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DEC 17 2025



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November 21, 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 to make a **retroactive** one-time expenditure of \$1,621.52 from Fiscal Year 2026 appropriations consisting of a payment in the amount of \$1,343.10 to Lorna Colquhoun, 27-3030 PUB RELATIONS SPECS-4 (Deputy Director of Public Affairs), for unpaid wages from a prior fiscal year and associated payroll benefits of \$278.42 effective upon Governor and Council approval. 100% General Funds.

Funding is available in Fiscal Year 2026 in the account, Administration-Support, as follows:

03-22-22-220010-20070000

<u>Class/Account</u>	<u>Class Title</u>	<u>Amount</u>
010-500100	Personal Service Perm	1,343.10
060-500601	FICA (Perm)	83.27
060-500604	Employees' Retirement (perm)	172.86
060-500624	PFL Ins Benefit	2.82
060-500631	Medicare (Perm)	19.47
		<u>\$1,621.52</u>

EXPLANATION

This request is retroactive because the employee was eligible for an increment in State Fiscal Year 2025 on March 2, 2025. The eligibility was confirmed following a recent audit of the employee's file and consultation with the Department of Administrative Services, Division of Personnel (DOP). The employee's file has been updated with the appropriate increment adjustment and effective date, and the file correction has been approved by DOP.

Respectfully Submitted,

James Key-Wallace
Interim Commissioner