Minutes of Meeting APPROVED

Date: March 15, 2019 1:30 pm

Location: Town Office – Public Works

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

On conference call

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.

Chris Sapp had responses from Canin Associates and Forefront. These were passed out and reviewed. Both firms provided positive feedback on their proposals that would be consistent with good practice and the Towns needs. Forefront had included a concept estimate but additional contruction cost detail would add $2500 to $3500. Canin would add $500 for two additional meetings.

Byron Sutton reported that HuntonBrady, Architects would provide the services for no charge per verbal conversations and e-mails he had received from Maurizio Maso, Vice President. Byron stated this was because Fred Pryor was a partner with the firm and a President of the Windermere Rotary before he passed away. Byron had also tried to contact HHCP for a proposal.

The team requested that Byron to get in writing from HuntonBrady a formal reponse to the RFP that would provide the same services as defined in the RFQ sent to the other firms. This needs to be done by Monday March 18 if it is to be reviewed by DBC.

There was discussion as to why the proposal had not been presented with the other proposals and how to deal with the other two firms who responded as requested to a deadline. Byron stated that the minutes of the last meeting did not stipulate a deadline and free services should be considered the better proposal. John indicated that the original meeting of March 4th was rescheduled to March 11th to allow enough time for written reponses. When we met on March 11th it was determined at that meeting we would meet again on March 11th to allow enough time for Byron to get written proposals from his architectural firms.

Because of difficulties in getting all proposals in at the same time, any discussion of the proposals must be kept confidential.

Byron Sutton then stated very clearly that if the Pavilion name did not include “Rotary” then the Rotary Club of Windermere were not interested in participating in any form. “Windermere Rotary Pavilion” was suggested. He stated he had already contacted other Rotary Clubs in Central Florida and they were on Board in helping fund the project. He has contacted United Medical and they would support the project if Rotary were involved. John indicated that the committee could not approve the naming request and it would be the decsion of the Town Council and Town Manager

Byron Sutton also stated he wanted everything to be run through The Rotary Club of Windermere otherwise the cost and process would get out of hand. Through the Rotary 501c3 Foundation the team would not have to get expensive RFP’s.

John Fitzgibbon pointed out that in the last meeting it was discussed that Rotary wanted that project done this year and to keep on schedule we needed to be before the Town Council as soon as possible. It was clarified that Byron Sutton was referring to the “Rotary year” which will be from July 1, 2019 to June 30, 2020.

Stephen Withers pointed out that if the Pavilion cost $500,000 and Rotary raises $250,000 and Downtown Business Committee raise $250,000 that the Town of Windermere would be still putting up the land which would be valued at over $500,000 and the citizens will be responsibility for all operating cost and Maintenance. The Town would be the largest investor and final owner and therefore will have a great stake in the quality of the project and the processes the Committee uses going forward. Regardless of cost or process delays the project should be managed as a Town asset and run through the Town and not Rotary. The Town is required to meet standards that the Rotary does not, like: Sunshine laws, auditing processes, disability standards, etc.. There is no guarantee that Rotary can raise their “share” of the money and tying up the funds in their accounts does not seem prudent. It was also pointed out that the Town Council will be very involved in this project and may want several public / citizen input meetings.

There was discussion that naming the pavilion at this time has problems.

If a large donor is found, such as in the case of the Chase Library, they may want their name to be attached to the Pavilion instead of Rotary. Again there was concern that Rotary may not be able to raise the “sponsorship” funds related to naming rights. More discussion is needed.

Byron Sutton suggested that the committee visit the ball fields at West Orange YMCA to understand the type of concession stand he is envisioning. He also pointed out that Rotary have given over $5 million to the Town over the years and the Town Hall back porch cost $100,000.

The Town Council meeting this month is March 26 due to the election. Per Scott Brown the schedule is full so they will not be addressing the Pavilion.

The due date for getting on the April 9 Town Council Meeting agenda is

April 4. DBC’s next meeting is April 3. DBC do not need to call a special meeting to address the Pavilion.

The Committee decided to meet Tuesday March 19th at 3:00 pm in Public Works rooms to review the written proposal from HuntonBrady which will be acquired by Byron Sutton for that meeting.

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.