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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
Commissioner

Margaret Wood Hassan
Governor

February 28, 2013

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 the New Hampshire Liquor Commission to continue one Plant Maintenance Engineer I, position #8T305, salary grade 17. This position ends on 05/22/2013. We respectfully request approval to extend this position in a temporary status until 05/21/2014. The estimated cost of \$57,519.38 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 Administration Division. The Plant Maintenance Engineer I assists the Maintenance Department on carpentry repairs and renovations to our stores and office facilities. The Liquor Commission is modernizing many of its outdated stores. Maintenance employees with skills in carpentry, plumbing, and electrical work will allow us to renovate these locations into attractive facilities for our customers at a much lower cost than hiring private sector contractors.

Your favorable action on this request would be appreciated.

Respectfully Submitted,
New Hampshire State Liquor Commission

Joseph W. Mollica, Chairman

Michael R. Milligan, Commissioner

cc: Doreen Wittenberg, DAS Business Supervisor





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Joseph W. Mollica
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Commissioner

February 4, 2013

Karen D. Hutchins, Director
Division of Personnel
25 Capital Street
Concord, NH 03301

Re: Request to Extend Position

Dear Ms. Hutchins:

In accordance with RSA 21-I:54, the Liquor Commission respectfully requests the Division of Personnel's approval to extend the Plant Maintenance Engineer I position #8T305, salary grade 17 from 05/22/2013 through 5/21/2014.

This position is assigned to the Administration Division. The Plant Maintenance Engineer I assists the Maintenance Department on carpentry repairs and renovations to our stores and office facilities. The Liquor Commission is modernizing many of its outdated stores. Maintenance employees with skills in carpentry, plumbing, and electrical work will allow us to renovate these locations into attractive facilities for our customers at a much lower cost than hiring private sector contractors.

This position is 100% Liquor Funds

FUNDING

077-012-1030-050

Thank you in advance for your consideration in this matter. If you have further questions or concerns do let me know.

Sincerely,

A handwritten signature in cursive script that reads "Kelly M. Mathews".

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

Nancy L. Valpey

From: Hutchins, Karen D [Karen.Hutchins@nh.gov]
Sent: Thursday, February 14, 2013 2:49 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Brobst, Heidi S
Subject: FW: Extension of position #8T305
Attachments: Plant Maintenance Engineer I.pdf

Your request is approved.

Karen Hutchins

Karen D. Hutchins

*Director of Personnel
25 Capitol Street
Concord, NH 03301
Phone - (603) 271-3261
Fax - (603) 271-1422*

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From: Nancy L. Valpey [mailto:nvalpey@liquor.state.nh.us]
Sent: Thursday, February 07, 2013 4:38 PM
To: Hutchins, Karen D
Cc: Kelly M. Mathews
Subject: FW: Extension of position #8T305

Good Afternoon Karen,

I received your approval for the 8T108 position and I was wondering if you had a chance to look at this one for the one year extension.

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
Email: nvalpey@liquor.state.nh.us

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From: Nancy L. Valpey
Sent: Monday, February 04, 2013 4:13 PM
To: 'Hutchins, Karen D'
Cc: Kelly M. Mathews
Subject: Extension of position #8T305

Good Afternoon Karen,

The Liquor Commission requests your approval to extend the Plant Maintenance Engineer I position number 8T305 from May 22, 2013 through May 21, 2014 pending G&C approval. The Plant Maintenance Engineer I position is in the Administration Division and assists the Maintenance Department with carpentry, plumbing, electrical repairs to the Commission facilities. The request to extend the position is attached.

Please let me know if there is any additional information needed to assist you in this position review.

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

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