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# New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503  
Concord, N.H. 03302-0503  
(603) 230-7015

Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner



Margaret Wood Hassan  
Governor

December 23, 2015

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

## REQUESTED ACTION

Authorize the New Hampshire Liquor Commission, pursuant to the provisions of RSA 21-I:54 to extend the temporary full-time position of Retail Store Manager III, (8T2868). This request is to extend this position for one year from January 14, 2016 to January 13, 2017 to continue leading the Elm Street, Manchester Liquor Store. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 16 as follows:

02-77-77-771012-10300000 Store Operations	<b><u>SFY 16</u></b>
050-500109 Personal Services Temp	\$ 42,817
060-500601 Benefits	<u>\$ 23,135</u>
	\$ 65,952

## EXPLANATION

This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager III position is the primary point of contact to manage the Elm Street, Manchester store. This retail location is open seven days a week with four full time employees including this position. 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 functions at 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,

Joseph W. Mollica, Chairman

## Nancy L. Valpey

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**From:** Willingham, Sara J. <Sara.Willingham@NH.Gov>  
**Sent:** Wednesday, December 23, 2015 4:06 PM  
**To:** Nancy L. Valpey  
**Cc:** Kelly M. Mathews  
**Subject:** RE: Request to extend Retail Store Manager III and Attorney IV  
**Attachments:** Extension for Store Manager III & Attorney IV.PDF

I will approve the extension of the two full-time temporary positions listed below, pending authorization by the Governor and Executive Council.

*Sara J. Willingham, Director of Personnel  
NH Division of Personnel  
28 School Street  
Concord, NH 03301  
(603) 271-3359 FAX (603) 271-1422  
[sara.willingham@nh.gov](mailto:sara.willingham@nh.gov)*

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Wednesday, December 23, 2015 2:24 PM  
**To:** Willingham, Sara J.  
**Cc:** Kelly M. Mathews  
**Subject:** Request to extend Retail Store Manager III and Attorney IV

Good Afternoon Ms. Willingham,

Attached you will find a request from the Liquor Commission to extend two full time positions for an additional year. The positions are for:

Attorney IV	8T2867
Retail Store Manager III	8T2868

Your approval will allow me to submit the requests to G&C to obtain an extension of the positions for another year.

If you have any questions on this please let me know.

Thank you,

Nancy

*Nancy Valpey*

Human Resources Administrator  
NH State Liquor Commission  
50 Storrs Street  
PO Box 503  
Concord, NH 03302-0503  
PH: (603) 230-7004