



## CITY OF PORTSMOUTH, NEW HAMPSHIRE

**Municipal Building Blue Ribbon Committee  
Wednesday, June 17, 2026, at 3:00 p.m.  
Conference Room A, City Hall\*  
1 Junkins Avenue, Portsmouth, NH**

---

### **AGENDA**

1. Review and Approval of 4/29/2026 Meeting Minutes
2. Project Status Update
3. City Department Updates
  - a. School Department – Possible Relocation of School Department Administrative Office to Portsmouth High School in FY 28
4. Conceptual Planning Concepts
5. Phasing and Rough Order of Magnitude Cost Estimate
6. Review of prior questions
7. Next Steps and Meetings
8. Public comment

*\*A Zoom link is available for members of the public. Please register in advance of the meeting using the link below:*

[https://us06web.zoom.us/webinar/register/WN\\_oK6vkYGEQeOo8Sig9I2K5A](https://us06web.zoom.us/webinar/register/WN_oK6vkYGEQeOo8Sig9I2K5A)

*After registering, you will receive a confirmation email containing information about joining the meeting.*



# CITY OF PORTSMOUTH, NEW HAMPSHIRE

## Municipal Building Blue Ribbon Committee

*Wednesday, April 29, 2026 at 3:00 p.m.*

*Conference Room A, City Hall*

*1 Junkins Avenue, Portsmouth, NH*

---

### Meeting Minutes

**Committee Members Present:** Councilor John Tabor (Co-Chair), Councilor Kate Cook (Co-Chair), Councilor Andrew Bagley, Deputy City Manager Carl Weber (City Manager Karen Conard's designee), Planning Board Chair Rick Chellman, Police Commission Chair Buzz Scherr, Police Chief Mark Newport, Peter Weeks, Susan Sterry, John O'Leary, and Cameron Horack

**Committee Members Not Present:** Renee Plummer

**Members of the Public:** Bob Corash, Mary Lou McElwain

**Staff Present:** DPW Director Peter Rice, Facilities Manager Joe Almeida, Executive Assistant Jackie Burnett (minute taker), Richard Martz (JSA), North Sturtevant (JSA), Sarah Hodge (JSA), and Rodney McManus (ADG) via Zoom.

---

#### **Roll Call 3:01 PM**

#### **I. Review and Approval of 3/18/2026 Meeting Minutes**

A few corrections were noted before approval. Mark Moeller's name was incorrectly listed as "March Mosier", and his affiliation was corrected to JSA (not ADG). Also, on page 2 under "Discussion Points", a reference to "views from *Cottage Street*" was changed to "*Connor's Cottage*".

*The minutes were approved as amended, all in favor.*

#### **II. Project Status Update**

Richard Martz walked through where things stand. The team is still deep in space planning, focusing heavily on the Police Department; essentially going room by room to understand what fits and what doesn't. That work is feeding directly into cost estimating, which is underway now, though no numbers were ready to share yet. Infrastructure planning is also in progress.

### **Detectives/Growth Assumptions**

A good portion of the discussion centered on the detective's division and how much space to plan for. Mr. Martz noted that newer concepts account for growth – something the Matrix study didn't fully do. That includes not just additional detective positions down the line, but also the increasing role of social workers.

- Susan Sterry asked whether technology might reduce space needs. Chief Newport said it helps patrol operations more than investigative work and doesn't really reduce the need for personnel.
- Councilor Andrew Bagley asked about whether detectives and social workers should share space. Mr. Martz said both options are being explored – some layouts combine them, others separate them.
- This led to a broader comparison of the Matrix and ADG studies. Police Commission (“PC”) Chair Buzz Scherr pointed out they were developed using very different approaches; Matrix was a “10,000 ft.” study, ADG as a more detailed, department-by-department analysis, so lining them up directly isn't straightforward. Deputy City Manager (“Deputy CM”) Carl Weber added that feedback from other municipalities stressed the importance of considering space for growth. Rodney McManus (ADG) added that ADG met with each department and relied on a large database of similar facilities to test needs against industry standards. ADG completed over 400 studies for public safety facilities.
- Councilor Kate Cook reminded the group why both studies exist in the first place – the City Council wasn't ready to move forward with the earlier ADG-based proposal, which prompted the Matrix study. She noted that Matrix uses broader assumptions and didn't include department interviews.
- DPW Director Peter Rice said the earlier direction had been to aim somewhere between the two studies and focus on space needs rather than exact staffing numbers, with flexibility built in. Councilor Bagley noted concern about moving too far ahead without cost clarity. Councilor Cook disagreed with Director Rice's statement, stating her recommendation was to go with the most cost-effective option.
- Peter Weeks and others suggested holding off on firm conclusions about detective staffing until layouts and costs are better understood.

### **Cost Estimates**

- Richard Martz said a preliminary, high-level estimate based on current concepts should be available within days. A more detailed estimate is expected in August. North Sturtevant explained they will include one single estimate for the entire building, as well as estimates broken down by phase to better understand the cost impact of new construction opportunities vs. internal space configuration.
- PC Chair Buzz Scherr asked about cost differences between building all at once versus phasing. North Sturtevant said there are differences, especially related to escalation and

temporary relocation, but noted that some phasing costs are already baked into current thinking.

### **General Theme**

- Several members emphasized the need to balance “wants” vs. “needs”. Planning Board “PB” Chair Rich Chellman noted that distinction will become clearer once costs are on the table.
- Facilities Manager Joe Almeida added that the design team is actively looking for efficiencies and not pursuing anything they believe would be unrealistic financially.
- John O’Leary said he feels the committee is getting solid information and suggested ultimately narrowing things down to a small number of options for the City Council, rather than presenting too many variations. He suggested providing two options.

### **III. Conceptual Planning Schemes**

Richard Martz reviewed updated Concepts A, B, and C. Square footage has increased slightly in some areas as the plans have been developed in more detail.

#### **Concept A**

- **Basement:** Partial locker space, shooting range, storage, mechanical space and fitness area.
- **First floor:** Keeps Dispatch in its current location, avoiding relocation costs. The sally port location is fixed and more fully developed. Patrol is relocated to back left corner (current detectives wing). Locker space is somewhat constrained, split between basement level and first floor. An addition off the front provides an ideal layout for PD, with point of service and Records co-located and additional space for court-related functions.
- **Second floor:** Largely municipal, with social work offices located near Welfare and Health. Additional space is incorporated due to strong correlation with outside providers (e.g., Seacoast Mental Health). An alternate\* version of the second floor shifts the shared training room next to the main entrance to reduce structural costs and moves the Assessors to where HR is located in Seybolt, along with a slight shift of the Health Department (still next to Welfare). \*In this case, HR would move to the third floor. This layout is not ideal for Welfare, as they would have no windows.
- **Third floor:** Detectives and ICAC relocate over the PD side of building. Economic/Community Development, Planning and Building are co-located.
- **Fourth floor:** City Manager, Legal, School and Finance are connected with public access corridors.

Discussion included circulation challenges, notably access to the Health Department, and the current limitations of the Welfare space.

#### **Concept B**

- **Basement:** Introduces new basement space beneath the sally port for a fitness area and storage. Locker rooms are spread out and remain on the lower level, along with the shooting range and mechanical space.
- **First Floor:** Moves Dispatch to the back corner (current detectives wing), which adds cost and complexity. Places court-related functions deeper into the building, raising concerns, especially for the victim/witness experience. Moves Patrol closer to Booking, Records and the PD main lobby. Custodian/Storage and City IT remain in Seybolt.
- **Second Floor:** Places the shared training room over the sally port (a two-story addition) but involves a longer walk for access.

- **Third Floor:** Detectives/ICAC and PD IT offices, offering good functional space.
- **Fourth Floor:** Same as Concept A & C.

Director Rice and others questioned whether this layout would work well for public-facing uses, particularly for victims and witnesses. Mr. Martz acknowledged it is not ideal but useful as a test fit.

### Concept C

- **Basement:** Same as Concept B.
- **First Floor:** Improves public access to Records and court-related functions by bringing them closer to the front of the building, with natural light via an addition between PD and City Hall entrances. Dispatch is moved to back of the building (current detectives wing).
- **Second floor:** The shared training room is located inside the building (current Tax Collector/City Clerk wing). Despite being smaller than programmed and narrower, it is still a good fit. Allows for the main entrance to remain in place (other concepts may move the entrance location closer to Seybolt). No dedicated space for social work offices in this concept.
- **Third Floor:** Social work offices located on the third floor with Detectives, rather than near Health and Welfare on second floor. City IT remains in its existing layout. This floor has a high level of renovation due to relocating Building and Planning.
- **Fourth floor:** Same as Concept A & B.

Members generally felt Concept C resolved some of the usability concerns seen in Concept B.

### Cost-Cutting Discussion

- Relocating Dispatch would be expensive due to infrastructure needs (wiring, furniture, server room, etc.), even if equipment is due for replacement.
- There was interest in whether a future standalone Dispatch center might be worth considering. Chief Mark Newport added this would not be ideal, as there will always be a need for a backup Dispatch center (currently located at Fire Station 2).
- Locker room placement (basement vs. first floor) was discussed; there are advantages to keeping them near the fitness area and utilizing the entire lower level with improved HVAC for environmental conditions.
- An elevator will be located in the main lobby for public access to all non-secure floors. The existing elevators, although not ideal, are still in good condition but are aesthetically dated. It is unlikely that this project's funding will cover an upgrade.

When asked about relative costs, Mr. Martz said Concept A is likely the most expensive and Concept C the least, though differences are not dramatic and could shift once phasing is factored in. It should also be noted that the plans state the School Department will be moved off campus; Mr. Martz confirmed this is **not** accurate.

## IV. Review of Prior Questions

No discussion.

## V. Next Steps and Meetings

Upcoming meetings are scheduled for: June 17, July 29, and September 9.

The next phase will focus on reviewing cost estimates based on the current concepts. The design team will need time to vet those estimates with City leadership before bringing them back to the committee.

## VI. Public Comment

- a. **Mary Lou McElwain (Portsmouth, NH)** asked about changes in square footage since the last meeting. Richard Martz (JSA) said the increases are mainly due to more detailed planning, especially within the Police Department. Rodney McManus (ADG) added that expansion of the sally port and related secure police areas contributed, noting those spaces must meet higher building standards (“level 4”). Mary Lou also asked how the new construction would translate visually (height, width, etc.) and what the impact on parking might be, including the Farmer’s Market. It was stressed there will be no negative impact on parking or the Farmer’s Market in the upper City Hall parking lot.
- b. **Bob Corash (Portsmouth, NH)** asked for clarification on court-related space. PC Chair Buzz Scherr explained it supports prosecutors, the victim/witness advocate, and related functions that need to be co-located with the Police Department. Bob also asked whether adding basement space (as proposed under the sally port) could apply elsewhere. Mr. Martz said that depends on site conditions like grade and whether usable below-grade space is feasible. Bob also raised concerns about the building’s appearance and encouraged consistency with other municipal buildings where possible (library, middle school, etc.).

### **Additional Committee Discussion**

Members briefly discussed when to narrow down the concepts. Some saw value in eventually recommending one or two preferred options, but several members felt that decision should wait until cost information is available. It is likely that several options will be presented.

There was also discussion about whether the Council Chambers/Portsmouth Room could serve as flexible space, including for training. Deputy CM Carl Weber will assess and report on the level of usage; consideration may be made for City Council feedback. Chief Newport said the space could potentially be reworked, and North Sturtevant (JSA) suggested looking at ways to make it more adaptable overall.

### **Adjournment**

*A motion to adjourn the meeting was made by John O’Leary; seconded by Cameron Horack.*

*Motion passed unanimously (11-1)*

Meeting adjourned at 5:02 p.m.



## Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Memo for 6/17/2026 Meeting

Date: 6/11/2026

---

Dear Committee Members,

Please use this memo as a guide to the primary points for our forthcoming conversation on 6/17. 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.

### Table of Contents

Content	Pages
Guiding Memo	1-3
Possible Relocation of School Department Administrative Offices to Portsmouth High School Memo	4-5
Conceptual Space Planning – Concept C Floor Plans	6-10
Existing Facility Floor Plans	11-15
Phasing and Costs Concept C	16-27
Blue Ribbon Committee Questions and Answers	28-30

### Summary of JSA/City Staff Work Since Last Meeting

Since we last met the team has been primarily focused on modifications to the space planning concepts based on feedback from this committee and ongoing city staff meetings. Building upon the updated plan, the team has prepared a potential phasing strategy and a rough order-of-magnitude cost estimate.

### City Department Updates

Please refer to the Possible Relocation of School Department Administrative Offices to Portsmouth High School Memo on pages 4-5.

## **Conceptual Space Planning**

Since our last meeting we have made a series of updates to space planning concepts. Key moves that facilitated the adjustments being presented today were the use of renovated Council Chambers as a multi-use meeting and training space, and the possible relocation of the School Department. With the adjustments enabled by these moves, the team feels that the revised Concept C presented today reflects a blending of previous differing concepts A and C. We will present one concept today. We feel previous Concept B, which proposed a 2<sup>nd</sup> story on top of the sally port, is no longer a logical option and has not been advanced further.

The revised concept C proposes 8,067 SF of new addition with 7,268 SF of additional basement space claimed as recommend in previous meetings. This is reflected below the sally port on the basement floor and below the front and rear additions on floor 1. Capturing that space is roughly half the cost of new construction, depending on the level of fit out.

Please refer to pages 6-10 for Concept C Floor Plans and pages 11-15 for existing facility plans as a reference.

Important adjustments since our last meeting are as follows.

**Basement:** No substantive adjustments

### **Floor 1**

- Basement spaces have been captured beneath floor 2 additions
- A reworked elevator and exit stair are shown

### **Floor 2**

- With the potential relocation of the school department, space on the 4<sup>th</sup> floor has been made available for HR, permitting room for a better flow for the entire second floor
- The point of service has been consolidated around the existing entrance for improved access to the public. Assessing has been located in the current HR space in the Seybolt building.
- These adjustments have allowed for the use of the existing corridor system, in lieu of a more circuitous route around the perimeter of the building. This also allows for a more desirable central bathroom layout.
- The space above Courts has been utilized for a conference/shared training room. This replaces the previous School Board Conference Room. This provides clear public access and provides a space for needed meetings and trainings when the Council Chambers cannot be made available.
- The Council Chambers are shown to be renovated to permit multiple uses, either as a large chamber, or as smaller meeting spaces.

- Social Work, Welfare, and the Health Department are now co-located, improving ease of access to multiple services by the public.
- The new elevator has been relocated to an accessible, but more constructible location outside of the existing building roof line. This location will also reduce the visual impact of the elevator overrun on the front of the building.

### **Floor 3**

- The adjustments to the 4<sup>th</sup> floor have enabled Building and Planning Departments to have the full space called for in the space needs assessment, in lieu of a more restricted layout when the space was shared with IT.

### **Floor 4**

- The majority of the School Department is shown relocated to Portsmouth High School. A small amount of space will remain for school finance staff as well as hoteling desks for departments.
- The Seybolt building will contain Human Resources and IT.
- These moves help consolidate the City administrative functions onto the 4<sup>th</sup> floor

## **Project Phasing and Rough Order of Magnitude Cost Estimate**

Please refer to pages 16-27 for an outline of potential project phasing and costs.

## **Review of Prior Questions**

Please refer to pages 28-30 for the Blue Ribbon Committee Questions and Answers sheet for a discussion.

## **Next Steps**

- Mid June – July
  - Refined layouts and phasing diagrams
  - Engineering systems recommendations and phasing incorporated
  - Site Plans
  - Prepare a complete package for our estimating team
  - Review public information and education plan
  - Proposed Blue Ribbon Meeting Date: July 29
- August
  - Refined Cost Estimating with phases
  - Proposed Blue Ribbon Meeting Date: September 9
- Additional meetings past 9/9/2026 to be determined



# PORTSMOUTH SCHOOL DEPARTMENT

## Memorandum

**To:** Karen Conard, City Manager

**Cc:** Carl Weber, Deputy City Manager; Lisa Rapaport, School Board

**From:** Zach McLaughlin, Superintendent of Schools

**Date:** June 8, 2026

**Re:** Possible Relocation of School Department Administrative Offices to Portsmouth High School in FY28

---

In order to assist in the planning of the Municipal Complex project, this memo summarizes the School Department's current thinking regarding the possible relocation of the District's Central Administrative offices from City Hall to Portsmouth High School during FY28.

The Portsmouth School Department is actively exploring this potential move because it would bring the district leadership team, as well as the day-to-day employees of central office, into closer ongoing contact with the educational operations that are at the heart of our mission and the services we provide to the city.

Over multiple years of survey work with staff regarding the effectiveness of central office services, one recurring theme has been that central office can sometimes feel detached from the daily realities of schools. While some separation is unavoidable given the nature of district level leadership and administrative responsibilities, we believe that feedback provides important insight.

There is something lost when the work of central office starts to feel as though it is happening in a traditional office building, rather than within and alongside the educational institution whose ultimate responsibility is to educate the youth of our community.

PORTSMOUTH SCHOOL DEPARTMENT - 1 JUNKINS AVENUE, SUITE 402 - PORTSMOUTH, NH 03801



[PORTSMOUTHNH.GOV/SCHOOL](https://portsmouthnh.gov/school)



(603) 431-5080

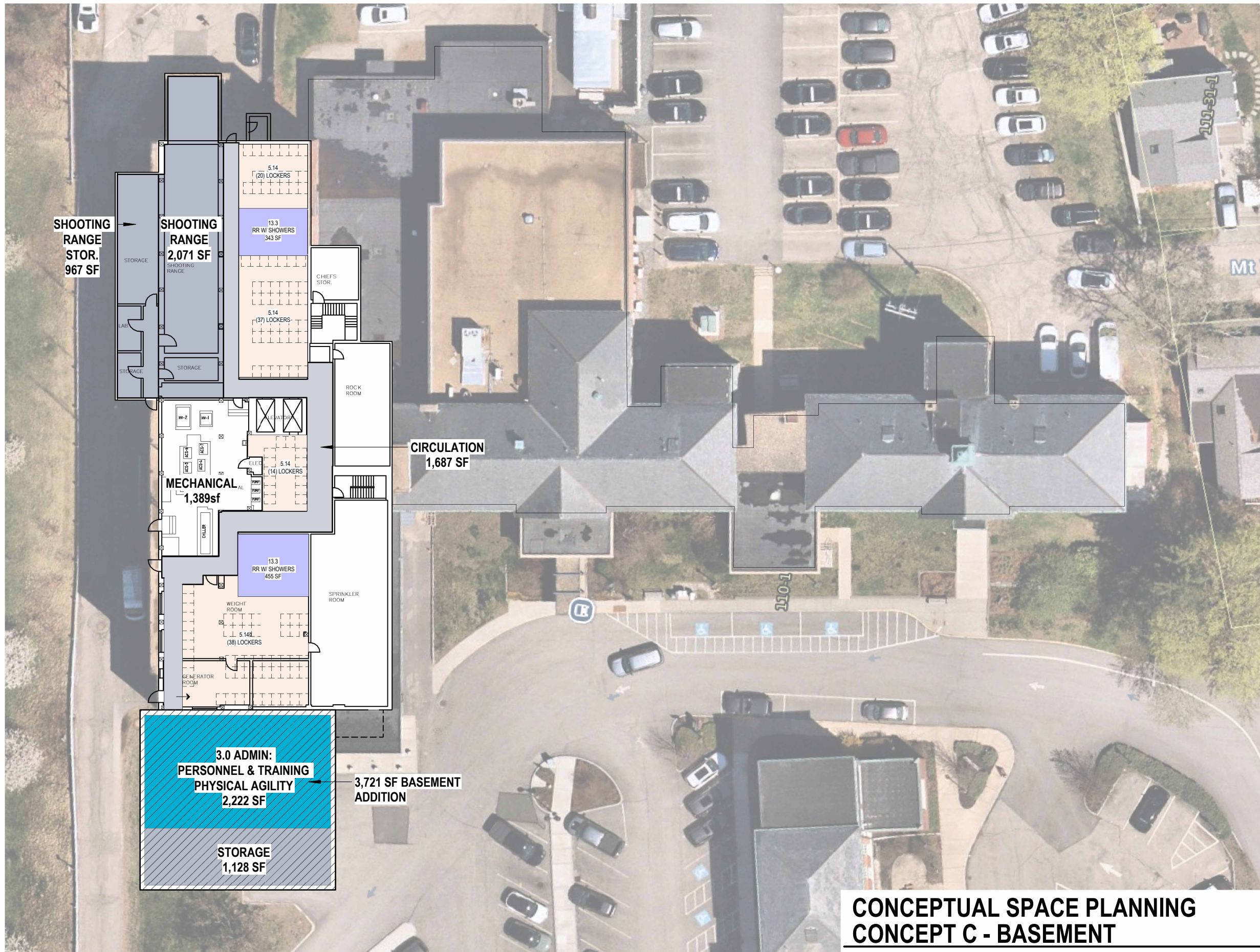
By making more effective use of available space at Portsmouth High School, we see an opportunity to strengthen connection, visibility, communication, and alignment between district administration and the work taking place in our schools.

The School Board has expressed support for this overall vision while also directing the administration and board committees to fully evaluate the logistical and financial considerations before final action is taken. At the May 12, 2026 retreat, the Board included as a Facilities Committee goal to determine plans and costs to move central office to PHS in FY28. The Board also amended a related motion to state that it will review plans and costs associated with moving the administrative offices from City Hall to PHS in fiscal 2028, and take action on the proposal by September 30<sup>th</sup>.

If the move proceeds, the School Department would anticipate vacating most of its current City Hall footprint, while potentially maintaining a limited landing space for staff who need to work from City Hall periodically.

Maintaining that limited presence would support the continued pursuit of operational synergies with City departments, particularly Finance and Human Resources, while still making most of the current School Department space available for repurposing by the City.

We would be glad to keep you updated as the School Department's review moves forward.



**DEPARTMENT LEGEND**

- PATROL
- ADMIN: TRAINING
- FACILITY SUPPORT
- PD

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

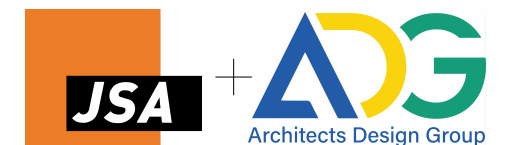
**CONCEPT C KEY POINTS**

- Addition totals:
  1. Main floor = **8,067 SF**
  2. Basement/Extra floor = **7,268 SF**
- All departments remain in the facility, except Water/Sewer Billing and a portion of the school department have been moved off campus.
- PD and Municipal lobbies separated
- Level of renovation is dependent on final design.

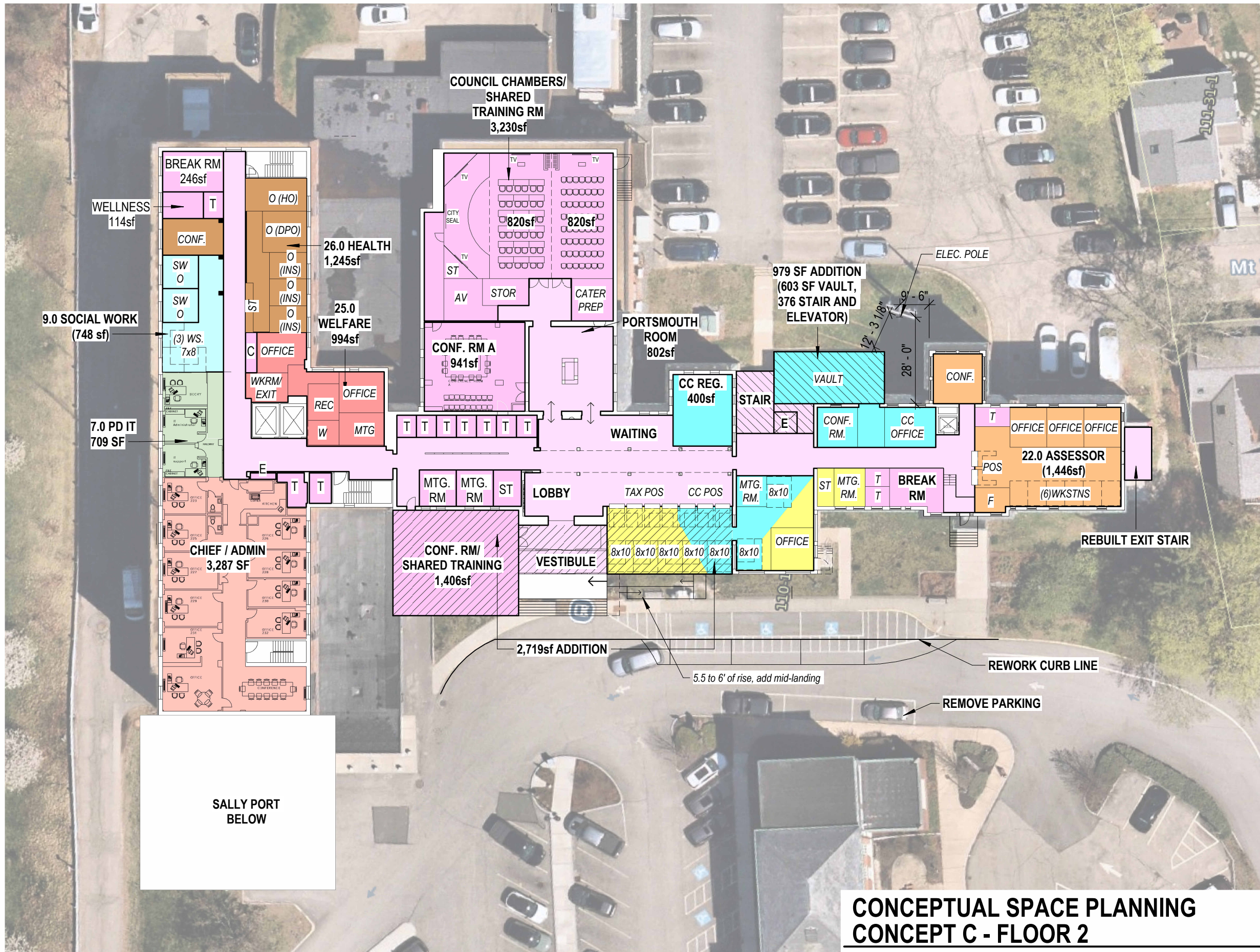
Note: #'s at beginning of department names correlate to previously provided SNA

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

SCALE: As indicated  
 6/11/2026







**DEPARTMENT LEGEND**

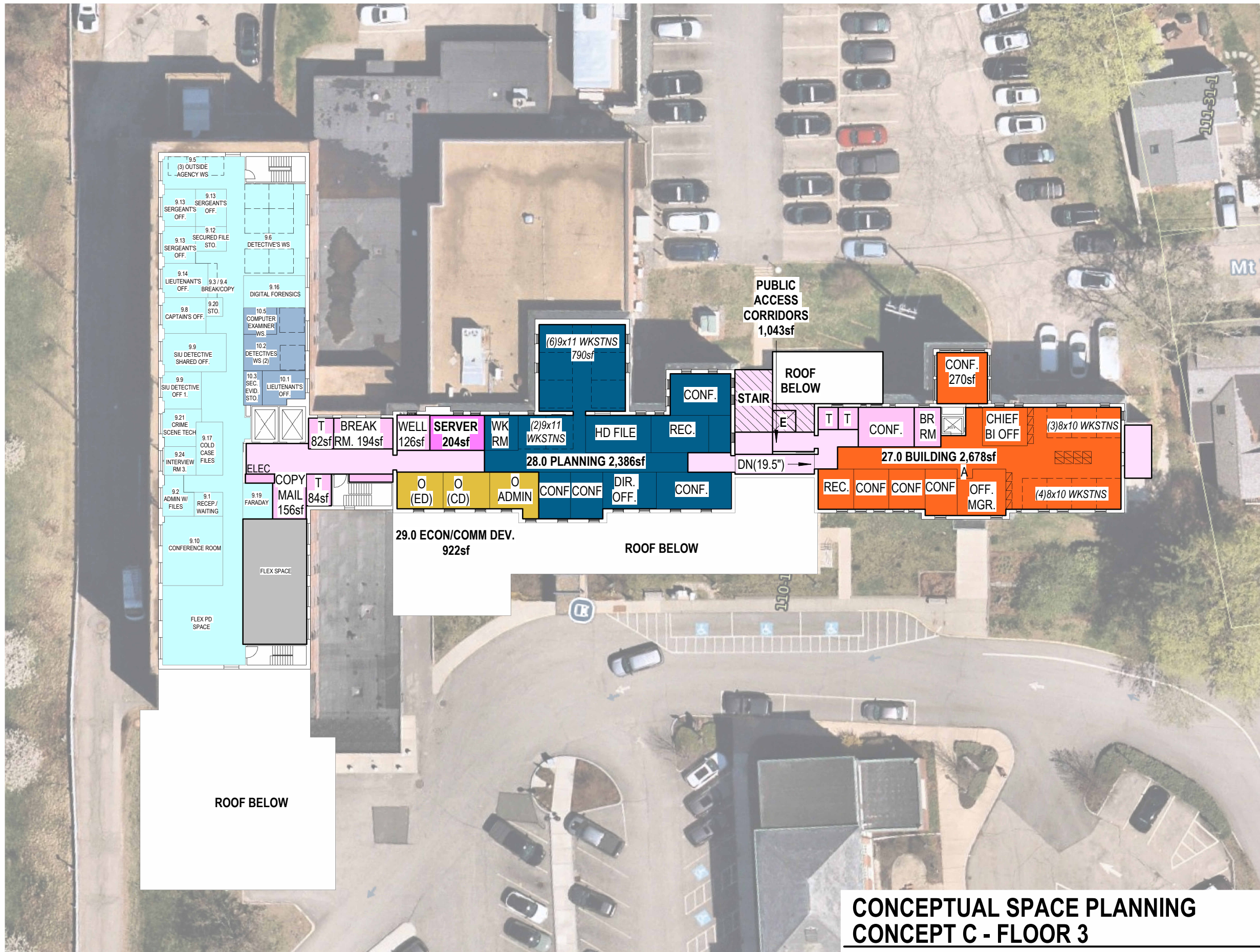
	ADMIN & CHIEF		HR
	COMMON CIRCULATION		SOCIAL WORK
	COMMON AREAS		ADDITIONS
	WELFARE		FLEX SPACE
	CITY CLERK		
	HEALTH		
	ASSESSOR		
	TAX		

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

**CONCEPT C KEY POINTS**

- Addition totals:
  1. Main floor = 8,067 SF
  2. Basement/Extra floor = 7,268 SF
- All departments remain in the facility, except Water/Sewer Billing and a portion of the school department have been moved off campus.
- PD and Municipal lobbies separated
- Level of renovation is dependent on final design.

Note: #'s at beginning of department names correlate to previously provided SNA



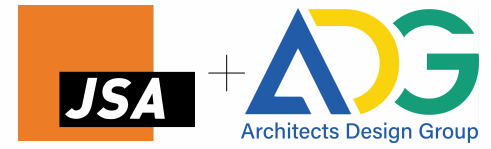
**DEPARTMENT LEGEND**

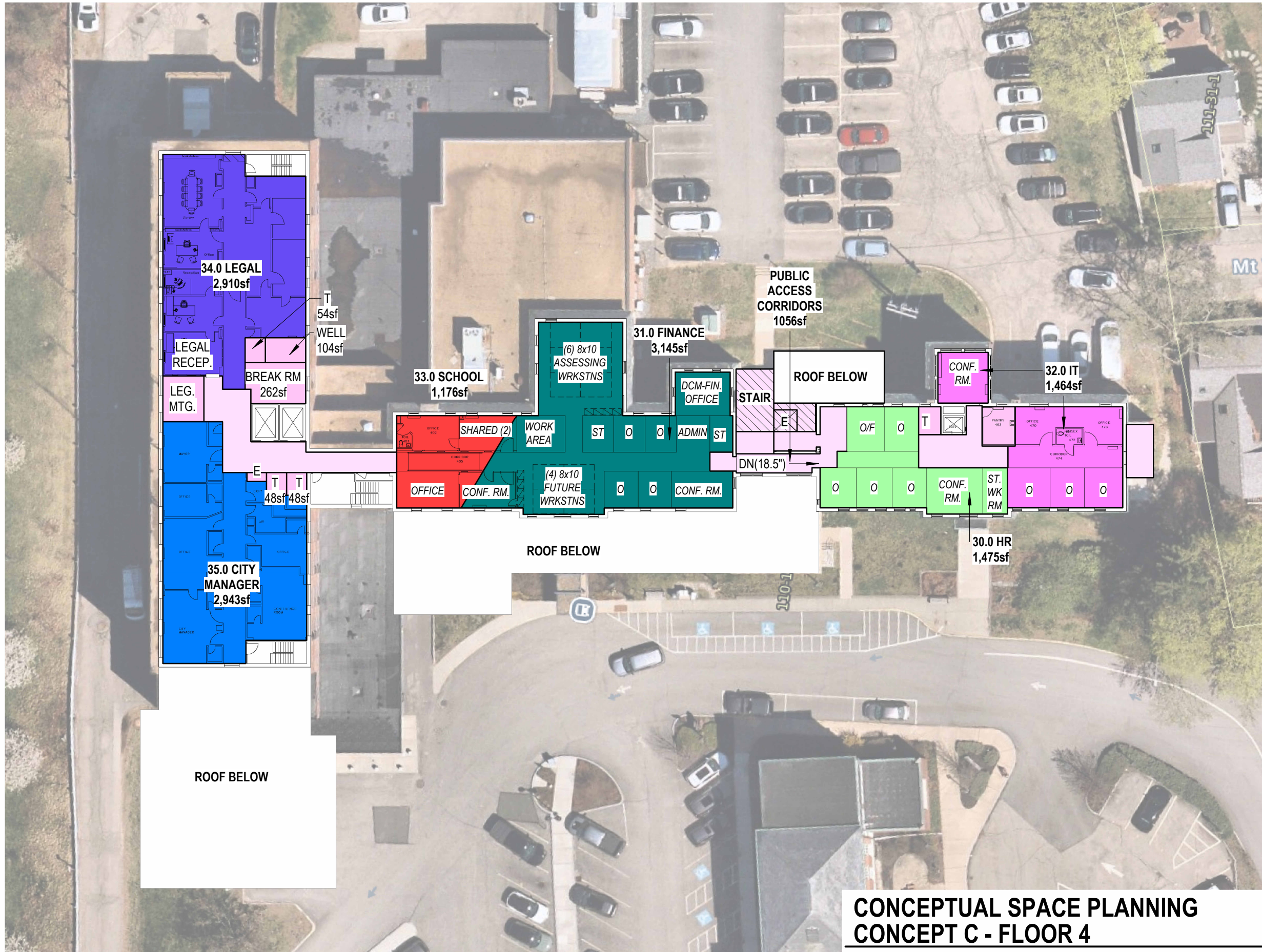
- DETECTIVES DIVISION
- COMMON AREAS
- BUILDING
- PLANNING
- COMMON CIRCULATION
- ECON/COMM DEV
- INTERNET CRIMES
- IT
- FLEX SPACE

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

**CONCEPT C KEY POINTS**

- Addition totals:
    1. Main floor = **8,067 SF**
    2. Basement/Extra floor = **7,268 SF**
  - All departments remain in the facility, except Water/Sewer Billing and a portion of the school department have been moved off campus.
  - PD and Municipal lobbies separated
  - Level of renovation is dependent on final design.
- Note: #'s at beginning of department names correlate to previously provided SNA





**DEPARTMENT LEGEND**

- LEGAL
- COMMON AREAS
- CITY CLERK
- SCHOOL
- CITY MGR
- FINANCE
- HR

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

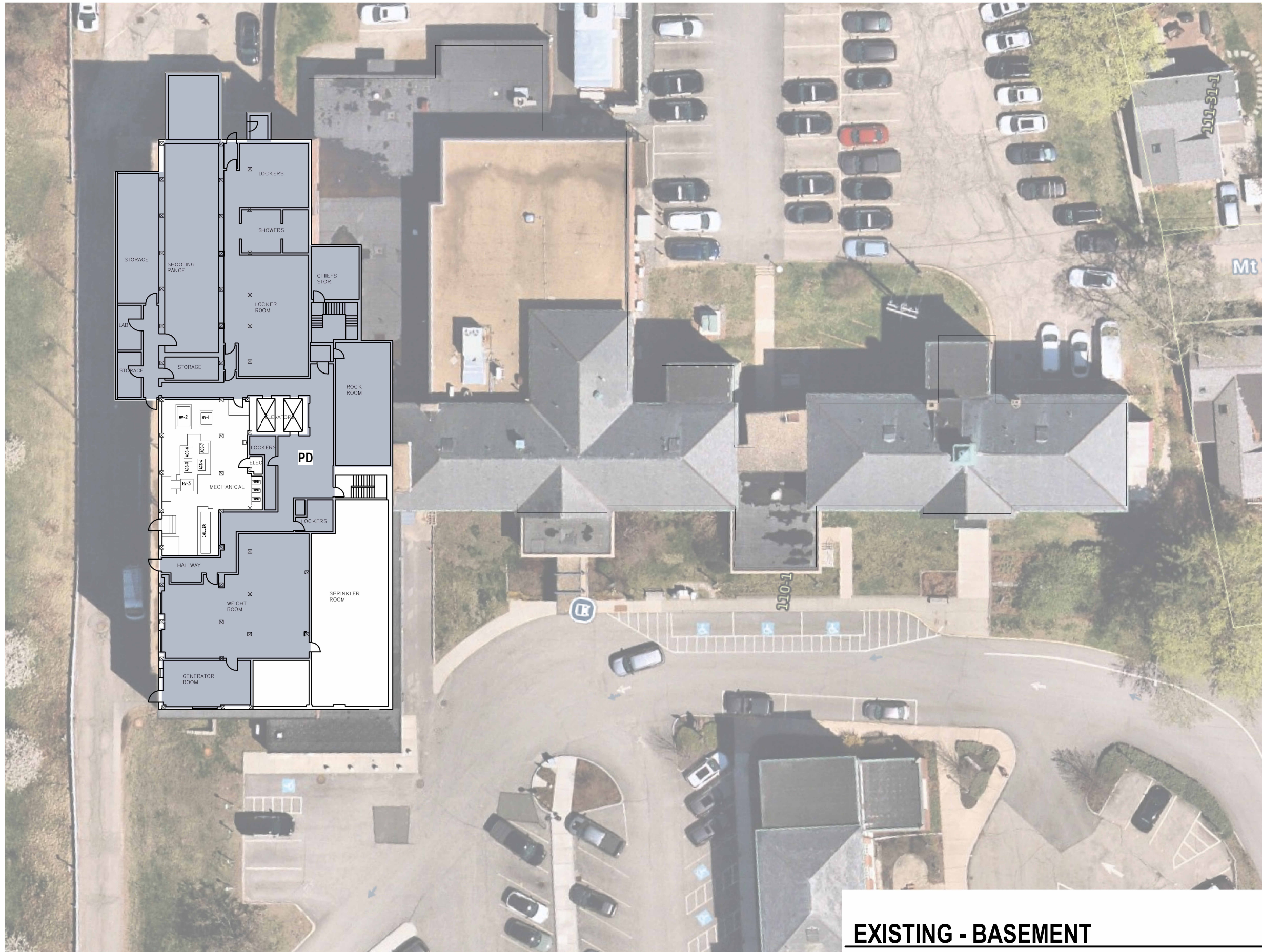
**CONCEPT C KEY POINTS**

- Addition totals:
  1. Main floor = **8,067 SF**
  2. Basement/Extra floor = **7,268 SF**
- All departments remain in the facility, except Water/Sewer Billing and a portion of the school department have been moved off campus.
- PD and Municipal lobbies separated
- Level of renovation is dependent on final design.

Note: #'s at beginning of department names correlate to previously provided SNA

**CONCEPTUAL SPACE PLANNING  
 CONCEPT C - FLOOR 4  
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
 6/11/2026

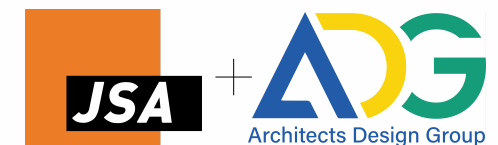


DEPARTMENT LEGEND			
<span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span>	TAX	<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span>	HR
<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span>	ASSESSOR	<span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span>	FINANCE
<span style="display:inline-block; width:15px; height:15px; background-color:cyan;"></span>	CITY CLERK	<span style="display:inline-block; width:15px; height:15px; background-color:magenta;"></span>	IT
<span style="display:inline-block; width:15px; height:15px; background-color:lightcoral;"></span>	WELFARE	<span style="display:inline-block; width:15px; height:15px; background-color:red;"></span>	SCHOOL
<span style="display:inline-block; width:15px; height:15px; background-color:tan;"></span>	HEALTH	<span style="display:inline-block; width:15px; height:15px; background-color:blueviolet;"></span>	LEGAL
<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span>	BUILDING	<span style="display:inline-block; width:15px; height:15px; background-color:blue;"></span>	CITY MGR
<span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span>	PLANNING	<span style="display:inline-block; width:15px; height:15px; background-color:purple;"></span>	CUSTODIAL
<span style="display:inline-block; width:15px; height:15px; background-color:gold;"></span>	ECON/COMM DEV	<span style="display:inline-block; width:15px; height:15px; background-color:lightgrey;"></span>	PD
<span style="display:inline-block; width:15px; height:15px; background-color:pink;"></span>	COMMON AREAS	<span style="display:inline-block; width:15px; height:15px; border:1px solid black; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></span>	ADDITIONS

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

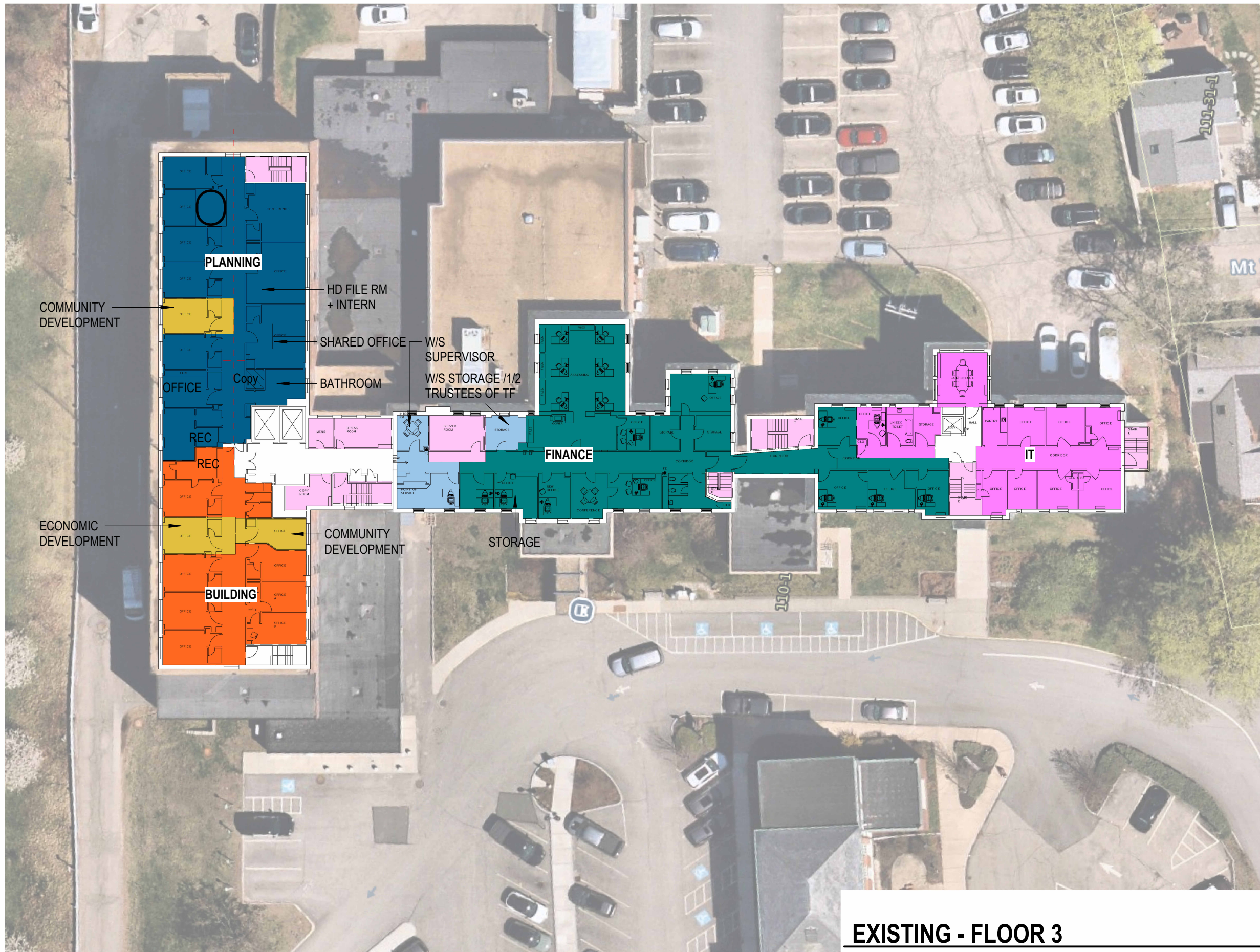
**EXISTING - BASEMENT**  
**MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
 6/11/2026







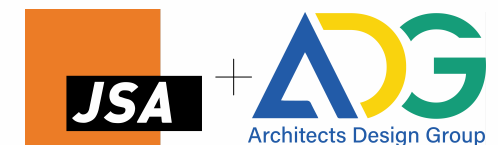


DEPARTMENT LEGEND	
<span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> TAX	<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> HR
<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> ASSESSOR	<span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span> FINANCE
<span style="display:inline-block; width:15px; height:15px; background-color:cyan;"></span> CITY CLERK	<span style="display:inline-block; width:15px; height:15px; background-color:magenta;"></span> IT
<span style="display:inline-block; width:15px; height:15px; background-color:lightcoral;"></span> WELFARE	<span style="display:inline-block; width:15px; height:15px; background-color:red;"></span> SCHOOL
<span style="display:inline-block; width:15px; height:15px; background-color:tan;"></span> HEALTH	<span style="display:inline-block; width:15px; height:15px; background-color:purple;"></span> LEGAL
<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> BUILDING	<span style="display:inline-block; width:15px; height:15px; background-color:blue;"></span> CITY MGR
<span style="display:inline-block; width:15px; height:15px; background-color:darkblue;"></span> PLANNING	<span style="display:inline-block; width:15px; height:15px; background-color:lightpurple;"></span> CUSTODIAL
<span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> ECON/COMM DEV	<span style="display:inline-block; width:15px; height:15px; background-color:lightgrey;"></span> PD
<span style="display:inline-block; width:15px; height:15px; background-color:pink;"></span> COMMON AREAS	<span style="display:inline-block; width:15px; height:15px; border:1px solid black; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></span> ADDITIONS

T = TOILET  
 O or OFF. = OFFICE  
 CONF = CONFERENCE ROOM  
 A = ALCOVE  
 BR RM = BREAK ROOM  
 REC = RECEPTION

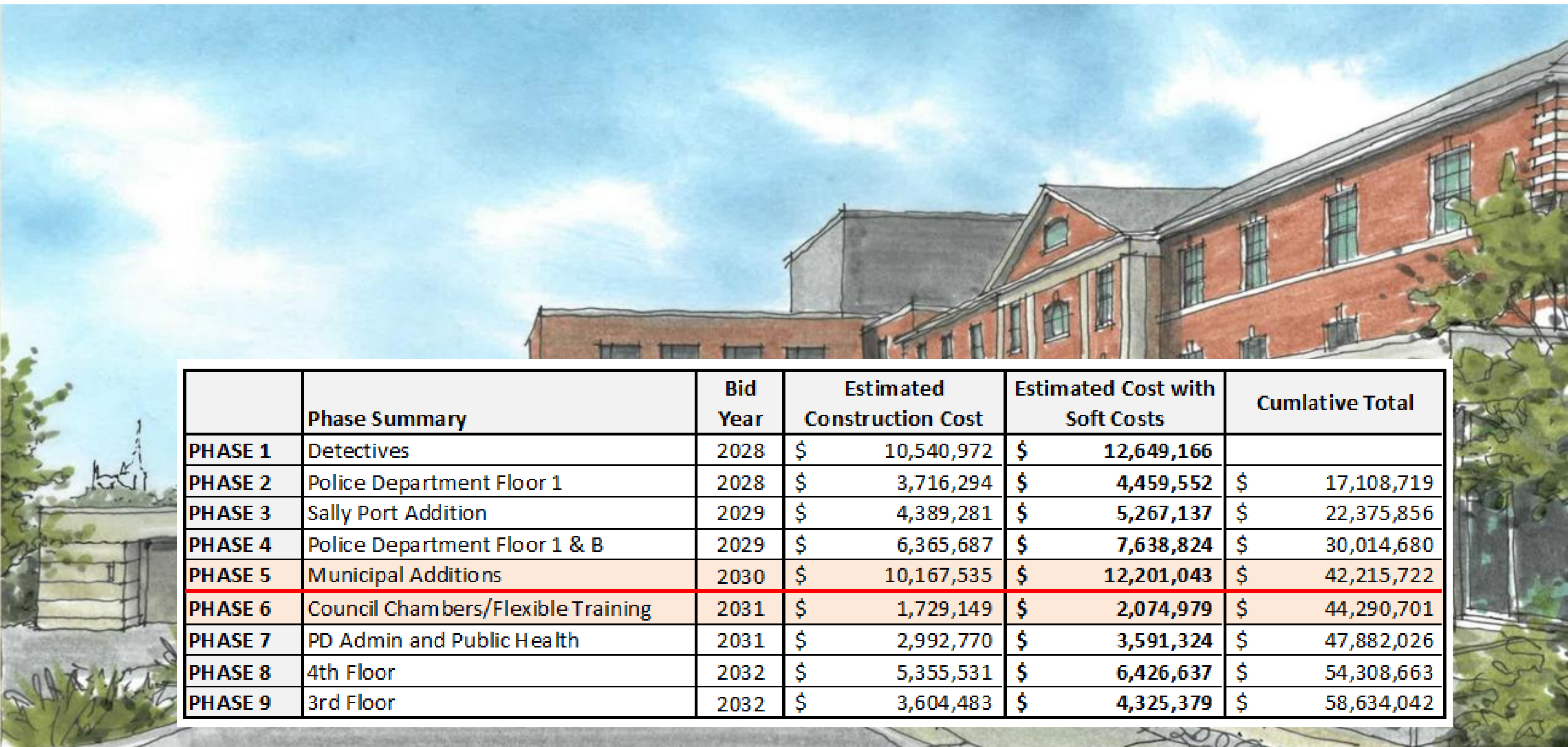
**EXISTING - FLOOR 3**  
**MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
 6/11/2026





# CONCEPT C | SUMMARY OF COSTS



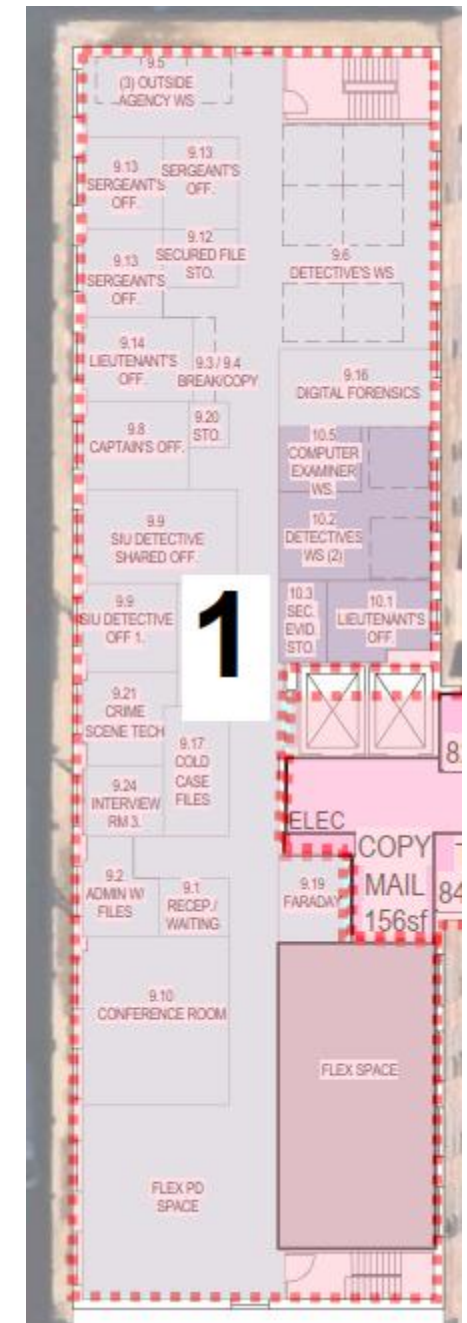
	Phase Summary	Bid Year	Estimated Construction Cost	Estimated Cost with Soft Costs	Cumulative Total
PHASE 1	Detectives	2028	\$ 10,540,972	\$ 12,649,166	
PHASE 2	Police Department Floor 1	2028	\$ 3,716,294	\$ 4,459,552	\$ 17,108,719
PHASE 3	Sally Port Addition	2029	\$ 4,389,281	\$ 5,267,137	\$ 22,375,856
PHASE 4	Police Department Floor 1 & B	2029	\$ 6,365,687	\$ 7,638,824	\$ 30,014,680
PHASE 5	Municipal Additions	2030	\$ 10,167,535	\$ 12,201,043	\$ 42,215,722
PHASE 6	Council Chambers/Flexible Training	2031	\$ 1,729,149	\$ 2,074,979	\$ 44,290,701
PHASE 7	PD Admin and Public Health	2031	\$ 2,992,770	\$ 3,591,324	\$ 47,882,026
PHASE 8	4th Floor	2032	\$ 5,355,531	\$ 6,426,637	\$ 54,308,663
PHASE 9	3rd Floor	2032	\$ 3,604,483	\$ 4,325,379	\$ 58,634,042

Portsmouth PD & Municipal Complex  
Phasing and Costs

# CONCEPT C | PHASE 1 | *Detectives*

- Temporarily relocate Building, Planning, and Econ. / Comm. Dev. to DPW and the majority of the School Department to PHS.
- 1: Renovate 3<sup>rd</sup> floor of the 1964 Bldg. for Detectives.
  - Move Detectives up to 3<sup>rd</sup> Floor and setup PD Flex Space for Records and Courts.

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurances, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 1	3	Police	Renovate 3rd floor Bldg/Planning area for Detectives	6,758	1	Major Renovation	\$243.92	\$1,648,411						
	B	Common	Mechanical Room	1,389		Major Renovation	\$243.92	\$338,805						
			Sitework		1	New Construction		\$2,874,787						
	Varies		On Campus Swing Space	5,000	1	Renovation	\$200.00	\$1,000,000						
			Off Campus Swing Space at DPW	4,116	1	Renovation	\$150.00	\$617,400						
			HazMat Removals Allowance		1	Renovation		\$500,000			2028			
				17,263	1	<b>Total Phase 1</b>		<b>\$6,979,403</b>		15%	6.7%	<b>\$ 8,493,934</b>	24.1%	<b>\$10,540,972</b>



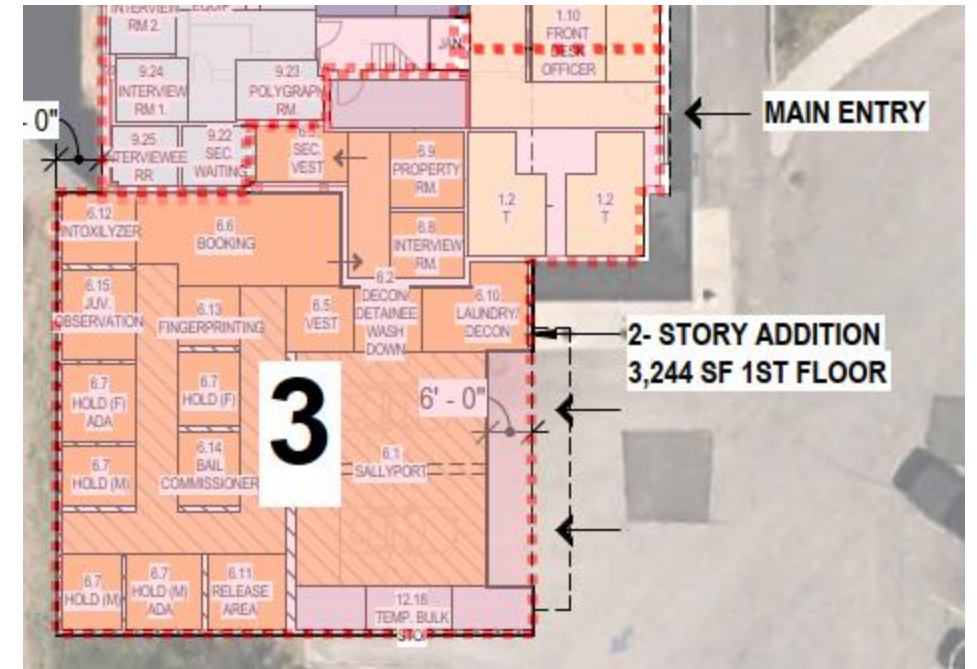
Floor 3

Portsmouth PD & Municipal Complex  
Phasing and Costs



# CONCEPT C | PHASE 3 | Sally port Addition

- 3: Build Sally port (Basement & 1<sup>st</sup> Floor) and lower end of PD Lobby.
  - Move Booking and Intake into new Sally port addition and open temporary PD entry.



Floor 1

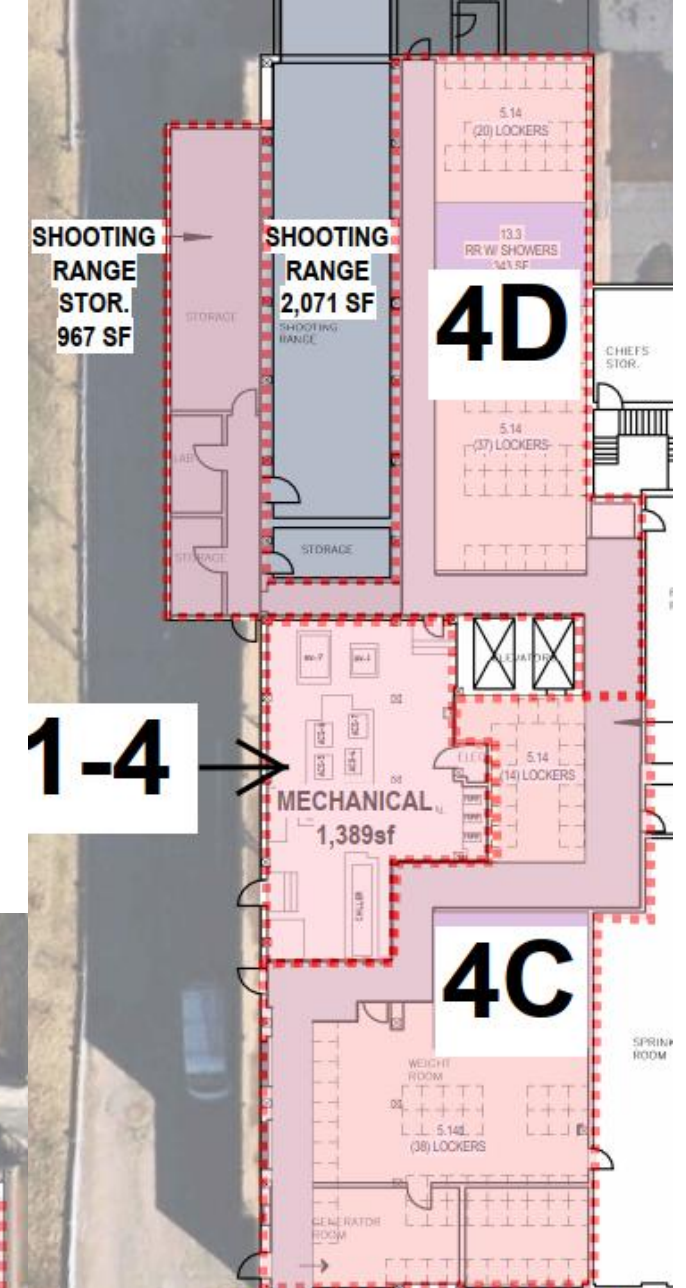
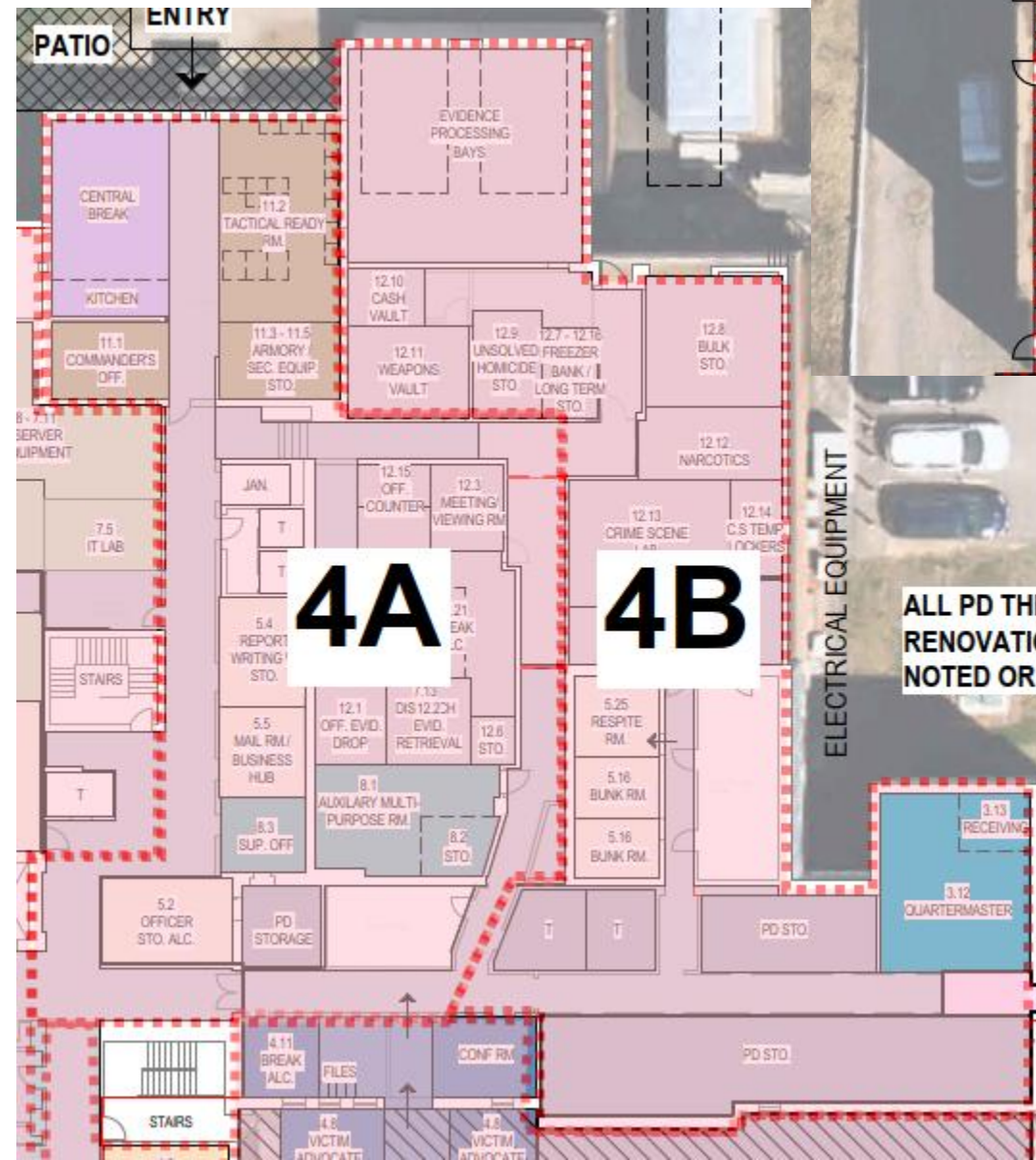
	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing, Contingency, Insurances, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 3	B	PD Addition	Sally port Addition	3,721	3	New Construction	\$262.00	\$974,902						
	1	PD Addition	Sally port Addition	3,244	3	New Construction	\$481.28	\$1,561,272						
	1	Police	Renovate Half of the PD Entry Lobby & Sally port reno spaces	1,138	3	Major Renovation	\$243.92	\$277,581		2029				
				<b>8,103</b>	<b>3</b>	<b>Total Phase 3</b>		<b>\$2,813,755</b>	<b>15%</b>	<b>10.7%</b>	<b>\$ 3,536,890</b>	<b>24.1%</b>	<b>\$4,389,281</b>	<b>\$5,267,137</b>

Portsmouth PD & Municipal Complex  
Phasing and Costs

# CONCEPT C | PHASE 4 | PD Floor 1 & B

- 4A: Renovate Evidence Processing and associated areas.
- 4B: Renovate Storage and Bunk Room areas of PD Floor 1.
- 4C: Renovate PD basement South end lockers and showers.
  - Open Training /Agility Rm. and adj. lockers and showers.
- 4D: Renovate PD basement North end lockers and showers.
  - Open remainder of PD Basement.

Floor 1



Basement

Portsmouth PD & Municipal Complex  
Phasing and Costs

# CONCEPT C | PHASE 4 | PD Floor 1 & B

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurances, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 4	1	Police	Renovate 1st floor Police	3,932	4A	Major Renovation	\$243.92	\$959,093						
			Corridors	2,525		Minor Renovation	\$145.89	\$368,372						
	1	Police	Renovate 1st floor Police	4,169	4B	Major Renovation	\$243.92	\$1,016,902						
			Corridors	841		Minor Renovation	\$145.89	\$122,693						
	1	Police	Evidence Processing Bays	958	4B	Minor Renovation	\$145.89	\$139,763						
	B	Police	Renovate PD Basement	647	4C	Minor Renovation	\$145.89	\$94,391						
	B	Police	Renovate PD Basement	2,800	4C	Major Renovation	\$243.92	\$682,976						
	B	Police	Renovate PD Basement	1,892	4D	Minor Renovation	\$145.89	\$276,024						
	B	Police	Renovate PD Basement	1,724	4D	Major Renovation	\$243.92	\$420,518		2029				
				19,488	4	<b>Total Phase 4</b>		<b>\$4,080,733</b>	<b>15%</b>	<b>10.7%</b>	<b>\$ 5,129,481</b>	<b>24.1%</b>	<b>\$6,365,687</b>	<b>\$7,638,824</b>

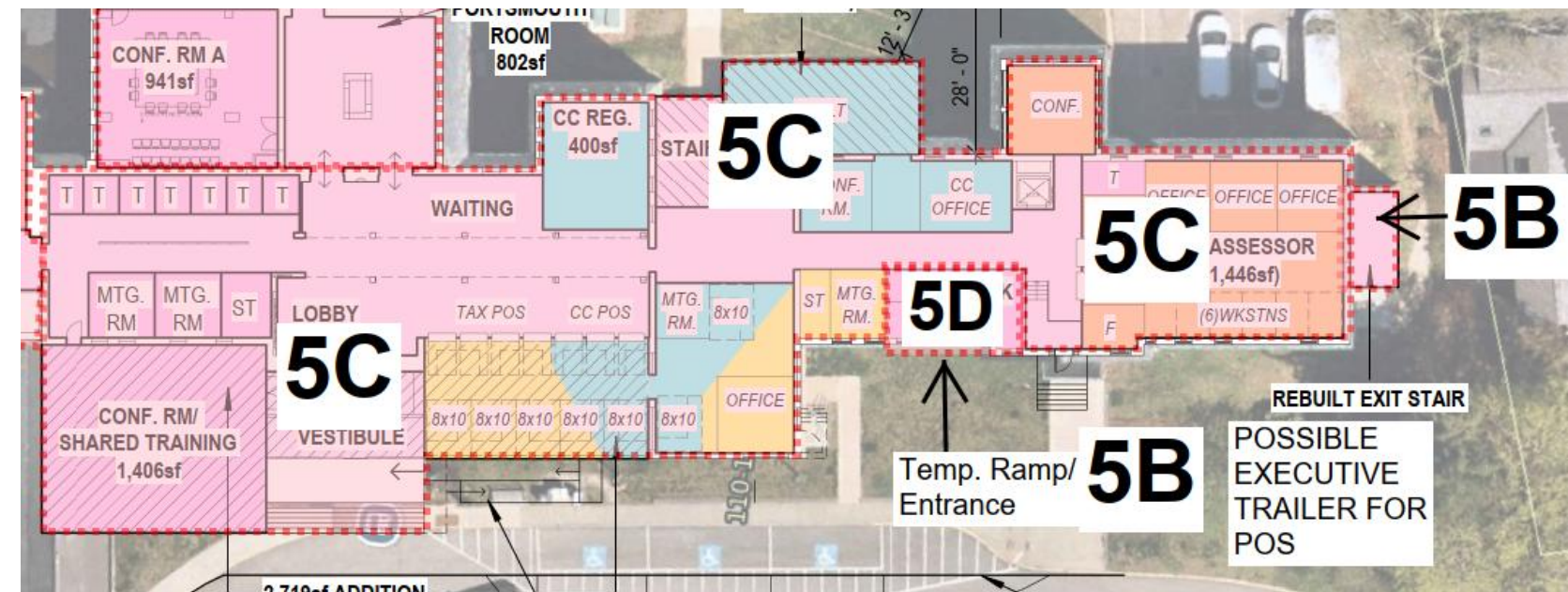
Portsmouth PD & Municipal Complex  
Phasing and Costs

6/11/2026  
Page 21

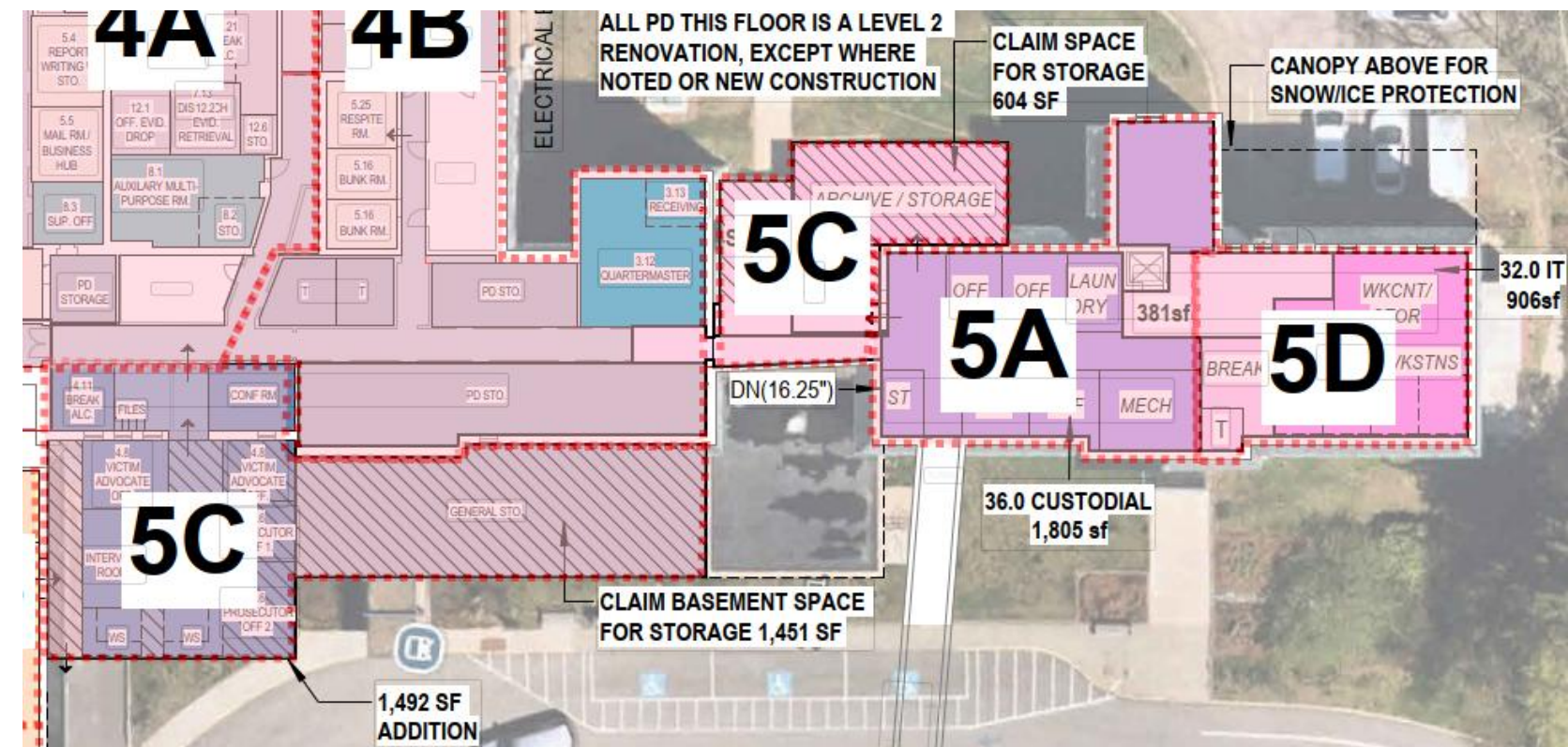


# CONCEPT C | PHASE 5 | *Municipal Additions*

- 5A: Renovate Custodial space on Floor 1
  - Move Custodial to Floor 1 and Welfare, HR, Registrar & IT to 4<sup>th</sup> floor temporarily.
- 5B: Build temporary ramp/entrance on Floor 2 and new exit stair at the end of Seybolt Bldg.
- 5C: Build Municipal Front Addition, Vault Rear Addition and complete interior renovation of Tax, Clerk & Assessor, corridor, and toilet rooms.
- 5D: Open new main entrance, remove temporary entrance and finish remaining IT offices and Archive space on Floor 1.
  - Move Tax, Clerk and Assessor into new space, Archives into new storage and IT to Floor 1.



Floor 1



Floor 2

Portsmouth PD & Municipal Complex  
Phasing and Costs

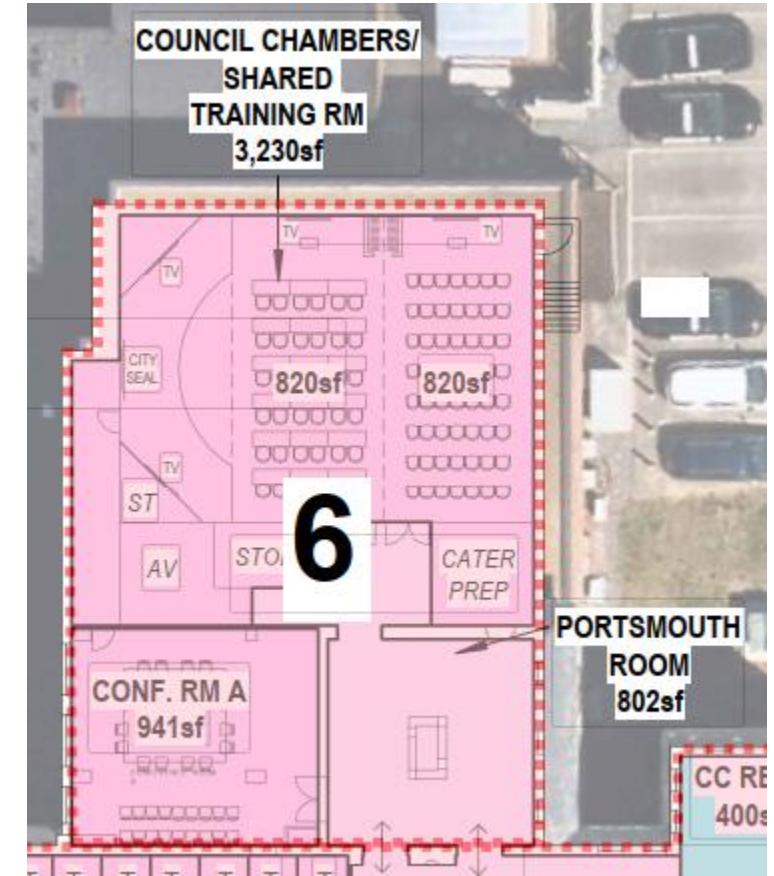
# CONCEPT C | PHASE 5 | *Municipal Additions*

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurance, etc.	Estimated Construction Cost	Including 20% Soft Costs	
PHASE 5	1	Custodial	Renovate office space for Custodial	1,474	5A	Major Renovation	\$243.92	\$359,538							
	1	Custodial	Renovate trash area	332	5A	Minor Renovation	\$145.89	\$48,435							
	2,3,4	Addition	Build new exit stair off Assessor	450	5B	New Construction	\$481.28	\$216,576							
	2	Addition	Front Municipal addition (minus conference rm above R&C)	1,335	5C	New Construction	\$262.00	\$349,770							
	B	PD/Municipal Addition	Records and Courts Addition	1,492	5C	New Construction	\$481.28	\$718,070							
	B	Addition	Basement space below Municipal Addition	1,451	5C	New Construction	\$262.00	\$380,162							
	2	PD/Municipal Addition	Conference Rm above Records and Courts	1,406	5C	New Construction	\$481.28	\$676,680							
	1	Police	Renovate offices for Courts	456	5C	Major Renovation	\$243.92	\$111,228							
	2	Tax/Clerk	School conf. rm renovation	768	5C	New/Major Reno	\$338.35	\$259,853							
	2	Tax/Clerk	Tax & Clerk office renovation, Registrar, corridors, waiting, and toilets	5,255	5C	Major Renovation	\$243.92	\$1,281,800							
	1	Addition	Vaut/Stair/Elevator addition	979	5C	New Construction	\$262.00	\$256,498							
	2	Addition	Vaut/Stair/Elevator addition	979	5C	New Construction	\$481.28	\$471,173							
	3	Addition	Vaut/Stair/Elevator addition	375	5C	New Construction	\$481.28	\$180,480							
	4	Addition	Vaut/Stair/Elevator addition	375	5C	New Construction	\$481.28	\$180,480							
	2	Assessor	Renovate Assessor	1,558	5C	Major Renovation	\$243.92	\$380,027							
	2	Tax/Clerk	Assessor Conference Rm	254	5C										
	2	Tax/Clerk	Renovate for Breakroom from Temporary Entrance	324	5D	Major Renovation	\$243.92	\$79,030							
	1	IT/Common Area/Circulation	Renovate remainder of 1st floor Archive space for IT and Common Areas	1,505	5D	Major Renovation	\$243.92	\$367,100			2030				
					20,768	5	<b>Total Phase 5</b>		<b>\$6,316,899</b>	<b>15%</b>	<b>14.7%</b>	<b>\$ 8,193,018</b>	<b>24.1%</b>	<b>\$10,167,535</b>	<b>\$12,201,043</b>

## Portsmouth PD & Municipal Complex Phasing and Costs

# CONCEPT C | PHASE 6 | Council Chambers / Flexible Training

- 6: Renovate Portsmouth Rm., Council Chambers, and Conference Rm. A, in the Administration Building.
  - Open Municipal Floor 2 of the Administration Building for business.



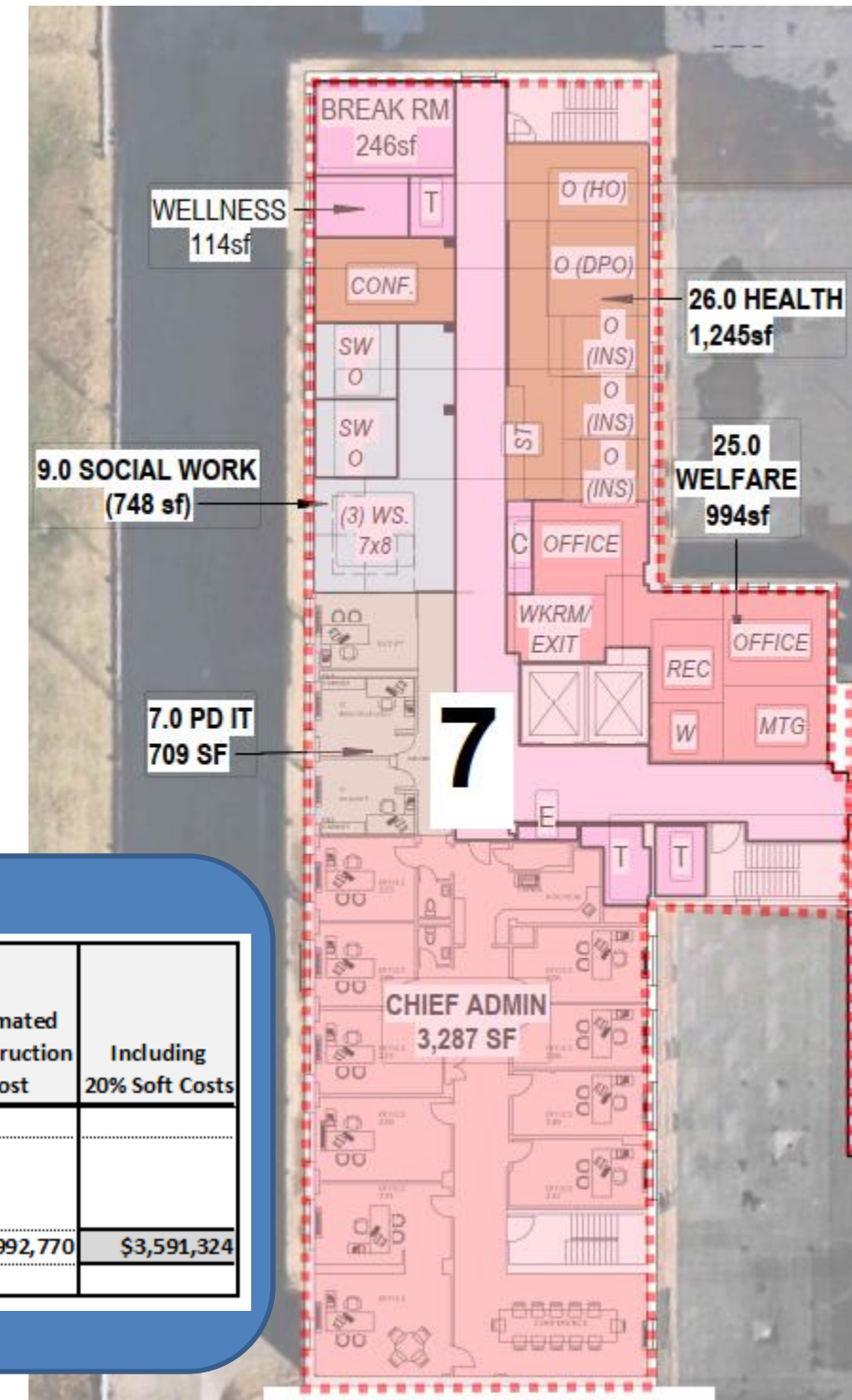
Floor 2

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurances, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 6	2	Common	Conference Rm A and Portsmouth Room	1,743	6	Minor Renovation	\$145.89	\$254,286						
	2	Common	Council Chambers & Adjacent Rooms	3,230	6	Major Renovation	\$243.92	\$787,862		2031				
				4,973	6	<b>Total Phase 6</b>		<b>\$1,042,148</b>	15%	18.7%	\$ 1,393,352	24.1%	\$1,729,149	\$2,074,979

## Portsmouth PD & Municipal Complex Phasing and Costs

# CONCEPT C | PHASE 7 | Public Health, Welfare, & PD Admin

- Move PD Admin/Chief to 3<sup>rd</sup> floor Flex Space and new 2<sup>nd</sup> floor Conference Rm. Addition temporarily.
- 7: Renovate 2<sup>nd</sup> floor PD Admin/Chief and remainder of the Municipal wing for Health, Social Work, and Welfare.
  - Move Admin/Chief and Health, Social Work, and Welfare into new space.



Floor 2

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurances, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 7	2	Police	Renovate Admin / Chief & PD IT	4,151	7	Minor Renovation	\$145.89	\$605,589						
	2	Health, Welfare, PD	Renovate former Tax/Clerk/Assessing area for Health, Welfare, & Social Work	4,912	7	Major Renovation	\$243.92	\$1,198,135		2031				
				9,063	7	<b>Total Phase 7</b>		<b>\$1,803,724</b>	15%	18.7%	\$ 2,411,580	24.1%	\$2,992,770	\$3,591,324

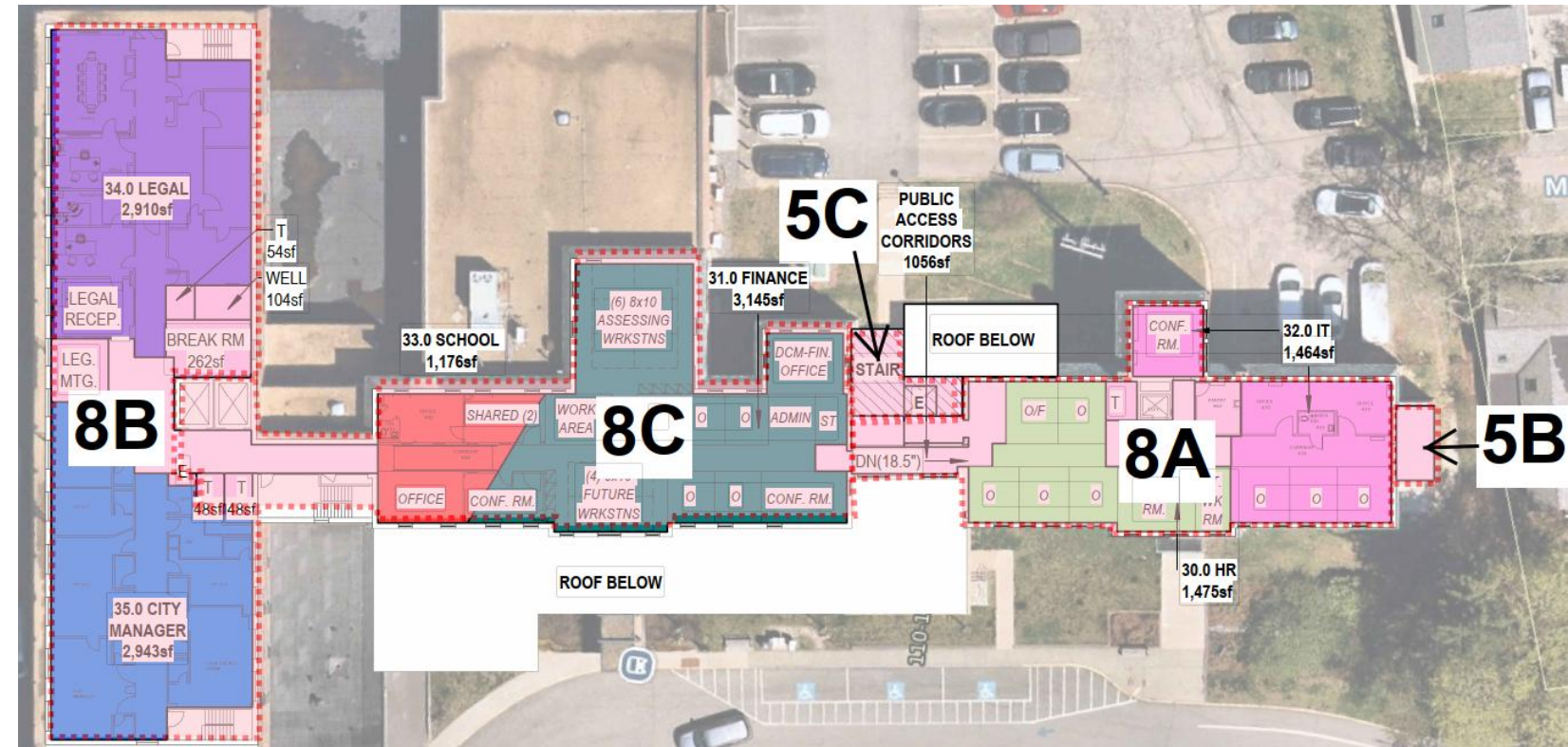
## Portsmouth PD & Municipal Complex Phasing and Costs

6/11/2026



# CONCEPT C | PHASE 8 | 4<sup>th</sup> Floor

- 8A: Renovate Seybolt end of 4<sup>th</sup> Floor for HR and IT.
  - Move HR and IT into new space and relocate City Manager and Legal to former School space temporarily.
- 8B: Renovate City Manager and Legal and associated common areas.
  - Move City Manager and Legal back into their space.
- 8C: Renovate remainder of the 4<sup>th</sup> floor for Finance and School.
  - Move Finance and School into new space.



Floor 4

	Level	Department	Description	Area (sf)	PHASE	Space Type	Cost/sf	Current Trade Cost	Design & Estimating Contingency	Bid Year & Escalation	Contingencies /Escalation Subtotal	General Conditions, Phasing Contingency, Insurance, etc.	Estimated Construction Cost	Including 20% Soft Costs
PHASE 8	4	HR/IT	Renovate 4th Floor Seybolt for HR/IT	3,066	8A	Major Renovation	\$243.92	\$747,859						
	4	HR/IT	Renovate 4th Floor Seybolt for HR/IT	404	8A	Minor Renovation	\$145.89	\$58,940						
	4	Finance/School	Renovate remainder of 4th floor for Finance/School	3,870	8C	Major Renovation	\$243.92	\$943,970						
	4	Finance/School	Renovate remainder of 4th floor for Finance/School	904	8C	Minor Renovation	\$145.89	\$131,885						
	4	Legal/City Manager	Renovate Legal & City Manager Office space	1,229	8B	Major Renovation	\$243.92	\$299,778						
	4	Legal/City Manager	Renovate Legal & City Manager Office space	5,916	8B	Minor Renovation	\$145.89	\$863,085			2032			
					15,389	8	<b>Total Phase 8</b>		<b>\$3,045,516</b>	<b>15%</b>	<b>26.7%</b>	<b>\$ 4,315,496</b>	<b>24.1%</b>	<b>\$5,355,531</b>

## Portsmouth PD & Municipal Complex Phasing and Costs





## Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Questions and Answers

Date: 6/11/2026

---

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 2<sup>ND</sup> 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 2<sup>ND</sup> ELEVATOR BE INSTALLED TO SERVE THE 3<sup>RD</sup> AND 4<sup>TH</sup> 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.

**3/18 Questions Received**

12. Can views be provided showing the impact of the addition to the site lines from the Cottage Building?
  - b. 3/18/2026 Response: Yes. We will provide those views as part of the conceptual exterior design