

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
NATHANIEL WITHERELL STRATEGIC PLANNING COMMITTEE
Human Service Conference Room, Town Hall

MINUTES - Wednesday, May 9, 2018, 1:00 P.M.

Committee: Arthur D. Norton, Chair; William Drake, Andreas Duus III, Elizabeth K. Krumeich, Jeffrey Ramer, Nancy Weissler

Staff: Peter Mynarski, Comptroller; Renata Michalski, Senior Buyer, Purchasing Department

BET: Jill K. Oberlander, Chair

The meeting was called to order at 1:04 P.M.

1. Approval of the BET Nathaniel Witherell Strategic Planning Committee Meeting Minutes: April 25, 2018

Upon a motion duly made by Mr. Ramer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to approve the Minutes of the April 25, 2018 Meeting.

2. Committee Structure/Sub-Committee Appointments

Operations Consulting RFP 7404 – Mr. Duus, Mr. Ramer

Accounting Consulting RFP 7405 – Ms. Oberlander, Mr. Drake

Recommendations for changes to TNW Union Contracts – Ms. Krumeich, Ms. Weissler

- **RFP 7404 Operations Consulting Services for The Nathaniel Witherell** – Mr. Norton asked members of the Committee to comment on their review of the Operations Consulting Services responses. Responders included BlumShapiro, Center for Governmental Research, Inc, Health Dimensions Group, The Advis Group, PKF O'Connor Davies, LLP and The Fox Group, LLC.

Ms. Michalski was asked to comment on whether the Committee should be selecting two or four responders to invite for interviews. She recommended that the Committee consider inviting two responders for interviews, and then if not satisfied, inviting subsequent responders.

The Committee confirmed the recommendation to invite only two responders to be interviewed by a 6-2 vote. (Opposed: Krumeich, Ramer)

- **RFP 7405 Accounting Consulting Services for The Nathaniel Witherell** – Mr. Norton asked members of the Committee to comment on their review of the Accounting Consulting Services responses. Responders included BlumShapiro, Citrin Cooperman & Company LLP, Health Dimensions Group and PKF O'Connor Davies, LLP.

- **Recommendations for changes in TNW Union Contract** – topic not discussed due to time constraints.

3. Discussion and Recommendations of the RFP reports received

Members of the Committee reviewed the composites prepared by Ms. Michalski. Price, prior experience, possible geographical travel restricting site visits, presentation of style of execution were reviewed, and compared with previous TNW reports of 2010 and 2011 consultant projects. While pricing is an important factor, the Committee considered each responders' previous clients, projects and references to discern whether they would be appropriate for TNW project. After remarks by each of the Committee members' impressions to each response, the Purchasing Department's interview protocol was reviewed. It was decided that two firms should be invited for interviews for each consulting assignment.

Responders to RFP 7404, the Operations Consulting project, will be interviewed first, in the event that additional issues prompted questions to be asked during the Accounting Services consultant interviews. Ms. Michalski cautioned that the scope of the RFP could not be changed with additional questions without drafting a new RFP for bidding.

Members of the Committee agreed to submit interview questions for consultant interviews for **RFP 7404**, the Operations consulting assignment, to Mr. Ramer and Mr. Duus; Mr. Drake and Ms. Oberlander would collect interview questions for **RFP 7405**, the Accounting consultant project. Questions for **RFP 7404** would be discussed at the full Committee's May 16 meeting. Ms. Michalski would then forward the selected interview questions to the Operations consultants for interviews to be scheduled, if possible, on May 23. Mr. Mynarski suggested that Mr. Simon and Mr. Brown be asked to contribute interview questions and receive an update on the interview schedule.

4. Continue discussion of the Nathaniel Witherell Business Models included in the Committee Report – no discussion of the topic took place due to time constraints.

5. 2018 Meeting Schedule

- May 16, 2018 at 9:00 A.M.
- May 22, 2018 at 5:30 P.M. (at TNW)
- May 23, 2018 at 8:00 A.M. (Committee) 8:30 A.M. (Interviews begin)

6. Adjournment

Upon a motion duly made by Ms. Krumeich, seconded by Mr. Ramer, the Committee voted 4-0 to adjourn at 2:45 P.M.

Catherine Sidor, Recording Secretary

Arthur D. Norton, Chairman