



New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
(603) 230-7026

603
Joseph W. Mollica
Chairman

Michael R. Milligan
Commissioner

March 26, 2013

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

REQUESTED ACTION

Pursuant to RSA 21- I:54 the New Hampshire State Liquor Commission respectfully requests authorization to extend one full-time Grants Program Coordinator position #9T2588, salary grade 23. This position ends on June 30, 2013. We respectfully request approval to extend this position in a temporary staus until June 9, 2014. The estimated cost of \$63,771.44 for this position will be funded through account # 02-77-77-770512-8685, Liquor Commission, Enforcement, FDA Tobacco Grant. 100% Federal grant funds.

EXPLANATION

This position is assigned to the Division of Enforcement. The intent of the grant is to conduct tobacco inspections for compliance with certain provisions of the regulations with respect to retail outlets on behalf of the FDA. The full time Program Coordinator is responsible for overall coordination, gathering information and evidence and communication with the FDA. This position is grant funded and at the end of the grant period, this position will not be funded by the New Hampshire State Liquor Commission.

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





Food and Drug Administration
U.S. Department of Health & Human Services

NOTIFICATION TO CONTRACTOR OF GOVERNMENT INTENT TO EXERCISE UPCOMING OPTION

Notification of Intent to Exercise Option Two

Contract No.: HHSF223201110032C

Date: 3/19/2013

New Hampshire Division of Liquor Enforcement

ATTN: Julie Mento

57 Regional Drive STE 8

PO Box 1795

Concord NH 03301

Dear Julie Mento:

The purpose of this letter is to notify you of the Government's intent to exercise Option Two in accordance with FAR Clause 52.217-9.

This notification DOES NOT commit the Government to exercise the Option nor does it in any manner obligate Government funds against the subject contract.

If the Option is exercised by the Government, it will be accomplished via a unilateral modification. The modification will specifically identify the Option period of performance and contract amount.

Please sign below, acknowledging notification of the Government's intent to exercise the Option.

If you have any questions, please contact Yared Girmai at 301-827-7117, yared.girmai@fda.hhs.gov.

Sincerely,

Yared Girmai, Contract Specialist

Signature: _____

Date: _____





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January 31, 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 Grants Program Coordinator position #9T101, salary grade 23 from 07/01/13 through 06/09/14.

This position is assigned to the Enforcement and Licensing Division. The Grant Program Coordinator position ensures compliance with federal laws and regulations in relation to youth access to tobacco including conducting educational and prevention programs. This position is essential to fulfill the requirements of the FDA Tobacco Compliance grant and will continue only as long as the grant funding is provided.

Funding is available pending Fiscal Committee and G&C approval of the FDA Tobacco grant to finance the extension of this position. Pending approval, this position will be 100% funded by the FDA Tobacco grant.

077-012-8685-059

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 black ink 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, January 31, 2013 2:02 PM
To: Nancy L. Valpey
Cc: Kelly M. Mathews; Brobst, Heidi S
Subject: FW: Extension of position # 9T101
Attachments: 9T101 extension.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, January 31, 2013 1:27 PM
To: Hutchins, Karen D
Cc: Kelly M. Mathews
Subject: Extension of position # 9T101

Good Afternoon Karen,

The Liquor Commission has one temporary position that it wishes to extend for the duration of the Federal Grant that is funding the position. The request for extension is attached.

Please let me know if there is any additional paperwork needed to assist in making this extension decision.

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

2/1/2013