



Margaret Wood Hassan  
Governor

# 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

DEC 17 '14 PM 4:06 DAS

18 *JW*  
*SW*

December 15, 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 III, position #8T2868, salary grade 19. This position ends on 1/14/15. We respectfully request approval to extend this position in a temporary status until 1/13/16. The estimated cost of \$48,135.00 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 Retail Store Manager III position is necessary to secure State of New Hampshire assets in our Manchester location. This store is open seven days a week for a total of 94 hours with four full time employees including this employee. Providing this additional position has allowed for essential employee security and the security of state funds and products. This position provides staffing coverage for this location and for running all aspects of a retail establishment. Opening and closing the store in addition to ensuring all employees are educated on customer service, maximizing profits, and ensuring sales are within Commission and State of NH policies and laws are key elements of this position,

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

## Nancy L. Valpey

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**From:** Willingham, Sara J. <Sara.Willingham@NH.Gov>  
**Sent:** Thursday, December 11, 2014 2:44 PM  
**To:** Nancy L. Valpey  
**Cc:** Kelly M. Mathews  
**Subject:** RE: Extension of Positions  
**Attachments:** Extension of position - Div Personnel portion 8T2867 - Attorney IV.DOC; Extension of position - Div Personnel portion 8T2868.doc

I will approve the processing of the requests for extension for FT temporary positions #8T2867 and #8T2868.

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Thursday, December 11, 2014 2:30 PM  
**To:** Willingham, Sara J.  
**Cc:** Kelly M. Mathews  
**Subject:** Extension of Positions

Good Afternoon Sara,

These requests need to go to G&C for approval to extend them for another year. Would you please review these requests and send me your approval (if you approve them) so I can attach this to my G&C request?

The positions being requested for extension are:

Attorney IV	8T2867
Retail Store Manager III	8T2868

Thank you,

Nancy

*Nancy Valpey*

Human Resources Coordinator

NH State Liquor Commission

50 Storrs Street

PO Box 503

Concord, NH 03302-0503

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December 11, 2014

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 Retail Store Manager III position #8T2868, salary grade 19 from 1/14/15 through 1/13/16.

This position is assigned to the Marketing, Merchandising, and Warehousing Division. This Retail Store Manager III position is located in the newly relocated Manchester store. Responsibilities of this position include supervising and coordinating activities of personnel associated with the daily working operations of a New Hampshire Retail Outlet Store, ensuring exceptional customer service satisfaction, maximizing profits, and implementing all New Hampshire Liquor Commission rules and policies.

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 'NMJ' in a circle, likely representing Kelly M. Mathews.

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