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October 9, 2025

Her Excellency, Governor Kelly A. Ayotte
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs, Division of Planning and Community Development, to make a **retroactive** one-time expenditure of \$1,805.15 from Fiscal Year 2026 appropriations consisting of a payment in the amount of \$1,495.20 to Heather Shank, Director of Planning and Community Development, for unpaid wages from a prior fiscal year and associated payroll benefits of \$309.95 effective upon Governor and Council approval. 100% General Funds.

Funding is available in the account, Planning Admin, as follows:

03-22-22-221510-21980000

<u>Class/Account</u>	<u>Class Title</u>	<u>Amount</u>
010-500100	Personal Service Perm	1,495.20
060-500601	FICA (Perm)	92.70
060-500604	Employees' Retirement (perm)	192.43
060-500624	PFL Ins Benefit	3.14
060-500631	Medicare (Perm)	21.68
		\$ 1,805.15

EXPLANATION

This request is **retroactive** because the employee was due an increment in State Fiscal Year 2025 on February 9, 2025. However, due to an administrative/clerical error between the agency and the Department of Administrative Services, Division of Personnel (DOP), the increment date was incorrectly adjusted to align with a promotion date.

During the September 2025 increment processing in State Fiscal Year 2026, it was determined that the pending increment should have been implemented effective February 9, 2025. As a result, retroactive pay is due. The date correction to the employee's personnel record has been processed by DOP.

Respectfully Submitted,

Taylor Caswell
 Commissioner