

RICCI GREENE ASSOCIATES

MEETING MINUTES

PROJECT NAME:	Functional Program Consultant to Belknap County Jail and Community Corrections Program	DATE:	December 4, 2012
PROJECT NUMBER:	91206.00	TIME:	4:00 p.m. – 6:00 p.m.
SUBJECT:	Jail Planning Committee Meeting	LOCATION:	County Office Building

Attendees:

Edward Philpot, Commissioner John Thomas, Commissioner	Colette Worsman, Representative	Craig Wiggin, Sheriff
Stephen Nedeau, Commissioner	Robert Greenmore, Representative	Jamie Laramie, Sergeant
Debra Shackett, Co. Administrator	Frank Tilton, Representative	Dustin Muzzey, Facilities Mgr
Daniel Ward, Superintendent	Don Flanders, Representative	Norn O'Neil, BC HR
David Berry, Captain	Dave Huot, Representative	Alan Robichaud, United Way
Brian Loanes, ED Youth Services	Ian Raymond, Representative	Sue Cagle, UNH Coop Ext
Angela Bovill, Admin. Assistant	Beth Arsenault, Representative	Peggy Selig-Laconia, Adult Ed
Gary Goudreau, Architect	Lisa DiMartino, Representative	Leonard Campbell, Cath Char
Maggie Pritchard, ED Genesis	Herb Vadney, Representative	Ken Ricci, Ricci Greene
	Jane Cormin, Representative	Laura Maiello, Ricci Greene

MEETING AGENDA AND CONTEXT (Slide 2)

The purpose of the meeting was to present a summary overview of the analysis, findings and recommendations for the proposed new Belknap County Jail and Community Corrections Center. The accompanying powerpoint presentation is included with these minutes.

Ricci Greene Associates began the meeting by recapping the activities leading up to the present project. This included a Criminal Justice and Community Corrections Symposium and Master Plan (the "Dave Bennett Report") aimed at reducing bedspace demand through improved system practices and enhanced alternatives to incarceration. Laura Maiello noted that in this regard, Belknap County is committed to building a new *system*, not just a new *jail*.

EXISTING FACILITIES (Slides 3-7)

The existing jail was described as functionally and physically deficient, based on the findings of the County Master Plan coupled with the consultants' walk through observations. These include, but are not limited to:

- Overcrowding, resulting in conversion of spaces to makeshift housing
- Difficulty separating inmates by security risk and need
- Lack of space for programs that engage inmates in positive activities, or services

R I C C I G R E E N E A S S O C I A T E S

- required by standards of good operating practices
- Inadequate cooling, heating, and water flow systems
- Peeling paint, inoperable/broken windows, inadequate and outdated security hardware in housing units
- “Extensive deficiencies in areas of infrastructure, mechanical, design/security, (ACA Standards compliance), compliance with building & fire codes, and ADA related compliance” (Campus Master Plan).

“The extent of these deficiencies makes renovation cost prohibitive.....the original jail structure and the 1960’s addition [should be] demolished and a new jail facility constructed in its place.” (Campus Master Plan).

A NEW VISION (Slides 8-11)

Laura Maiello discussed the key elements of the County’s vision for a new correctional system. This includes a holistic approach in which collaboration and cooperation with community-based providers; system initiatives to reduce length of stay; good in-jail treatment programs; a community corrections jail to community step-down model; and a safe, secure, compliant jail are foundational. The Community Corrections Center (CCC) is a key component of this approach, where inmates are assessed for risk of recidivating and participate in a phased transition from jail, to intensive treatment, to work release, to community supervision.

FACILITY REQUIREMENTS (Slides 12-20)

Laura Maiello presented the methodology for establishing the number of jail and CCC beds required to meet future needs. She noted that a series of 25 year projection scenarios were contained in the Bennett report, and that an initial task of this project was to pick the projection scenario to use for planning purposes. The different bedspace scenarios represented different admission and length of stay scenarios.

The planning committee selected Scenario 3, which represents a reduction in the amount of time that inmates currently spend incarcerated, achieved through improved system efficiencies, pretrial programs, and the jail to community transition flow.

This resulted in a bedspace projection (25 year horizon) of 177 beds. Based on the Bennett recommendation that 1/3 of the overall bedspace needs could be served in a Community Corrections Center, approximately 60 of these beds would be allocated to the CCC.

The secure jail component will have housing units for Maximum, Medium, Minimum, Special Management, and Reception (new admission) inmate classifications. The number of beds required for each category was determined based on a profile analysis of the jail population. In some instances, these units will be co-located, but discrete to achieve better staffing efficiencies.

R I C C I G R E E N E A S S O C I A T E S

HOUSING UNIT INVESTIGATIONS (Slides 21-34)

The classification analysis revealed 13 distinct housing unit requirements (9 for the jail population and 4 for the community corrections center). Laura Maiello noted that because each housing unit would require 5 FTE Correction Officer positions, the team worked to identify which housing classifications could be co-located (but separate) in one housing unit based on a sub-unit concept.

This resulted in a total of 3 housing units in the jail with the following sub-units:

- Male (Maximum/Special Needs/Reception)
- Male (Medium Security)
- Female (all categories)

And 2 units in the CCC as follows:

- Intensive Treatment (male / female sub-units)
- Work Release (male / female sub-units)

Ken Ricci presented a series of housing unit layouts depicting the proposed organization of each. He explained that these dimensional diagrams illustrate the relationship between cells/beds, dayrooms and support spaces for each unit, as well as important elements such as sight lines and circulation.

BUILDING ORGANIZATION AND SITE UTILIZATION (Slides 35-44)

Ken Ricci reviewed the other components that comprise the proposed facility, including spaces for programs and services, security and administration, staff support, and building support. It was noted that the new facility will include a receptor kitchen only, with food continued to be prepared at and delivered from the Nursing Home. The plan calls for a full service laundry, providing inmates with work opportunities within the jail. The proposed facility (Jail and CCC components) is estimated to be about 94,500GSF.

Ken Ricci presented Building Organization Options depicting one and two story schemes, and site studies for each, including an option that does not require demolition of the existing jail. He stated that the preferred option, based on a previous meeting with County officials was for the two story scheme with no demolition of the existing jail.

Ken Ricci noted that with this approach, the County will not have to erect temporary housing structures for the displaced population during construction, resulting in cost avoidance to the County.

PROJECT BUDGET ESTIMATES

The consultants conveyed that they are in the process of generating budget estimates for the new facility, utilizing a professional cost estimator, and well as staffing costs associated with the project.

RICCI GREENE ASSOCIATES

The full report is expected to be delivered by the end of the year.

Ken Ricci concluded the presentation with a few images of build facilities depicting some of the concepts discussed in the meeting.

BY Laura Maiello

DISTRIBUTION: Debra Shackett for distribution to meeting attendees.

The above constitutes my recollection and understanding of this meeting. Please notify me at once should there be any errors, omissions, or misunderstanding of these items discussed.

December 4, 2012

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FUNCTIONAL PROGRAM CONSULTANT TO JAIL AND COMMUNITY CORRECTIONS PROGRAM

FPC - 2012

JAIL PLANNING COMMITTEE MEETING

AGENDA

- Existing Facility
- A New Vision for Belknap County Corrections
- Facility Requirements
- Housing Investigations
- Building Organization and Site Investigations
- Project Budget Estimates
- Next Steps



EXISTING FACILITY

EXISTING FACILITY

Functionality

- Facility is operating over its design capacity, resulting in severe overcrowding. Use of gym for makeshift housing (w/o adequate facilities); and inmates occasionally boarded out to other counties due to lack of space.
- Housing units do not allow for proper separation of inmates by security risk and special needs classification. Inadequate type of beds and housing layout, coupled with limited staff make supervision challenging.
- Central Control performing clerical and administrative functions (e.g. visitors reception and processing, bonding), intox and suicide cells observation, as well as doubling as a roll call room, disturbing security control functions.

EXISTING FACILITY

Functionality

- **Insufficient staff support spaces (staff lockers, muster room) for the current number of staff.**
- **Lack of program and recreation spaces resulting in inmate idleness and limited opportunities for rehabilitation.**
- **Inadequate program area for visitation requires use of classroom to accommodate overflow of professional visitation and results in cross-circulation of inmates and the public.**
- **Insufficient medical services and exam area; no infirmary capacity.**
- **Absence of loading dock for receiving supplies.**

EXISTING FACILITY

Physical Plant

“Extensive deficiencies in areas of infrastructure, mechanical, design/security, (ACA Standards compliance), compliance with building & fire codes, and ADA related compliance”.

- **Peeling paint, inoperable/broken windows, inadequate and outdated security hardware in housing units.**
- **Inadequate ventilation in showers, causing mold and mildew growth.**
- **Inadequate heating and cooling in Women’s dormitory.**
- **Inadequate water flow to older parts of the building**

Belknap County Facilities Assessment Report 10/2012

EXISTING FACILITY

Physical Plant

- No housing requirements for disabled prisoners, per ADA requirements.
- Mechanical attic area leaks (from equipment valves), flooding attic floor containing electrical conduit.
- Only one code compliant means of egress in women's dorm, where two are needed.

“The extent of these deficiencies makes renovation cost prohibitive.....the original jail structure and the 1960’s addition [should be] demolished and a new jail facility constructed in its place.”

Belknap County Facilities Assessment Report 10/2012



A NEW VISION

Building a new *System*, not just a new Jail

“Reduce recidivism by preparing inmates to make a successful transition back to the community”

- Safe, secure, compliant jail
- Good in-jail treatment programs
- Jail to Community Transition
Step down approach
- System initiatives to reduce Admissions and Length of Stay
- Collaboration and cooperation with community-based providers

BELKNAP COUNTY PROPOSED TRANSITION MODEL

Assessment

Staff complete an LSI-R Risk/Needs Assessment/ASI

Track 1 or Track 2

Inmates are placed in program based on level of Risk/Need

Track 3 Work Release/Programming

Inmates work full time and participate in treatment groups

Track 4 Post Release

Inmates are transitioned to Electronic Monitoring or Probation Supervision with weekly Aftercare groups

Track 5 Relapse Prevention

Intensive program 30-60 days at Community Corrections ~ enhanced aftercare for minor violations

TARGETED INTERVENTIONS

Provide Most Intensive Interventions to Higher Risk Offenders

- Higher risk offenders will require much higher dosage of treatment. Rule of thumb:
 - 100 hours for moderate risk
 - 200+ hours for high risk
 - 100 hours for high risk may have little effect
- This does not include work / school and other activities that are not directly addressing criminogenic risk factors

FACILITY REQUIREMENTS

MASTER PLAN FORECASTS

Scenarios based on Admissions / ALOS

Average Length of Stay of 25 Days

Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	104	116	131
250	130	143	159

Average Length of Stay of 35 Days

Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	146	161	177
250	183	201	217

Average Length of Stay of 30 Days

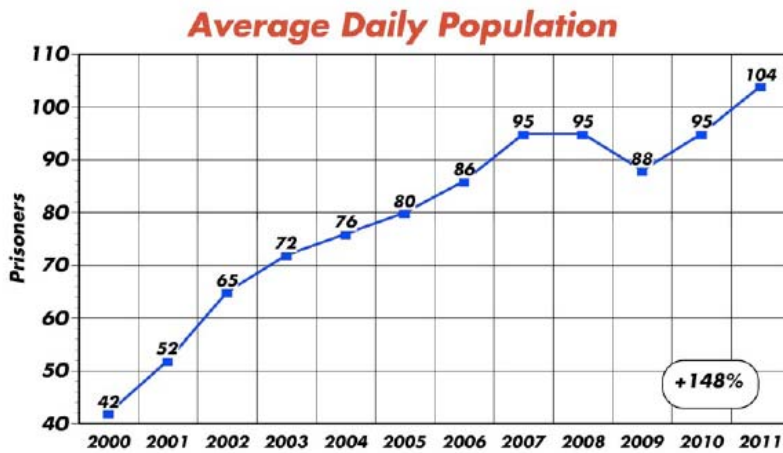
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
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250	156	172	188

Average Length of Stay of 40 Days

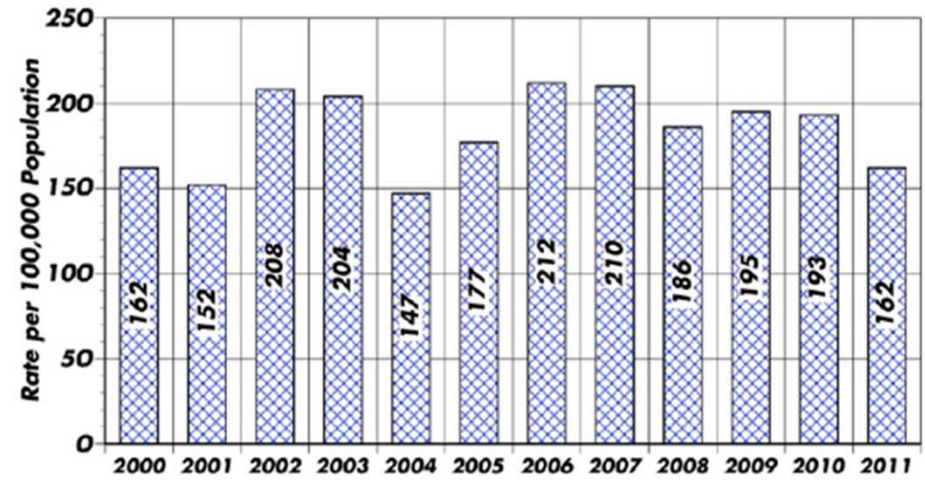
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	167	184	200
250	209	230	246

JAIL DATA TRENDS

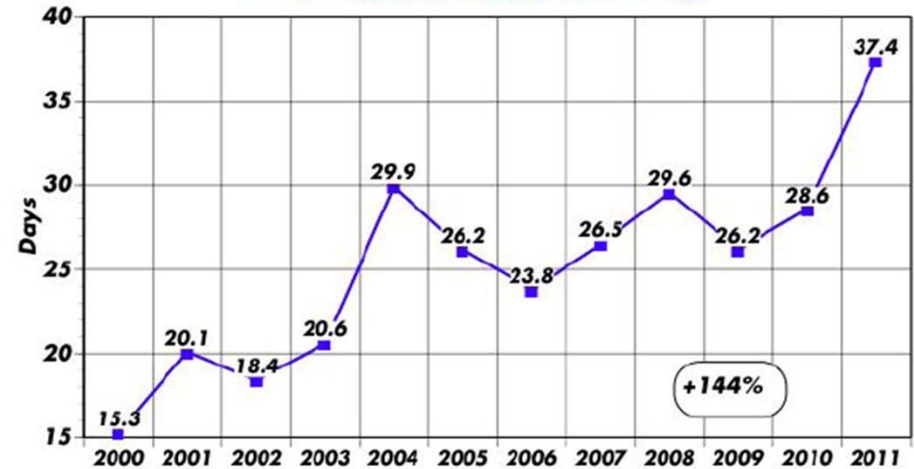
$$ADP = \text{Adm.} \times \text{LOS} / 365 \text{ days}$$



Admissions Rate

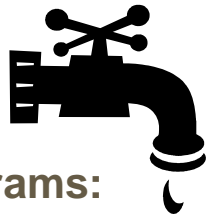


Average Length of Stay

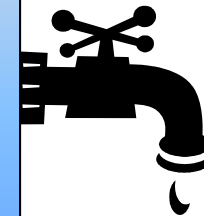


MASTER PLAN KEY RECOMMENDATIONS

FRONT END



- Diversion Programs:
 - Drug Court
 - Mental health Court
 - Adult Diversion
 - Work Crew Program
- Misdemeanor Supervision
- Pre-trial Supervision



BACK END

- Work Crew Program
- Work Release
- Electronic Monitoring

INMATE PROJECTIONS – SELECTED SCENARIO

Scenarios based on Admissions / ALOS

Average Length of Stay of 25 Days			
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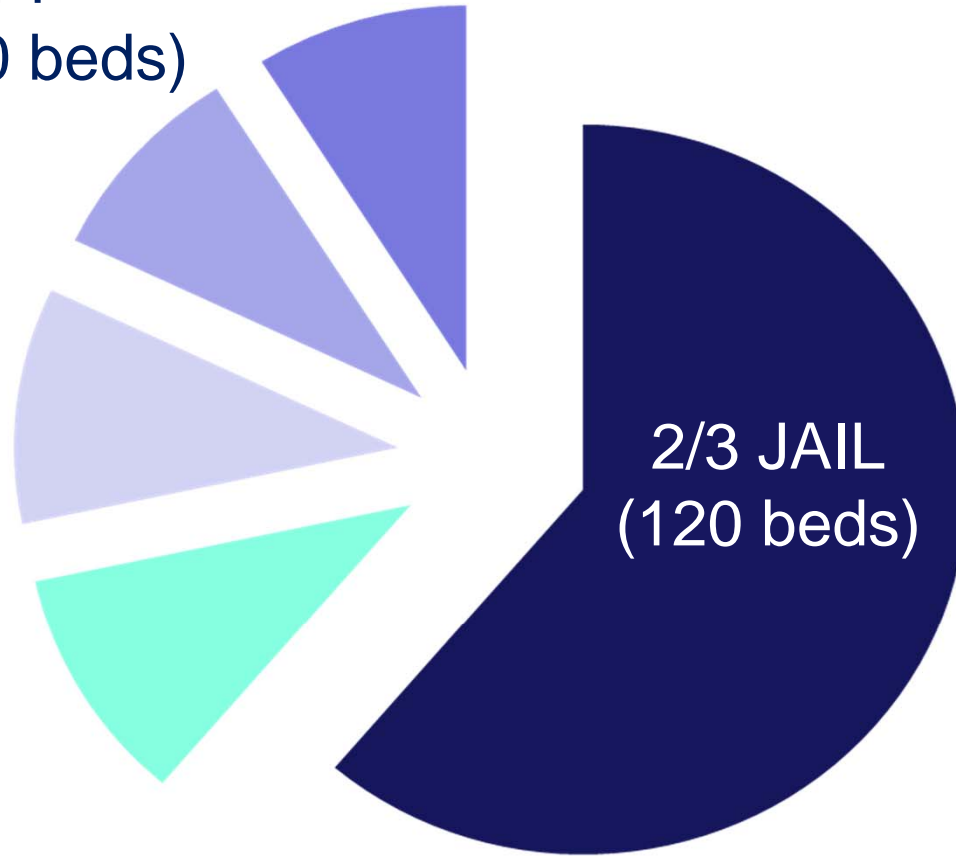
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BEDSPACE DISTRIBUTION

1/3 COMMUNITY
CORRECTIONS (60 beds)

- Pre-Trial
- IT
- WR/Outside Trustees
- EM/DR



Jail Population Profiles

- **Snapshots**
 - January 31, May 15, September 1, 2012
- **Profile Data**
 - Gender
 - Age at Admission
 - County of Residence
 - Legal Status
 - Offense Type
 - Classification Level

PERCENTAGE DISTRIBUTION

	Male (75%)		
Jail Classification	January	May	September
Intake (F,G)	5.88	0	0
Minimum	1.96	4.65	11.48
Medium	60.78	69.77	67.86
Maximum	25.49	11.63	4.59

	Female (25%)		
Jail Classification	January	May	September
Intake (F,G)	26.67	13.33	8.33
Minimum	20.00	6.67	33.33
Medium	46.67	60.00	58.33
Maximum	0	0	0

PC (S50)	3.92	9.30	4.59
Special Needs (G9)	1.96	4.65	11.48

PC (S50)	0	0	0
Special Needs (G9)	6.67	20.00	8.89

CCC Classification	January	May	September
Minimum (HOC,Gym,Attic)	11.65	12.83	16.50
Programs	15.53	12.83	9.17
Work Detail	4.85	1.83	0
Work Release	0.97	5.50	7.33

CCC Classification	January	May	September
Minimum (HOC,Gym,Attic)	27.50	16.50	17.47
Programs	0	0	11.65
Work Detail	0	16.50	0
Work Release	5.50	0	3.88

BEDSPACE DISTRIBUTION

Housing Unit Designation	Housing Unit Capacity			# Pods
	Single	2-person	Dorm	

JAIL BEDS

Male R&D Pod	6			1
Male Minimum/Inside Workers			6	1
Male Medium Security		52		1
Male Maximum	12			1
Male Special Management	12			1
Female R&D Pod	4			1
Female Minimum/Inside Trustees			6	1
Female Medium Security		16		1
Female Maximum/Special Management	6			1

CCC BEDS

Male Intensive Treatment			20	1
Male Outside Workers/Work Release			24	1
Female Intensive Treatment			10	1
Female Outside Workers/Work Release			6	1



HOUSING INVESTIGATIONS

CLASSIFICATION ANALYSIS: CCC BEDS

44 MALE BEDS

MALE
INTENSIVE
20 BED

MALE
WORKERS
24 BED

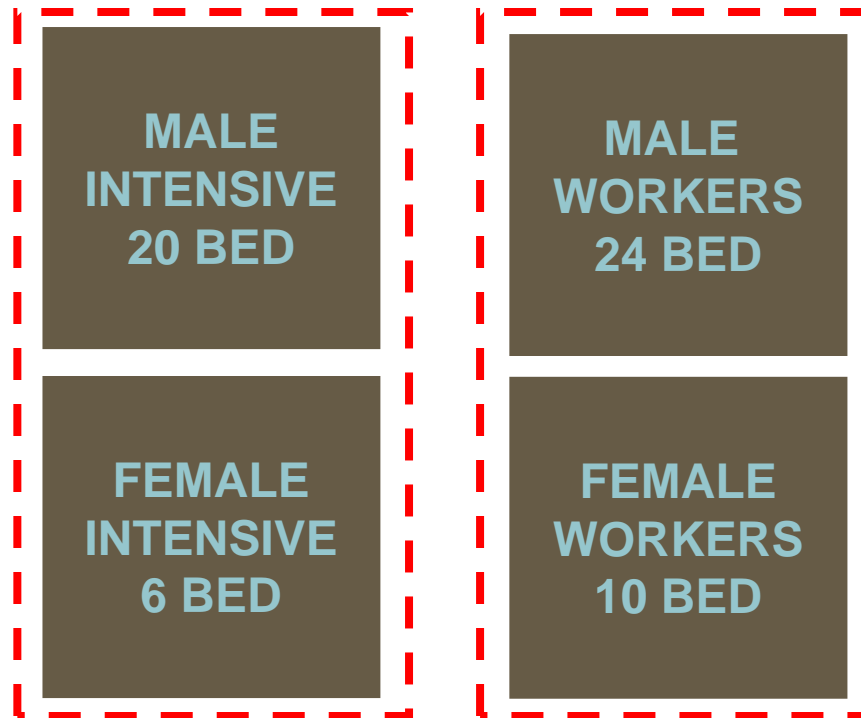
16 FEMALE BEDS

FEMALE
INTENSIVE
6 BED

FEMALE
WORKERS
10 BED

TOTAL = 60 CCC BEDS

COMMUNITY CORRECTIONS HOUSING UNIT TYPES



2 TYPES OF
HOUSING
UNITS

2 TYPES OF
HOUSING UNITS = 1 POST

CLASSIFICATION ANALYSIS: JAIL BEDS

88 MALE BEDS (73%)



32 FEMALE BEDS (27%)



5 MEDICAL BEDS

TOTAL = 120 JAIL BEDS (+ 5 MEDICAL BEDS)

JAIL HOUSING UNIT TYPES: OPTION 2

MALE
MAXIMUM/SPECIAL/MINIMUM/R&D
36 BED

MALE
MEDIUM
52 BED

FEMALE
MAXIMUM-SPECIAL/MEDIUM/MINIMUM/R&D
32 BED

MEDICAL
5 BED

**3 TYPES OF
HOUSING UNITS = 3 POSTS**

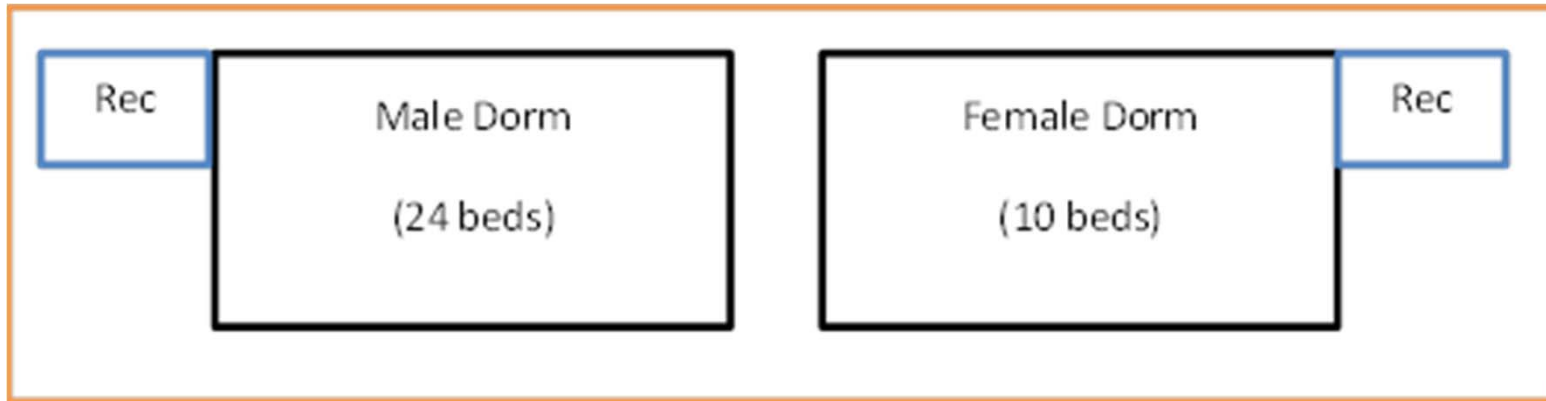
SUMMARY

120 JAIL BEDS
60 CCC BEDS
5 MEDICAL BEDS

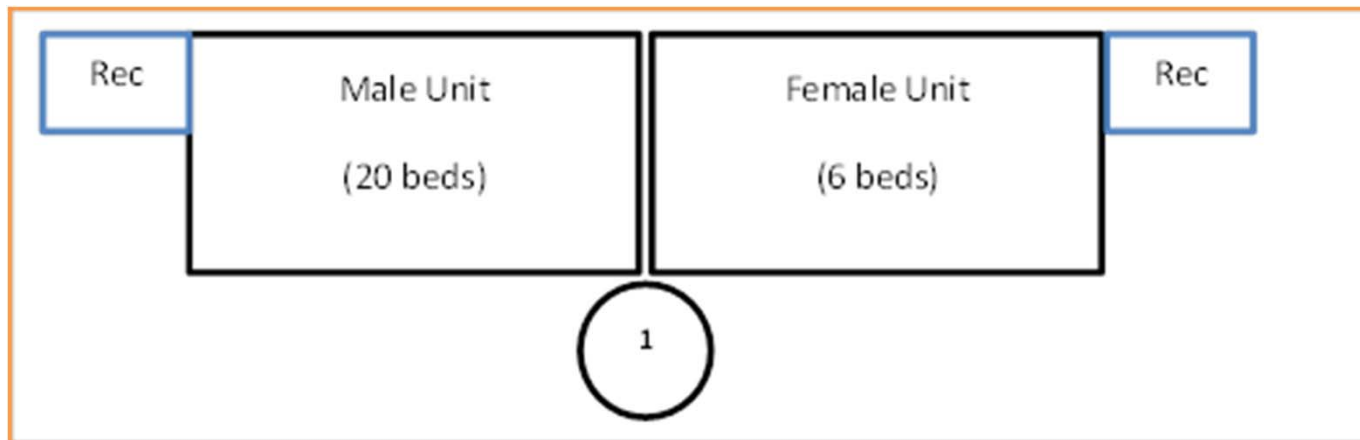
	OPTION 1	OPTION 2
# Housing Units	4 JAIL 2 CCC	3 JAIL 2 CCC
# Posts	5	4

HOUSING COMPONENTS: OPTION 2 / CCC BEDS

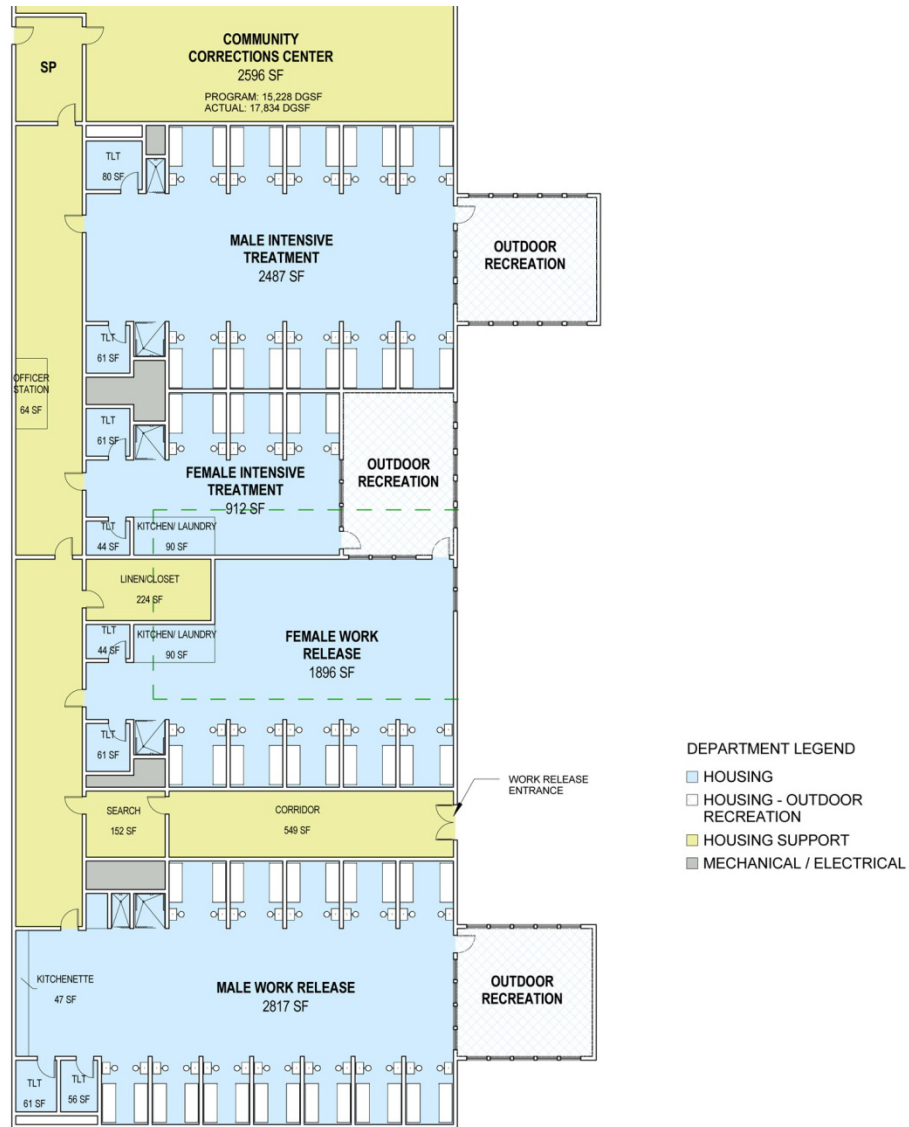
OUTSIDE WORKERS / WORK RELEASE UNIT



INTENSIVE TREATMENT UNIT



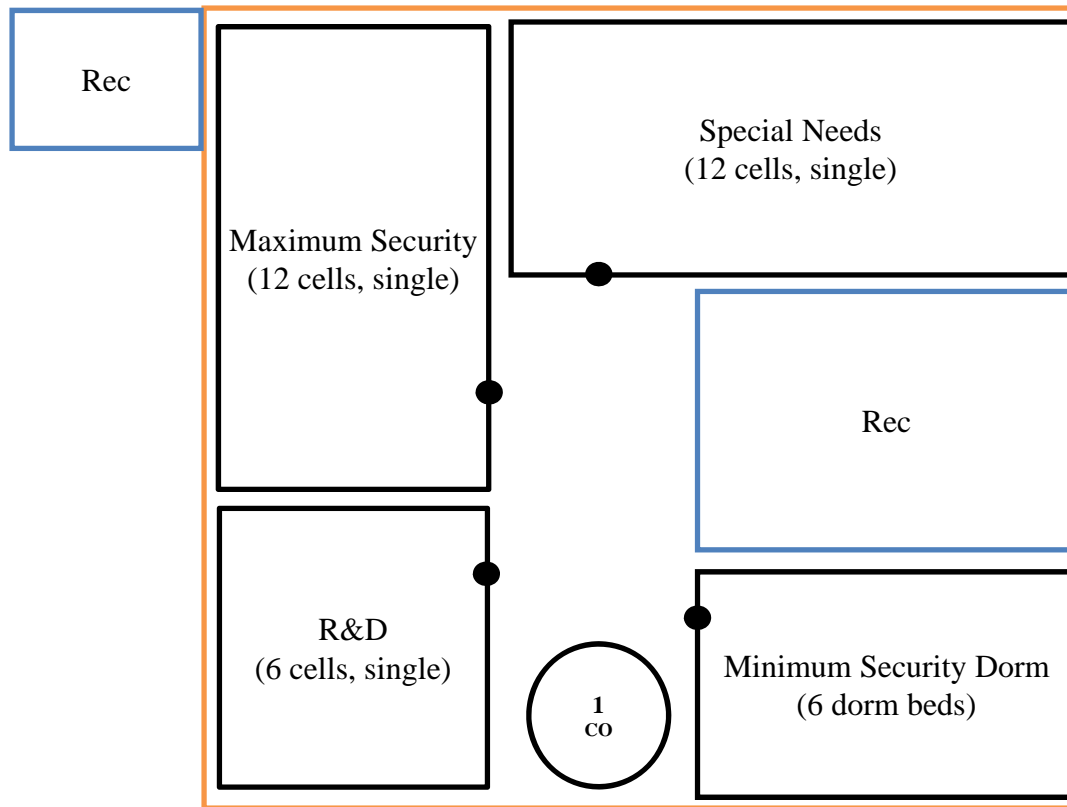
HOUSING COMPONENTS: OPTION 2 / CCC BEDS



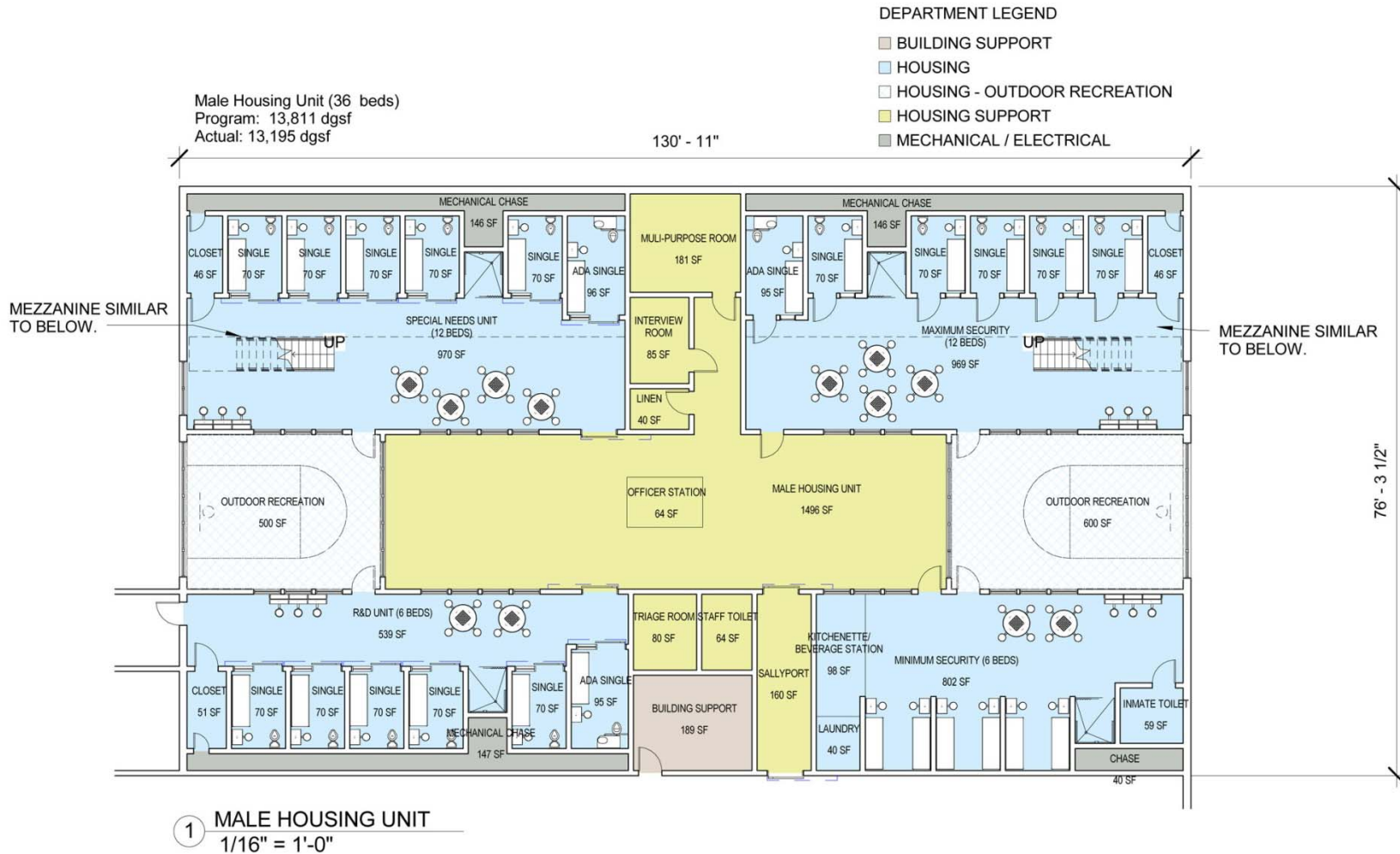
1 COMMUNITY CORRECTIONS CENTER
1" = 20'-0"

HOUSING COMPONENTS: OPTION 2 / JAIL BEDS

MALE MAXIMUM SECURITY / SPECIAL MANAGEMENT / MINIMUM / R&D

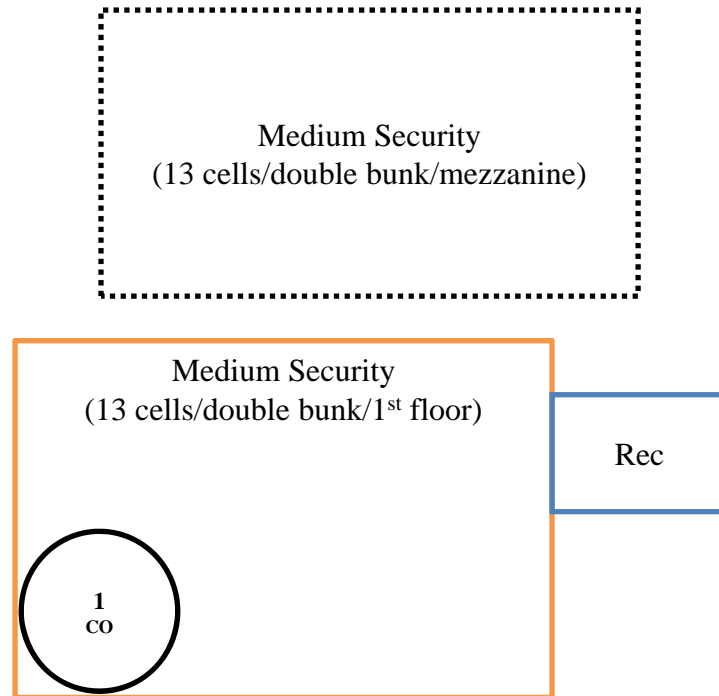


MALE MIXED CLASSIFICATION HOUSING UNIT

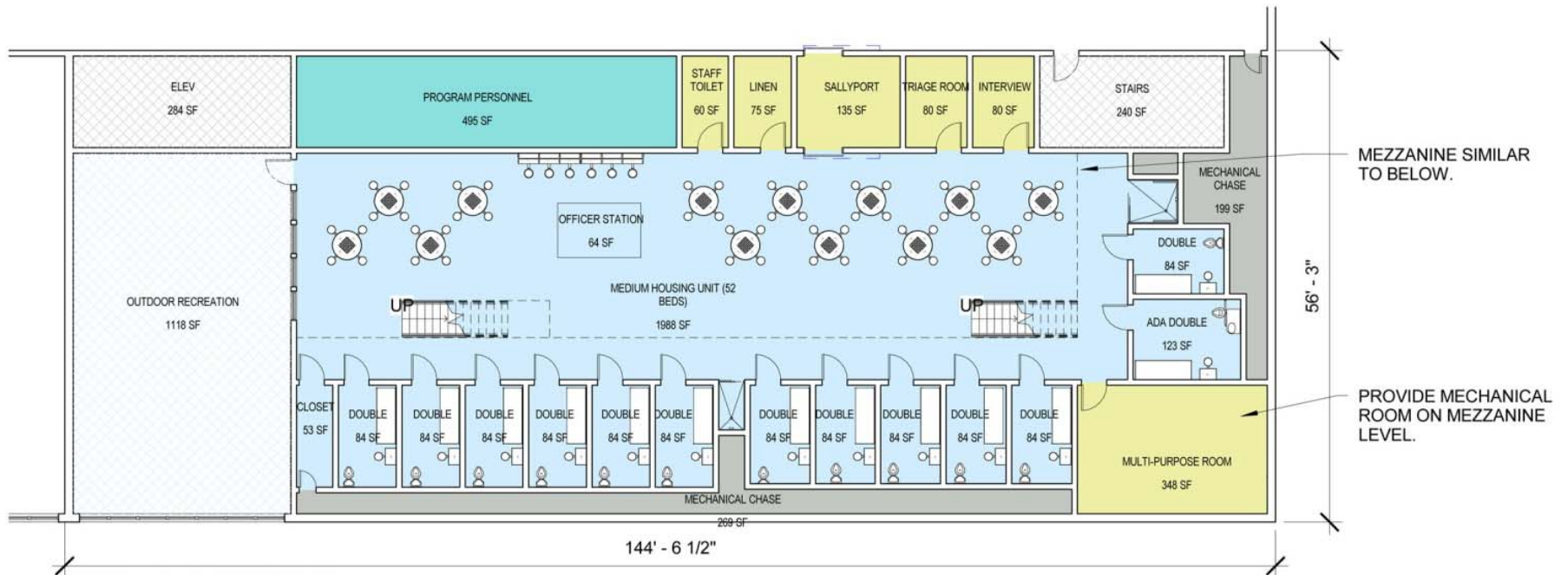


HOUSING COMPONENTS: OPTION 2 / JAIL BEDS

MALE MEDIUM SECURITY



MALE MEDIUM HOUSING UNIT



MEZZANINE SIMILAR TO BELOW.

PROVIDE MECHANICAL ROOM ON MEZZANINE LEVEL.

Medium Housing Unit (52 beds)
 Program: 11,351 dgsf
 Actual: 9,620 dgsf

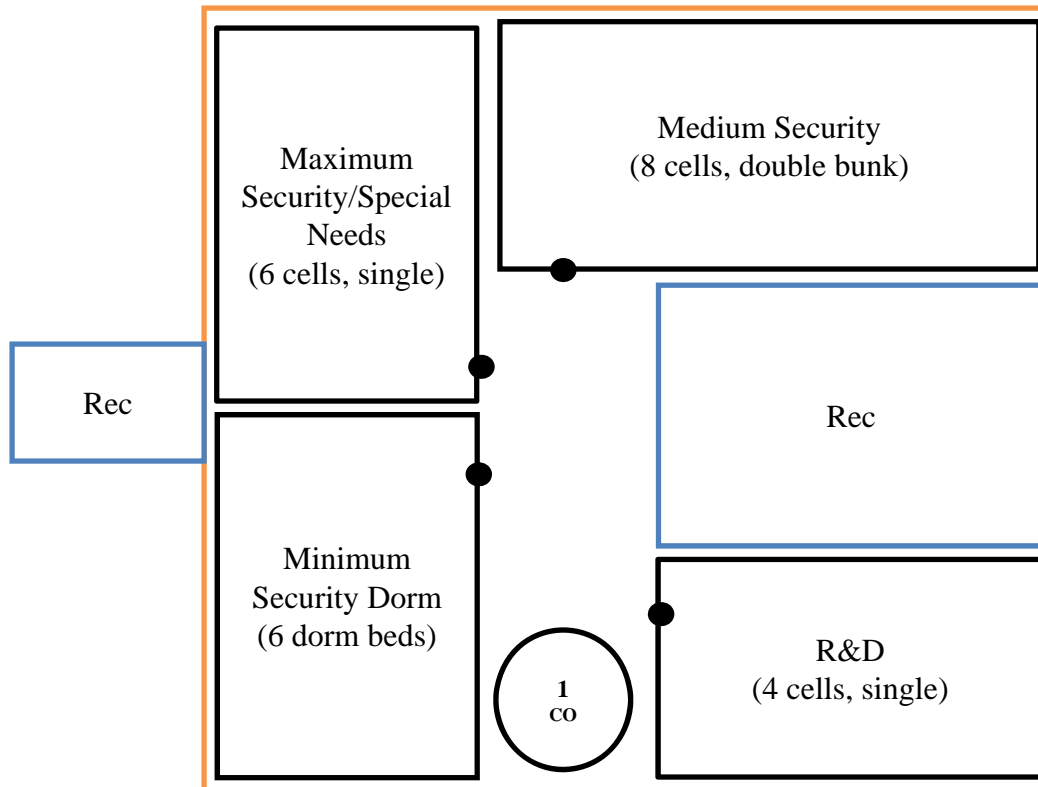
DEPARTMENT LEGEND

- CIRCULATION
- HOUSING
- HOUSING - OUTDOOR RECREATION
- HOUSING SUPPORT
- MECHANICAL / ELECTRICAL
- PROGRAM SERVICES

1 MALE MEDIUM SECURITY HOUSING UNIT
 1/16" = 1'-0"

HOUSING COMPONENTS: OPTION 2 / JAIL BEDS

FEMALE MAXIMUM-SPECIAL MANAGEMENT/MEDIUM/MINIMUM/R&D

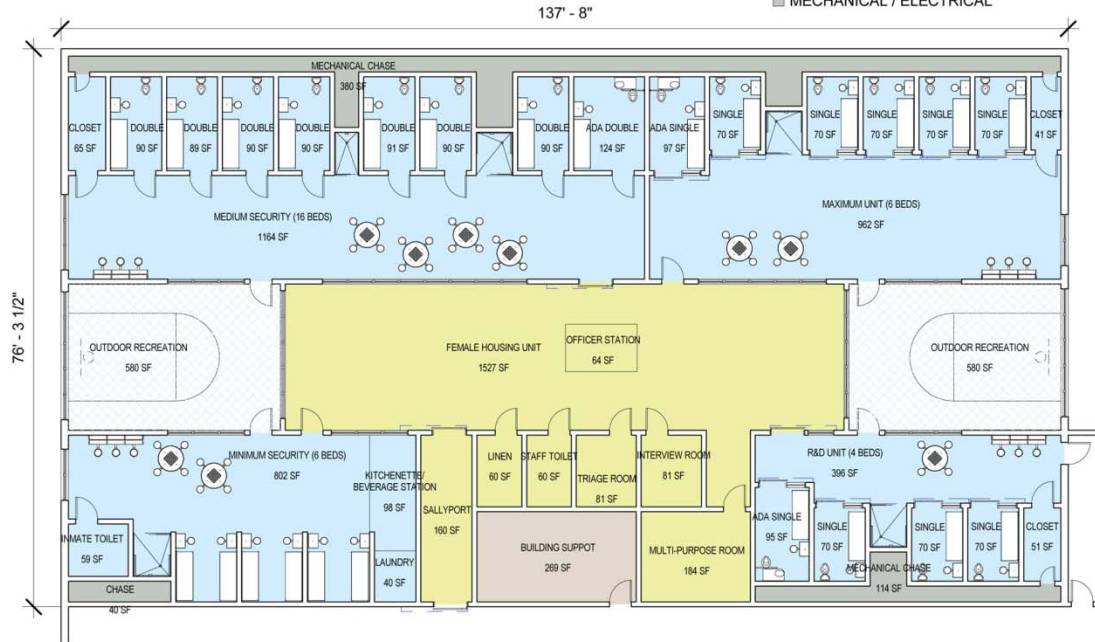


FEMALE MIXED CLASSIFICATION HOUSING UNIT

Female Housing Unit (28 beds)
 Program: 10,865 dgsf
 Actual: 10,204 dgsf

DEPARTMENT LEGEND

- BUILDING SUPPORT
- HOUSING
- HOUSING - OUTDOOR RECREATION
- HOUSING SUPPORT
- MECHANICAL / ELECTRICAL



1 FEMALE HOUSING UNIT
 1/16" = 1'-0"

scale: 1/16" = 1'-0"



BUILDING ORGANIZATION AND SITE INVESTIGATIONS

OTHER PROGRAMMATIC COMPONENTS

Facility Entrances

Public Entrance (Jail and CCC)
Employees Entrance
Work Release Entrance

Intake/Transport/ Release

Vehicle Sallyport; Intox; Holding Cells;
Processing; Property; Transport; Release; Attorney Visits

Health Services

Exam and sick call; 5 infirmary beds

Programs & Services

Educational, behavioral, counseling, indoor recreation

Visitation:

Video visitation w/ kiosks at lobby and Housing Units
Contact visitation for CCC residents

Food Services

Receiving kitchen; food prepared at Nursing Home

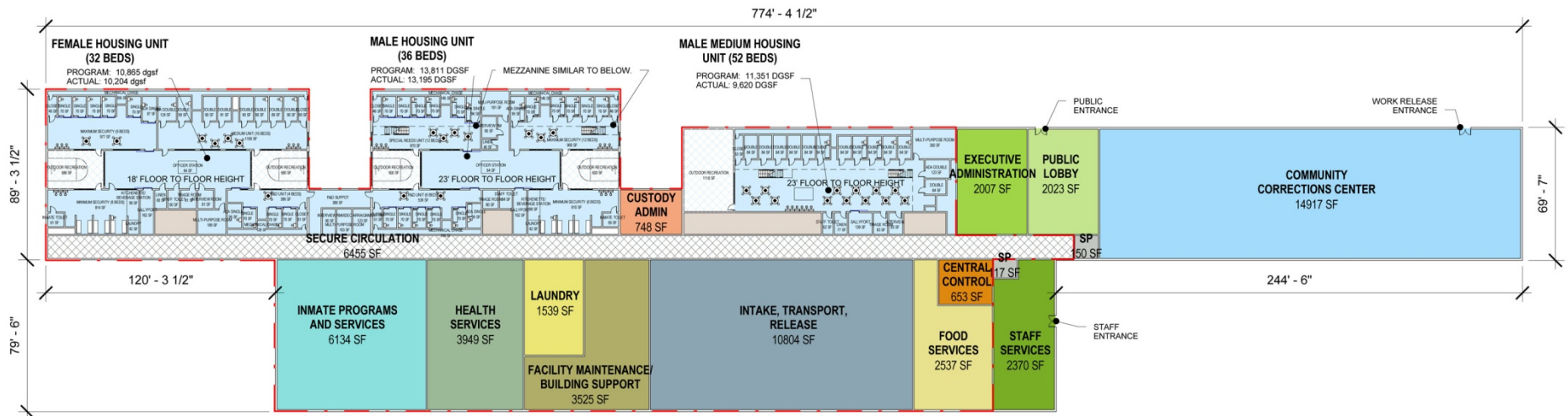
Laundry

Full service laundry for Jail and Nursing Home

SPACE PROGRAM SUMMARY

Space Description	NSF	Dept. Gross	
		Factor	DGSF
1. Public Entrance and Lobby	1,445	1.30	1,879
2. Executive Administration	1,479	1.30	1,923
3. Custody Administration	492	1.30	640
4. Staff Support Services	2,150	1.30	2,795
5. Central Control	514	1.25	643
6. Intake, Transports and Release			8,540
6.1. Vehicular Sallyport	2,575	1.10	2,833
6.2. Intake, Transports, Release	3,567	1.60	5,707
7. Housing Units			36,026
7.1A Max. Security/Special Needs/Min./R&D (36 Beds)	8,124	1.70	13,811
7.1B Medium Security (52 Beds)	7,567	1.50	11,351
7.2. Female Housing (32 Beds)	6,391	1.70	10,865
8. Inmate Programs and Services			5,179
8.1. Programs Personnel	540	1.30	702
8.2. Education and Behavioral Programs	960	1.30	1,248
8.3. Indoor Recreation	2,935	1.10	3,229
9. Health Services	1,950	1.50	2,925
10. Food Services	1,625	1.20	1,950
11. Laundry	1,184	1.30	1,539
12. Facility Maintenance	1,230	1.15	1,415
13. Building Support	1,320	1.10	1,452
14. Community Corrections Center			
14.1. Personnel and Support Spaces	2,301	1.30	2,991
14.2. Housing Component (60 Beds)	8,158	1.50	12,237
Total DGSF			82,132
x 15% Building Grossing Factor			1.15
Total BGSF			94,451

BUILDING ORGANIZATION: OPTION 1 (One story)



PROGRAM BUILDING GSF: 94,451 SF
ACTUAL BUILDING GSF: 94,713 SF

1 OPTION 1 ONE LEVEL
1" = 50'-0"

DEPARTMENT LEGEND

- BUILDING SUPPORT
- CENTRAL CONTROL
- CIRCULATION
- COMMUNITY CORRECTIONS CENTER
- CUSTODY ADMINISTRATION
- EXECUTIVE ADMINISTRATION
- FACILITY MAINTENANCE
- FOOD SERVICES
- HEALTH SERVICES
- HOUSING
- HOUSING - OUTDOOR RECREATION
- INTAKE, TRANSPORT, RELEASE
- LAUNDRY
- PROGRAMS AND SERVICES
- PUBLIC LOBBY
- SECURE CIRCULATION
- STAFF SERVICES

GRAPHIC LEGEND

- BUILDING ABOVE OR BELOW
- SECURE PERIMETER

NOTES:

1. CAST-IN-PLACE TWO-WAY SLAB
2. ALL FLOOR TO FLOOR HEIGHTS ARE 18'-0" UNLESS OTHERWISE NOTED
3. REFER TO HOUSING UNIT DIAGRAM FOR MORE INFORMATION.

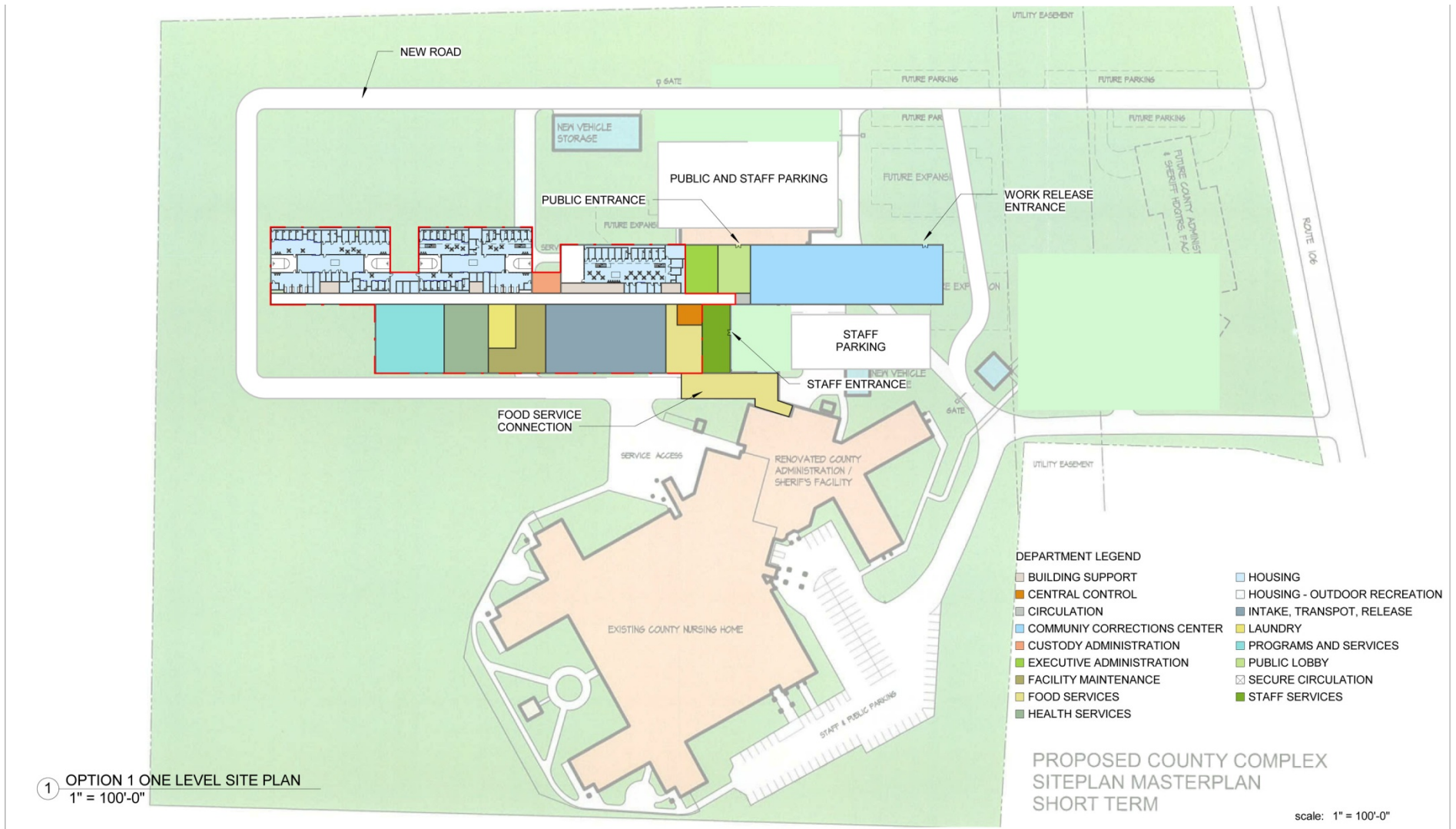
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RICCI GREENE ASSOCIATES

BELKNAP COUNTY NEW JAIL AND COMMUNITY CORRECTIONS CENTER

NOVEMBER 29, 2012

SITE STUDY: OPTION 1A (One story, after demolition)

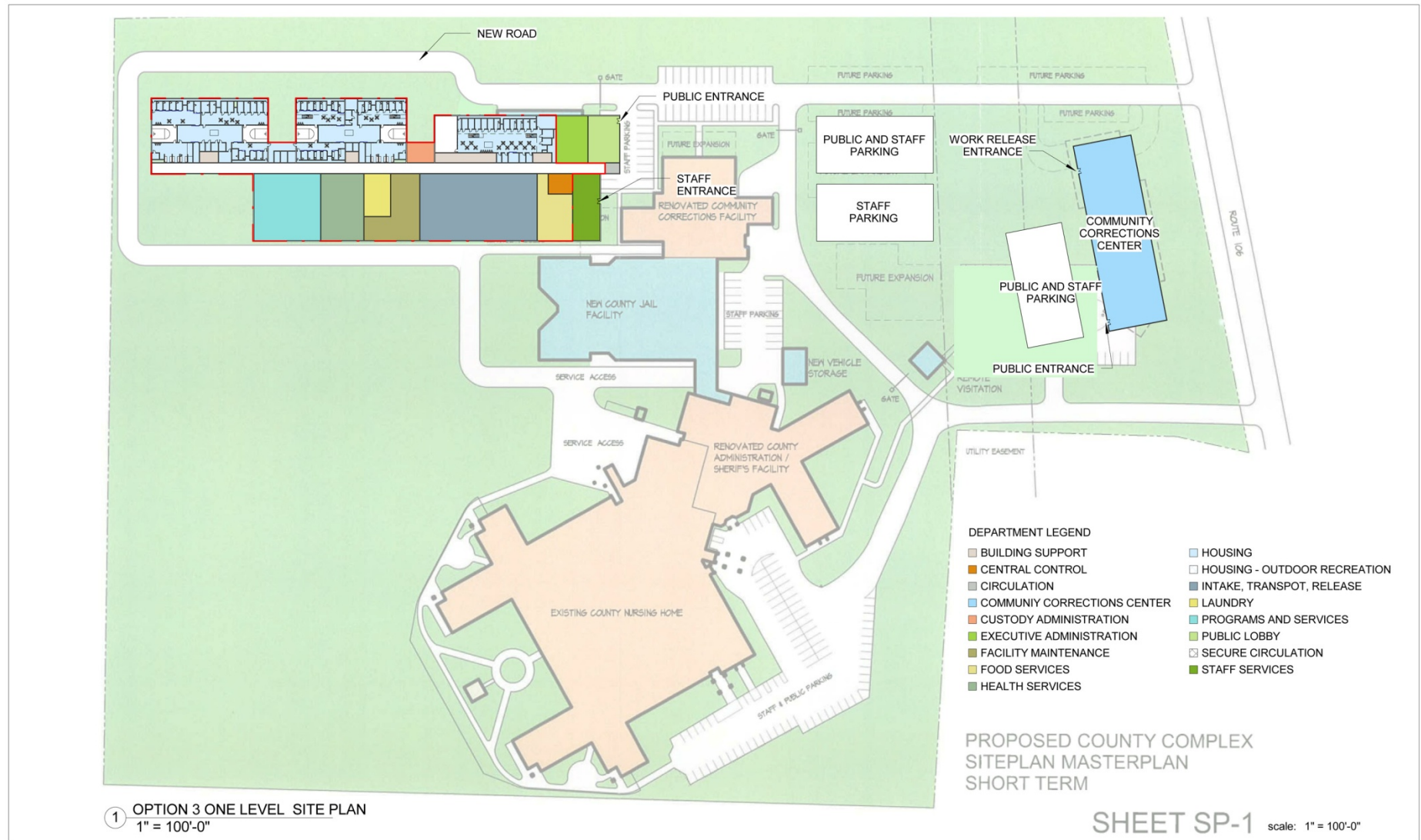


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BELKNAP COUNTY NEW JAIL AND COMMUNITY CORRECTIONS CENTER

NOVEMBER 29, 2012

SITE STUDY: OPTION 1B (One story, no demolition)

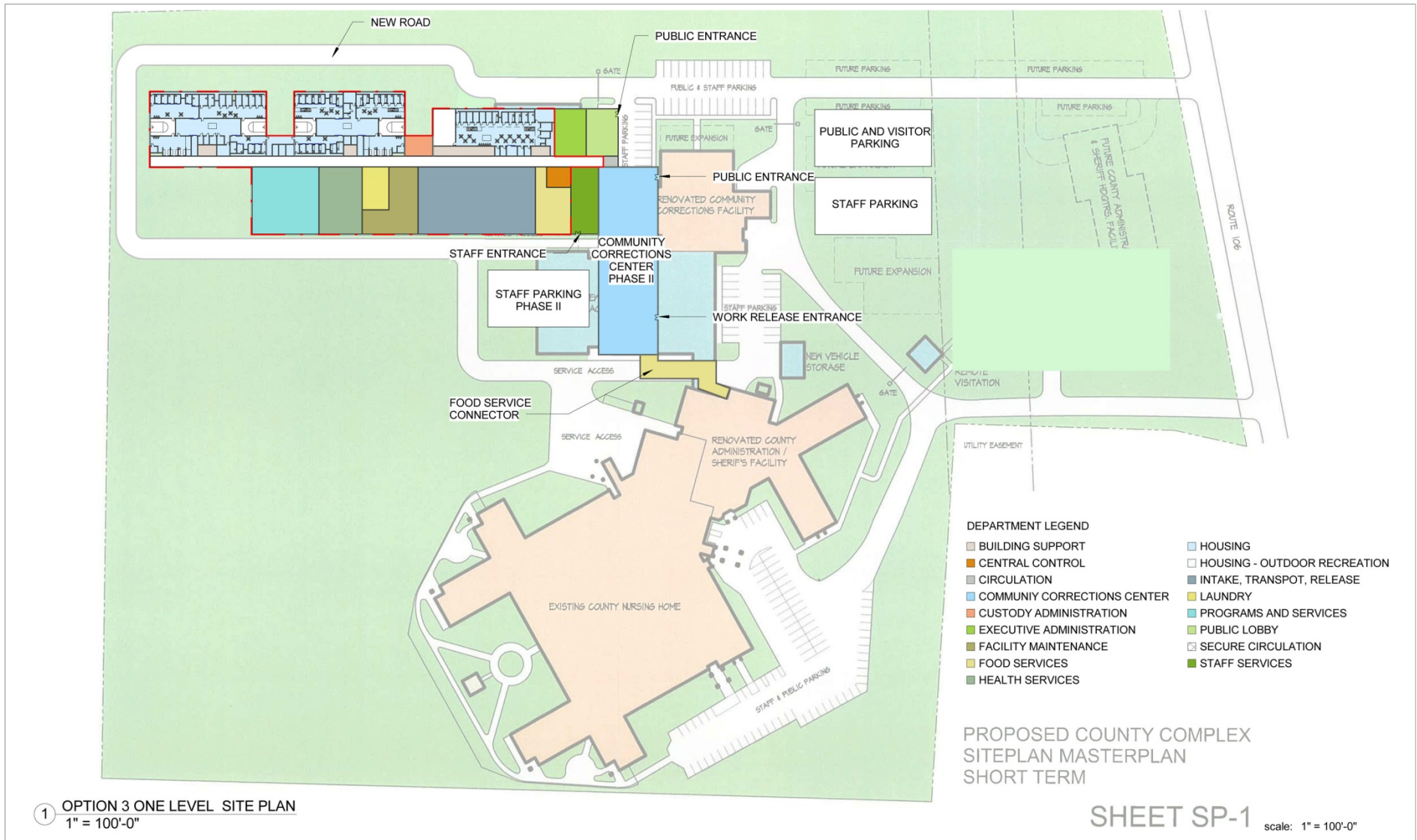


RICCI GREENE ASSOCIATES

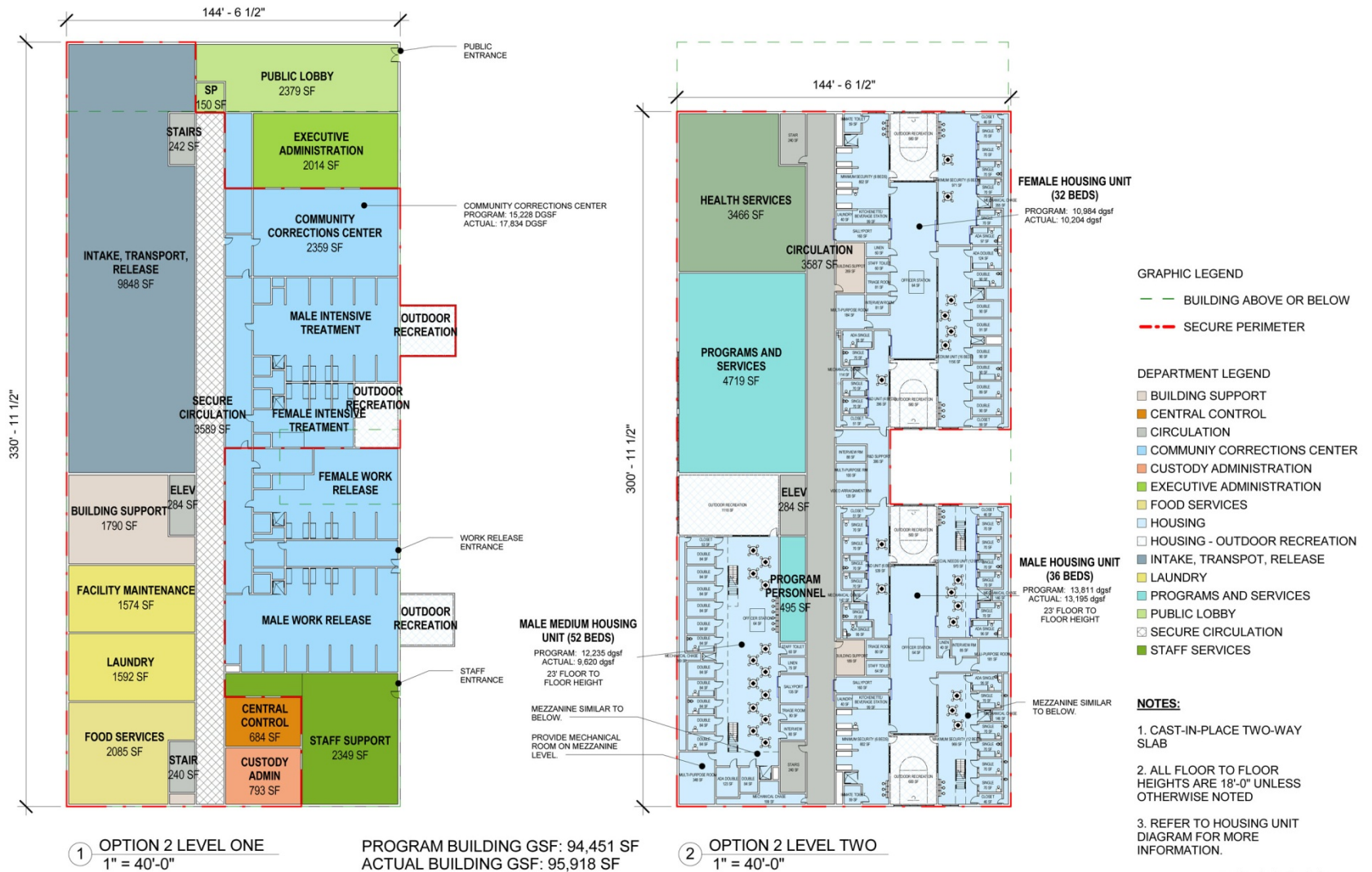
BELKNAP COUNTY NEW JAIL AND COMMUNITY CORRECTIONS CENTER

NOVEMBER 29, 2012

SITE STUDY: OPTION 1C (One story, no demolition)



BUILDING ORGANIZATION: OPTION 2 (Two story)

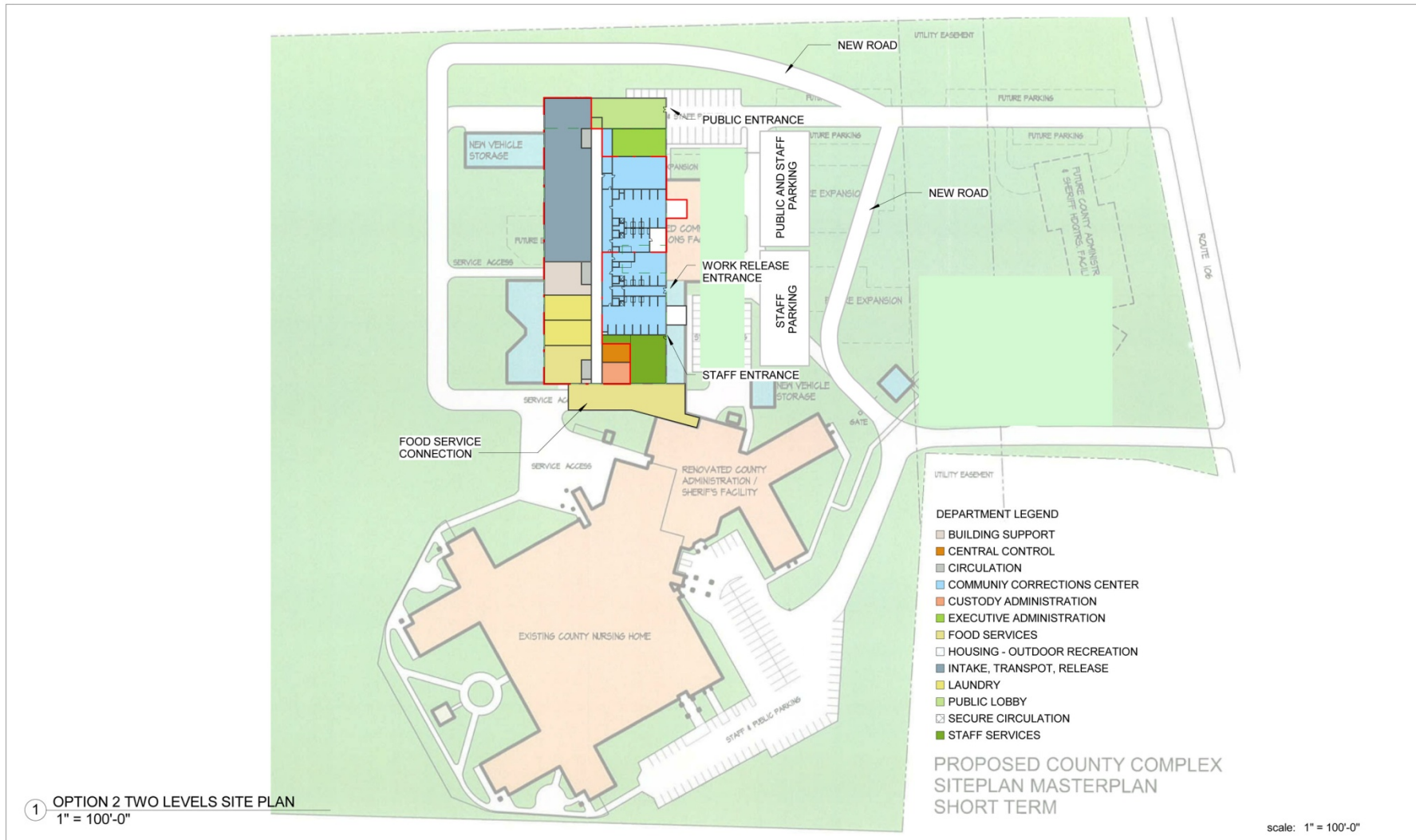


RICCI GREENE ASSOCIATES

BELKNAP COUNTY NEW JAIL AND COMMUNITY CORRECTIONS CENTER

NOVEMBER 28, 2012

SITE STUDY: OPTION 2A (Two story, after demolition)



RICCI GREENE ASSOCIATES

BELKNAP COUNTY NEW JAIL AND COMMUNITY CORRECTIONS CENTER

NOVEMBER 29, 2012

SITE STUDY: OPTION 2B (Two story, no demolition)

