



TOWN OF NEWTOWN

Sandy Hook Permanent Memorial Commission
Newtown Municipal Center, Council Chambers
3 Primrose Street, Newtown Connecticut
Thursday May 11, 2017 @ 7:30PM
Minutes

In Attendance: Joann Bacon, Brian Engel, Kyle Lyddy, Alan Martin, Sarah Middleleer, Tricia Pinto and
Donna VanWaalwijk

Also Present: E. Pat Llodra (First Selectman) and Lynn Kovack (recording clerk)

Called to order at 7:32PM by Chairman Kyle Lyddy

Approval of March 9, 2017 minutes – Kyle Lyddy (M), Alan Martin (2nd) with all in favor

Moment of Silence

Public Participation:

Richmond Jones just wanted to let the Commission know that if they were to choose his proposal, he thinks it would go nicely in the upper area. Sarah explained to him how the proposals will work and when it is time he can officially submit his proposal to the Commission for consideration

Location update – Access to Land

Things are moving along. Access to the land is on hold until all paperwork and deed is signed. We will need to go through Rob Sibley to work with George Lockwood until deeds are signed. Rob is hoping by Summer. Pat Llodra stated that all the legal work is done we just want to wait for all signatures to be on all the paperwork before proceeding. Sarah just reiterated that as long as the Commission goes through Rob it shouldn't be a problem. Pat stated just to be cautious until everything is signed and deed is recorded but it is moving along quickly. The Commission will send a letter to the owners on Riverside Road letting them know what the land will be used for once everything is done. It will come from the Town and the Commission. Pat stated that the land transfer is to the Town and then the Town will take the action to say was legal document do we want in file regarding the use and user of the land. We want to make sure whatever is built has legacy and will be maintained.

Sarah discussed the survey map that will eventually be given to prospective designers. She had a good tour of the site but had questions regarding the ponds and the conditions. Beth Evans out of Woodbridge thought the ponds were healthy and thought they could be incorporated into the memorial. They would remove the invasive plants and leave the trees for shade. There are some existing trails around the pond which is also positive that they thought it could connect to the Treadwell trail. Wetlands would also be flagged and Commission would then know how buildable the soil is and know what can and can't be done. Will also help with determination of a boardwalk or trails would be done. The final map will have proposed parking and handicap access but will still need some tweaking. Jim Ryan with the Conservation Commission will help with resources to help with ground work from design guideline stand point. He had offered his services to help designers as needed.

Pat discussed the RFP process in detail and gave the Commissioners 3 different ones to review and get an idea of how to write them. She gave them one on Brian Bill who was the Navy Seal killed in a helicopter crash in 2013. You start with a simple template and then a full guide template that can give the Commission guidance through the process. You want to have descriptions like we want gentle use of the land with seating and attributes. Landscape, water features but you don't want to drive the design. Describe land and maps and mention the trails, etc. This will be the 1st stop to narrow the range so we can get our concerns covered. Developing the RFP is the hardest part in setting out broad terms and what proposal should look like so be sure to use the RFP as your tool. You will need to have the designer do a mandatory walk of the property to have a physical relationship with it. Kyle stated that Agni and Sarah have been working on the framework for the RFP and they have used models from 9/11 and Columbine as guidelines too. You also want to tell how we will judge the design but leave room for things that may come up. Sara stated that is exactly what she and Agni have been working on for almost a Year. She also went over the proposed timeline for the Memorial and just keep in mind this is just a proposed timeline. (see attached).

Pat stated there is a lot of work from this point on and need to go through all available resource to help out. She said you also need to decide on:

- Design, Bid and Build
- Design and Build
- Construction manager at risk

Kyle stated what Sara and Agni have been working on the last Year will be called the RFP from this point on. Sara may need to talk to Jim Ryan after reviewing all materials. Kyle thinks she is on track and just need to do some adjustments and hopefully by June the Commission can have a final draft to review. Commission staying in contact also with the Police Commission regarding police guidelines depending on what they say and should be incorporated into the design and RFP but not a lot of detail in it. Pat thinks that the timeline is aggressive but optimistic too.

Development/Fundraising

Donna and Joanne Brunetti had been working on the fundraising. Donna met with the Salvation Army regarding fundraising and she said she got a lot of insight on things. It was interesting to find out that Corporations are only 10% of donations and private donors do a lot more. Donna said what she got out of it is that people are waiting to be asked but you have to reach out. She said it was very enlightening to know that people are out there waiting to help. She also met with Pat to discuss funds that are available now for soil tests and anything else that will be needed.

The Commission needs to discuss the funds. Do they want to partnership with the Town. Does the Commission want to put a cap on it. These discussions will be ongoing. By August 2018 you want to have the request for CIP in by then. The formal request will go to the BOS and then have to write a letter to the First Selectman to add \$\$\$ amount to the CIP. The BOS would then take to the BOF in November and to legislative council by January. Budget for operational costs and if it should become a line item under Parks and Rec or Land Use. What will it cost to maintain and who will maintain it. So these are important pieces and need to continue to be thoughtful to the families and their opinions.

Communication to Commission

There hasn't been much due to schedules

Miscellaneous

Brian discussed the parking area on the map and questions regarding how small the parking area looked. Kyle stated that is being discussed. Sarah stated that 18 spaces and Joanne Bacon stated she thought it was 40 spaces. Commission needs to confirm how many spaces can be done. Jim Ryan will help come up with options. Brian also asked about the trails and if Parks and Rec and security concerns about people coming in that way if trails were connected from Treadwell Park.

Meeting was adjourned at 8:56PM- Kyle (M) Alan (2nd) with all in favor

Respectfully submitted by Lynn Kovack (recording clerk)

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE SANDY HOOK PERMANENT MEMORIAL COMMISSION

PROPOSED TIMELINE FOR SANDY HOOK PERMANENT MEMORIAL COMMISSION
May 2017 – Fall 2018
DRAFT

2017

May – July

- Finalize Guidelines for Submitting a Design
 - Meet with Police Commission, Fire officials, other concerned officials
 - Submit draft of GSD to town consultant for public projects to review
- Begin fundraising
- Establish panel of outside advisors (3-6) for design selection
- Meet with Board of Selectmen, Legislative Council for final approval

August

- Issue Guidelines for Submitting a Design (mid-August)
- Offer a site walk to prospective designers

October

- Designs due by October 15
- Short list selected by October 31

November

- Shortlist presentations mid-to-late November

December

- Final decision by early December

2018

Winter

- Designer to make any necessary adjustments to design, submit construction and bidding documents for review, select contractors (bidding and contractor selection to be done in collaboration with town/memorial commission)
- Final push for fundraising

Spring

- Break ground

Summer/Fall

- Complete memorial
- Commemoration (September?)