

**MARCH 10, 2009**

**TO:** Staff at Hill N/Hill S; Project Management Team

**FROM:** Laura Kiernan, Judicial Branch Communications Director

**Re:** Report on presentation to the Manchester Board of Mayor and Aldermen;  
Summary of Human Resource meetings at Hill N and Hill S

**MEETING WITH BOARD OF MAYOR AND ALDERMEN**

On Tuesday March 3, Chief Justice Broderick and Chief Justice Lynn addressed the Manchester Board of Mayor and Aldermen (MBA) for about 25 minutes regarding the proposed temporary move of Hill N operations to Hill S to allow for asbestos abatement and renovation. The purpose of their presentation was to briefly bring the MBA up to date on the project, take questions and offer to provide further updates and information in the future. Mike Connor, director of Plant and Property management from the state Department Administrative Services; Steve Lorentzen, administrator of the Bureau of Court Facilities, also in Adm. Services; and Laura Kiernan JB Communications Director were also in attendance.

The judges acknowledged the “enormous inconvenience” to court staff, lawyers, clients, the county attorney’s office, the public defender, local police, the county sheriff and others. They asked everyone to keep in mind however that once the abatement and renovation is completed Manchester will have “one of the nicest courthouses in the state of New Hampshire.”

Alderman Lopez asked if there were plans to have a satellite office in Manchester for citizens who wanted to relay documents to the court. In response to a question from Alderman Osborne, Chief Justice Broderick said it would be more expensive to construct a new building than gut and renovate the existing site. There were several questions about parking, both for staff and for local law enforcement officials who would be driving to Nashua from Manchester. CJ Lynn said he thought that one approach would be that mornings would be dedicated to Hill N cases and afternoons to Hill S. He added the plan would be to leave dockets separate and perhaps have courtrooms on one floor dedicated to Hill N cases and the other dedicated to Hill S cases. CJ Lynn, in response to a question from Sen. Gatsas said no Hill N cases should have to wait but that scheduling “will be tight.” He also confirmed that plans for renovation at Hill N at this time do not include addition of new parking spaces

The Hill N/Hill S Project Management Team will address some of the issues raised. The team will meet with Manchester Police Chief David Mara at its April meeting.

[Read the Union Leader story March 4 about the presentation.](#)

### **MEETING WITH HILL N AND HILL S STAFF ON HR ISSUES**

On Feb. 12, AOC director Don Goodnow and Jeff Smith, Manager of Operations (which includes personnel) met for 1 hour with the staff at Hill S. A similar meeting was held on Feb 13 with the staff of Hill N.

#### ***Topics discussed at Hill N:***

- Need to determine what happens during relocation to parking spaces at federal building lot now used by Hill N staff. Don Goodnow said there is a commitment to continuing to pay for parking on the court side but whether that changes is unknown at this time.
- Jeff Smith said he will prepare a flex time plan to be taken up with Don Goodnow and the Administrative Council. Any plan would apply statewide, not just to Hill N or Hill S.
- Don Goodnow said he would “not hold out hope” that special work hour provisions would be made for Hill N staff for extra travel time caused by the temporary relocation to Nashua.
- There are no plans to merge the 2 staffs and the operations will be kept as separate as possible.
- All office equipment, including desk pods, will be moved
- The court will relocate to Manchester once the abatement and renovation project is completed.
- Don Goodnow said the expectation is that the legislature will approve the \$17 million in capital funding for the project, which is at the top of Gov. Lynch’s capital budget proposal.
- Staff members who feel they cannot make the move should write to CJ Lynn
- There was discussion of a suggestion that some staffers maintain their reimbursed court parking spot in Manchester and then car pool with other staff members to Nashua.
- Don Goodnow confirmed that money to reimburse Hill N staff for tolls and the difference in mileage between their homes and Hill N and their homes in Hill S is in the court’s budget

proposal but there is no guarantee the legislature will make that appropriation.

***Topics discussed at Hill S:***

- The main concern at Hill S is parking. There was discussion about the lot behind the courthouse and whether it would be a) first come/first serve b)employee only or c)public only
- There was discussion about the need to bring the courtroom computers from Hill N down to Hill S
- There was support for a suggestion to bring the Hill N staff down to Hill S for a tour. Laura Kiernan said she would work with John Safford and Marshall Buttrick as well as Jeff Smith to make those arrangements. This assumes legislative approval of the capital funds for the project.
- Don Goodnow said he expected alterations at Hill S to accommodate the Hill N operation would commence in the fall.
- Staff member asked how they could be sure that asbestos fibers would not be transferred to Hill S with movement of furniture and files. *(Same question was raised a week later at the Feb 20 Project Management Team meeting. Steve Lorentzen reported to the team that as part of the EPA recommended Operations and Maintenance Plan (O & M) in place at Hill N, furniture in the clerk's office and chambers at Hill N is wet-wiped on a regular basis. Regular ambient air samples testing for airborne fibers are within or below the acceptable range.)*
- Staff also asked if the move could be delayed to January to avoid holiday season. *(At Feb 20 Project management Team, Steve Lorentzen said this could be done).*

Don Goodnow assured the staff at both Hill N and Hill S that they would be kept informed about decisions and changes regarding the project. Laura Kiernan said she would work with General Counsel Howard Zibel to track legislative action on the project and post updates on the JIBB and Judicial Branch web pages titled "Hill N/Hill S updates."