

Hill North/Hill South Management Team

September 25, 2008

1 p.m.

Membership: Superior Court Judges William Groff and James Barry, Superior Court Clerks John Safford and Marshall Buttrick, Steven Lorentzen, Bureau of Court Facilities, Hill S Deputy Clerk Kathy Jones; Judicial Branch Communications director Laura Kiernan; and a staff member from Hill N to be designated by the clerk.

OUTLINE OF THE MEETING

Attendance

Judge Groff, John Safford, Marshall Buttrick, Kathy Jones and Steve Lorentzen.

Discussion

The members took a walking tour of the interior of the Hillsborough South Courthouse. According to John Safford, 23 staff members and four judges would move from Hill N to Hill S. During the walk-through, seating for all staff members and judges from Hill N was tentatively identified.

The team will focus on issues involving courthouse operations, such as office spaces, jury assembly rules, security, parking, computer systems, and scheduling. It was agreed that “human resource” type issues raised by the staff should be addressed by the Administrative Office of the Courts, such as travel and toll reimbursement, day care questions, parking, and flex-time vs. flex-schedule (a 4 day work week), and parking.

During the meeting the team drew up a list of groups, in addition to the court staff, that will be impacted by the move including for example, police departments, local and state officials, city and town administrators, state and local bar associations, the public defender, the county sheriff, and the public. The team agreed to set a schedule at their next meeting for getting together with each of those groups to discuss the move.

Steve Lorentzen reported he had been advised by the original architect of the building that the long “atrium” corridor on the right-front side of the building could be used for clerical workstation space, but, that the state fire marshall would have to review the proposed layout of the space. There was consensus that the space could be the “Manchester” counter and would

provide enough desk space for the 10 Hill N staff members who are regularly involved with the counters.

The team expects to conduct a walk through at Hill North within the next two months so identify big-ticket items that either go to Nashua, stay somewhere in storage, or are given away/trashed.

A question arose about jury selection. During the last legislative session, Gov. Lynch signed SB531 which, provided capital appropriations for fit-up of the Manchester family division and for design work on the renovation of Hill N. That bill also included language which said that during the renovations at Hill N, the jurisdiction for jury selection in civil and criminal cases, will be the entire county of Hillsborough.

It was agreed that caseload scheduling will require further discussion among the judges and the clerks of both court locations.

NEXT MEETING

The next meeting is scheduled for 1 p.m. on October 10 at Hillsborough South.