

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

MINUTES - Wednesday, May 16, 2018, 9:00 A.M.

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

Staff: Peter Mynarski, Comptroller; Charles Zsebik, Director, Purchasing Department

BET: Jill K. Oberlander, Chair; Debra Hess

The meeting was called to order at 9:01 P.M.

1. Approval of the BET Nathaniel Witherell Strategic Planning Committee Meeting Minutes: May 9, 2018

Upon a motion duly made by Mr. Drake, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Minutes of the May 9, 2018 Meeting.

2. Completion – Consultant RFP 7404

- **Recommendation/proposed questions for interview** – The discussion began with an overview of the Purchasing Department Protocols for next steps in the Committee selection process: 1) aligning the proposals with the RFP's specifications; 2) each Committee member grading the proposals on how closely each satisfied the RFP; 3) choosing interview candidates based on grading evaluation; 4) developing interview questions individually for joint discussion; and 5) forwarding questions to Purchasing for transmission to the selected candidates prior to interview appointment.

Copies of the Proposals from the selected interview candidates were sent to TNW; Mr. Simon and Mr. Brown were invited to suggest interview questions.

The Committee discussed aspects of the RFP responses and refined questions to accomplish the interview process. The RFP Operations Consulting Sub-Committee, Mr. Duus and Mr. Ramer, thanked Ms. Weissler for her contribution to proposing questions.

Ms. Krumeich made a motion, seconded by Mr. Drake, to invite the BET to be present at the Interviews, although according to RFP Protocols, they could not participate asking interviewees any questions. Committee voted 4-0-0 in favor of the motion; motion carried.

3. 5 Year Financial Projects RFP 7405 Review

- **Report of TNW Financial Statements under GAAP** – According to Purchasing Department's RFP Protocols, a contract for both RFPs must be signed within 60 days, by June 23, 2018. The Committee discussed the selection of candidates and proposals for

RFP 7405, the coordination of interview questions and the date of the interviews. Ms. Hess offered to assist the RFP 7405 Sub-Committee, Ms. Oberlander and Mr. Drake, to the preparation of the GAAP, GASB and FASB interview questions.

Upon a motion duly made by Mr. Ramer, seconded by Mr. Duus, to invite three firms to be interviewed for RFP 7405, the Committee voted 4-0-0 in favor of the motion; motion carried.

4. Continue discussion of the Nathaniel Witherell Business Models suggested in the Committee Report

- The Committee discussed the presentation to be made to TNW Board of Directors on May 22, 2018. Given the time limitations, topics were assigned, and timing allocated: 1) review the recommendations identified in the Committee's report (Norton); 2) summarize TNW's financials (Weissler); 3) restate the restrictions on TNW property (Oberlander); and 4) recap regulatory environment challenges (Krumeich). If time permitted, a Question and Answer period would close the presentation.
- Mr. Norton planned to update the BET on the Committee's activity at its May 21, 2018 meeting.

5. 2018 Meeting Schedule

- May 22, 2018 at 5:30 P.M. (at TNW)
- May 23, 2018 at 8:00 A.M. (Committee) 8:30 A.M. (RFP 7404 Interviews)
- June 7, 2018 at 8:30 A.M. (Committee); 8:45 A.M. (RFP 7405 Interviews)

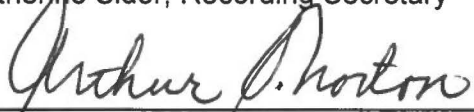
• Adjournment

Mr. Drake proposed that the distribution list of recipients of TNW Strategic Planning Committee Minutes be reviewed. He offered to submit recommendations to reduce the list in writing.

Upon a motion duly made by Ms. Krumeich, seconded by Mr. Ramer, the Committee voted 4-0 to adjourn at 11:10 P.M.



Catherine Sidor, Recording Secretary



Arthur D. Norton, Chairman