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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

March 19, 2014

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 Manager I, position #8T2857, salary grade 14. This position ends on 07/01/2014. We respectfully request approval to extend this position in a temporary status until 06/30/2015. The estimated cost of \$55,148.00 for this position will be funded through account #02-77-77-771512-1030-050 Liquor Commission, Store Operations part-time salaries 100% Liquor Funds.

## EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I assists the manager with the day-to-day operations of the store. This includes ordering product, assisting customers, and supervising employees. The Retail Store Manager I will also run the store in the absence of the manager. The position is located in the newly relocated and much larger Portsmouth location. This position is essential in ensuring that all employees are educated on prohibited sales, cash control policies, merchandising, and the Store Operations policies and procedures.

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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February 24, 2014

Sara Willingham, Acting Director  
Division of Personnel  
25 Capital Street  
Concord, NH 03301

*Approved  
S. Willingham  
2/27/14*

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 Retail Store Manager I position #8T2857, salary grade 14 from 07/01/2014 through 06/30/2015.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager I is responsible for assisting the Store Manager in running the store. This includes supervising, scheduling, and educating the employees on the prohibited sales, cash control policies, merchandising, and Store Operations policies and procedures. This Retail Store Manager I position is assigned to the newly relocated and much larger Portsmouth 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  
Human Resources Administrator II  
New Hampshire State Liquor Commission