

**AGENDA**

- I. Call to Order:**
- II. Non-public Session: (Anderson)**
- III. Vote of Confidentiality: (Lamson)**
- IV. Acceptance of Meeting Minutes: September 17, 2020 \* (Levesque)**
- V. Public Comment:**
- VI. Old Business:**
  - A. Approval:
    - 1. Land Use Control Amendments – Final Approval \* (Loughlin)
- VII. Finance:**
  - A. Independent FY2020 External Audit (Berry Dunn via video conference)
    - 1. Auditor Communications Presentation \*
    - 2. Required Communication Letter \*
  - B. Approval:
    - 1. Certified Annual Financial Statements and the Uniform Guidance Audit of Federal Awards Update \* (Loughlin)
    - 2. Additional Signatory for Pease Development Authority Banking Institutions \* (Fournier)
  - C. Executive Summary \*
  - D. Reports:
    - 1. FY 2021 Financial Report for the Two Month Period Ending August 31, 2020 \*
    - 2. Nine Month Cash Flow Projections to June 30, 2021 \*
- VIII. Licenses/ROEs/Easements/Rights of Way:**
  - A. Approval:
    - 1. Lonza Biologics – Parking License for 55 International Drive \* (Allard)
- IX. Leases:**
  - A. Reports:
    - 1. Sublease between 222 International, Limited Partnership and Shaughnessy Seagull, Inc. d/b/a Allegra Marketing Print Mail \*
  - B. Approval:
    - 1. Next Level Now, Inc. – Lease Amendment No. 1 \* (Levesque)

**X. Contracts/Agreements:**

A. Approval:

1. SHI – Purchase of Plotter/Printer for Engineering \* (Anderson)
2. Horsley Witten – Work associated with Illicit Discharge Detection and Elimination (IDDE) \* (Fournier)
3. Fred C. Church, Inc. – PDA Worker’s Compensation Coverage\* (Lamson)

**XI. Executive Director:**

A. Reports:

1. Golf Course Operations
2. Airport Operations
  - a) Portsmouth International Airport at Pease (PSM)
  - b) Skyhaven Airport (DAW)
  - c) Noise Line Report
    - (i) September 2020\*

B. Approval:

1. Bills for Legal Services \* (Fournier)

**XII. Division of Ports and Harbors:**

A. Reports:

1. Commercial Mooring Transfer – Miller to Kastejna \*
2. Heidi and Elisabeth Fisheries LLC – Exercise of Option at the Portsmouth Fish Pier to December 31, 2021 \*
3. Purchase of Fuel Dispenser for Portsmouth Fish Pier \*

B. Approval:

1. Snow Plow Bid/Contract – James Jones d/b/a Jones Snow Plowing Services \* (Allard)

**XIII. New Business:**

**XIV. Upcoming Meetings:**


Golf Committee	November 16, 2020 @ 8:30 a.m.
Finance Committee	November 16, 2020 @ 9:00 a.m.
Board of Directors	November 19, 2020 @ 8:30 a.m.

**All Meetings begin at 8:30 a.m. unless otherwise posted.**

**XV. Directors’ Comments:**

**XVI. Adjournment:**

**XVII. Press Questions:**

- \* Related Materials Attached
- \*\* Related Materials Previously Sent
- \*\*\* Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
-  Confidential Materials

RIGHT TO KNOW UPDATE: Effective January 1, 2018, RSA 91-A, the Right to Know Law was modified to include that "If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 92-A:8, IV or V. Upon such request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the members name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion."

## UPDATED MOTION – II.

Director Anderson:

The Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. Lease or Sale of Property [NH RSA 91-A:3, II (d)];
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)]; and
3. Consideration of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself [NH RSA 91-A:3, II (c)].

**Note: Roll Call vote required.**

**UPDATED**  
**MOTION - III.**

Director Lamson:

Resolved, pursuant to NH RSA 91-A:3, Paragraph III, the Pease Development Authority (“PDA”) Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its October 15, 2020 meeting related to the Lease or Sale of Property and the consideration of legal advice from legal counsel would, if disclosed publically, render the proposed actions ineffective and further determines that such matters also involve the consideration of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself; and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

**Note: Roll Call vote required; this motion requires 5 Affirmative Votes**



**LATE ITEM**  
**MOTION – X.A.3.**

Director Lamson:

The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind Workers Compensation insurance coverage for the Pease Development Authority to be provided by MEMIC and brokered by Fred C. Church Insurance, Inc. (“Church”) for the period of 12/31/20 through 12/31/21 in the projected amount of \$77,979.00; all in accordance with the Insurance Proposal prepared by Church and the memorandum of Anthony I. Blenkinsop, Deputy General Counsel, dated October 13, 2020, attached hereto.

**NOTE: Roll Call vote required.**

## MEMORANDUM

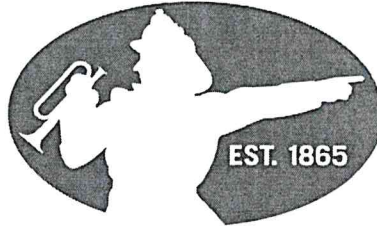
To: Paul Brean, Executive Director *PAB*  
From: Anthony I. Blenkinsop, Deputy General Counsel *AIB*  
Re: Workers Compensation Coverage Renewal  
Date: October 13, 2020

At the December 14, 2017, meeting of the Board, the Executive Director was authorized to enter into an agreement with Fred C. Church Insurance, Inc. to provide Workers Compensation coverage to the PDA for a period of three (3) years, to include two (2) one (1) year options to extend at the Executive Director's discretion. Such coverage does not extend to employees of the Division of Ports and Harbors who have been historically covered, and continued to be covered, by the State of New Hampshire's self-insured Workers Compensation program.

Attached you will find a proposal in the amount of \$77,979.00 for the upcoming renewal period of 12/31/20 through 12/31/21. Also please find three loss history charts which reflect the fact that PDA's experience modification factor increased from .91 to 1.04 for the upcoming renewal period. Unfortunately, the projected premium of \$77,979.00 is an increase of over 26% from last year's premium of \$61,940.00, largely due to a hardening of insurance markets overall, the PDA's experience modification going up over 14% (.91 to 1.04), as well as an increase in PDA's payroll estimates of roughly 11%. Fred C. Church Insurance, Inc. was still able to keep PDA's various credits in order to keep the PDA's increase as small as possible. Please see page 5 of the attachment for a comparison of the premium breakdown from last year and for this upcoming year.

Overall this is an acceptable renewal proposal with a solid insurance carrier (MEMIC/AM Best Rating A IX). While PDA has experienced a bump in its experience modification factor heading into this year's renewal, PDA's safety culture and its overall commendable loss history will hopefully play a role in reversing that trend a year from now. Finally, please note that as the policy is subject to audit the premium may adjust up or down slightly from the projected amount.

At the October 15, 2020, meeting of the Board, please seek authority to bind Workers Compensation coverage through Fred C. Church Insurance, Inc. in the projected amount of \$77,979.00 for the forthcoming policy period of 12/31/20 through 12/31/21.



**Fred C. Church**  
I N S U R A N C E

# Insurance Proposal

for

# Pease Development Authority and Skyhaven Airport

October 15, 2020

Presented by:

**Jeff Olsen**

**Wendy Radwan**

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## Named Insureds

Insured	Interest
Pease Development Authority and Skyhaven Airport	First Named Insured

## Premium Summary

Description of Coverage	2019-2020 Premium	2020-2021 Premium	Insurer	AM Best
Worker's Compensation	\$61,940	\$77,979	MEMIC Indemnity	A IX

Comments: Experience Mod up 14% from .91 to 1.04 / Total Payroll up 11% from \$4,073,000 to \$4,525,000

## Payment Options

Policy	Direct or Agency Billed	# of Installments
Workers Compensation	Direct Bill	Annual

*This document is a summary of coverage only; the policies contain additions, exclusions, and/or limitations that are not shown here.*

*Please refer to the policy or contact Fred C. Church, Inc. for complete coverage details*

# Worker's Compensation

MEMIC Indemnity Company    Insurance Company  
 3102800857    Policy Number  
 12/31/2020 to 12/31/2021    Policy Term

## Coverages

Description	Limit
Workers Compensation: Statutory Benefit	Included
Employers Liability: Each Accident	\$500,000
Employers Liability: Disease – Policy Limit	\$500,000
Employers Liability: Disease – Each Employee	\$500,000
Other States Insurance: See policy for complete list	

## Remarks

Remarks
Foreign Coverage - Foreign Coverage: "Employees of the Named Insured" "Any Country" "NH" Workers Compensation Law Excess Repatriation Expenses: \$100,000 each employee \$100,000 each accident Employers Liability: \$500,000 BI by Accident \$500,000 BI by Disease, Each Employee \$500,000 BI by Disease, Policy Limit
Voluntary Compensation & Employers Liability Endorsement
12/31/20 Experience Mod – 1.04 (2019 was .91)

# WC Premium Development

Year: 2019-2020					
Carrier: MEMIC					
State	Class	Description	Estimated Payroll	Rate	Estimated Premium
NH	7403	Aviation	\$1,950,000	4.4700	\$87,165
	8810	Clerical	\$1,398,000	0.1500	\$2,097
	9060	Country Club	\$725,000	2.2100	\$16,023
	9012	Property Manager	\$0	1.2300	\$0
	9015	Bldgs. - Operation by Owner	\$0	3.8800	\$0
	Increased Limits			0.0080	\$842
	Experience Mod			0.9100	-\$9,551
	Schedule Credit			0.2100	-\$19,267
	Premium Discount			0.1010	-\$7,320
	Terrorism			0.0080	\$326
	Domestic Terrorism			0.0200	\$815
	Expense Reduction Plan			0.0700	-\$4,561
	Managed Care Credit			0.0500	-\$4,829
	Expense Constant				\$180
<b>Total State</b>			<b>\$4,073,000</b>		<b>\$61,920</b>

MA	8810	Clerical	\$0	0.0700	\$0
Increased Limits				0.0100	\$0
Loss Constant					\$20
Expense Constant					\$0
<b>Totals State</b>			<b>\$0</b>		<b>\$20</b>


<b>Grand Totals</b>			<b>\$4,073,000</b>		<b>\$61,940</b>
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Year: 2020-2021					
Carrier: MEMIC					
State	Class	Description	Estimated Payroll	Rate	Estimated Premium
NH	7403	Aviation	\$2,170,000	4.5900	\$99,603
	8810	Clerical	\$1,600,000	0.1600	\$2,560
	9060	Country Club	\$755,000	2.3100	\$17,441
	9012	Property Manager	\$0	1.2400	\$0
	9015	Bldgs. - Operation by Owner	\$0	3.7500	\$0
	Increased Limits			0.0080	\$957
	Experience Mod			1.0400	\$4,822
	Schedule Credit			0.2300	-\$27,396
	Premium Discount			0.1030	-\$9,447
	Terrorism			0.0080	\$362
	Domestic Terrorism			0.0200	\$905
	Expense Reduction Plan			0.0700	-\$5,759
	Managed Care Credit			0.0500	-\$6,269
	Expense Constant				\$180
<b>Total State</b>			<b>\$4,525,000</b>		<b>\$77,959</b>

MA	8810	Clerical	\$0	0.0600	\$0
Increased Limits				0.0100	\$0
Loss Constant					\$20
Expense Constant					\$0
<b>Totals State</b>			<b>\$0</b>		<b>\$20</b>

<b>Grand Totals</b>			<b>\$4,525,000</b>		<b>\$77,979</b>
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# Experience Modification Worksheet

	<b>WORKERS COMPENSATION EXPERIENCE RATING</b>				Risk ID: 280173711
	Risk Name: PEASE DEVELOPMENT AUTHORITY				Rating Effective Date: 12/31/2020
	Production Date: 09/09/2020		State: NEW HAMPSHIRE		

State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
NH	.13	77,296	115,149	37,853	14,210	33,775	79,113	64,903
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses
.13		77,296	115,149	37,853	14,210	33,775	66,584	52,374

	Primary Losses	Stabilizing Value	Ratable Excess	Totals
Actual	(I) 52,374	$C * (1 - A) + G$ 101,023	(A) * (F) 1,847	(J) 155,244
Expected	(E) 37,853	$C * (1 - A) + G$ 101,023	(A) * (C) 10,048	(K) 148,924
	ARAP	FLARAP	SARAP	MAARAP
Factors				(J) / (K) 1.04

REVISED RATING  
 RATING REFLECTS A DECREASE OF 70% MEDICAL ONLY PRIMARY AND EXCESS LOSS DOLLARS WHERE ERA IS APPLIED.  
 REVISED RATING TO INCLUDE UPDATED DATA FOR: NH, POL. #: 3102800857, EFF.: 12/31/2018

Carrier: 38563-000	Policy: 3102800857	Eff-Date: 12-31-2019 Exp-Date: 12-31-2020
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### WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: PEASE DEVELOPMENT AUTHORITY

Risk ID: 280173711

Rating Effective Date: 12/31/2020

Production Date: 09/09/2020

State: NEW HAMPSHIRE

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2016 Exp Date: 12/31/2017

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	1.78	.31	1,289,897	22,960	7,118	17214969	05	F	1,903	1,903
8810	.07	.39	1,858,781	1,301	507	17200874	05	F	10,099	10,099
9060	1.01	.40	685,764	6,926	2,770	17207392	05	F	18,141	17,500
9807	EMPLOYERS LIABILIT			0	0	17203736	06	F	2,890	2,890
<b>Policy Total:</b>			<b>3,834,442</b>	<b>Subject Premium:</b>	<b>94,489</b>	<b>Total Act Inc Losses:</b>		<b>33,033</b>		

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2017 Exp Date: 12/31/2018

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	1.78	.31	1,856,530	33,046	10,244	18215208	06	F	2,802	2,802
8810	.07	.39	1,165,043	816	318	NO. 4	06	*	5,855	5,855
9060	1.01	.40	697,016	7,040	2,816					
9807	EMPLOYERS LIABILIT			0	0					
<b>Policy Total:</b>			<b>3,718,589</b>	<b>Subject Premium:</b>	<b>109,763</b>	<b>Total Act Inc Losses:</b>		<b>8,657</b>		

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2018 Exp Date: 12/31/2019

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	1.78	.31	1,956,336	34,823	10,795	NO. 3	06	*	2,115	2,115
8810	.07	.39	1,421,148	995	388	19213330	06	F	4,239	4,239
9060	1.01	.40	716,983	7,242	2,897	19209090	09	O	31,069	17,500
9807	EMPLOYERS LIABILIT			0	0					
<b>Policy Total:</b>			<b>4,094,467</b>	<b>Subject Premium:</b>	<b>108,351</b>	<b>Total Act Inc Losses:</b>		<b>37,423</b>		

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\* Total by Policy Year of all cases \$2000 or less. D Disease Loss X Ex-Medical Coverage U USL&HW  
 C Catastrophic Loss E Employers Liability Loss # Limited Loss