

**Town of Windermere
Parks and Recreation Committee
Proposed Meeting Minutes
July 27, 2012**

Voting Members Present: Donna Steele, Nora Brophy, Don Strube, Karen Fay

Guests Present: Robert Smith and Jim O'Brien

Call to Order: Donna Steele called the meeting to order.

Approval of Minutes: Minutes from June 28 meeting approved unanimously.

Approval of Agenda: A formal meeting agenda was presented and approved.

Business Agenda

Liaison Report – None given

Manager's Report – A new Supervisor for Public Works will be starting October 15. Craig will be moving to Foreman position.

Event News/Updates

A. Tennis –

- Motion by Karen Fay, second by Nora Brophy, unanimously approved to have a Kids Play Day 9/22 @ the BB courts, sponsored by USTA
- Locks have been installed at BB courts

B. Butler Bay –

- Additional estimates being received on pavilion.
- Walkway stills needs to have drop off corrected before we can open it.
- Agreed to start looking for an artist to provide conceptual rendering of park for fundraiser. Don Strube will check with Stephen Withers.
- Landscape artist – Jim Thomas @ Biosphere
- Discussed having the rest of the retention area bushhogged.
- Clean up day 7/15 made progress on retention area

C. Fernwood Park -

- Robert reported that stepped up police presence in making a difference. Bird Island has been much quieter.

D. Food Truck/Movie Night

- Irma Yapor wants to sponsor movie night
- Agreed to have event 10/26. Donna will reserve banner space.
- They also may be interested in a movie for Valentine's Day.

Budget

- A. Budget approved with no changes.
- B. Document Archiving
 - a. Nora presented report on archiving
 - b. Cost
 - i. \$25/hour document prep (a Banker's Box normally takes 1 hour)
 - ii. \$0.50/index (file folder name)
 - iii. \$0.05/image (file drawer normally contains 3,500-5,000 pages; Banker's Box about 2,500 pages)
 - iv. Each Banker's Box would cost about \$150.00 plus indexing
 - c. Donna will go through docs, and sort, then bring to Community Room for storage

Adjournment – The meeting was adjourned at approximately 1:40 p.m.

The next regular meeting is scheduled for Thursday, August 23 @ 12:00 in the Community Room