

27A 

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

Christopher T. Sununu
Governor

January 5, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

Authorize the New Hampshire Liquor Commission, pursuant to the provisions of RSA 21-I:54 to **retroactively** extend the temporary full-time position Retail Store Manager III (8T2868) for one year to continue leading the Elm Street, Manchester Liquor Store upon Governor and council approval for the period from January 14, 2017 to January 13, 2018. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Marketing, Merchandising, and Warehousing Division budget for SFY 17 as follows:

02-77-77-771012-10300000 Store Operations	<u>SFY 17</u>
050-500109 Personal Services Temp	\$ 43,505
060-500601 Benefits	<u>\$ 23,432</u>
	\$ 66,937

EXPLANATION

This request is **retroactive** due to an oversight which caused this item to miss the previous Governor and Council Meeting. This position is assigned to the Marketing, Merchandising, and Warehousing Division. The Retail Store Manager III position is responsible for essential employee security and the security of state funds and products. This position provides supervision and staffing coverage for this location and for running all aspects of a retail establishment. Opening and closing functions at the store are 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

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Monday, December 19, 2016 1:01 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews
Subject: RE: Request to extend position 8T2868 - Retail Store Manager III
Attachments: Retail Store Manager III 8T2868.pdf

I will approve the extension of Retail Store Manager III position number 8T2868 from January 14, 2017 to January 13, 2018, as requested in the attached document.

From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Monday, December 19, 2016 11:47 AM
To: Willingham, Sara J.
Cc: Kelly M. Mathews
Subject: Request to extend position 8T2868 - Retail Store Manager III

Good Morning Ms. Willingham,

The Liquor Commission respectfully requests your approval to extend the Retail Store Manager III position number 8T2868 from January 14, 2017 to January 13, 2018. You will find the letter from the Liquor Commission for this request attached to this email.

If you have any questions or concerns regarding this request 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
Fax: (603) 271-3752
Email: nancy.valpey@liquor.state.nh.us

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the message