

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 698-2364

www.nhprimex.org

November 2, 2015

Shaun Mulholland, Town Administrator  
Town of Allenstown  
16 School Street  
Allenstown, NH 03275

**Re: Property & Liability Program Proposal for the Town of Allenstown**

Dear Shaun:

We are excited about your interest in expanding our partnership with Primex<sup>3</sup>. Enclosed please find our proposal for Property & Liability coverage. The contributions provided in the packet are Not to Exceed (*NTE*) figures with a July 1, 2016 effective date. The Town of Allenstown can sign now for coverage beginning July 1, 2016 with budgetary piece of mind knowing the actual contribution may be lower, but will not exceed the *NTE* numbers you are receiving in this proposal. If the Town of Allenstown can provide Primex<sup>3</sup> with updated claims history, we will revisit the proposed rates in April 2016.

The following representatives are authorized to represent Primex<sup>3</sup> in this proposal:

Sally Tanner  
Member Services Consultant  
46 Donovan Street  
Concord, NH 03301  
T: 800-698-2364 x187

Carl Weber  
Director of Member Services  
46 Donovan Street  
Concord, NH 03301  
T: 800-698-2364 x129

*Advantages to Partnering with Primex<sup>3</sup>*

- Trained, service oriented in-house claims staff
- Proven and efficient claims team approach
- Access to Primex<sup>3</sup> legal counsel for effective claims management and mitigation
- Engaged Risk Management Services Team
- Education and training opportunities available
- Performance review accessibility through the Primex<sup>3</sup> Partner Platform (P<sup>3</sup>)
- Option of January or July renewal to best accommodate your budgetary needs

*Advantages to the Primex<sup>3</sup> Property & Liability Program:*

- Includes Liability, Property, Boiler and Machinery, Crime, Public Official Scheduled Bond and Volunteer Medical Accidents
- In service fire truck and ambulance valuations based on replacement cost - at no additional cost
- Automatic acquisition up to \$25 million for buildings and \$10 million for licensed vehicles and mobile equipment
- Schedule of exposures only need to be updated once a year

- Volunteer Medical Accident payments up to \$10,000 per accident on a discretionary basis
- **Center for Public Sector Advancement** offers services that focus on a broad array of human resource and organizational development challenges. The Center offerings include human resource consulting, which also provides an employment practice claim prevention service component, targeted training programs for department heads and senior leaders, and customized solutions to address the issues facing your organization.
- **The Foundry at Primex<sup>3</sup>** (or simply "The Foundry") is a state-of-the-art facility in the Primex<sup>3</sup> building that will serve as a resource for the facilitation of learning opportunities for our members. The Foundry has been created and designed to provide simulation-based and other experiential-learning opportunities that enrich adult learning in a safe and supportive environment. The Foundry will expand upon that success to offer programming for all members in the broad areas of safety and traditional risk management as well as leadership development, management, human resource best practices, conflict resolution, and others to be identified and developed as needed.

Combine these advantages with our commitment to innovative service teams that will work with you to create long-term solutions to the challenges you may face. We have developed dozens of customized programs targeted to address the specific needs of our members and their employees. Our goal is to assist members in implementing and maintaining these objectives. From training, to comprehensive hands-on programs to one-on-one consulting services, Primex<sup>3</sup> staff stands ready to help you manage your risks.

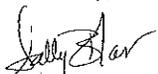
We appreciate the opportunity to present this proposal for our Property & Liability Program, and look forward to working with you. We request that all prospective members transition to Primex<sup>3</sup> by fulfilling the terms of their existing coverage contract, part of which may entail providing a specified notice of termination. To that end, we request that you work with your current coverage provider to ensure that you have met any notice and/or other contractual obligations prior to entering our coverage programs.

As a pooled risk management program, we emphasize to our members the importance of working closely together and honoring our joint commitments to each other. If you find that current commitments require you to wait a period of time before joining Primex<sup>3</sup>, please let us know and consider our proposal(s) to be illustrative of the type of value we might be able to provide you in the future.

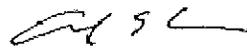
We will be contacting you in the coming weeks to answer any additional questions you may have, but feel free to contact us prior to that time. We are also available to review this program and the value-added benefits included in person with you as you consider your risk management needs. You can contact us at (800) 698-2364.

Thank you again for your interest and consideration of Primex<sup>3</sup>.

Sincerely,

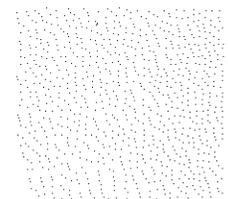


Sally Tanner  
Member Services Consultant



Carl Weber  
Director of Member Services

Enclosures



**Town of Allenstown**

**Property & Liability  
Not to Exceed (NTE)**

**Effective date July 1, 2016 to June 30, 2017  
Based on Data Submitted**

Contribution is based upon audited payroll of \$1,355,760, total property of \$26,395,430 and a Loss Ratio Adjustment Factor (LRAF) of 1.00<sup>1</sup>.

<b>Description</b>	
Base Contribution	\$87,907
Multi-Program Discount <sup>2</sup>	(\$8,791)
PRIME <sup>3</sup> Discount <sup>3</sup>	(\$2,198)
Law Enforcement Discount <sup>4</sup>	(\$879)
<b>Net Contribution<sup>5</sup></b>	<b>\$76,039</b>

<sup>1</sup> The Loss Ratio Adjustment Factor (LRAF) incorporates five years of historical claims experience. Using five years of claims experience generally causes the LRAF to be more stable from year to year.

<sup>2</sup> The Town of Allenstown is eligible for the Multi-Program Discount for continued participation in the Workers' Compensation Program. **If the Town of Allenstown accepts the Property & Liability proposal effective July 1, 2016, Primex<sup>3</sup> will reduce the Town of Allenstown's CY 2016 Workers' Compensation contribution in the amount of \$3,903 (12 month discount) if the Membership Agreement is signed prior to December 31, 2015. If the Membership Agreement is signed after December 31, 2015, the 10% Multi-Program Discount will be pro-rated for the first of the month following acceptance of proposal.**

<sup>3</sup> Discounts are available in the Workers' Compensation and Property & Liability Programs for achieving PRIME<sup>3</sup>, which is subject to annual recertification. See enclosed PRIME<sup>3</sup> Program flyer for details.

<sup>4</sup> Law Enforcement Discount available if the Police Department is CALEA certified.

<sup>5</sup> Final contributions are not subject to audit for billing purposes.

Failure to recertify annually for PRIME<sup>3</sup> or maintain multi-program participation may result in higher contributions due to the loss of applicable discounts.

NOTE: A Service and Needs Assessment is required as part of the proposal process. The Service and Needs Assessment will determine eligibility in the Contribution Assurance Program (CAP) and/or if the proposal is subject to a Loss Mitigation Agreement.

**Town of Allenstown  
Loss Mitigation Agreement**

*The Property & Liability contribution as listed in this proposal is subject to the following conditions, effective July 1, 2016:*

1. The Town of Allenstown notifies Primex<sup>3</sup> of employee issues/concerns before taking employment action that could lead to termination, to help provide advice and possible legal assistance.
2. The Town of Allenstown notifies Primex<sup>3</sup> prior to the termination of an employee to allow us to assist in mitigating the impact of the termination.

To accept the Loss Mitigation Agreement, please adopt the following resolution and sign below.

**Loss Mitigation Agreement Resolution**

**BE IT RESOLVED:** The Town of Allenstown, Board of Selectmen hereby accepts the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) in the Property & Liability Program as outlined in this letter as part of a Loss Mitigation Agreement, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of this Program.

The Town of Allenstown agrees to the conditions of the Property & Liability Loss Mitigation Agreement as outlined above and was voted on by its Board of Selectmen on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Title of Board

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name