

**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 Retail Store Supervisor, position #8T2878, salary grade 26. This position ends on 03/24/2015. We respectfully request approval to extend this position in a temporary status until 03/24/2016. The estimated cost of \$80,770 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 Regional Store Supervisor position is responsible for maintaining store operations for approximately 12 Retail locations with the objective of increasing state revenue and enhancing profitability. The Regional Store Supervisor inspires, develops, leads, and educates the store employees on all aspects of the retail environment including marketing for increased sales, customer satisfaction, and in following the state guidelines for wine and spirit sales.

Your favorable action on this request would be appreciated.

Respectfully Submitted,  
New Hampshire State Liquor Commission



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 Regional Store Supervisor position #8T2878, salary grade 26 from 03/25/2015 through 03/24/2016.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Regional Store Supervisor position is responsible for maintaining store operations for approximately 12 Retail locations with the objective of increasing state revenue and enhancing profitability. The Regional Store Supervisor inspires, develops, leads, and educates the store employees on all aspects of the retail environment including marketing for increased sales, customer satisfaction, and in following the state guidelines for wine and spirit sales.

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*

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

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

## Nancy L. Valpey

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**From:** Elberfeld, Jennifer <Jennifer.Elberfeld@NH.Gov>  
**Sent:** Monday, February 02, 2015 4:18 PM  
**To:** Nancy L. Valpey  
**Subject:** RE: Request to extend Regional Store Supervisor 8T2878  
**Attachments:** Regional Store Supervisor 8T2878.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 11:06 AM  
**To:** Willingham, Sara J.  
**Subject:** Request to extend Regional Store Supervisor 8T2878

Good Morning Sara,

The NH Liquor Commission is respectfully requesting your approval to extend the Regional Store Supervisor position 8T2878 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 Storrs Street  
PO Box 503  
Concord, NH 03302-0503  
PH: (603) 230-7004  
Fax: (603) 271-3752