



**Sandy Hook Permanent Memorial Commission  
Newtown Municipal Center, Council Chamber  
3 Primrose Street, Newtown, CT**

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PERMANENT  
MEMORIAL COMMISSION**

The Sandy Hook Permanent Memorial Commission held a regular meeting on Thursday, July 12, 2018 at the Newtown Municipal Center, Council Chamber, 3 Primrose Street, Newtown. Dan Krauss called the meeting to order at 7:00pm and began with a moment of silence.

**PRESENT:** Dan Krauss, Joann Bacon, Joanne Brunetti, Brian Engel, Pat Llodra, Sarah Middeleer, Donna Van Waalwijk (7:27pm)

**ABSENT:** Alan Martin, Agni Pavilidou Kyprianou, Tricia Pinto

**ALSO PRESENT:** Selectman Maureen Crick Owen, one member of the public and two members of the press.

Mr. Krauss announced that a family from Michigan visited Newtown today and donated \$500 to the memorial. Mr. Krauss will send the family a thank you note.

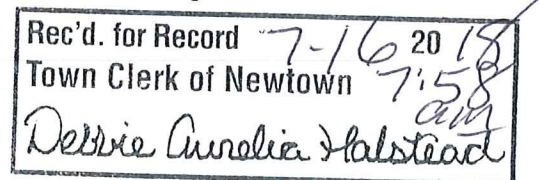
**ADD TO THE AGENDA:** Ms. Llodra moved to add to the agenda the approval of the minutes of the regular meeting of May 10, 2018. Ms. Brunetti seconded. All in favor.

**ACCEPTANCE OF MINUTES:** Ms. Llodra moved to accept the minutes of May 10, 2018. Ms. Bacon seconded. All in favor

**Public Participation:** none.

**Interview Process and Agenda for July 17<sup>th</sup> Interview Meeting:** After commission discussion it was decided that presentations, which will begin at noon, will run for thirty minutes, with thirty minutes for questions and answers. The first presentation is scheduled for noon, the next at 1:30 p.m. and the third at 3:00 p.m. Ms. Middeleer suggested the commission re-familiarize themselves with each set of questions for each designer to be better prepared at the time of presentation. Ms. Llodra said that the designers were sent substantive inquiries; they will come to talk to those points. The designers will visit the site the morning of the presentation. Families were invited to the presentations as well as the Board of Selectmen, Board of Finance, Legislative Council, Planning & Zoning, Parks & Recreation, Inland Wetlands, Conservation, the Police Commission. Bob Mitchell, of Public Building and Site, Land Use Director George Benson and Deputy Director Rob Sibley are invited to be involved in the discussion. Public Participation will be held at after all three presentations are complete.

**Designer Bio and Information:** Justin Arleo (SH108), from Tempe, AZ will be presenting by himself. Dan Affleck and Ben Waldo (SH 37) work for SWA. Their submission was a passion project. Once their design was selected to move forward to Phase II, it became a company project and Justin Winters, from the New York office was brought in. Teri Kwant, Joan MacLeod and Julia McFadden will present SH240. Although all three design groups are not local they all have local roots.



**Next Step Document:** Ms. Llodra went over the draft Project to Completion Timeline (att.). The preference is to hold a special meeting for an opportunity to hear comments of Public Building and Site and Land Use personnel, who will also be involved in the presentation meeting of July 17. The final design(s) chosen will provide cost information. The task of the commission is to decide what project will be carried forward; that is scheduled to be done at the August 9 meeting. Ms. Middleleer has concerns about the time allotted for development of construction drawings. Ms. Llodra stated Land Use will meet with designers relative to construction drawings. Site development plans trigger the permitting process; this is done prior to construction documents. Designers can be asked how much time they need to execute on the project through the site development plan and construction documents. Ms. Llodra said that the concept has already gone through the mandatory referral to Planning & Zoning. Ms. Van Waalwijk is concerned that all members won't be present for the Aug. 9 meeting, which is when the final design will be chosen and asked that the commission be open minded about possibly postponing the final vote until September. Ms. Bacon asked that the commission stay after the final presentation to discuss thoughts, agreeing that it may be a challenge to get the commission together again during the summer. Discussion continued relative to a special meeting to discuss thoughts on the presentations. Ms. Llodra stated the special meeting should not be a public meeting as there will be discussion on financial information. The special meeting was tentatively set for July 30 that will begin at 1:00 p.m. Ms. Llodra recapped the information that will be requested from the finalist: the cost structure to get through construction drawings; what is the professional estimation of total project cost and what is their organizational readiness/timing constraints related to the project. The Capital Improvement Plan is a five year plan and will be discussed by the Board of Selectmen in September.

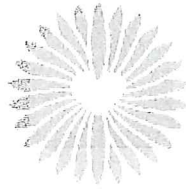
Mr. Engel asked if there was any update on the parcel that was to be transferred to the fire department. Ms. Llodra said that it is in process and will have no impact on the memorial easements.

**ADJOURNMENT:** The regular meeting of the Sandy Hook Permanent Memorial Commission was adjourned at 8:13pm.

Respectfully submitted,

Sue Marcinek, clerk

*Att: Project to Completion Timeline*



## Sandy Hook Permanent Memorial Commission

### Project to Completion Timeline

Mid May- Questionnaires for Phase II designers released

July 12, 2018- Regularly Scheduled Meeting

July 17, 2018- Meeting with three Phase II designers.

*\* Set special meeting of SHPMC along with PB&S advisors and Land Use reps. Review notes and conclusions re each project. Determine one finalist (or two).*

*\* Finalist designer(s) to submit cost information: 1) cost (fees, etc...) to get this project to construction drawing level; 2) professional estimation of project construction cost.*

August 9, 2018- Regularly Scheduled Meeting. SHPMC decision and recommendation made to the Board of Selectmen.

August 20, 2018- Design presented to and approved by the Board of Selectmen

August/September 2018-Board of Selectmen refer project to Public Building & Site Commission (PB&SC)

Finalist designer submit site development plan to Land Use agencies (permitting).

Construction drawings completed and approved.

PB&S work with finalist designer to develop bid packages;

Issue bids in November; 30 day process.

September 2018- SHPM project money to be included in new Capital Improvement Plan.

September 13, Oct 11, Nov 8, 2018- Regularly Scheduled SHPMC Meeting.

December- No Meeting Scheduled

Spring 2019- Groundbreaking

Public Building & Site Commission to manage construction with SHPMC.

Saturday December 14, 2019- Memorial Dedication

*Most public projects involve the services of a owners rep/project manager (or at least a clerk of the works), The BoS will likely discuss this.*