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## New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503  
Concord, N.H. 03302-0503  
(603) 230-7026

Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner



Margaret Wood Hassan  
Governor

February 4, 2015

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

### REQUESTED ACTION

Pursuant to the State of NH provisions of RSA 21 I:54 authorize New Hampshire Liquor Commission to continue one Warehouseman, position #8T2873, salary grade 10. This position ends on 03/25/2015. We respectfully request approval to extend this position in a temporary status until 03/26/2016. The estimated cost of \$48,483 for this position will be funded through account #02-77-77-771012-1030-050 Liquor Commission, Marketing, Merchandising, and Warehousing Division part-time salaries 100% Liquor Funds.

### EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Warehouseman position is responsible for receiving freight daily into the store receiving area, organizing product in the store stock area, and restocking the sales floor as needed. This includes setting displays per management direction and filling displays. Currently this store has six full time positions including this one and is responsible for sales of 24 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

Your favorable action on this request would be appreciated.

Respectfully Submitted,  
New Hampshire State Liquor Commission

A handwritten signature in cursive script, appearing to read 'J. Mollica'.

Joseph W. Mollica, Chairman

cc: Doreen Wittenberg, DAS Business Supervisor



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January 31, 2015

Sara Willingham, Director  
Division of Personnel  
28 School Street  
Concord, NH 03301

Re: Request to Extend Position

Dear Ms. Willingham:

In accordance with RSA 21-I:54, the Liquor Commission respectfully requests the Division of Personnel's approval to extend the Warehouseman position #8T2873, salary grade 10 from 03/26/2015 through 03/25/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Warehouseman position is responsible for receiving freight daily into the store receiving area, organizing product in the store stock area, and restocking the sales floor as needed. This includes setting displays per management direction and filling displays. Currently this store has six full time positions including this one and is responsible for sales of 24 million a year. Adding a Warehouseman to the store has allowed the five other full time positions to focus on the store presentation and customer service aspects of running the store.

This position is 100% Liquor Funds

### FUNDING

077-012-1030-050

Thank you in advance for your consideration in this matter. If you have questions or concerns do let me know.

Sincerely,

*Kelly M. Mathews*

Kelly M. Mathews  
Human Resources Administrator II  
New Hampshire State Liquor Commission

Handwritten initials 'KLM' in a circle, likely the signature of Kelly M. Mathews.

## Nancy L. Valpey

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**From:** Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>  
**Sent:** Monday, February 02, 2015 4:21 PM  
**To:** Nancy L. Valpey  
**Subject:** RE: Request to Extend Warehouseman 8T2873  
**Attachments:** Warehouseman 8T2873.pdf

The Division of Personnel approves of the attached request to extend this temporary full-time position for one (1) year.

*Jennifer Elberfeld*  
*Classification & Compensation Administrator*  
*NH Division of Personnel*  
*28 School St.*  
*(603) 271-1430*  
*[jennifer.elberfeld@nh.gov](mailto:jennifer.elberfeld@nh.gov)*

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Monday, February 02, 2015 11:03 AM  
**To:** Willingham, Sara J.  
**Subject:** Request to Extend Warehouseman 8T2873

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Warehouseman position 8T2873 for another year. I have attached the letter from the Commission to this e-mail for your consideration.

Thank you,

Nancy

*Nancy Valpey*  
Human Resources Coordinator  
NH State Liquor Commission  
50 Storms Street  
PO Box 503  
Concord, NH 03302-0503  
PH (603) 230-7004  
Fax: (603) 271-3752