



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**

AGENDA

1. Review and Approval of 3/18/2026 Meeting Minutes
2. Project Status Update
3. Conceptual Planning Concepts
4. Review of prior questions
5. Next Steps and Meetings
6. 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_o1WtwZITlaMcttTI5KVgg

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, March 18, 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 (seated for City Manager Karen Conard), Police Commissioner Buzz Scherr, Deputy Police Chief Mike Maloney (seated for Police Chief Mark Newport), Peter Weeks, Susan Sterry, John O’Leary, Cameron Horack, and Renee Plummer

Committee Members Not Present: City Manager Karen Conard, Planning Board Chair Rick Chellman, Police Chief Mark Newport

Members of the Public: Bob Corash, Petra Huda

Staff Present: Department of Public Works Director Peter Rice, Facilities Manager Joe Almeida, Executive Assistant Jackie Burnett (minute taker), Richard Martz (JSA) & North Sturtevant (JSA), via Zoom Rodney McManus (ADG), and March Mosier (ADG)

Roll Call 3:00 PM

- I. **Review and Approval of 2/11/2026 Meeting Minutes**
Corrections Identified:

- Peter Weeks noted a typo under the skylight section (“potential leads to leaks”).
- John Tabor noted the Portsmouth Room should be reflected as included in the drawings.

John O’Leary moved to approve the minutes with suggested amendments; seconded by Cameron Horack. Motion passed (9-0, with 1 abstention). Of the 12 members, 9 voted in favor, 1 abstained, 1 was absent, and 1 was not present at the time of the vote.

- Peter Weeks questioned gaps in meetings (May and August), expressing concern about progress relative to the committee’s charge. Councilor Kate Cook explained scheduling was intended to allow adequate time for JSA/ADG to complete substantive work and avoid unproductive meetings. Mr. Weeks reiterated his preference for more frequent meetings. Councilor Cook indicated a willingness to meet more often if needed, noting consultant work is expected to progress toward completion by fall.

II. Project Status Update

Consultant Update – Richard Martz:

- Focus since last meeting has been refining square footage (SF) and validating feasibility through space planning.
- Spreadsheet exercise was translated into real-world layout exercise.
- Emphasis to date has been on municipal spaces; police department planning is ongoing in coordination with PD staff.

Clarification:

- Susan Sterry requested clarification on “gross SF”. Richard explained grossing factors include circulation space (corridors), wall thickness, and structural components to estimate realistic space needs.

III. Conceptual Planning Schemes

Overall Approach to New Construction

- Richard Martz reported an initial scheme (Concept A) included ~12,000 SF of new construction to resolve adjacency needs and create a consistent appearance but exceeded earlier projections. Reductions were explored; however, additional SF may create efficiencies (e.g., swing space) that could reduce overall project costs.
- John O’Leary summarized key drivers for new construction as:

- Vault
- Meeting/training space

Richard and Facilities Manager Joe Almeida agreed, noting additional needs such as mechanical and IT spaces may also justify the new construction.

Concept B (Primary Discussion Focus)

- Basement level: No substantive changes.
- First Floor:
 - Reduced building addition at the front (~8,400 SF)
 - Includes custodial/storage and IT space to improve logistics (e.g., direct loading dock access).
 - Police layout adjustments to Records/Court Offices are still under development.

- Second Floor:
 - Shared training room relocated above Sallyport (2 story addition, increased footprint).
- Discussion Points:
 - Height and Visual Impact
 - Susan Sterry raised concerns about potential obstruction of views from Cottage Street.
 - Richard Martz indicated the structure would reach the base of the third floor and likely cause minimal obstruction.
 - Joe Almeida confirmed reduced impact compared to earlier proposals.
 - Councilor Andrew Bagley emphasized preserving view corridors and integrating the addition visually.
 - Richard proposed renderings and site photos to evaluate sight impacts.
 - Site and Layout Considerations:
 - Deputy City Manager (DCM) Carl Weber clarified that the Sallyport would occupy the current PD front parking spaces off from the lobby.
 - Councilor Cook highlighted the benefit of a shared conference room near Registrar/Health Department for both public and staff use.
 - Renee Plummer suggested soundproofing considerations for restrooms near conference rooms.
 - Building Systems and Layout:
 - Existing elevators retained; new elevator proposed near main lobby.
 - Richard explained approach to minimizing disruption to existing spaces.
 - DPW Director Peter Rice emphasized plans reflect spatial layout only, not construction details.
- Third Floor:
 - Space savings were achieved by splitting IT between first and third floors.
 - Planning and Building Departments experience tighter layouts with increased reliance on shared conference rooms.

Discussion Points:

- Reduction from prior conference room counts (Concept A vs. B).
- Shared conference space between IT and Building Departments.
- Building Department currently lacks dedicated conference space.
- Shift toward workstation models for staff while maintaining private offices for department heads.
- Security of police-access elevators addressed via keycard system.
- Fourth Floor:
 - Largely unchanged from Concept A.
 - Finance Department relocated to this level.

Concept C (Comparison to Concept B)

- Similar to Concept B with key differences:
 - Vault placement (less optimal configuration).
 - Relocation of Human Resources Department.

- Tax/Clerk's Office adjacency maintained

Point-of-Service & Circulation:

- Concept B: service windows closer to lobby with better queuing space.
- Concept C: queuing occurs in narrower corridor (~7 ft wide), raising concerns about congestion and security.

Committee Feedback:

- John O'Leary emphasized importance of vault security.
- Susan Sterry inquired about vault usage frequency. Joe Almeida confirmed the vault is accessed daily.
- Richard Martz & North Sturtevant described vault specifications: fire-rated, suppression systems, ventilation).
- Councilor Kate Cook and Director Peter Rice highlighted queuing and public flow differences between concepts. Concerns were raised about hallway congestion and access to sensitive areas (Concept C).

Operational Considerations:

- Councilor Andrew Bagley, DCM Carl Weber, and Cameron Horack all supported the "take-a-number" queuing system for accessibility and improved user experience.

Cost, Phasing, and Evaluation

Richard Martz outlined next steps:

- Develop rough orders of magnitude cost estimates.
- Evaluate phasing strategies and construction sequencing.

Requests and Input:

- Peter Weeks requested cost breakdowns by component (e.g., police, municipal, HVAC/electrical).
- Councilor John Tabor relayed Planning Board Chair Rick Chellman's request for a summary comparison chart of options, including costs and trade-offs. John O'Leary suggested sharing Mr. Chellman's input with the consultants and city leadership.
- Committee emphasized value of understanding gains/losses between options.

Phasing Considerations:

- DCM Carl Weber noted that maintaining police operations in place is preferred for security purposes. The use of swing space and temporarily relocating other departments may facilitate the police-side of the construction phase.
- Councilor Cook noted increasing complexity on the upper floors.
- Police Commission Chair Buzz Scherr emphasized operational impacts during first-floor construction for police.

Additional Strategic Considerations

School Department Space:

- Councilor Bagley questioned potential relocation to free space. DCM Weber noted operational needs (e.g., school payroll adjacent to Finance Department) and relocation costs. Director Rice stated this falls under the City Manager’s authority.
- Discussion included potential use as swing space and cost-benefit considerations.

Alternative Layout Ideas:

- Councilor Cook suggested rethinking training room placement and use of School Department space.
- Commissioner Scherr emphasized the need for separation between the social worker and detective workspaces based on operational experience.

Financial Framing:

- Councilor Bagley suggested tying project costs to tax impacts to inform public understanding.
- Discussion acknowledged long-term bonding and phased funding approaches.

Public Engagement & Communication

- Councilor Cook recognized that project approval is uncertain and dependent on broader fiscal conditions.
- Competing capital needs noted, including a high priority \$12M New Franklin School project.
- Discussion on improving communication with Council and public:
 - Councilor Bagley and Peter Weeks suggested scheduling public information sessions.
 - Commissioner Scherr noted low attendance during prior outreach efforts.
 - DC Weber, Councilor Tabor and Cameron Horack were in agreement to revisit the communication strategy at a future meeting.

SIDE NOTE: Susan Sterry requested more organized participation from committee members; Councilor Tabor agreed to implement speaker recognition.

IV. Review of Prior Questions

- a. No review deemed necessary.

V. Next Steps and Meetings

- a. Next meeting: April 29, 2026 @ 3 PM in Conference Room A, City Hall.
- b. Anticipated deliverables: refined concepts; police department details; and preliminary cost estimates.

VI. Public Comment

- a. **Bob Corash** (Portsmouth) requested precise measurements for the proposed front addition, which will be provided at the next meeting, and asked about the possibility of expanding the rear of the building. In response, it was explained that rear expansion has been considered but was not viable due to site constraints, including adjacency limitations and likely ledge. He also encouraged the committee to think beyond the current six-year capital improvement plan and consider long-term planning.
- b. **Petra Huda** (Portsmouth) raised concerns that the needs of the Police Department were not being sufficiently prioritized and questioned the development of cost estimates prior to full consultation with the department. She emphasized making

better use of existing space before pursuing new construction and called for clearer alignment with the project's original directive. Additional concerns include water and HVAC issues, the number of conference rooms, overall layout clarity and access points, and the use of School Department space. She also urged the committee to track costs separately for police-specific improvements. She feels the Police Department should be the first focus since that's where the money for this project originated from (the Community Policing Facility Working Group, charged with renovating the existing police facility).

Adjournment

A motion to adjourn the meeting was made by John O'Leary; seconded by Cameron Horack. Motion passed (11-0, 1 absent).

Meeting adjourned at 4:32 p.m.

DRAFT



Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Memo for 4/29/2026 Meeting

Date: 4/24/2026

Dear Committee Members,

Please use this memo as a guide to the primary points for our forthcoming conversation on 4/29. 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 Since Last Meeting

Since we last met the team has been primarily focused on Conceptual Space Planning of the police department with additional updates to the municipal spaces in response to police department layouts, feedback from our prior meeting, and City staff.

To support the cost estimating effort, the team assessed anticipated levels of renovation and new construction for the concepts reviewed in our prior meeting. Anticipated site work and building infrastructure work was narrated to the extent known at this time. This draft scope has been provided to our estimator and their work is ongoing to prepare a rough order of magnitude estimate.

Strategies for building infrastructure (Mechanical, Electrical, Plumbing) are underway, as is conceptual site planning.

Conceptual Space Planning

In our prior meeting we reviewed Concepts A-C with a focus on the municipal space planning. We have since advanced the police space planning to a room-by-room level. These efforts have allowed us to more accurately assess the ability to achieve the program goals at the existing campus.

Space Needs Assessment

Detectives: In past meetings questions were raised regarding the size allocated for the detectives division. The design team has re-reviewed the space needs assessment and anticipated staffing for the detectives division with the PD. The attached table summarizes the comparison and conclusion used in our space planning concepts. Staffing projections by Matrix maintained current staffing levels with no growth in positions over a 10 year period. Our reviewed staffing accounts for the potential of 11 added positions across a range of roles. Social work has increased to (2) due to a grant that has been approved and but not yet awarded to the City. As compared to prior SNA's used by the team we have reduced the amount of future detectives by 3 in anticipation that new technologies in play will provide greater assistance, but have otherwise maintained anticipated growth of other positions as previously shown. All positions are accommodated within the concepts being presented today. As this project will be a phased renovation, there will be a need for swing space within the police department. The space allocated for those future positions will be critical in providing that swing space.

*Please reference the detectives staffing comparison on page 6

Social Work: The design team had further conversations with the police department to understand the relationship between Social Work and Detectives. While Social work has been historically within Detectives it has a strong relationship with the municipal Health and Welfare departments. In addition social work maintains strong relationships with community partners, particularly Seacoast Mental Health's Mobile Crisis Response Team. For these reasons the concepts presented show social work as its own unit with space for (2) PD Social Workers and (3) workstations for others. It would be anticipated this additional space would act as an outpost for partnership agencies. This allocation of space will allow the police department, and direct service partners, to better serve members of the community who are best served through an intervention and social justice approach rather than a conventional criminal justice process.

Levels of Construction

The concepts presented include new identifiers of 0's, 1's, 2's and 3's in bold. These correspond with anticipated levels of renovation.

Level 0: no scope

Level 1: Spaces with little to no changing of walls. New finishes. New mechanical systems, plumbing, ceilings, and lighting

Level 2: Gut renovation down to structure, new and relocated walls, new infrastructure

Level 3: New Construction or significant reconstruction

Concepts

The below descriptions articulate the key points of comparison for each concept.

*Please reference the Reconciled Space Needs Assessment Summary on page 7, Concept A plans on pages 8-13, Concept B plans on pages 14-18 and Concept C plans on pages 19-23

Description of Concept A

This concept proposes 13,146 SF of new construction.

Pros

- Ideal Records and Courts location – including better functionality for victims and the process with the victim advocate separate from other activity within the PD
- Dispatch can remain substantially where currently located reducing additional renovation or repurposing of existing space
- The majority of PD staff lockers are able to be accommodated on Floor 1
- There is room for all departments on floor 1 and their adjacencies are maintained
- All department SNA needs achieved and adjacencies provided

Cons

- Requires construction over existing PD lobby and thus likely reconstruction of that structure
- Largest amount of new addition

We have included an alternate for Concept A, Level 2. Which would decrease the addition on floor 2 by 1,552 sf and thus reduce the overall new construction to 11,594 sf. This would avoid significant construction above the existing police lobby, but requires relocating HR to floor 3 and reducing the size of Building and Planning in a similar manner as shown in Concepts B and C.

Description of Concept B

Concept B proposes 13,062 SF of additions.

Pros

- Added space below Sallyport allows for sufficient gym size and additional square footage that can serve as temporary swing space and long term storage. (This additional space might be considered in other options based on relative costs to maximize new SF)
- Permits all SNA spaces to be achieved and adjacencies maintained except as noted below
- Denser layout of floor 3 detectives permits additional PD offices, thus freeing space on other floors

Cons

- Relocation of Dispatch would be necessary
- Courts is in a less than ideal location off a trafficked corridor with low ceiling height and minimal natural light – Victim experience is mixed with other PD activity and personnel
- Building and Planning are reduced from their SNA amounts. The reduction is a loss of conference rooms

Description of Concept C

Concept B proposes 8,588 SF of additions.

Pros

- Added space below sallyport allows for sufficient gym size and additional square footage that can serve as temporary swing space and long term storage.
- Layout of Courts is improved over Concept B, and is less new construction than Concept A
- Denser layout of floor 3 detectives permits additional PD offices, thus freeing space on other floors

Cons

- Relocation of Dispatch would be necessary
- Building and Planning are reduced from their SNA amounts. The reduction is a loss of conference rooms
- Shared training room is moved within the building. It is below the SNA size of 750sf per room. Shown is 609 sf. Rather than accommodating 35 occupants, per room the layout would accommodate approximately 30 based on a metric of 20 sf/person.
- Floor 2 loses a break room and wellness room.
- Health department is split by a public corridor in lieu of being within its own suite
- Social Work is located with detectives on the 3rd floor in lieu of being adjacent to Health and Welfare.

Review of Prior Questions

Please refer to pages 24-26 for the Blue Ribbon Committee Questions and Answers sheet for a discussion

Next Steps

- May through mid-June
 - Revisions to concepts and layouts based on committee and staff feedback
 - Rough order of magnitude estimate
 - Conceptual views of options and sight line impacts
 - Phasing Diagrams
 - Proposed Blue Ribbon Meeting Date: June 17
- Mid June – July
 - Refined phasing diagrams and settled layouts with adjustments as needed
 - Engineering systems recommendations
 - Site Plans
 - 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

Detectives Staffing Comparison								
Current PD		Matrix		ADG				
Title	QTY	Matrix Title	Matrix QTY through 2035 per SNA	ADG SNA #	ADG Title	ADG QTY through 2044	Net add compared to current	Comments
Captain	1	Captain	1	9.8	Captain	1	0	
Lieutenant	0	Lieutenant	1	9.14	Lieutenant	1	+1	
Sergeant Family Services (1), Sergeant General Investigations(1)	2	Sergeant	2	9.13	Sergeant Offices	3	+1	Added Sergeant would oversee SIU
Detective General (5), Detective DEA (1), Detective Juvenile/Domestic Violence (2), Community Outreach Officer (1), SIU(1)	10	Detective/Community Outreach Detective	10	9.6/9.9	Detectives, SIU Detectives	16	+6	Note that Matrix SNA pg 114-115 accounted for 9, while staffing on pg 105-106 accounted for 10
Social Worker	1	Social Worker	1	9.7	Social Worker	2	+1	Will be increasing to (2) with grant received
Office Manager	1	Office Manager	1	9.2	Admin Assisstant	1	0	
Evidence Tech	2	Evidence Technician	1	9.21	Crime Scene Tech	2	0	
SRO	2	School Resource Officer	2	9.5	Outside Agency Workstations/SRO	3	+1	
ICAC Lieutenant	1	-	0	10.1	Internet Crimes Lieutenants	1	0	
ICAC Detective	1	ICAC Investigation Room	2	10.2	Internet Crimes Detectives	2	+1	
Totals	21		21			32	+11	

Main Building Square Footages (Seybolt, Center Wing, North Wing, Cottage Basement)				
	Existing SF/ %	Target SF/%		Net Change Delta
		Lower Limit	Upper Limit	
Police Department	39,772 37%	41,423 41%	46,236 40%	+1,651 to +6,464
Shared	- 0%	4,050 4%	4,050 3%	+4,050 to +4,050
Municipal	66,683 63%	54,560 55%	66,683 57%	(12,123) to +0
Total	106,455 100%	100,033 100%	116,969 100%	(6,422) to +10,514
Existing Main Building SF Available		106,455		

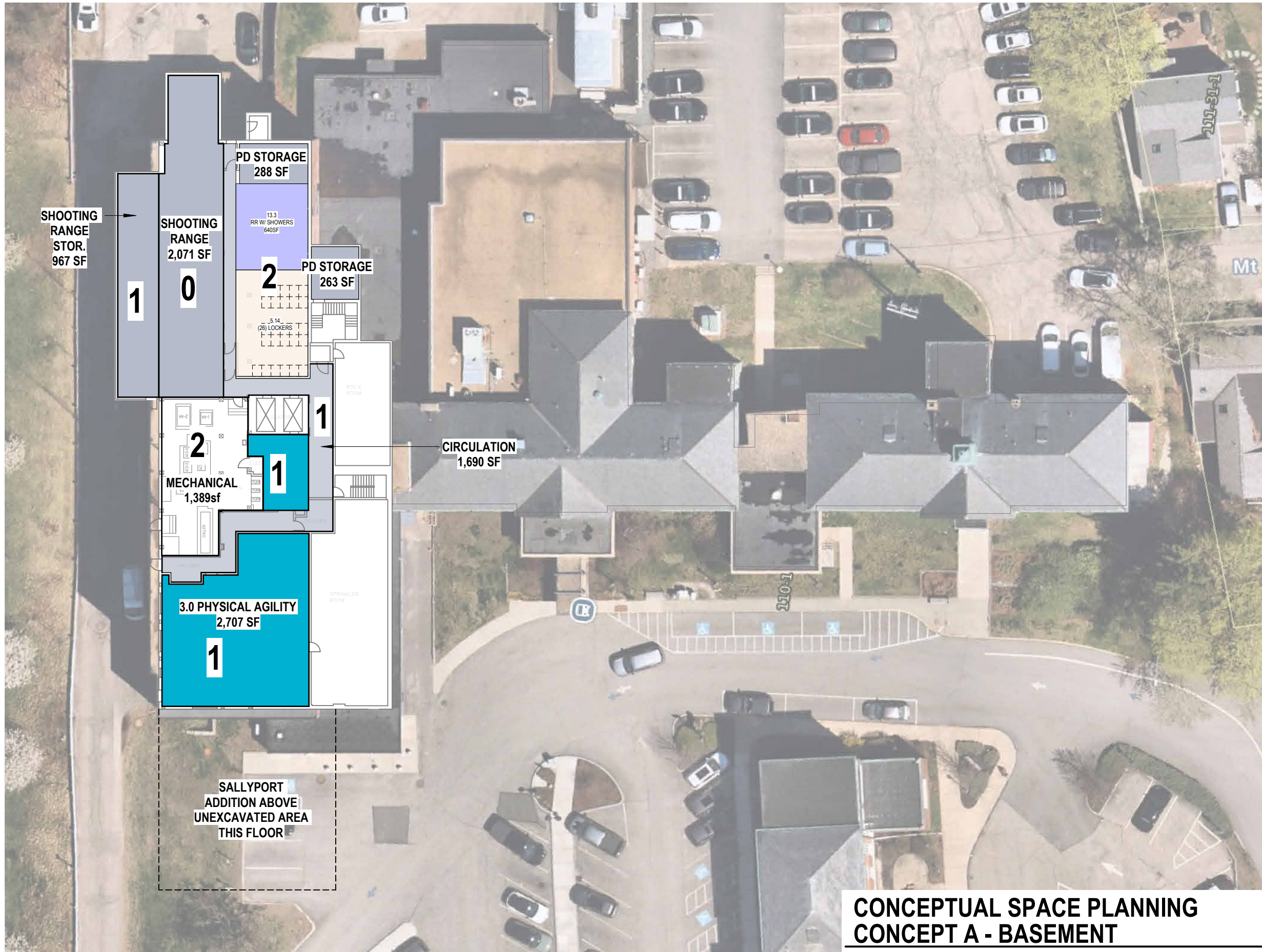
Concept A		Concept B		Concept C	
Proposed	Net Change Delta	Proposed	Net Change Delta	Proposed	Net Change Delta
54,011 45%	+14,239	53,810 45%	+14,038	54,113 47%	+14,341
4,050 3%	+4,050	4,050 3%	+4,050	4,050 4%	+4,050
61,540 51%	(5,143)	61,657 52%	(5,026)	56,880 49%	(9,803)
119,601 100%	+13,146	119,517 100%	+13,062	115,043 100%	+8,588

Fleet Building Square Footage				
	Existing SF	Needed SF	Net Change	Change Since Prior Meeting
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

- PATROL
- ADMIN: TRAINING
- FACILITY SUPPORT
- PD

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

CONCEPT A KEY POINTS

- Additions total 13,146 SF
- All departments remain in the facility, except Water/Sewer Billing has been moved off campus
- Level of renovation is dependent on final design.
- If Alternate A is used, Floor 3 will mimic Concept B Floor 3 and IT becomes HR. Total SF of new addition becomes 11,594 sf

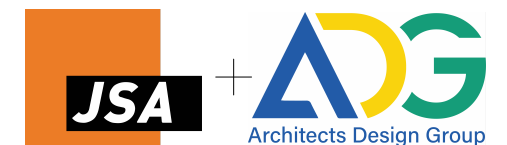
Note: #'s at beginning of department names correlate to previously provided Space Needs Assessment

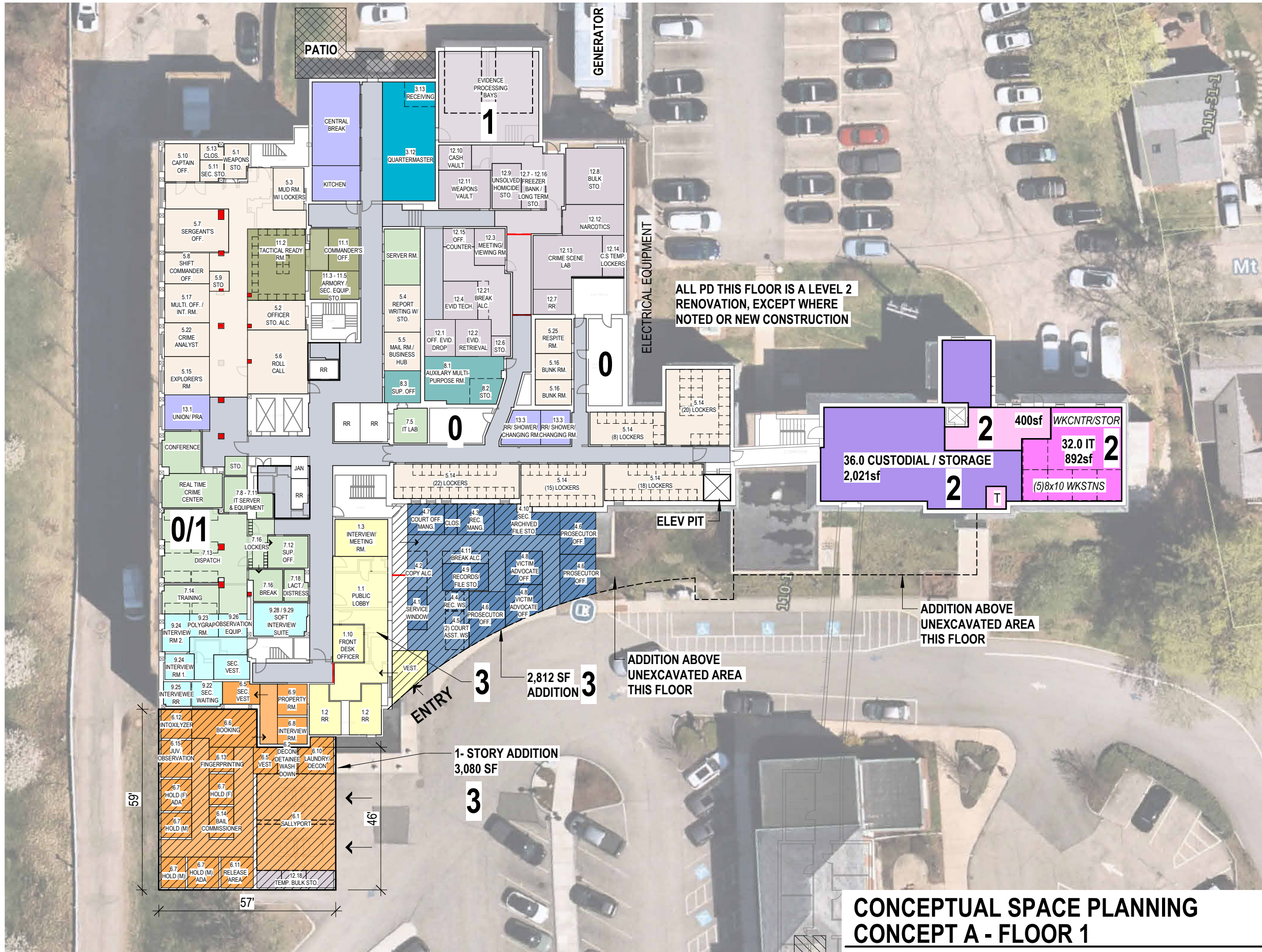
**CONCEPTUAL SPACE PLANNING
 CONCEPT A - BASEMENT
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026

1 CONCEPT A - BASEMENT

1/32" = 1'-0"
 Page 8





DEPARTMENT LEGEND

	PUBLIC ACCESS		IT
	PATROL		CUSTODIAL
	COMMS. & IT		SERT
	DETECTIVES DIVISION		FACILITY SUPPORT
	PROPERTY & EVIDENCE		AUXILIARY
	RECORDS & COURTS		ADDITIONS
	BOOKING & INTAKE		
	COMMON AREAS		

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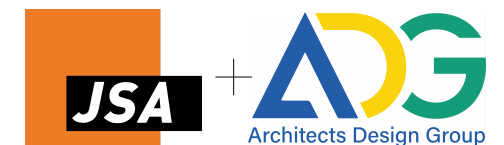
CONCEPT A KEY POINTS

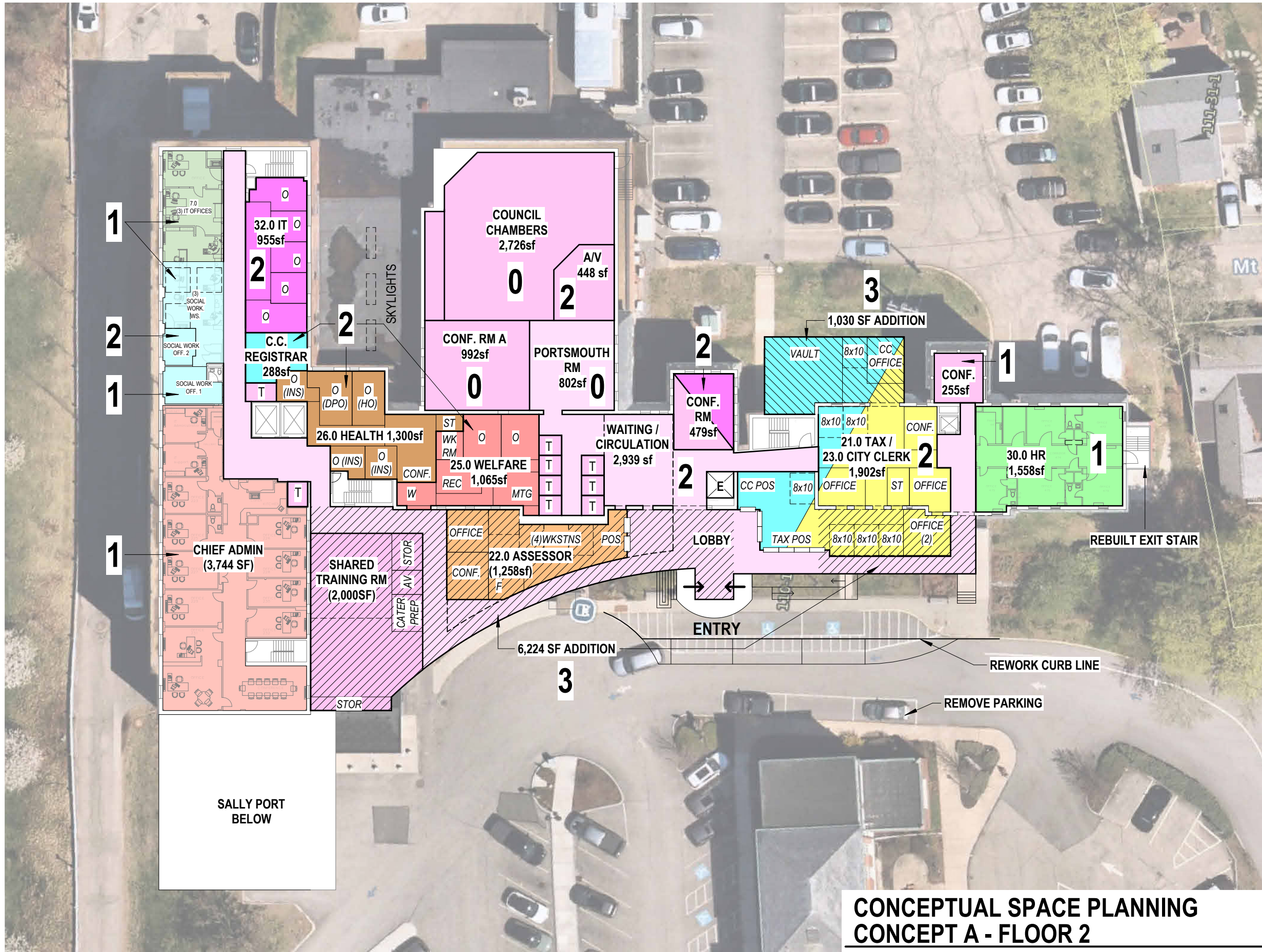
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- All departments remain in the facility, except Water/Sewer Billing has been moved off campus
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- If Alternate A is used, Floor 3 will mimic Concept B Floor 3 and IT becomes HR. Total SF of new addition becomes 11,594 sf

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

**CONCEPTUAL SPACE PLANNING
 CONCEPT A - FLOOR 1
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026





DEPARTMENT LEGEND

	ADMIN & CHEF		IT OFFICES
	ADMIN: TRAINING		HR
	COMMON AREAS		SOCIAL WORK
	WELFARE		ADDITIONS
	CITY CLERK		
	HEALTH		
	ASSESSOR		
	TAX		

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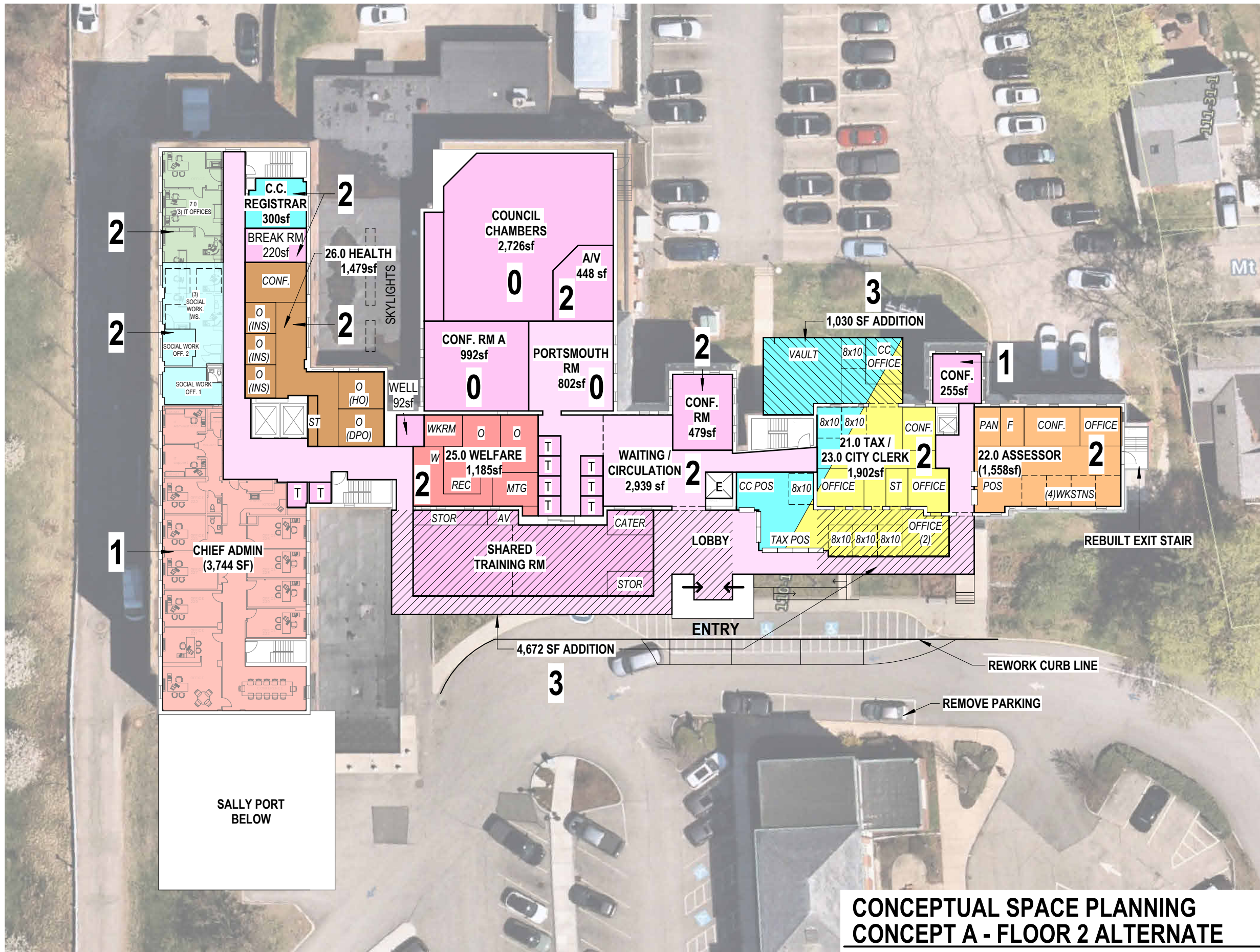
CONCEPT A KEY POINTS

- Additions total 13,146 SF
- All departments remain in the facility, except Water/Sewer Billing has been moved off campus
- Level of renovation is dependent on final design.
- If Alternate A is used, Floor 3 will mimic Concept B Floor 3 and IT becomes HR. Total SF of new addition becomes 11,594 sf

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

**CONCEPTUAL SPACE PLANNING
 CONCEPT A - FLOOR 2
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND

	ADMIN & CHEF		IT OFFICES
	ADMIN: TRAINING		HR
	COMMON AREAS		SOCIAL WORK
	WELFARE		ADDITIONS
	CITY CLERK		
	HEALTH		
	ASSESSOR		
	TAX		

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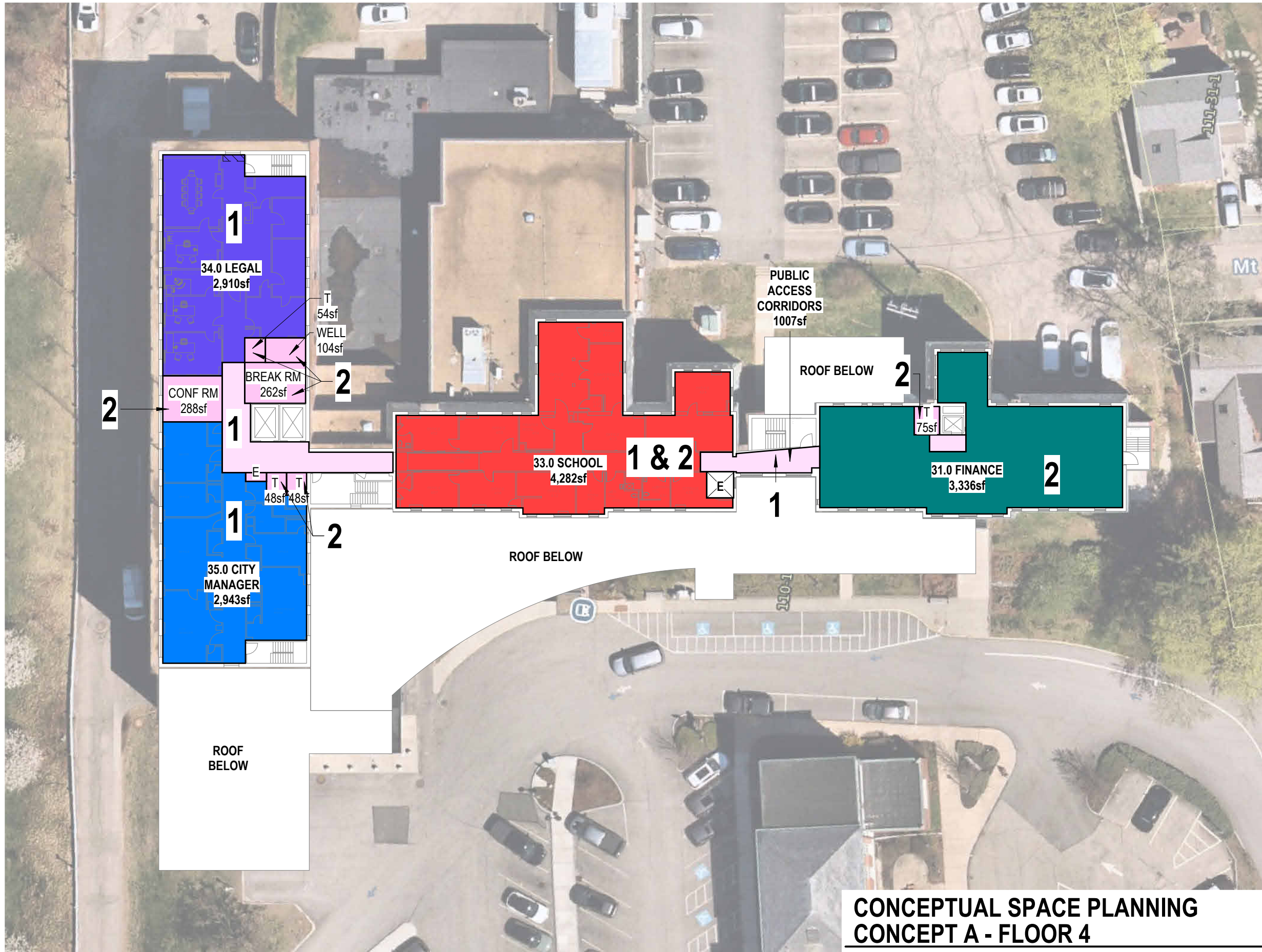
CONCEPT A KEY POINTS

- Additions total 13,146 SF
- All departments remain in the facility, except Water/Sewer Billing has been moved off campus
- Level of renovation is dependent on final design.
- If Alternate A is used, Floor 3 will mimic Concept B Floor 3 and IT becomes HR. Total SF of new addition becomes 11,594 sf

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

**CONCEPTUAL SPACE PLANNING
 CONCEPT A - FLOOR 2 ALTERNATE
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026



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

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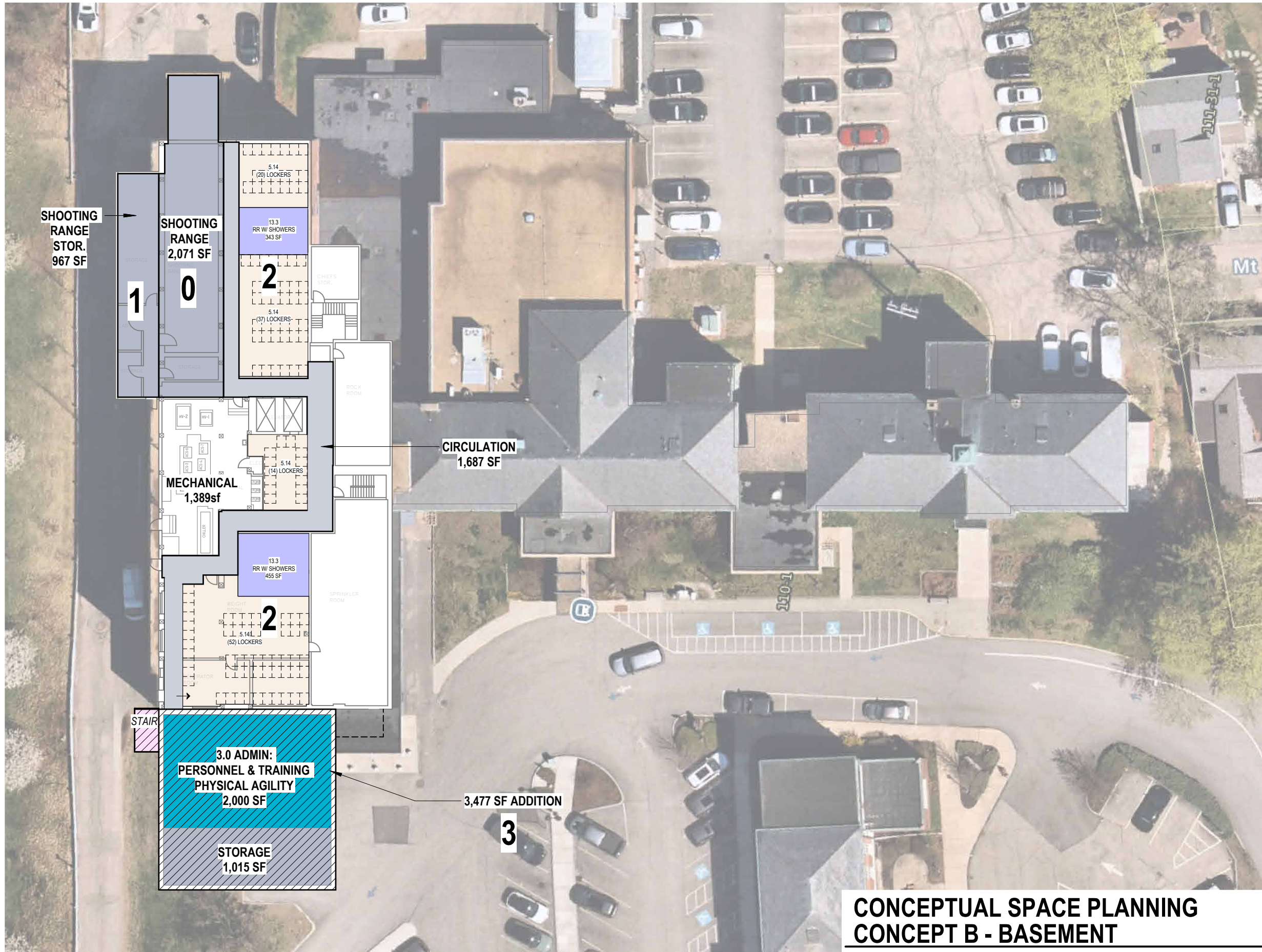
CONCEPT A KEY POINTS

- Additions total 13,146 SF
- All departments remain in the facility, except Water/Sewer Billing has been moved off campus
- Level of renovation is dependent on final design.
- If Alternate A is used, Floor 3 will mimic Concept B Floor 3 and IT becomes HR. Total SF of new addition becomes 11,594 sf

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

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

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND

- PATROL
- ADMIN:
TRAINING
- FACILITY
SUPPORT
- PD
- ADDITIONS

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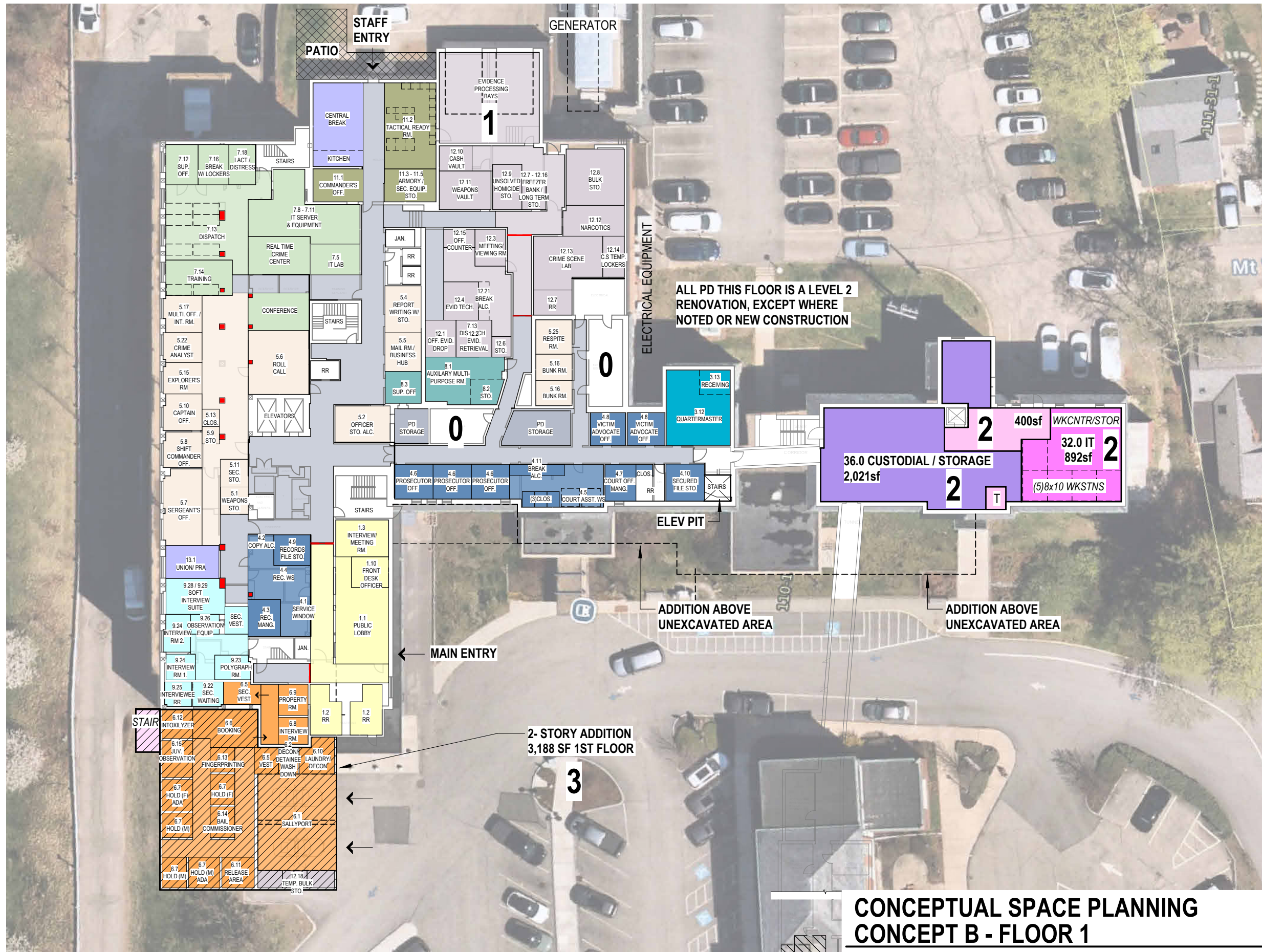
CONCEPT B KEY POINTS

- Addition totals **13,062 SF**
- All departments remain in the facility, except Water/Sewer Billing has 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 Space Needs Assessment

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

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND			
	PUBLIC ACCESS		IT
	PATROL		CUSTODIAL
	COMMS. & IT		SERT
	DETECTIVES DIVISION		FACILITY SUPPORT
	PROPERTY & EVIDENCE		AUXILIARY
	RECORDS & COURTS		ADDITIONS
	BOOKING & INTAKE		
	COMMON AREAS		

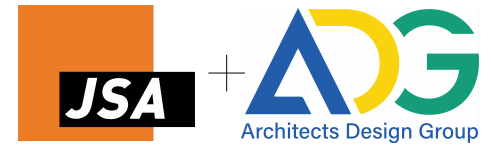
T = TOILET
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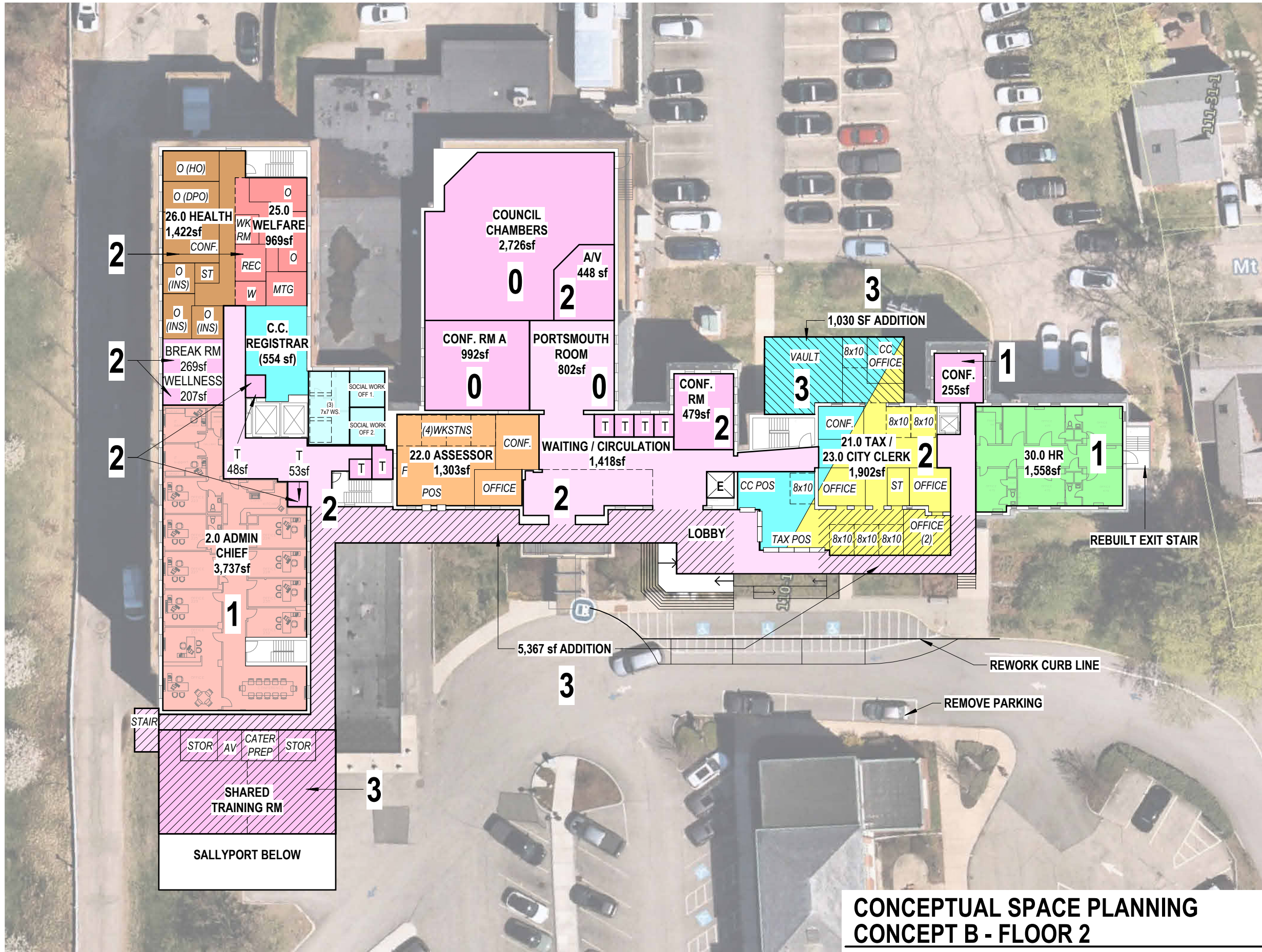
- CONCEPT B KEY POINTS**
- Addition totals 13,062 SF
 - All departments remain in the facility, except Water/Sewer Billing has been moved off campus.
 - PD and Municipal lobbies separated
 - Level of renovation is dependent on final design.

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

**CONCEPTUAL SPACE PLANNING
 CONCEPT B - FLOOR 1
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026





DEPARTMENT LEGEND

	ADMIN & CHEF		HR
	SOCIAL WORK		ADDITIONS
	COMMON AREAS		
	WELFARE		
	CITY CLERK		
	HEALTH		
	ASSESSOR		
	TAX		

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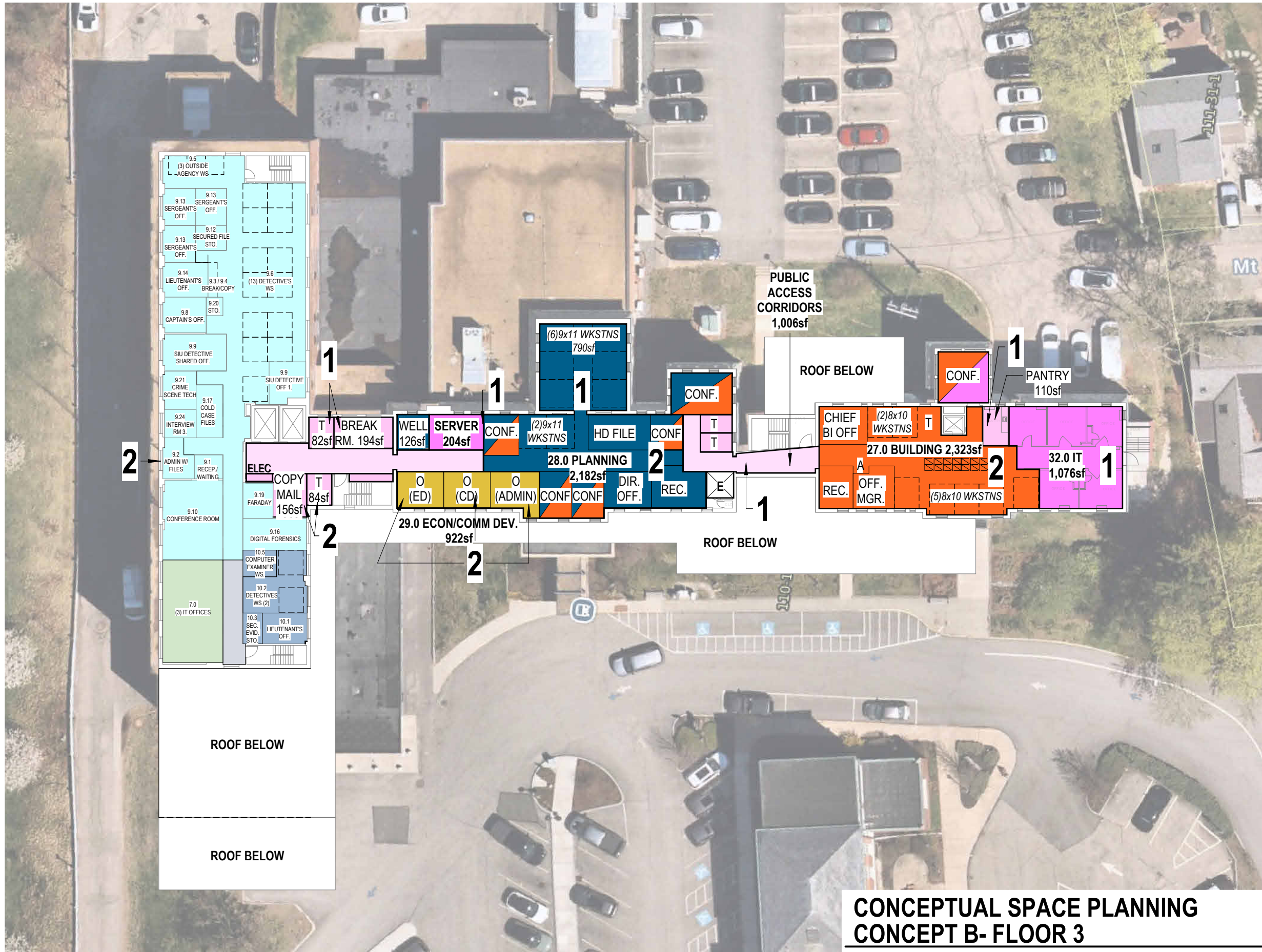
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**CONCEPTUAL SPACE PLANNING
 CONCEPT B - FLOOR 2
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND

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

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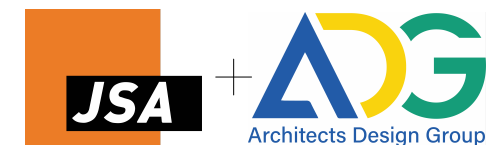
CONCEPT B KEY POINTS

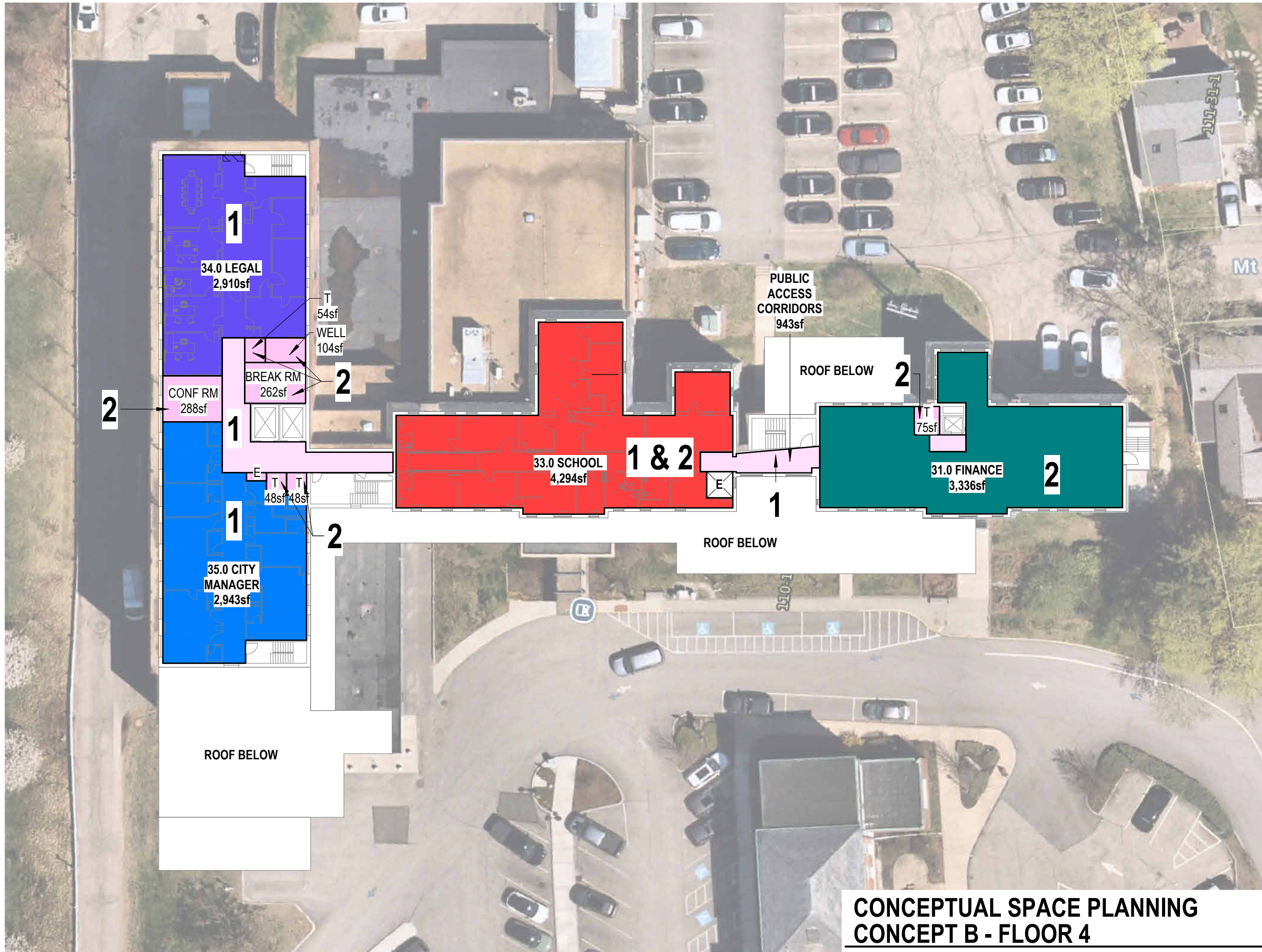
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**CONCEPTUAL SPACE PLANNING
 CONCEPT B- FLOOR 3
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026





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

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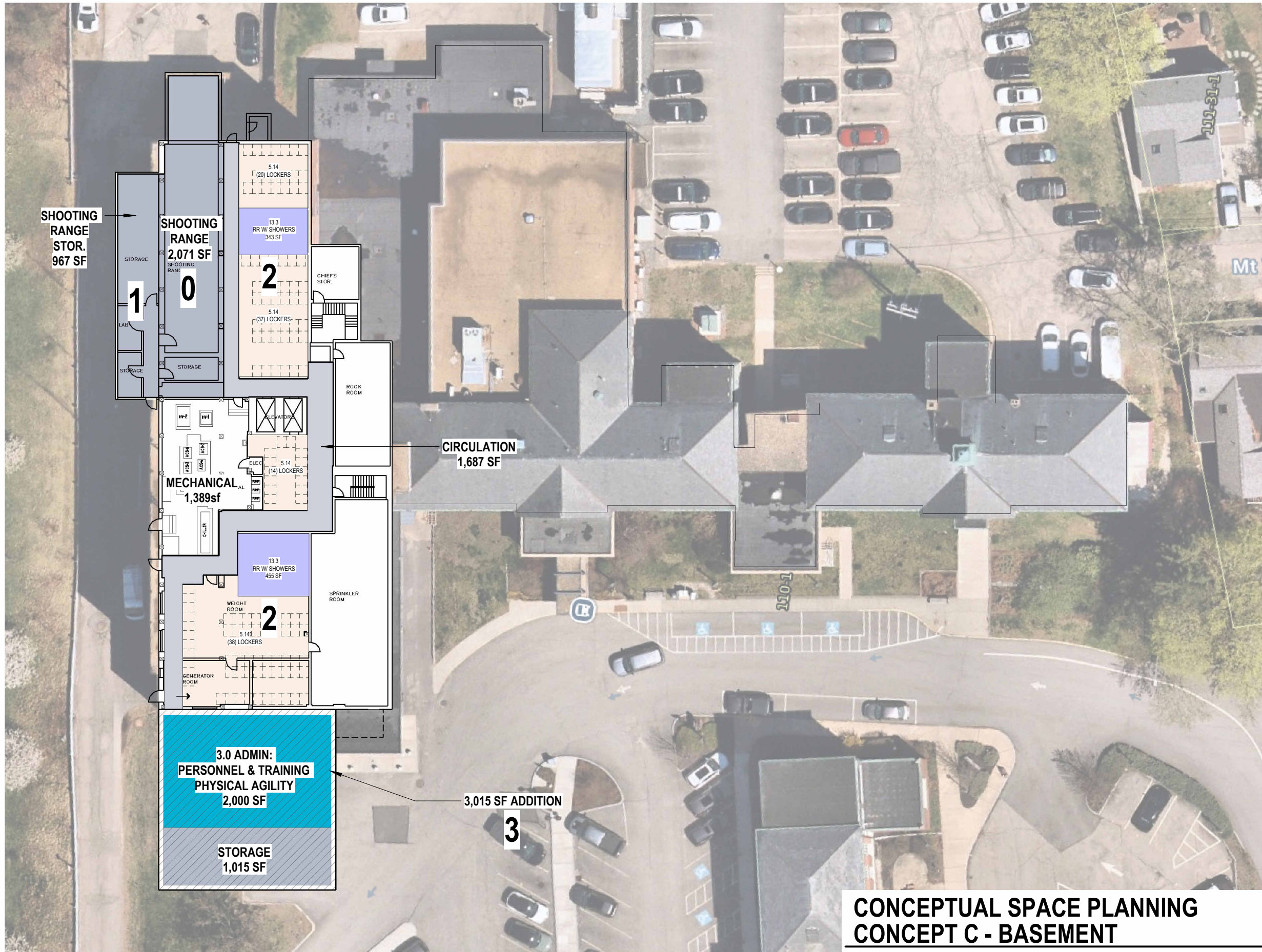
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**CONCEPTUAL SPACE PLANNING
 CONCEPT B - FLOOR 4
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND

- PATROL
- ADMIN: TRAINING
- FACILITY SUPPORT
- PD

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 REC = RECEPTION

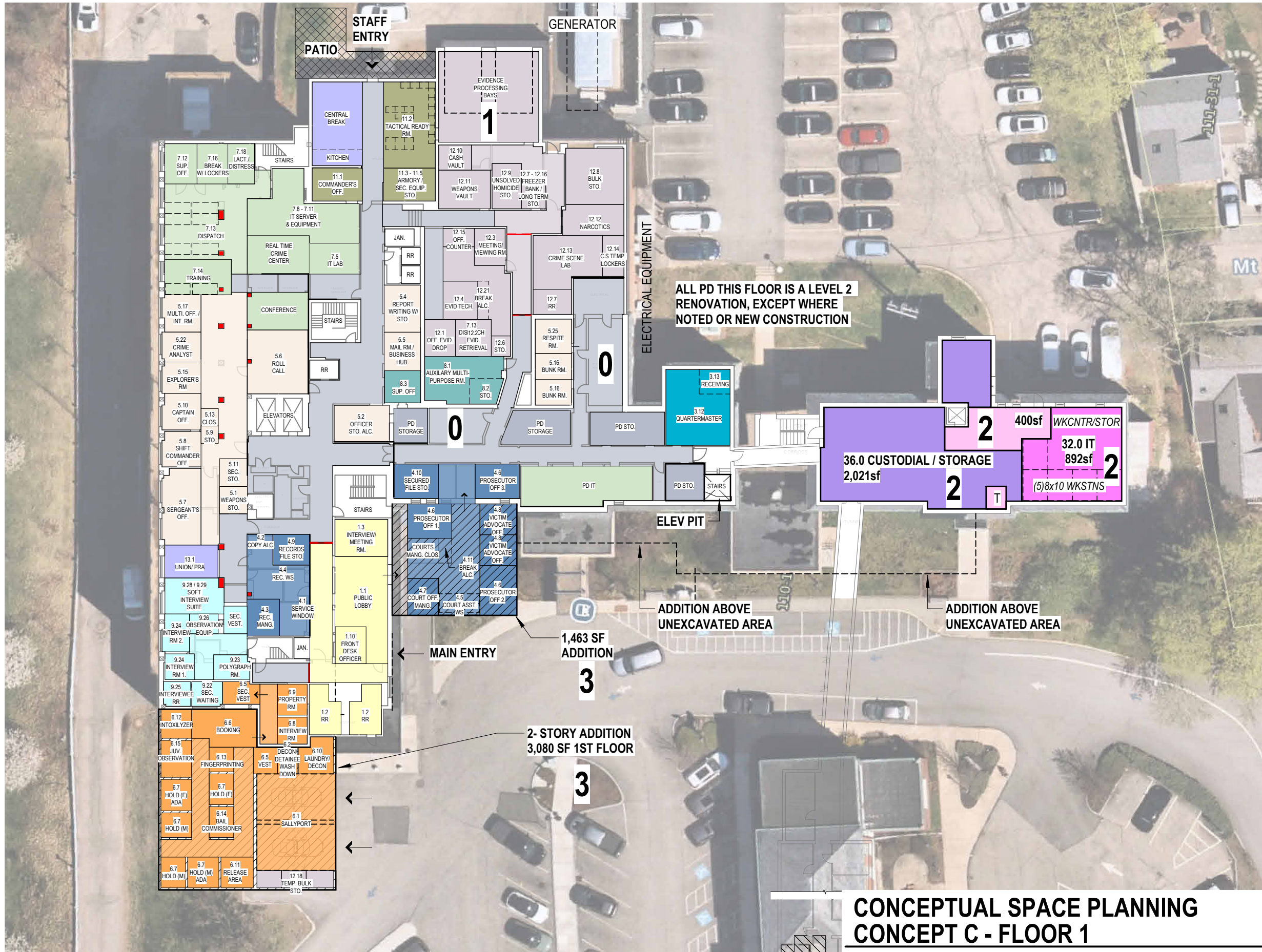
CONCEPT C KEY POINTS

- Addition totals **8,588 SF**
- All departments remain in the facility, except Water/Sewer Billing.
- PD and Municipal lobbies separated
- Level of renovation is dependent on final design.

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

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

SCALE: As indicated
 4/24/2026



DEPARTMENT LEGEND

	PUBLIC ACCESS		IT
	PATROL		CUSTODIAL
	COMMS. & IT		SERT
	DETECTIVES DIVISION		FACILITY SUPPORT
	PROPERTY & EVIDENCE		AUXILIARY
	RECORDS & COURTS		ADDITIONS
	BOOKING & INTAKE		
	COMMON AREAS		

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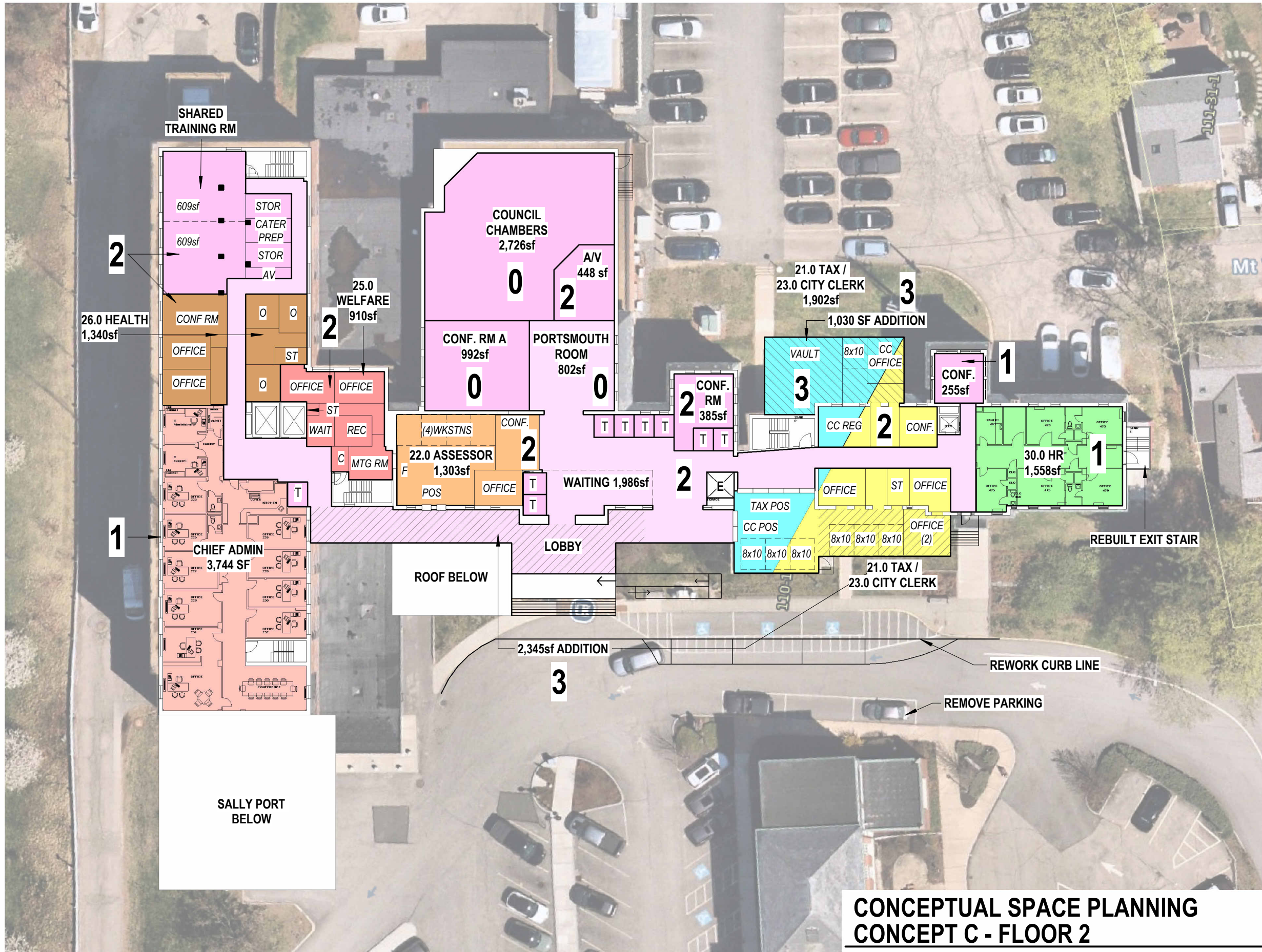
**CONCEPTUAL SPACE PLANNING
 CONCEPT C - FLOOR 1
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026

1 CONCEPT C - FLOOR 1

1/32" = 1'-0"





DEPARTMENT LEGEND

	ADMIN & CHEF		IT OFFICES
	ADMIN: TRAINING		HR
	COMMON AREAS		SOCIAL WORK
	WELFARE		ADDITIONS
	CITY CLERK		
	HEALTH		
	ASSESSOR		
	TAX		

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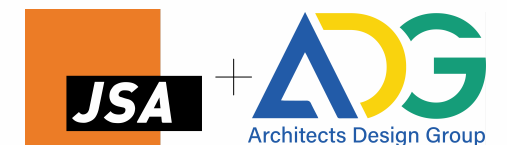
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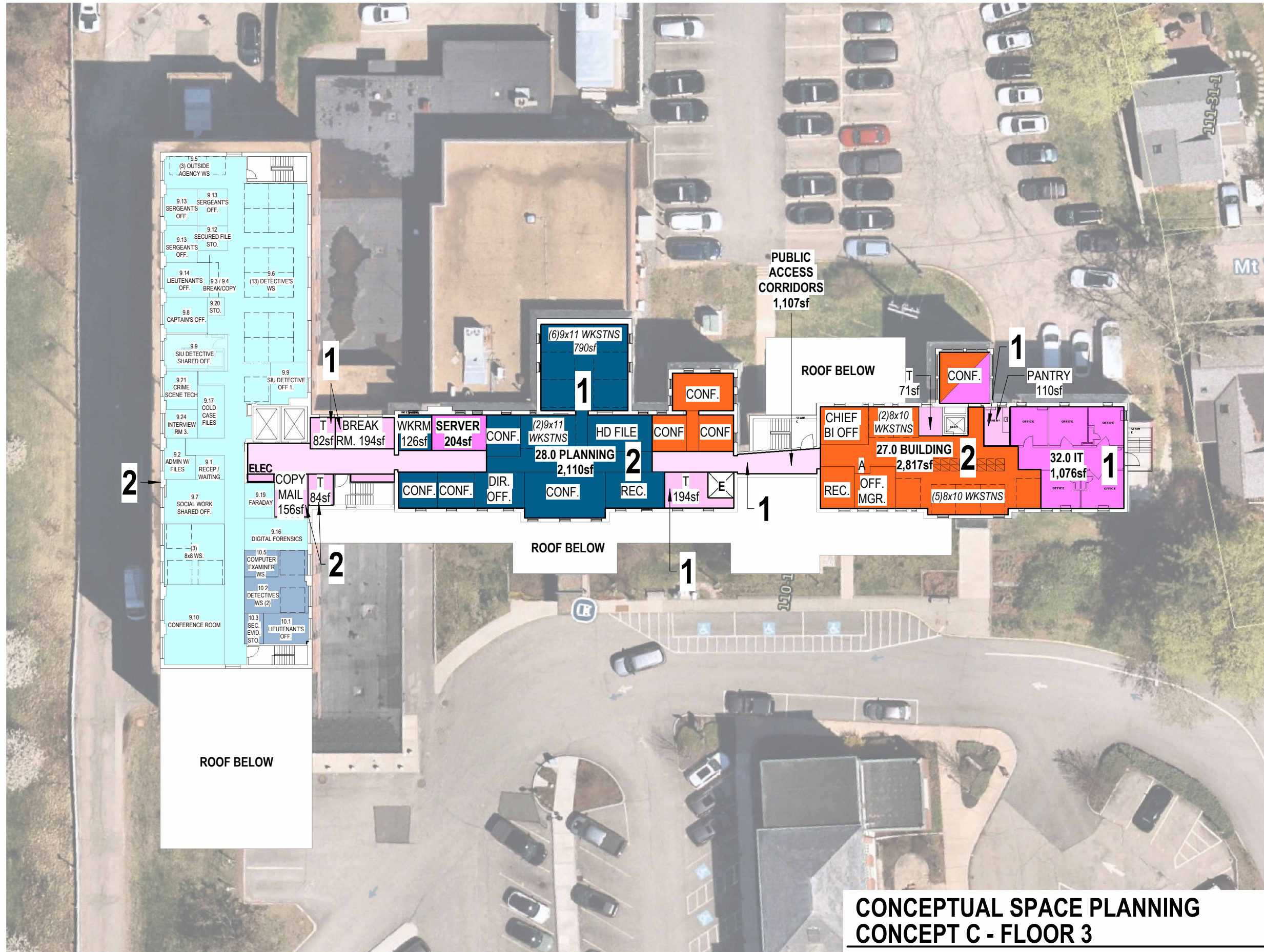
**CONCEPTUAL SPACE PLANNING
 CONCEPT C - FLOOR 2
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026

1 **CONCEPT C - FLOOR 2**

1/32" = 1'-0"
 Page 21





DEPARTMENT LEGEND

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

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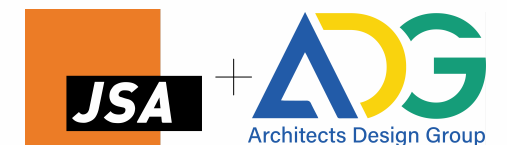
CONCEPT C KEY POINTS

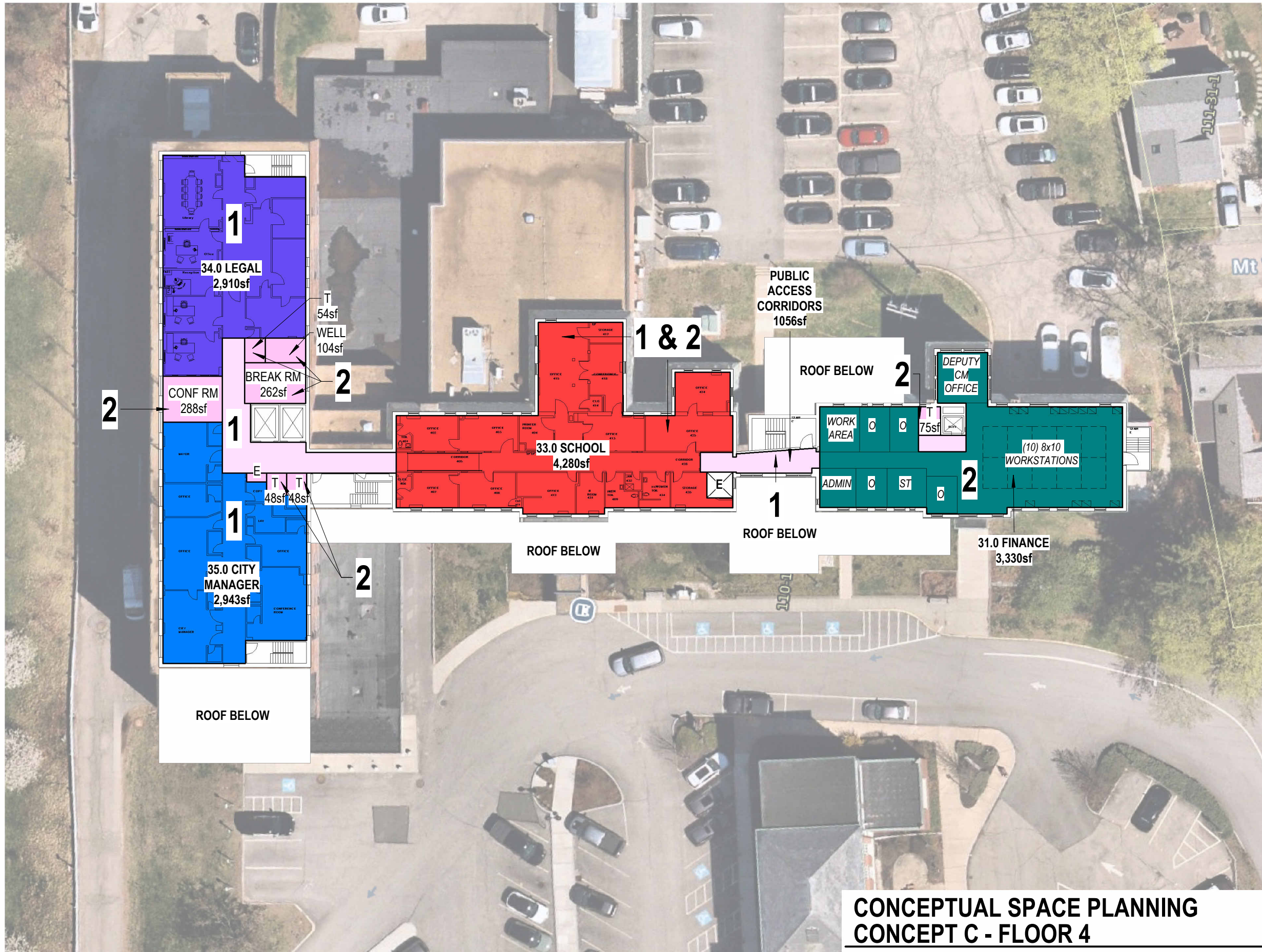
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**CONCEPTUAL SPACE PLANNING
 CONCEPT C - FLOOR 3
 MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated
 4/24/2026





DEPARTMENT LEGEND

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

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CONCEPT C KEY POINTS

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

SCALE: As indicated
 4/24/2026



Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Questions and Answers

Date: 4/24/2026

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.

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