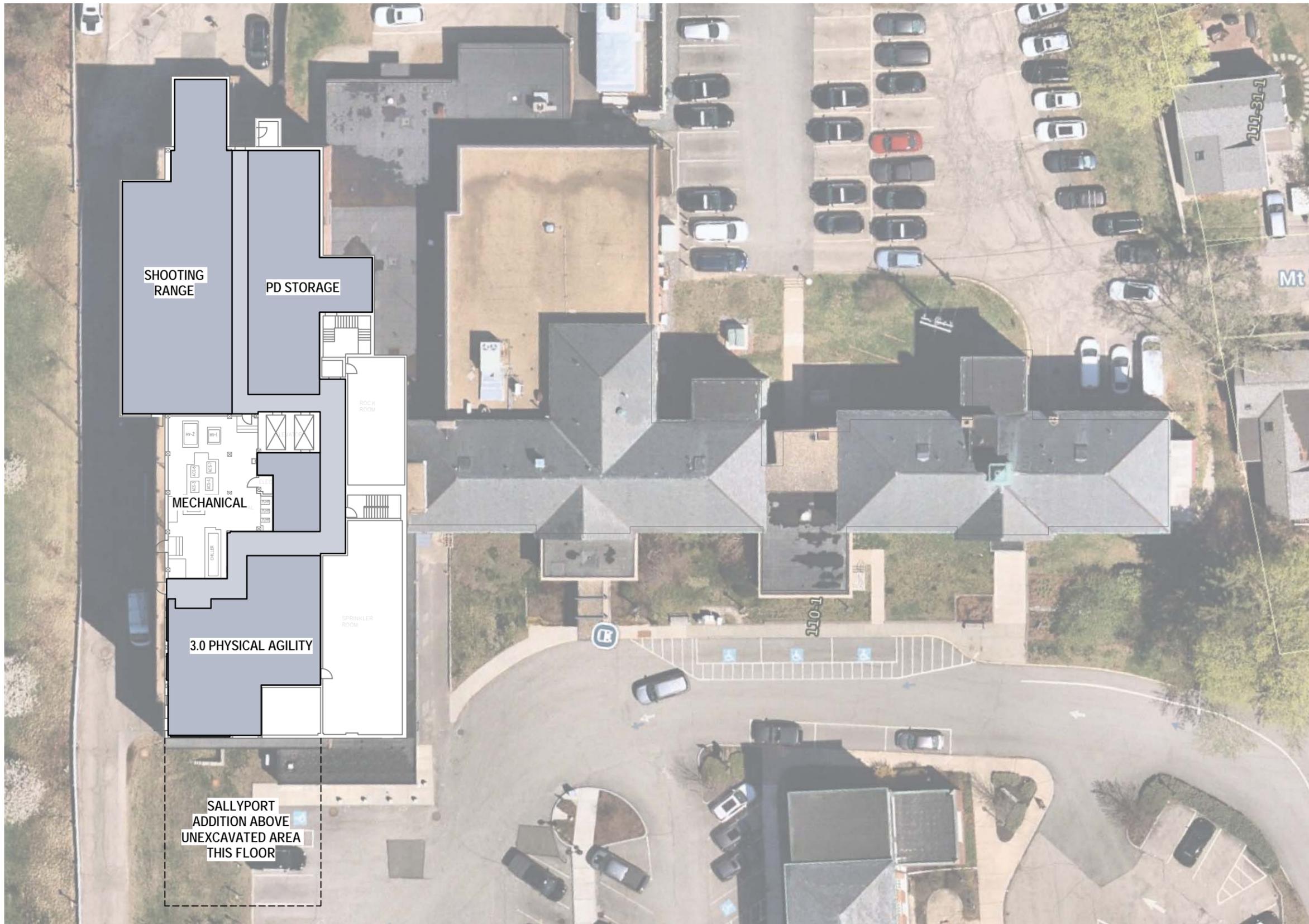
Main Building Square Footages (Seybolt, Center Wing, North Wing, Cottage Basement)				Change Since Prior Meeting	Concept A		Concept B		Concept C		
	Existing SF/ %	Target SF/%			Net Change Delta	Proposed	Net Change Delta	Proposed	Net Change Delta	Proposed	Net Change Delta
		Lower Limit	Upper Limit								
Police Department	39,772 37%	41,423 41%	46,236 40%	+1,651 to +6,464	0	51,373 43%	+11,601	48,884 43%	+9,112	48,884 43%	+9,112
Shared	- 0%	4,050 4%	4,050 3%	+4,050 to +4,050	0	4,050 3%	+4,050	4,050 4%	+4,050	4,050 4%	+4,050
Municipal	66,683 63%	54,560 55%	66,683 57%	(12,123) to +0	0	63,129 53%	(3,554)	61,942 54%	(4,741)	60,501 53%	(6,182)
Total	106,455 100%	100,033 100%	116,969 100%	(6,422) to +10,514	0	118,552 100%	+12,097	114,876 100%	+8,421	113,435 100%	+6,980
Existing Main Building SF Available		106,455									

Fleet Building Square Footage				Change Since Prior Meeting
	Existing SF	Needed SF	Net Change	
Police Department	2,013	6,661	+4,648	0

Concept	
Proposed	Net Change
6,101	(560)

Comments

- 1) Space repurposed may require additional square footage due to existing conditions
- 2) Calculated space needs have a grossing factor applied to determine gross SF. Actual will be +/- this number
- 3) Municipal Spaces include campus infrastructure rooms (mechanical, sprinkler, etc.). PD specific utility space (ex. dispatch IT room) are contained with PD square footages
- 4) Stair and Elevator SF are included in the space that encompasses them on that floor (either PD or Municipal)
- 5) Police lower limit is based on Matrix Consulting Group space needs assessment + missing program identified previously. Upper limit is based on ADG space needs assessment. Shared space carried equally.
- 6) Municipal lower limit based, in part, on realizing efficiencies in layouts through renovation. The upper limit presumes minimal renovation and thus not realizing all efficiencies possible



DEPARTMENT LEGEND			
	TAX		HR
	ASSESSOR		FINANCE
	CITY CLERK		IT
	WELFARE		SCHOOL
	HEALTH		LEGAL
	BUILDING		CITY MGR
	PLANNING		CUSTODIAL
	ECON/COMM DEV		PD
	COMMON AREAS		ADDITIONS

T = TOILET
 O or OFF. = OFFICE
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CONCEPT A KEY POINTS

1. Additions total 12,097 SF
2. All departments remain in the facility, except Water/Sewer Billing has been moved off campus
3. PD and Municipal lobbies separated
4. Level of renovation is dependent on final design.

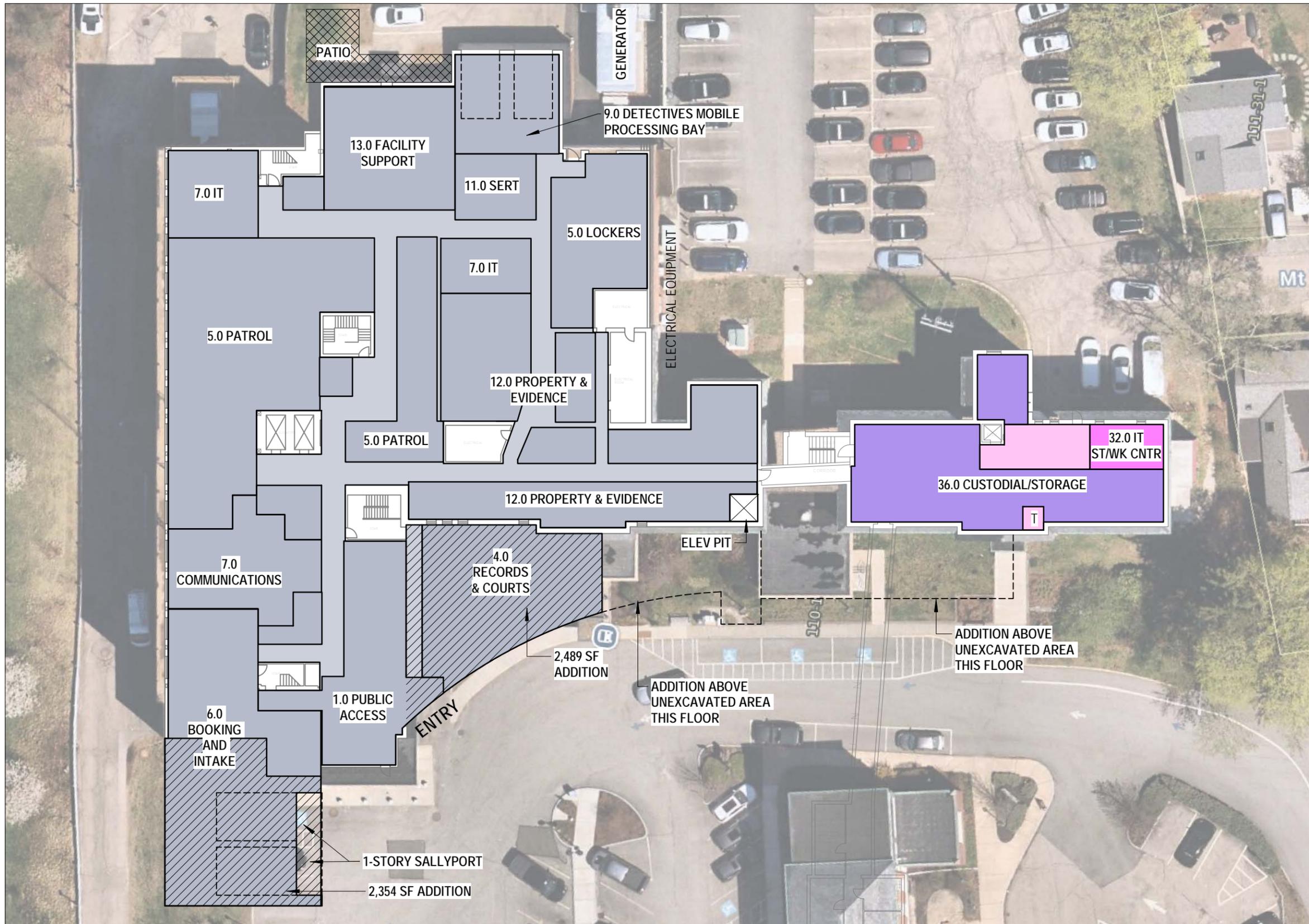
Note: #'s at beginning of department names correlate to previously provided Space Needs Assessment

1 CONCEPT A - BASEMENT
1/32" = 1'-0"

**CONCEPTUAL SPACE PLANNING
CONCEPT A - BASEMENT
MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
3/11/2026





DEPARTMENT LEGEND	
 TAX	 HR
 ASSESSOR	 FINANCE
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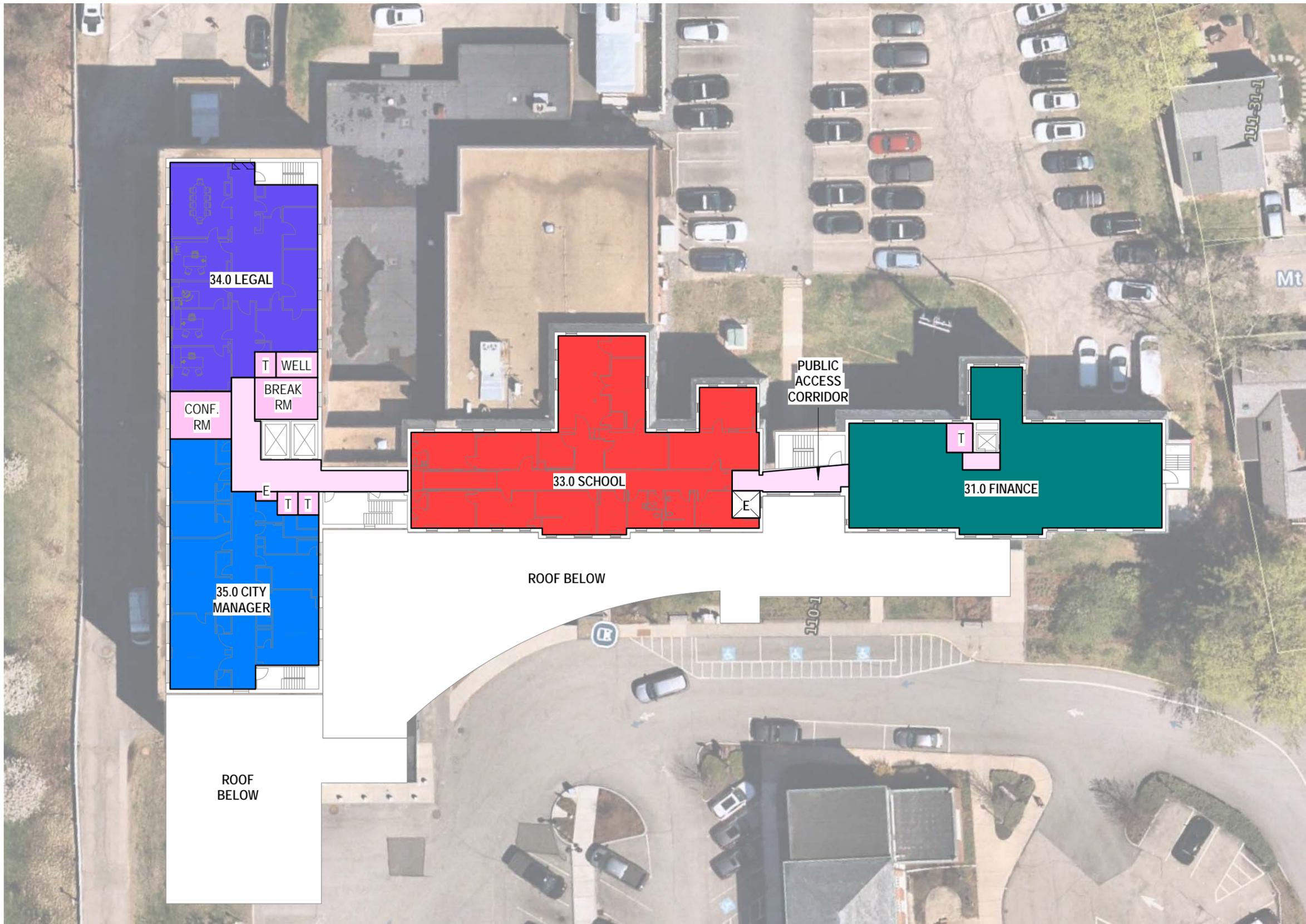
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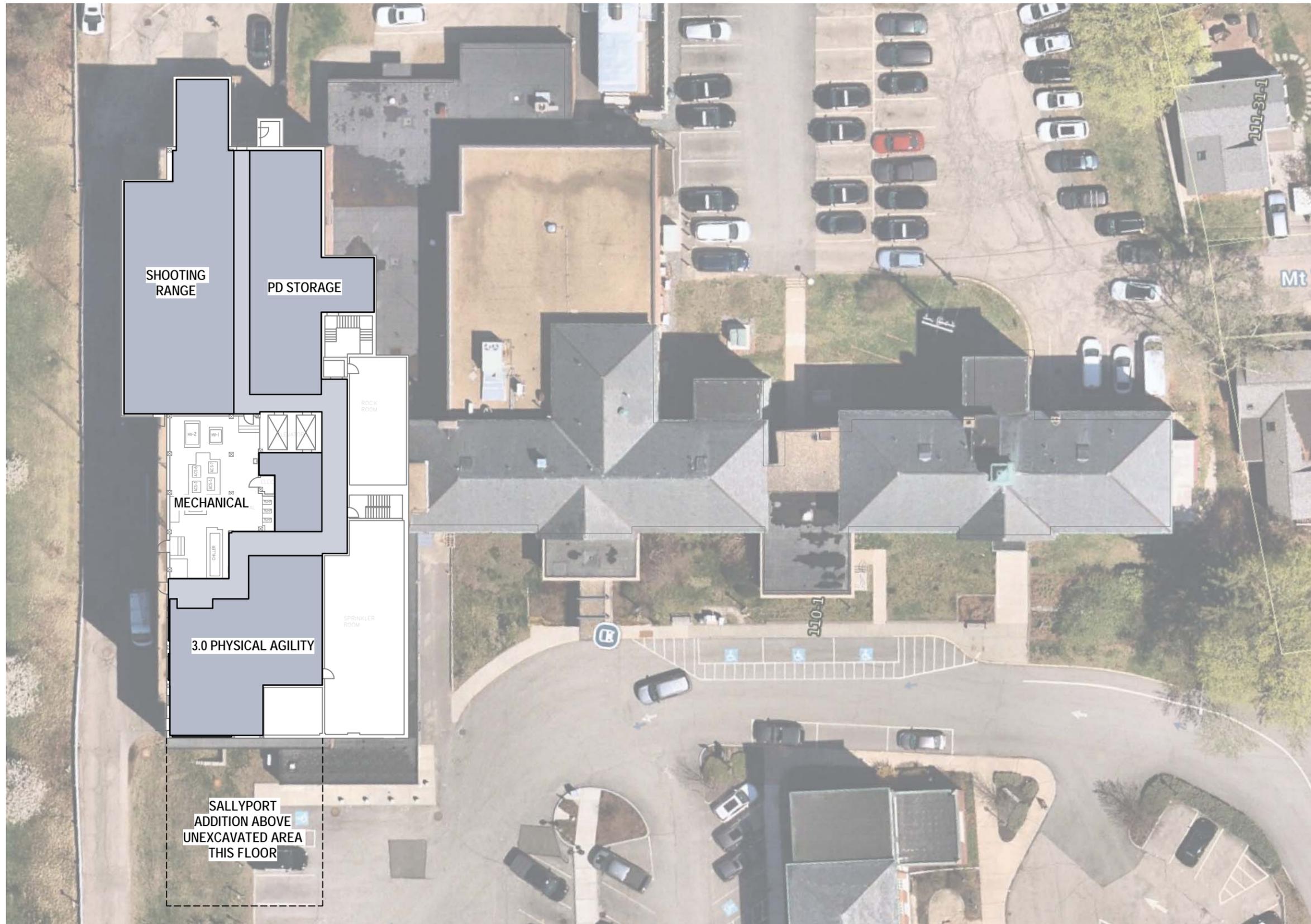
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CONCEPT A - FLOOR 4
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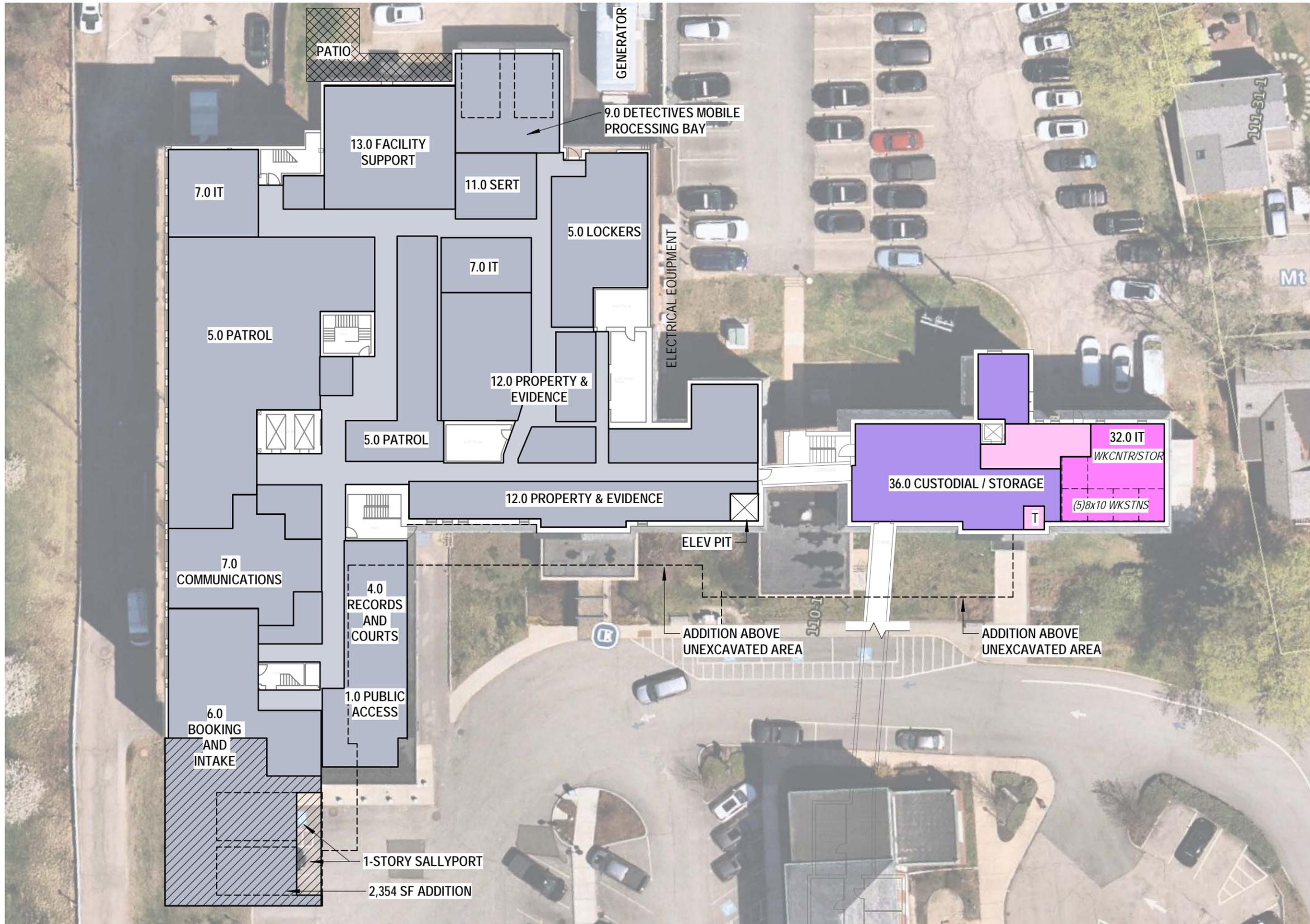
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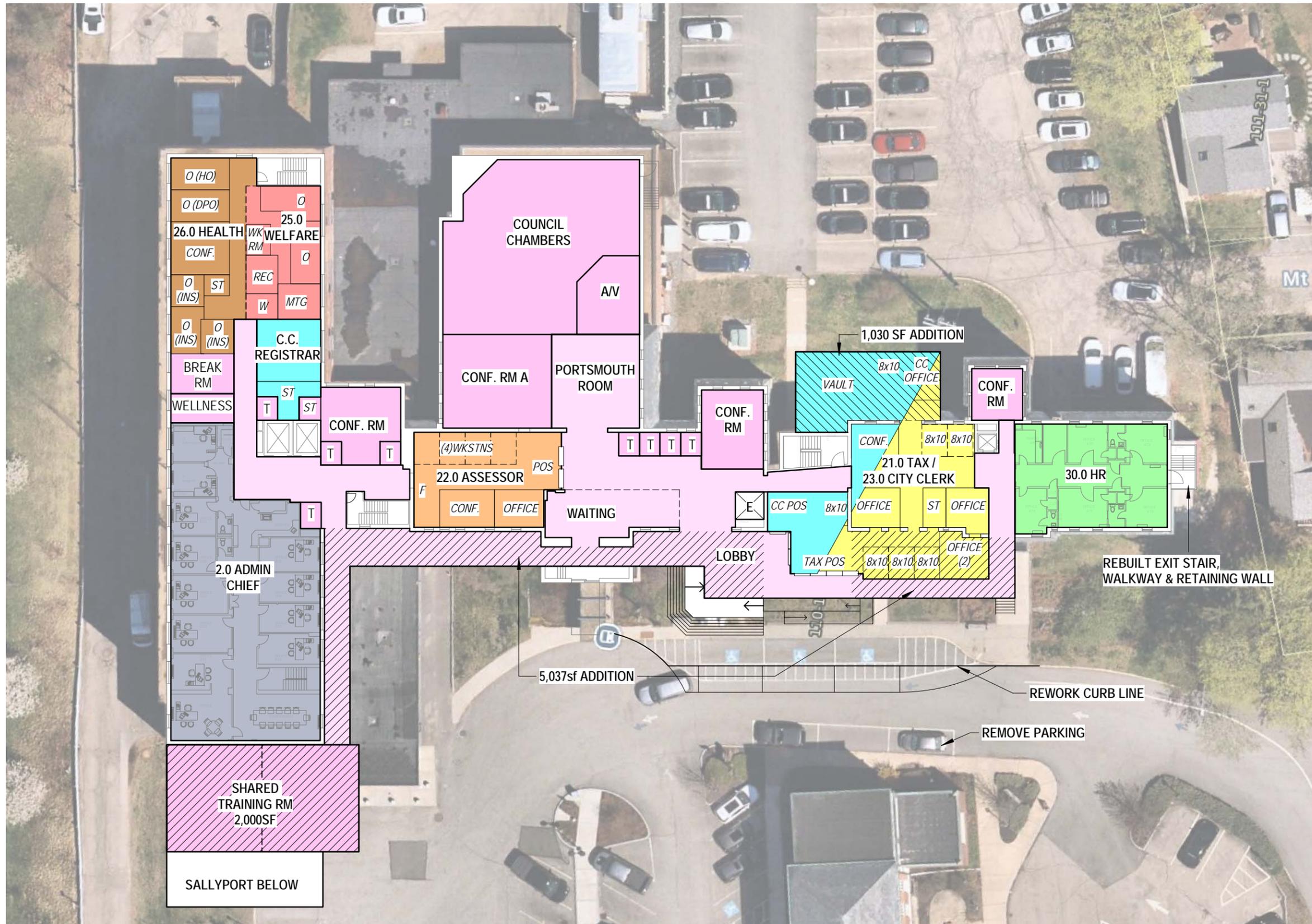
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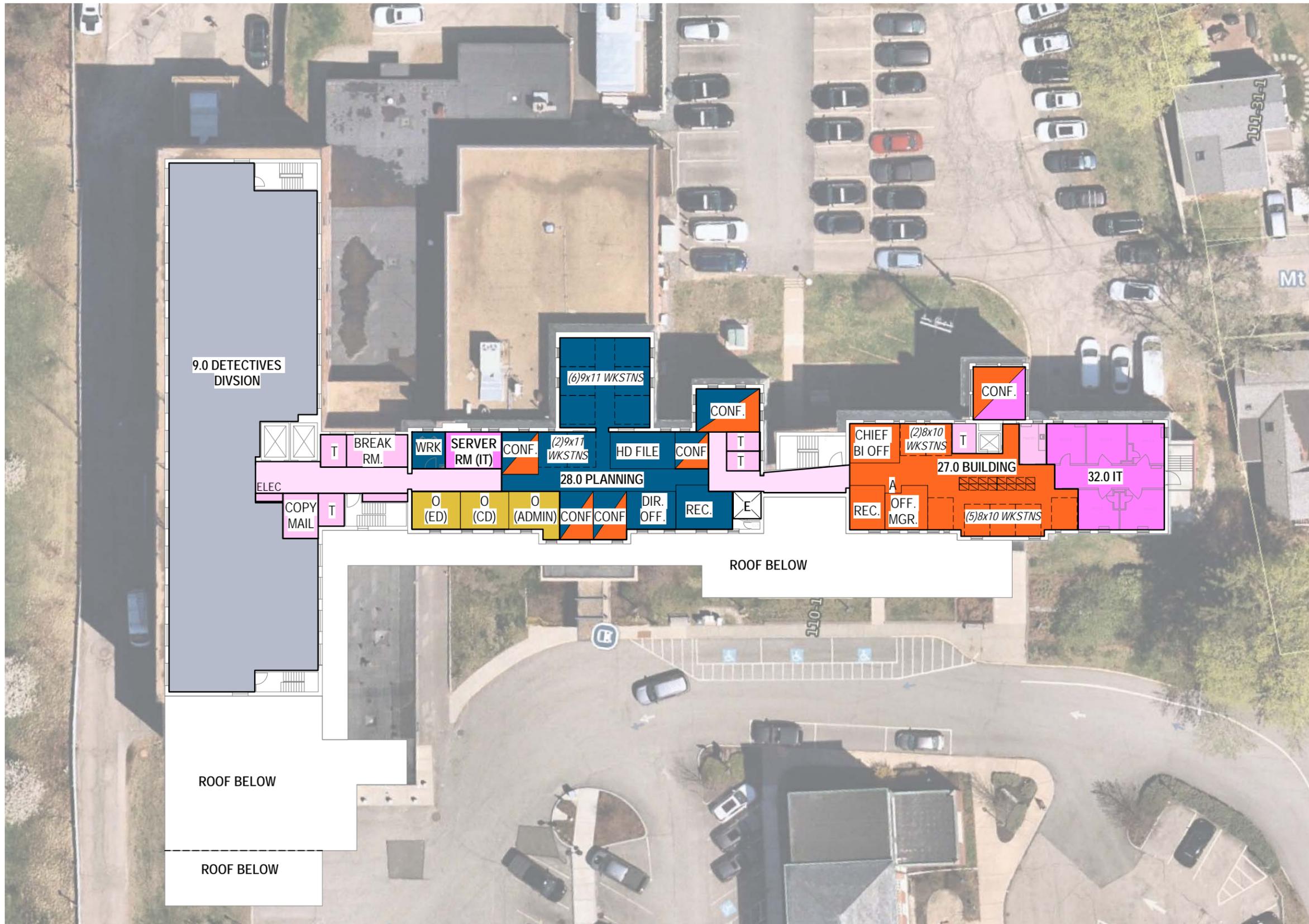
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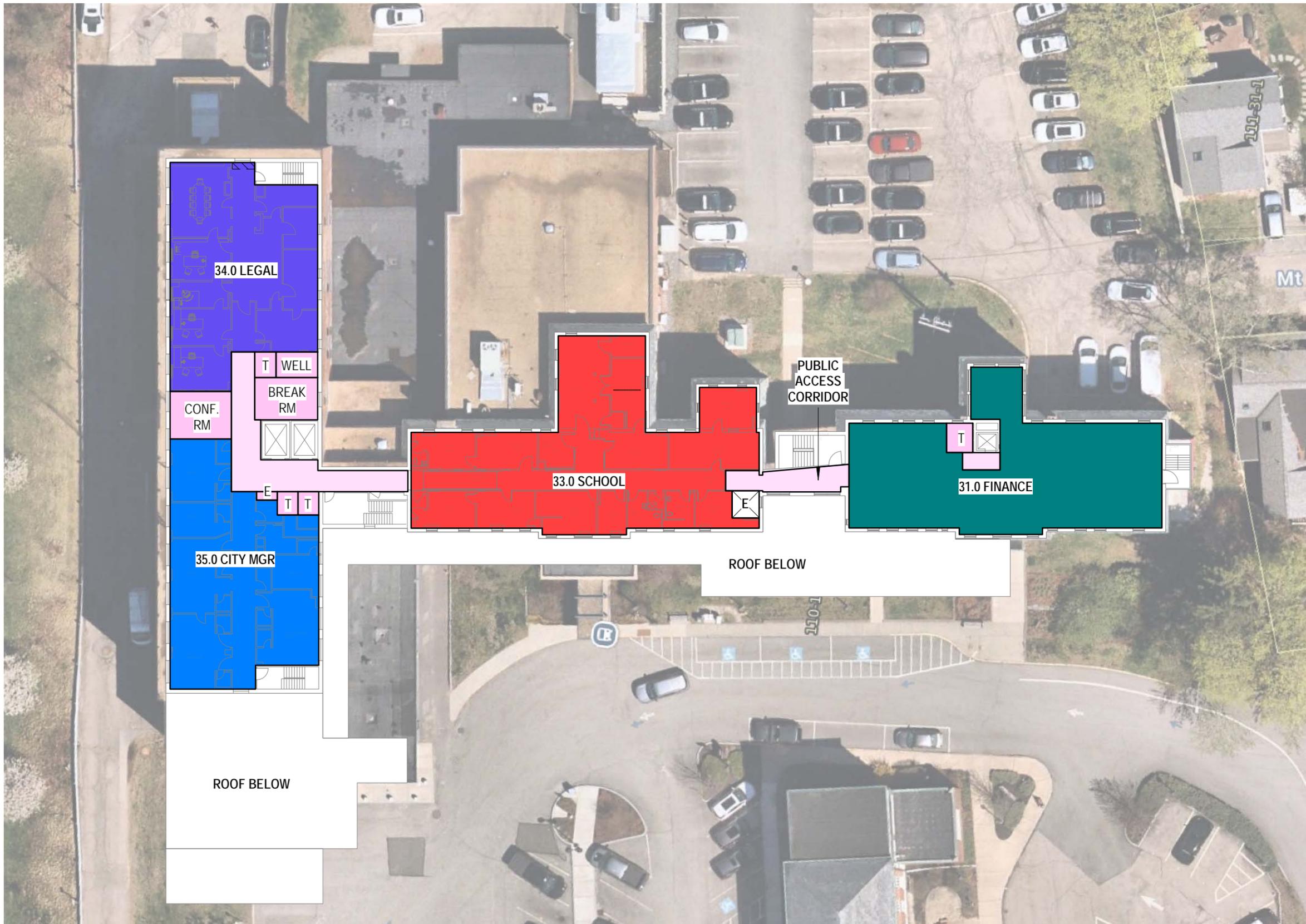
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CONCEPT B- FLOOR 3
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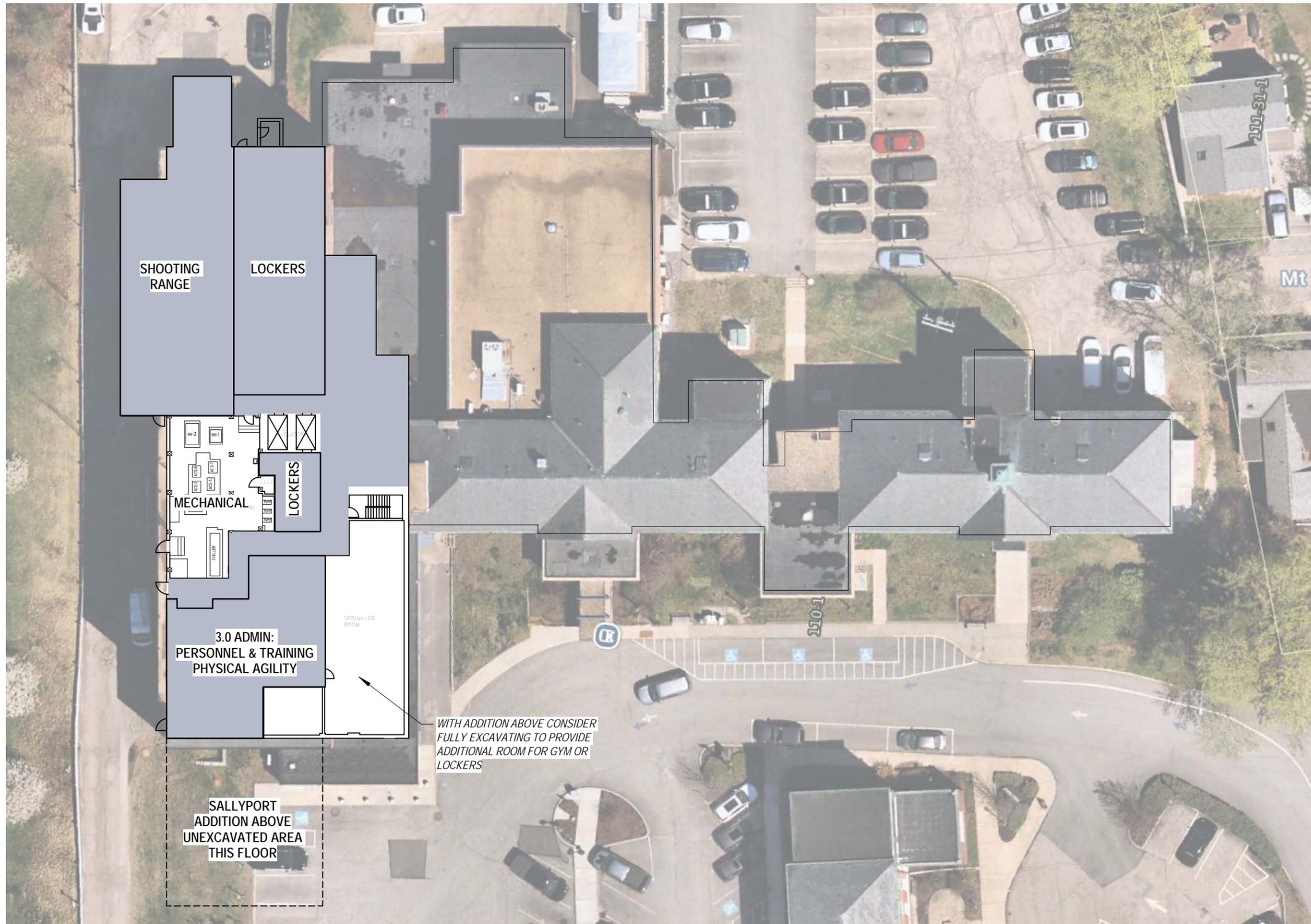
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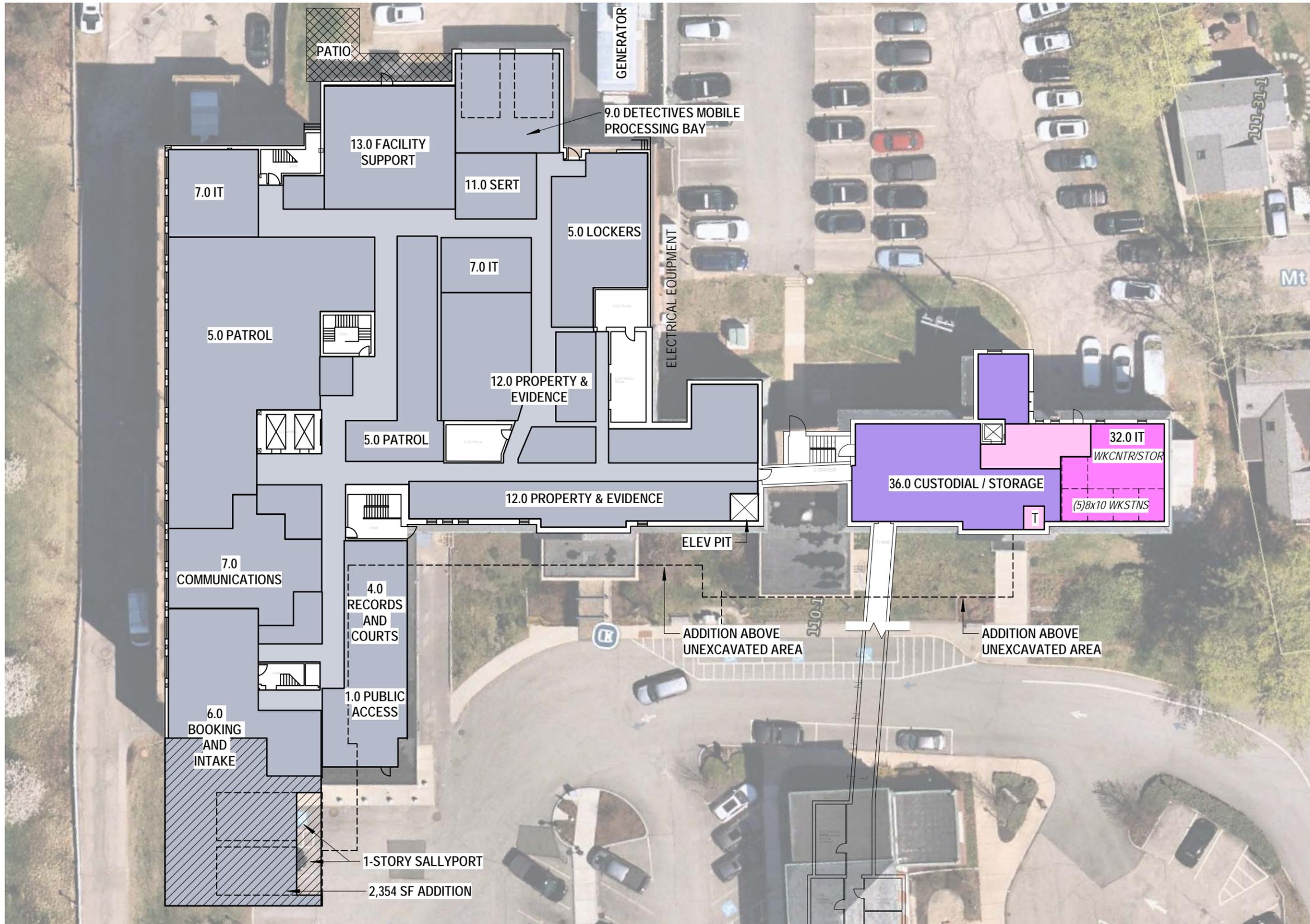
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3/11/2026





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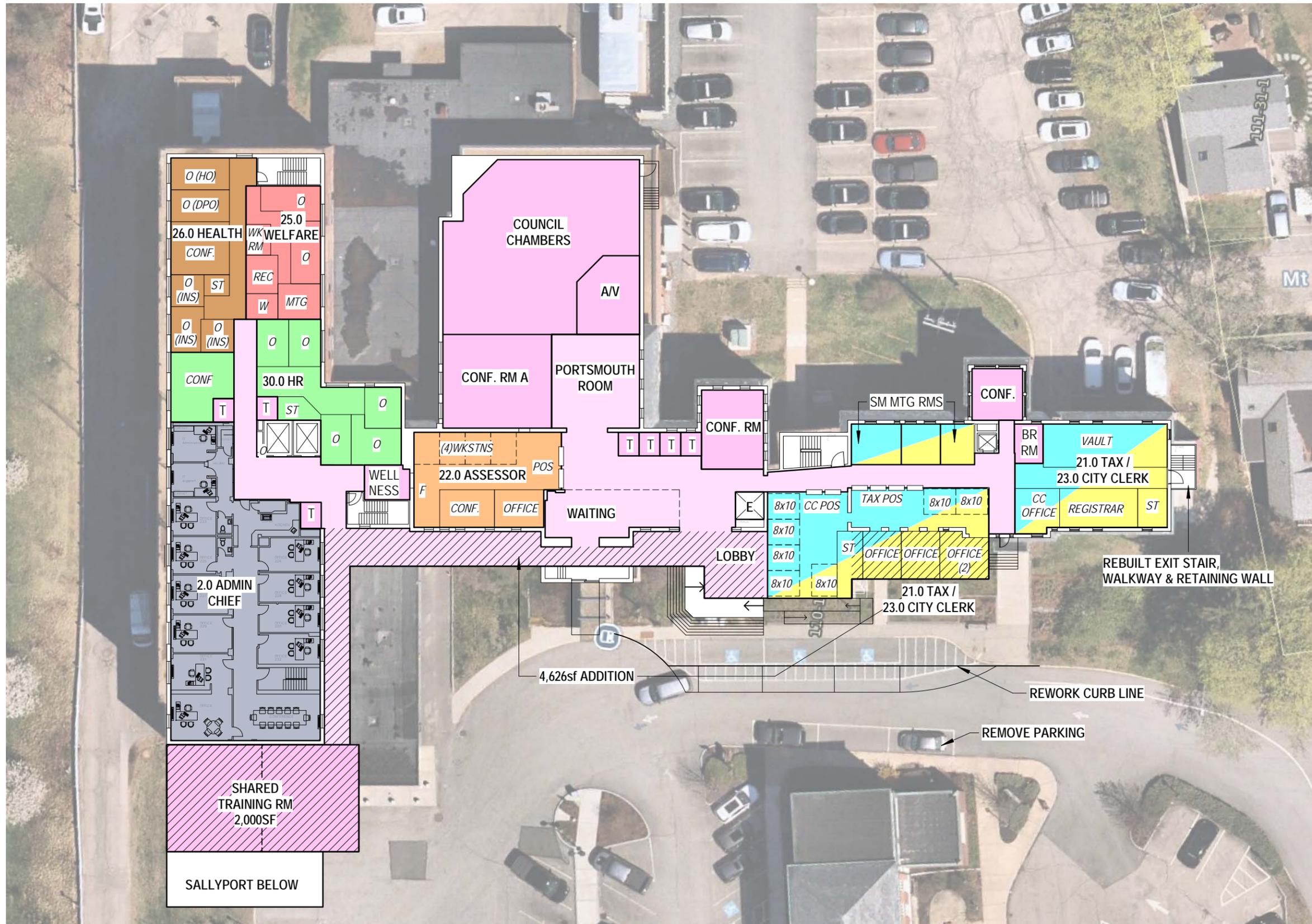
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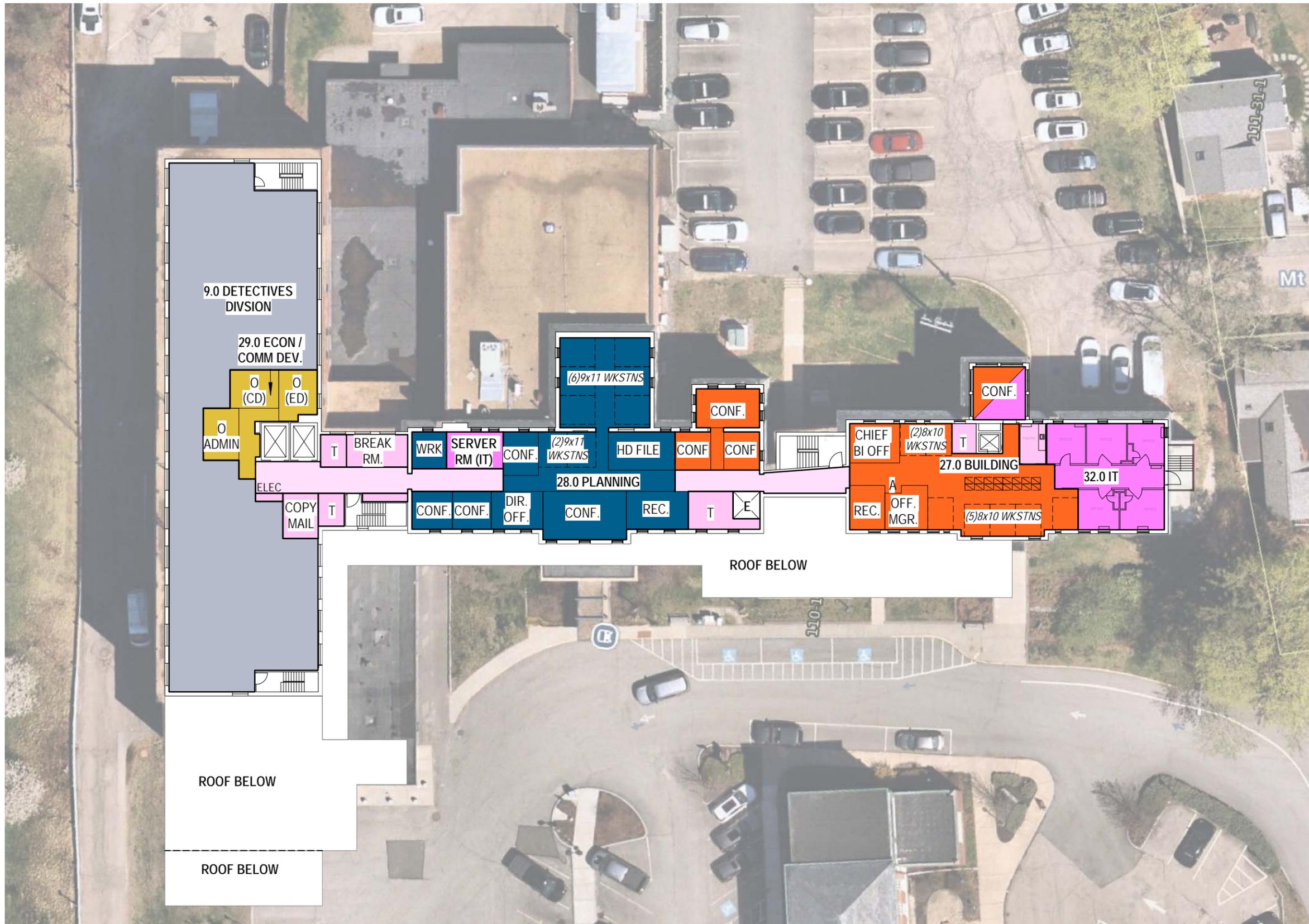
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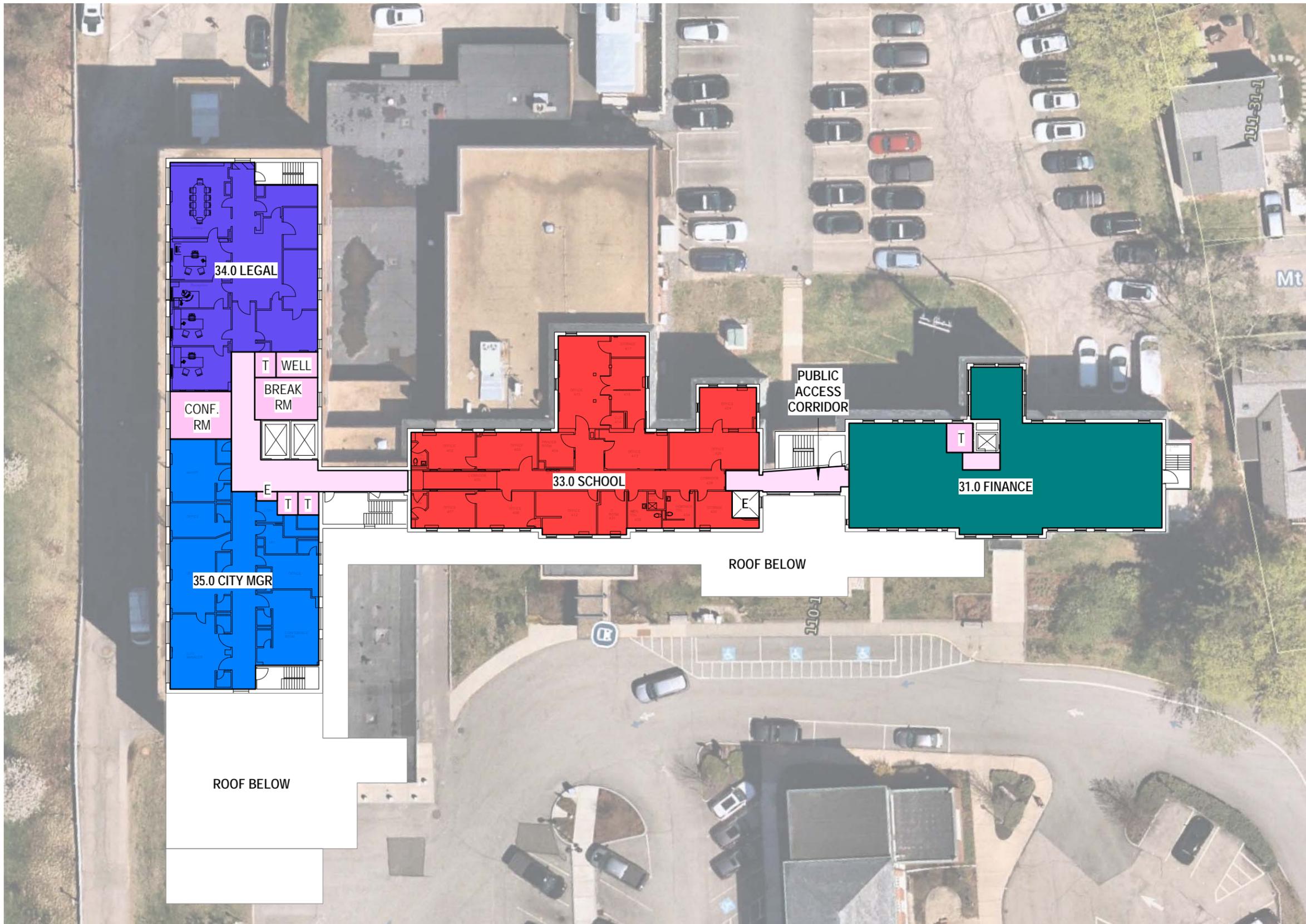
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CONCEPT C - FLOOR 3
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Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Questions and Answers

Date: 3/12/2026

Dear Committee Members,

Please use this as a log of questions and responses that we can reference and update as progress is made and new information is learned.

8/25 Questions Received

1. IN THE BOTTOM LEVEL OF THE POLICE STATION IS IT POSSIBLE TO ADD WINDOWS AND HVAC. COULD WE EXCAVATE AND DO A BERM TO EXPOSE THAT WALL OF THE BUILDING?
 - a. 8/27 Meeting Response: It is possible. As we study layouts we can assess whether this will be a benefit to the project based on what spaces will be located there. It is worth noting there are many spaces within the police program that are best away from windows and light. We would first look to locate such spaces in locations like these.

2. CAN AN ADDITION BE MADE TO THE POLICE STATION STARTING AT THE END OF THE CURRENT 2ND FLOOR OF CITY HALL AND EXTEND OUT AND DOWN TO CONNECT TO THE CURRENT POLICE STATION. TOTAL SQUARE FOOTAGE OF 10,000 – 12,00 SQUARE FEET OF NEW SPACE?
 - a. 8/27 Meeting Response: An addition in this area is possible and will be an option considered. It will be important to keep in mind differing floor to floor heights. Options for expanding to the back of the site should be considered given prior concerns to impacted sight lines. Parking and traffic flow will have to be considered.

3. CAN A 2ND ELEVATOR BE INSTALLED TO SERVE THE 3RD AND 4TH FLOOR OF CITY HALL EXISTING BUILDING

- a. 8/27 Meeting Response: It will depend on the layouts as to whether an additional elevator would be necessary. This may be driven by how the existing elevators are or are/not absorbed into the PD. If absorbed, then an added elevator may be beneficial to ensure security. We would expect public demand on the elevators to be reduced by bringing the Point-of-Service to the main floor.

4. CAN THE CURRENT PARKING LOT IN THE REAR OF POLICE STATION BE RE CONFIGURED TO MAKE IT MORE WORKABLE?
 - a. 8/27 Meeting Response: Possibly. It will again depend on the layouts being considered.

5. CAN A NEW ENTRANCE BE CONSTRUCTED FOR CITY HALL FOR EASIER PUBLIC ACCESS
 - a. 8/27 Meeting Response: Yes. We anticipate there is likely work to improve the accessibility to City Hall and the Point-of-Service

6. CAN THE WORK BE DONE IN PHASES?
 - a. 8/27 Meeting Response: Yes, it will be required to be. The building cannot be fully vacated. We would expect swing space being utilized and work being executed in a number of phases. It will be simpler to shift municipal staff (office space) and keep PD on-site. Police functions must remain secure and in an appropriate facility. Consideration for Clerk records must be considered.

7. CAN A STUDY BE DONE OF CURRENT SPACES NOT BEING USED BY THE CITY HALL OR POLICE STATION. AMOUNT OF SPACE BY OTHERS OR VACANT
 - a. 8/27 Meeting Response: Yes, that will be a part of building the space needs assessment.

8. RECONFIGURE THE CURRENT ENTRANCE TO THE POLICE FACILITY
 - a. 8/27 Meeting Response: It is possible. What that will look like will vary by the options

12/10 Questions Received

9. Were the existing buildings built to a Category IV level (at that time)? What would be required to upgrade the buildings to that level? Cost? Category 4 considerations must be resolved before advancing recommendations
 - a. 2/11/26 Meeting Response: JSA and the City are working to develop a comprehensive review of the requirements, capacity of the existing facility and what would be required to upgrade it to meet current Category 4 design criteria.

10. The committee has asked if a summary of funding can be prepared to clarify current allocations and what would need bonding.
 - a. 2/11/26 Meeting Response: The current CIP held \$42,500,000. There was a bond authorization on 04/04/2022 for \$1.4 Million for feasibility and preliminary design, \$900K in bonds have been issued leaving a balance of \$500K to be bonded. In addition, \$2.8 Million was estimated for final design, construction documents and management leaving an estimated balance of \$38.3 Million for renovation/construction.

2/11 Questions Received

11. Can approximate cost estimates be shared earlier than later to validate in the current concept(s) are within budget?
 - a. 3/18/2026 Response: Using the concepts being presented today we will working with our estimating team on a Rough Order of Magnitude (ROM) estimate to review in the coming meeting. That estimate will be based on our best available information at that time. Understand there are and will be numerous details to understand and resolve which will impact the final estimate. The results of the estimates will inform scope and timing of projects.