Minutes of Meeting

Date: March 11, 2019 1:30 pm

Location: Town Office – Public Works

Minutes Approved March 15, 2019

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

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

Frank Krens, Tree Board [fkrens@cfl.rr.com](mailto:fkrens@cfl.rr.com) 407-876-2072

Copy of Minutes to:

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

Diane Edwards, Town admin. assistant [dedwards@town.windermere.fl.us](mailto:dedwards@town.windermere.fl.us)

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

Scope of Service was completed by John Fitzgibbon and Stephen Withers and distributed to the committee.

Chris Sapp sent the RFP out to four Architectural Firms and got response from two. Canin Associates responded, as did Forefront Architecture. RLF and Barker Barrios, Architects did not respond or declined.

Byron Sutton was out of Town for family issue and could not contact Hunt and Brady or HHCP for proposals. In past meetings he implied he could get them to donate the design fee. He was asked to get a response from them by Wednesday morning so the committee could keep on schedule. There was discussion about extending the response time however Chris Sapp felt this was not fair to the firms who relied on time. Deadline set by Chris Sapp was Friday March 8th.

Everyone on the Committee was asked to review the two proposals and get questions to John Fitzgibbon and Chris Sapp by Wednesday March 13 at noon. The proposals do not appear to be comparable.

It was unclear if the Forefront proposal included a estimate of cost or not, but it is essential that a cost parameter be included.

As the two proposal have what appear to be differing scopes, it was decided no one on the committee should discuss the proposal outside the committee until questions are resolved and Byron Suttons contacts are contacted.

Byron Sutton reviewed the photo of the pavilion provided by Chris Sapp with his son who is a construction estimator and got the feedback the cost should be around $250,000 or less.

It was discussed that the pavilion could be built without lighting or HVAC equipment. These could be added later. Stephen Withers stated the pavilion will be an economic hit for the Town with maintenance and utilities therefore we should not expect the citizens to also pay for “finishing” the project.

Scott Brown will format information and responses to be included in DBC meeting on March 18th and for inclusion in the agenda for the Town Council meeting on March 25th.

Next meeting will be Friday March 15 at 1:30 pm at the public works conference room.

Minutes should be sent to Diane Edwards to be posted on the Town web site.

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.*

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.