January 15, 2019

Minutes of Meeting Draft.

Date: January 15, 2019 1:00 pm

Location: Town Hall

First Order of Business was to elect a Chair and Secretary.

Present:

John Fitzgibbon, Chair [jpfds@cfl.rr.com](mailto:jpfds@cfl.rr.com) 407-876-0129

Stephen Withers, Secretary [sewarch@hotmail.com](mailto:sewarch@hotmail.com) 321-945-2501

Chris Sapp, Town Council [csapp@town.windermere.fl.us](mailto:csapp@town.windermere.fl.us) 407-574-1002

Robert Smith, Town Manager [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us) 407-876-2563

Scott Brown, Director of Public Works [sbrown@town.windermere.fl.us](mailto:sbrown@town.windermere.fl.us)

Matthew Matin, DBC [MattSellsOrlando@gmail.com](mailto:MattSellsOrlando@gmail.com) 321-948-5857

Byron Sutton, Rotary Club of Windermere [byronsutton@embarqmail.com](mailto:byronsutton@embarqmail.com)

407-257-1806

*Committee needs to review their contact information and advise of any corrections they wish to make. Review minutes and these will be edited before next meeting.*

Chris Sapp outlined the proposed program and intent for an outdoor event pavilion:

* Functional “stage” space for events.
* Fits with the Town Masterplan for Town Hall site
* Replace existing “Community” Room’s toilets. (Community Building needs to be replaced,)
* Pavilion with three sides to project sound away from houses to west.
* Possible enclosed forth side.
* Concession stand to serve Town events.
* Storage to accompany building.
* This will be a capital improvement project but will rely on donated funds and not rely on Town public funds.

Byron Sutton outlined Rotary history with Town including funding the Town Hall back porch and interior renovation. He noted this is Rotary Club of Windermere’s 50th year and they want to do a project on Town Square this year. Rotary is willing to fund the entire project if required. He stated the project name will need to begin with Rotary as in “Rotary Event Pavilion”.

Rotary will staff the concession stand as a fund raiser for the Club. Rotary do not see the need to provide “cooking” facilities in the concession stand but be more like a baseball concession stand. Cooking could still be done with grills outside. Other Rotary Clubs have been contacted and they are willing to financially participate. Mr. Sutton has contacted Architectural firms and Rotary may get Architect’s fees donated. The committee agreed that architectural firm would havr to be pre-qualified by Town Staff if a firm donated the design fees. Mr. Sutton pointed out that the “Treebute” is this weekend and he would like some materials to begin fund raising at that event. He feels he can also have cost within 30 days.

The committee discussed the following review points for the program.

* Size of facility
* Need roll down screen for movie night
* Need lights and speaker systems designed into pavilion
* Stage needs to be elevated.
* Raceway for Remote sound control station in front of stage
* Design location for seating – on basketball areas.
* Possible direction of stage facing Main Street or back of Town Hall.
* Location generally where community room sits.
* Power to serve possible food trucks
* Septic system and drain field.
* Existing trees would have to be surveyed through Arborist Report for issuance to design firm
* Parking

The committee also discussed next steps and things they needed to accomplish:

* The committee was approved by different standing boards like Long Range Planning and DBC to start work.
* Ideas for generating income.
* Need a facilities program with size and finishes.
* Need a timeline for moving the project forward.
* Arborist Report for trees around site.
* Need site survey to locate trees and existing septic system
* Need to prepare an architectural RFP even if we have donated services. Scott Brown said this could come through his office.
* It was agreed that accounting and monies need to be managed by the Town in a separate account. Byron said Rotary could handle the funds but it was pointed out that the property belonged to the people of Windermere.
* Need images to sell idea.
* Different sources of income needed to be explored and at some point revenue projections need to be allocated.
* It was stated that a program and budget could be given to an architect who would then be required to design to that budget. This was not accepted as the Town would also want to insure the quality and durability of the materials and finishes would meet public use. Market conditions would dictate cost.
* The committee discussed cost from $350,000 to $500,000 but this was only a guess. Budgets and cost need to be estimated when the facility program is flushed out.
* Role of Committee was discussed as a recommending Board and that the Town Council would be the decision makers for the Town.
* Minutes of the Committee meetings and meeting agendas need to be posted on the Town website.
* It was agreed that no construction could begin until funding was in place. Preliminary Design could begin if the Committee had confirmation of donated fees And the Town Staff and council approved

The Committee walked the site and had the following observations:

* The site of the existing Community room is restricted by the trees.
* The three old oaks between the Community Room and the basketball courts are in bed shape. Scott Brown stated that the middle one needs to come down now per the arborist. The camphor trees are an invasive species and can be removed. On the west side of the building are two old pines. Mr. Brown pointed out they are very susceptible to construction activities around their base. There are two leaning oaks the extend over and very close to the building roof. Construction will be very difficult as these trees are very low. Mr. Sapp stated we would need a landscape plan and budget to insure trees removed were replace. Mr. Sutton pointed out that Disney relocates giant oaks (but cost was not known).
* John Fitzgibbon measured the site and concluded the existing building was 30’ x 80’ or commanded a 2400 sf pad with included the toilet extension. It was agreed the new building could come an additional 10 feet toward the east giving a potential building of 3600 sf. At $200 / SF this would equate to a cost of $720,000 +/-. Limiting the size to 2400 SF would require $480,000 at $200 / SF.
* Discussion of orientation brought different opinions.

The Committee agreed to meet in two weeks on February 8 at 10:00 am. Location to be determined.

Minutes submitted by Stephen Withers