

38A  
Jm  
sw



**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

OFFICE OF THE CLERK

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 Attorney IV, (8T2867). This request is to extend this position for one year from January 18, 2016 to January 17, 2017 to continue providing legal advice to the Liquor Commission. **100% Liquor Funds**

Funding is available in the New Hampshire Liquor Commission, Administration Division budget for SFY 16 as follows:

02-77-77-771012-10230000 Accounting	<b><u>SFY 16</u></b>
050-500109 Personal Services Temp	\$ 96,283
060-500601 Benefits	<u>\$ 33,711</u>
	\$129,994

**EXPLANATION**

This position is assigned to the Administration Division. The Attorney IV position is responsible for the supervision, integration, coordination, and evaluation of all legal and legislative objectives for the commission. This includes providing legal research on rules, policies, and issues. The Attorney IV represents the agency as needed for hearings and is an advisor to the senior management staff.

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:** 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)*

CONFIDENTIALITY NOTICE: This email message and any attachments may contain confidential and proprietary information. If you are not the intended recipient, please be informed that you have received this message in error. Please notify the sender immediately via the contact information listed above, and delete the message and all attachments from your files. Thank you for your cooperation.

**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