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State of New Hampshire

ADULT PAROLE BOARD

Christopher T. Sununu
Governor

NH State Prison
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Concord, NH 03302
(603) 271-2569 Fax (603) 271-6179

Roger Phillips
Chairperson

William J. Francis
Vice Chairperson

July 7, 2023

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

REQUESTED ACTION

In accordance with the provisions of RSA 94:3 (Yearly Service Increases), I respectfully request retroactive approval of an annual salary step increase for Roger B. Phillips, Chairperson of the Adult Parole Board, from GG Step 3 (Salary $88,816.00) to grade GG Step 4 (Salary $93,964.00) effective July 1, 2023, upon Governor and Council approval.

EXPLANATION

Roger B. Phillips was appointed Chairperson of the Adult Parole Board on April 25, 2022. His GG Step 3 approval was in June of 2022 effective July 1, 2022. The Chairperson is responsible for the effective and efficient administration of the parole office, training of board members and presiding in parole and revocation matters. He is entitled to a yearly service increase as described in RSA 94:3. This request was delayed due to pending matters in the parole office and scheduling did not permit the Vice Chairperson to sign this letter until the present.

Respectfully submitted,

W. J. Francis

William J. Francis, Vice Chairperson