February 16, 2019

Minutes of Meeting Draft.

Date: February 8, 2019 10:00 pm

Location: Town Office – Public Works

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

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

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

407-257-1806

Absent:

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

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

*Review minutes and these will be edited before next meeting.*

John Fitzgibbon brought the meeting to order and asked for approval of the minutes of the last meeting. A motion was made and seconded before unanimous approval.

Byron Sutton asked the following questions.

* Can we build the structure shown in Chris Sapp’s photo for $200,000?
* If Rotary raises the funds can they proceed forward with design and construction of the project without delays?

The cost has yet to be determined but the consensus was that $200,000 would not be enough to build the structure per the program discussed at the last meeting. It was estimated the structure may cost form $400,000 to $450.000. It was mentioned that neither Rotary nor the Downtown Business Committee could raise that much money alone.

There was much discussion about the fact that the land belongs to the Town and the Town Council and citizens will need to review and approve. This may not be a simple process.

Byron Sutton continued the conversation saying he felt the architectural design fees could be donated by firms he has contacted.

It was noted that the fees could be from $30K to $40K and Byron should get a commitment for all of those services if possible.

However, it was also discussed that a concept package should cost around $5000 for a concept plan, elevation and colored rendering. This package could be used for gaining Town approvals and for Fund Raising. DBC and Rotary could split these costs now to get the project started if they are not procured through a donation.

To get the architects started on a concept package, a *Request for Services* needs to be drawn up. John Fitzgibbon volunteered Stephen Withers for this task. (A Request for Service was submitted to John Fitzgibbon for review and distribution on Wednesday Feb. 13.)

Approved 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.

The Committee agreed to meet in two weeks on February 22 at 10:00 am. Location to be determined.

Motion was made and seconded to adjourn with unanimous approval.

Minutes submitted by Stephen Withers

*The attached program will be attached to each set of minutes to ensure the Committee says focused on the goal and to modify the program as required as information is gathered.*

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