



**Sandy Hook Permanent Memorial Commission
Newtown Municipal Center – Council Chambers
3 Primrose Street ~ Newtown, Connecticut
Thursday, October 12, 2017 – 7:30PM**

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

The Permanent Memorial Commission held a meeting Thursday, October 12, 2017 in the Council Chamber of the Newtown Municipal Center, Newtown. Chairman Lyddy called the meeting to order at 7:39 pm and began with a moment of silence.

PRESENT: Kyle Lyddy, JoAnn Bacon, Brian Engel, Dan Krauss, Agni Pavlidou Kyprianou, Tricia Pinto, Donna Van Waalwijk.

ABSENT: Joanne Brunetti, Alan Martin, Sarah Middeleer.

ALSO PRESENT: 1 public, 2 press.

PUBLIC PARTICIPATION: None.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

APPROVAL OF MINUTES: Mr. Krauss moved to approve the minutes of the September 14, 2017 meeting. Seconded by Ms. Van Waalwijk. All in favor.

UPDATE ON REGISTRATION / INTENT TO SUBMIT A DESIGN

Mr. Lyddy referred to 54 interested applicants registered with an intent to submit a design. (Attachment A & B) The process for submitting a design opens tomorrow for an individual who has registered and will be open through December 15. Ms. Middeleer has done a great job introducing this document throughout the Connecticut and Massachusetts. National and international submissions have been received.

SITE VISITS & DIGITAL INCLUSION

Mr. Lyddy discussed site visits and digital inclusion, best practices, Skype meeting, maybe with Land Use and a video recording published on the website, giving applicants a few different ways to look at the site. Approximately 20-30 applicants have signed up or walked the grounds. Mr. Lyddy is open to suggestions for digital component and asked if anyone was against a visual site walk, the response from the group was no objections. Ms. Van Waalwijk referred to pictures, site view, drone view. Mr. Lyddy referred to feedback he got and that they do not have all the answers that people are asking, but offered to follow up and find the answers, especially with

technical questions. Applicants can check back on the FAQs which can be updated as needed. (Attachment C) There have been a lot of requests for site visits, even second visits.

Registration will be ongoing through December 15, 2017. Dan's wife and his firm will manage the backend of the website, automated email reply, unique codes for each contact. Enter files uploaded, there is a link to guidelines to submitting designs. Submissions will have an email confirmation, early 2018 be on the lookout for feedback. Ms. Bacon asked where the emails are going, Mr. Lyddy explained that they will go to a separate email address. By January 1, 2018 we will have all in for review.

EVALUATION PROCESS OF PHASE I SUBMISSIONS

Date & Location: Mr. Lyddy put together a draft (Attachment D), he referred to the 9/11 process of submissions which were reviewed anonymously, 5,000 submissions, no pads allowed, the individuals had a vote to keep or not keep to move to the next level. Different color sticky notes, included a "passion vote," it could be bumped into the next round, they had multiple round ones because of the amount of submissions. Mr. Lyddy opened for discussion the topic of reviewing the submissions anonymously as a possibility, which may allow an open ended response, suggested printing out designs, look at each, cast votes, include families, others, allow for public input, the SHPMC will be the final decision makers. Discussion of how to narrow down the submissions to a reasonable amount, Ms. Bacon said maybe to look at designs that do not meet criteria and eliminate those. Ms. Pavlidou Kyprianou suggested to possibly eliminate those that do not meet criteria, then bring in the families. Discussion of how to provide an opportunity for input. Mr. Engel said this would need to be documented as to why a submission did not make it to the end, if it does not meet the parameters. Mr. Lyddy asked should it be done in subcommittee, should it be digitally done, evaluate on your own. Mr. Krauss said to do this as a group. Ms. Pinto said that we would need to vote on it. Mr. Lyddy said maybe just our commission to cull down to a certain quantity. Discussion of having the submissions looked at in an anonymous manner, not identifying the applicant, nor biography. Ms. Pavlidou Kyprianou said she is not really in favor of not knowing who it is, and when do we look at the biography. Ms. Bacon said maybe we do not need to do that initially in the first grouping. Mr. Engel expressed concern that he may favor a local person if the biography is know initially, if he does not know, in the first stage, it may be more fair. Mr. Krauss asked approximately how many may submit. Ms. Van Waalwijk said that for the first look, do not need to know who it is, then look at 20 at a time. Mr. Lyddy asked what would be reasonable for families to look at, maybe 12. Phase I A – evaluate the entire group, look at the guidelines, and as a commission cull it down for a manageable number of designs. Ms. Bacon suggested to look at the bios after the first cut. Ms. Pavlidou Kyprianou suggested to reach out to other communities, see how other memorial commissions have approached this.

Mr. Lyddy said to consider the process so that it can come down to having the final 3 for presentations. Once we have 10-12 designs, then families, commissions, advisory panel to take a look at and allow each of these groups to have a role in how this will work. Mr. Lyddy asked about families involvement. Mr. Krauss suggested to be there. Mr. Lyddy said to track responses, anonymous, note pads were important for immediate feedback, put those into a format that defines what each response is. Try to figure out a format for responses, important to get reactions. Mr. Lyddy said to help track the responses structure is needed. Consider different

types of formats like open ended response, less like a competition, more like a conversation. Community participation is important and different options were discussed for possible display of submissions. Locations suggested included the main hallway of the Town Hall, or a separate room at the Town Hall. How many submissions to present was discussed, maybe showcase the final three. Also think about how responses can be captured. Regarding the advisory panel, if there is an architect that wants to participate, maybe include on the advisory panel. The public participation would happen in Phase II. Mr. Lyddy said some formality is necessary. Ms. Pinto said it also give each group a valued participation.

Ms. Van Waalwijk said to think further about what was discussed tonight, the process of evaluating submissions, presenting to the families, other groups, bring a little more thought to it, between now and the next meeting. Mr. Lyddy said they will formalize the vision and discuss further.

Next steps: look at the website make sure there are no errors, FAQs from site visits, put on the website that the link is live.

ADJOURNMENT: Having no further business the Permanent Memorial Commission adjourned their meeting at 8:43 pm.

Respectfully submitted,

June Sgobbo, Clerk

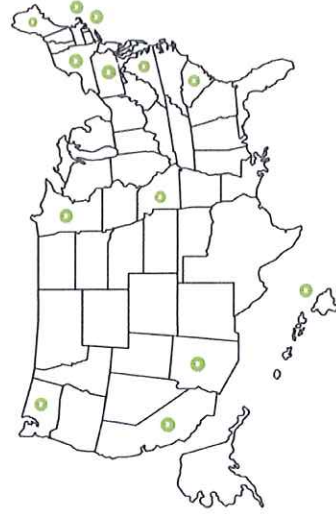
Attachments: Registration to Submit a Design, Submission Form, Design FAQs, Phase I Evaluation Process.

Sandy Hook Permanent Memorial Registration of Intent to Submit a Design <small>As of Wednesday, 10/11/17</small>				
City	State	Postal Code	Country	
Syosset	NY	11791	USA	
Nanuet	NY	10954	USA	
Scottsdale	AZ	85260	USA	
Cambridge	MA	02141	USA	
Bronx	NY	10458-2149	USA	
Suffield	CT	06078	USA	
Kula	HI	96790	USA	
Wilton	CT	06897	USA	
Isle of Palms	SC	29451	USA	
Amherst	MA	01003-9205	USA	
Sandy Hook	CT	06482	USA	
New Haven	CT	06510	USA	
New Milford	CT	06776	USA	
Minneapolis	MN	55405	USA	
Wethersfield	CT	06109	USA	
Albany	NY	12205	USA	
Sandisfield	MA	01255	USA	
Chester	CT	06412	USA	
Fairfax Station	VA	22039	USA	
Falmouth	MA	02540	USA	
Philadelphia	PA	19103	USA	
Springfield	MA	01103	USA	
St. Louis	MO	63110	USA	
Newton	MA	02461	USA	
New York	NY	10035	USA	
New Britain	CT	06051	USA	
Bethel	CT	06801	USA	
Storrs	CT	06269	USA	
El Camino Village	CA	90260	USA	
Rochester	NY	14604	USA	
Dorchester	MA	02125	USA	
Hadley	MA	01035	USA	
New York	NY	10023	USA	
Brooklyn	NY	11201	USA	
San Francisco	CA	94102	USA	
nes ziona		7403812	Israel	
Guangzhou	Guangdong	510000	China	
Berkeley	CA	94710	USA	

These **54** individuals / groups have submitted a registration form for their intent to submit a design.

Beginning Friday, October 13th they will have the opportunity to upload their design.

Those still interested in submitting a registration form + their design will have the opportunity to do so through December 15th, 2017.



Kunming	YunNan	650000	China
Hallowell	ME	04347	USA
Quarry Bay	Hong Kong	852	Hong Kong
Branford	CT	06405	USA
New York	NY	10003	USA
Woodhaven	NY	11421	USA
New York	NY	10024	USA
Fussa-shi	Tokyo	197-0003	Japan
New York	NY	10001	USA
North Adams	MA	01247	USA
Christchurch	Canterbury	08023	New Zealand
Shanghai		200000	China
Nanjing	Jiangsu Province of China	210096	China
Sunnyside	NY	11104	USA
Danbury	CT	06810	USA

ATTACHMENT B

Sandy Hook Permanent Memorial Design Submission Form

Upload Design

The Sandy Hook Permanent Memorial Commission welcomes you to submit your design for a permanent memorial that honors and remembers the 26 lives lost at Sandy Hook Elementary School on December 14, 2012. Please ensure you have reviewed the [Guidelines for Submitting a Design prior to submitting your design](#).

This file upload process will close on Friday, December 15th, 2017 at 5PM EST. Only individuals or groups who have submitted a Registration for [Intent to Submit a Design](#) will be allowed to submit their design.

Enter the email address you used when registering *

Enter your registration ID *

Upload a PDF file containing your Project Narrative* (outlined in 9.2 in [Guidelines for Submitting a Design](#))

Choose File no file selected

Upload PDF containing your Design Files* (outlined in 9.2 in [Guidelines for Submitting a Design](#))

Choose File no file selected

Upload PDF containing any Additional Design Files (outlined in 9.2 in [Guidelines for Submitting a Design](#))

Choose File no file selected

Solve this Captcha *

4 + 8

Write Answer Here

Should there be questions about this file upload process, please reach out via email at SandyHookPermanentMemorial@gmail.com.

Submit

SUCCESS! Your files have been submitted. Expect email confirmation of your submission within 5 business days

Close

UID	Status	Files with Time (EST)
QXR55j7719	Uploaded	QXR55j7719_TEST PDF FILE.pdf 11 October 2017 17:19 pm QXR55j7719_PDF-FILE-2.pdf 11 October 2017 17:19 pm
sh1gg578	Uploaded	sh1gg578_shipping_labels_warehouse wine.pdf 12 October 2017 13:45 pm sh1gg578_shipping_labels_show_site wine.pdf 12 October 2017 13:45 pm
G667abk867	Uploaded	G667abk867_random-theory.pdf 12 October 2017 13:46 pm G667abk867_TEST PDF FILE.pdf 12 October 2017 13:46 pm



Sandy Hook
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ATTACHMENT C

Design FAQ's

Please note, this page will be updated frequently as we receive more questions. The latest update to this page was made on Thursday, 10/12/17.

GENERAL

When can I begin submitting a design? You can submit your [registration form](#) or your intent to submit a design beginning on 9/22/17. You can upload your proposed design from 10/13/17 through 12/15/17.

How do I submit my design? Please visit the "Submit a Design" link on the left of this screen to access information on how to submit a design. Please note that all designs in Phase I must be submitted digitally following the process outlined in the [Guidelines for Selecting a Design \(GSD\)](#).

Who will be reviewing my design? In early January 2018, the Memorial Commission along with an Advisory Panel will sit in a public forum and discuss the designs. This process may take several hours. The Sandy Hook Permanent Memorial Commission will be the only group with the ability to vote to move the design to Phase II. There will be other individuals and professionals who evaluate these designs, however the Commission will make the decision on who best to move forward with.

Can we contact town officials directly? It is best if you contact the commission. By doing so we bring your specific questions to the town officials once and the answers get posted for all to see.

Do I need to design the entire grounds of the memorial? As town land, this property will never be used for any other purpose, and therefore, we think that it is important to consider the entire site. See the [GSD](#) for more details.

What is the budget of the construction of this project? There is no budget for the construction of this memorial at this time. The project will be funded by dollars contributed specifically for a memorial soon after 12/14/12 and by The Town of Newtown. It is however crucial that we are being economically cautious with designs and keeping in mind the future maintenance of this project.

It looks like there are residences/homes surrounding the Memorial site? There are in fact some homes surrounding the site of the memorial. Landscape buffers should separate the memorial from these viewpoints, preserving the privacy of the surrounding neighbors and that of the memorial.

Who donated the land? The land was contributed to the Town of Newtown by the Boys Social & Athletic Club (SAC) Board of Trustees.

What will Phase II consist of? After the Memorial Commission reviews designs in Phase I (submitted digitally), we will create a short list of designs that our Commission believes should move forward into Phase II. Those individuals will have time to enhance their design and present in-person to the Commission. The process of Phase II will be communicated to all short listed designers.

DRIVEWAY/ENTRANCE

Am I expected to design the entrance / parking for the memorial? Yes, it is expected that you include the entrance and parking, as specified in the [GSD](#). However, we are not dictating where parking should be placed. See the [GSD](#) for more design criteria.

There are two driveway easements shown on the base map. Can participants propose that either one or both be used for the memorial project? The main entrance and exit will be the driveway at 32A Riverside Road, as shown on the Property Map on p. 13 of the Guidelines for Submitting a Design. The other driveway (28 A Riverside Road) is owned by Newtown Underwater Search and Rescue and will only be used for emergency or secondary access to the memorial site. Participants should design the 32A driveway as a part of the memorial project, maintaining access to the private residence that currently uses it.

Are we allowed to add elements which may block the adjacent house? Are trees, fencing etc. allowed? Will the resident of that house mind? How about lighting? The owner would welcome screening elements. You are encouraged to design the driveway as you see fit. Lighting will be used for security purposes as plans for memorial hours will be dawn to dusk at this time.

Will the house at the front of the property be vacated? Potentially, however not confirmed.

Will all this chopped wood and other things be removed from the driveway area? Anything manmade will be removed from the driveway area.

Is the property to the left side of the driveway residential? Yes.

ACCESSIBILITY

Are we required to have ADA access to the memorial? It is required to have an accessible route to the main memorial area. We understand the entire grounds cannot be accessible due to the topography. The transition from the first field to the second is pretty steep. Designers can consider all possibilities including the addition of ADA parking spots at the lower level.

PONDS

I have questions regarding the ecology of the ponds and their surroundings. May I contact the environmental consultant directly? Please direct all questions to SandyHookPermanentMemorial@gmail.com, and we will forward them in batches to the appropriate recipients. We'll post the replies in this space.

Do we have to use the ponds as the water feature? You do not have to use the ponds as a water feature.

Are there wetland soils beyond the ponds? No.

INFRASTRUCTURE

Are we required to have toilet facilities on site? No.

Is there public sewer nearby? Yes, on the elementary school side.

Is a sidewalk going to connect Sandy Hook center to the memorial? There are plans to connect Sandy Hook center to the elementary school when funds become available. There are no plans to connect the Memorial to Sandy Hook center by sidewalk. Those projects are separate from this ask.

COMMUNITY FEEDBACK

Can we get more detail from the community and the victims' families' feedback?
Are there any audio tapes to listen to? No, the feedback data summarized in our Design Guidelines document is what is available. Please feel free however to send any questions you may have and we will be glad to try and answer them.

TRAILS

There is an existing trail connecting the site to Sandy Hook Elementary School. Should this be part of a proposed memorial design? This option is up to each designer. While some SHES teachers have requested that this trail be restored, the question of whether to continue having it goes beyond the current scope of this project and would most likely end up as a subject for discussion by school officials and families.

Will there be pedestrian access to this site, or will it be limited to vehicular access? Access by most people will be by car. However, there could potentially be trail

access from Treadwell Park and Sandy Hook Elementary School (see question above). The scope of that is separate from this ask.

VISITING THE SITE

Can we return to the site? We need to visit more than this one time. Yes of course. Please contact the Commission so we may arrange an appointment. Please note you are not allowed to visit unaccompanied.

Can we park by the back of the NUSAR garage? Please note the NUSAR garage entry and driveway must be clear at all times. When visiting the site please park on the first flat area of the memorial site.

Can I visit the memorial site? There are multiple site-walks that can be scheduled with members of the Sandy Hook Permanent Memorial Commission. Should you or a representative not be able to attend one of these walkthrough's we are open to scheduling more. Please email us at SandyHookPermanentMemorial@gmail.com to do so. *No individual or group should access the site grounds without an escort by the Memorial Commission or a Town of Newtown representative.*

Please email us if you can attend any of the dates and times below to ensure we can have a member escort you and/or your team:

- If you can attend one of the below, please email us to ensure we can have a member escort you and/or your team:

Saturday, October 7th - 11:00AM

Sunday, October 8th - 11:00AM

Monday, October 9th - 3:00PM

Tuesday, October 10th - 4:30PM

Saturday, October 14th - 11:00AM

Saturday, October 21st - 11:00AM

PLEASE NOTE, WE UNDERSTAND THAT SOME DESIGNERS WILL BE SUBMITTING DESIGNS FROM LOCATIONS FAR AWAY. THE COMMISSION WILL PLAN TO CREATE A DIGITAL SITE-VISIT WHICH IS MANDATORY FOR THOSE WHO CANNOT MAKE AN IN-PERSON VISIT.



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DRAFT – 10/12/17

Phase I Evaluation Process

TBD Date: Saturday, January X 2018

Location: TBD / Edmond Town Hall Gym?

Evaluation Day Guardrails

- All submissions will be reviewed anonymously – without a name attached to the design – only identified by Unique ID #.
- Designs will be printed from the back-end server and published on large boards to allow for families, advisory panel members and commission members to evaluate
 - This will allow individuals to take their time reviewing, walk around to different designs and make more anecdotal, open-ended and personal preference evaluations
- Color coded stickers – separately identified for each group – will allow us to create a tally of each design submitted.
- Notepads will be distributed to allow individuals to take notes throughout the evaluation.
 - Notepads will be turned in upon completion of the evaluation to assist the Commission in making its decision.

26 FAMILIES 9AM – 12PM	COMMISSION 12PM – 3PM	ADVISORY PANEL 12PM – 3PM	PUBLIC VIEWING 3-4PM PUBLIC PARTICIPATION 4PM – 5PM
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- The community will not ‘vote’ on designs however will ultimately have an opportunity to speak up re: these designs. The community will ultimately have the opportunity to listen to discussion amongst the Memorial Commission and during Phase II presentations.
- Families, Commission Members and the Advisory Panel will have the opportunity to select (6) designs to move onto Phase II and as many as they want to consider “out”

Commission Meeting Follow Up

- The Sandy Hook Permanent Memorial Commission will ultimately take the evaluation feedback and compile notebooks, notes, and votes from the 26 families, Commission members and the Advisory Panel to make a decision on which designs to move forward with. These results and feedback will be both qualitative and quantitative of which we will publish.
- The Commission will then select a short list of designs to be invited into Phase II of the Design Submission process.
- The Commission reserves the right to evaluate designs further, have more discussions, include the Advisory Panel and Families in ongoing discussions and extend the Phase I process should we need to.

Phase II Evaluation Process

- Designers who make the short list will be invited into Phase II of the Design Process

- Pending final completion of Phase I, the Memorial Commission will provide 8 weeks for designers to expand on their design and present in-person to the Commission, Community, Advisory Panel and Families.
- The Commission, Advisory Panel and Families will have the opportunity to ask questions to the designers at this time.
- The Commission reserves the right to evaluate designs further, have more discussions, include the Advisory Panel and Families in ongoing discussions and extend the Phase II process should we need to.
- The Commission will ultimately make a decision to move forward with a design and present the design to the Newtown Board of Selectmen

Advisory Panel

1. Joe Daniels, Former President 9/11 Memorial
2. Allison Blais Executive VP and Deputy Director of 9/11 Memorial
3. Tom Tavella, PLA, FASLA, LEED AP (Landscape Architect)
4. Shavaun Towers, PLA, FASLA (Landscape Architect)
5. Bob Mitchell, Town of Newtown Public Building & Site
6. Rob Sibley, Town of Newtown Land Use
7. Pat Llodra, Town of Newtown First Selectman (past role)