



**Sandy Hook**  
Permanent  
Memorial  
Commission

**Sandy Hook Permanent Memorial Commission  
Newtown Municipal Center – Council Chambers  
3 Primrose Street ~ Newtown, Connecticut  
Thursday, November 9, 2017 – 7:30PM**

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

The Permanent Memorial Commission held a meeting Thursday, November 9, 2017 in the Council Chamber of the Newtown Municipal Center, Newtown. Chairman Lyddy called the meeting to order at 7:34 pm and began with a moment of silence.

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

**ABSENT:** Joanne Brunetti, Alan Martin.

**ALSO PRESENT:** 1 press.

**PUBLIC PARTICIPATION:** None.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

**APPROVAL OF MINUTES: MR. KRAUSS MOVED TO APPROVE THE MINUTES OF THE  
OCTOBER 12, 2017 MEETING. SECONDED BY MS. VAN WAALWIJK. ALL IN FAVOR. (8-0)**

**2018 MEETING DATES – Mr. Lyddy distributed the proposed calendar. (ATTACHMENT A) MS.  
VAN WAALWIJK MOVED TO APPROVE THE 2018 MEETING SCHEDULE WITH CHANGES TO  
THE FIRST FOUR DATES TO JANUARY 3, 4, 10, 11. SECOND BY MR. KRAUSS. ALL IN FAVOR.  
(8-0)**

**UPDATE ON INTENT TO SUBMIT A DESIGN -** Mr. Lyddy distributed the SHPMC Registration of Intent to Submit a Design Tracker. (ATTACHMENT B) Mr. Krauss has been interacting with many individuals, said that there are recurring reactions, most are very receptive and humbled to be part of the process, they feel a connection and glad to participate, even if not selected, honored to participate. Ms. Van Waalwijk said that she has heard many compliments. Mr. Lyddy said no submissions as of yet, no concerns or secondary questions. Regarding how big the sheets should be, Ms. Middeleer said it was up to the designer, if printed out, we should clarify with participants, if to be printed, we should have specifications to size, if it is going to be set up for viewing space, if oversize may be a problem, if not printing out. Ms. Pavlidou Kyprianou said the scale needs to be the right scale, it might not be a problem. Mr. Lyddy said there are no major issues so far, unique ID is working. Ms. Bacon inquired as to how many site walks, Mr. Lyddy said maybe 100. Mr. Lyddy said tomorrow they will be doing a digital walk-through, walking with an iPad to give a better perspective than the drone.

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Mr. Engel asked if there have been questions/concerns about neighboring properties. Mr. Krauss said some are just curious, some have asked how the neighbors feel about the memorial. Mr. Krauss said the entrance to be private for the memorial sake and resident sake.

Ms. Bacon asked how to handle questions, Rob Sibley to help. Mr. Lyddy said further conversations regarding driveway and access may be necessary, helps to clarify expectations. Mr. Engel asked about other property where someone lives, Ms. Llodra asked the Fire Chief to help with the process, Rob is the continuous contact.

Mr. Lyddy said there are requests for more site walks, consider everyone's schedule, since an escort is needed. People who have visited before may want to visit again, which is acceptable, secondary visits may not have to be a full visit, escort may be able to remain in their car. Mr. Lyddy will circulate requests for visits and indicate if it is a second visit.

### EVALUATION PROCESS OF PHASE I SUBMISSIONS

Mr. Lyddy distributed Phase I - II Design Evaluation Process documents. (ATTACHMENT) It is based on 100 submissions, need to align how to evaluate designs, process could change based on the number of designs submitted.

#### **Date & Location**

Mr. Lyddy asked for discussion on Phase I-A. If done over 4 nights, not all advisory panel members may be present, should we consider accommodations, design files can be sent via email, written feedback shared with the group, advisory panel will not be voting, but feedback is needed. Discussion of printing: printed for each member, advisory member, feedback gathering, printing out and putting on corkboards. Ms. Pavlidou Kyprianou asked if members could receive electronic format a week before the night for review. Ms. Middeleer said breaking into 4 separate gatherings may be difficult, maybe combine into two having received all the submissions digitally ahead of time, then go through one by one.

Ms. Pavlidou Kyprianou likes the idea of 25 at a time, put together questions to the advisory panel. Mr. Krauss said that maybe have notebooks, if viewed ahead of time, to capture responses. Ms. Bacon asked said if someone will be reviewing before distributing 25 or so at a time, eliminating those that are not following the criteria. Mr. Lyddy said everyone has to submit the same way, if anything that is obvious non-compliant, it may be eliminated. Mr. Lyddy asked if there should be a subcommittee set up to be prior. Ms. Middeleer said to communicate via email, those that are not compliant. Mr. Lyddy is hoping for very good designs, some conversations might take a time. Ms. Middeleer asked is there is any risk of the results being skewed, based on groups of selections. Mr. Lyddy can send out the link for all, then review a certain number of them on each night.

Mr. Lyddy said in the Phase I-A stage the unique ID is only visible, submissions will be viewed anonymously.

Ms. Middeleer suggested that those selected for further consideration be brought forward to the next meeting, keep the ones selected in a continuous process. Ms. Bacon agreed. Ms. Pavlidou Kyprianou suggested to mount on one foam board, smaller versions of submissions selected.

Citing item #4 in Phase I-A, Mr. Lyddy said that designs will be evaluated based on the purview of each member and not "graded" on a specific scale beyond ensuring the design honors our mission statement.

Ms. Middeleer said it should go through like a conversation, a more personalized experience. Mr. Lyddy said that it may take time to get to the 12+/- designs, all agreed and embraced the evaluation process.

Speaking to Phase I-B, Mr. Lyddy gave the example of 9/11 as inspiration for a memorial phase process. After bringing the submissions down to 12+/-, submissions are reviewed by the 26 families, SHPMC, advisory panel and the community in a space that will allow for mounting of designs, which may be

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multiple panels for each. Responses from each group need to be captured, how to format that process, color-coded possibly, or non-color-coded. Mr. Engel suggested to eliminate color coding, yet keep track of which group is responding, maybe a predesigned sheet or booklet, avoid individual box by each design, maybe one area where people can put their responses, with someone on hand to monitor the viewing process. Consideration of privacy discussed. Community interest and response is important. Gathering and evaluation of opinions from all groups should be documented in a clear, concise manner and reviewed at the follow-up meeting. Discussion of how to make review of submissions available for those who cannot be present or wish to view the submission digitally and respond in private. Accommodations for this can be made as necessary. A date of January 29 was discussed to send the 12+/- to families, commission, and advisory panel.

Regarding review, Mr. Engel said it might be good to have a more structured review and may include more than one meeting. There may be a need for additional days for viewing submissions, 1/30, 2/1, 2/4 then meet on 2/8.

Venue discussion: Edmond Town Hall, maybe someone from the Town can help, Andrew Clure provided a suggestion of an open retail space in the Stop n' Shop Plaza, Mr. Lyddy to ask Mr. Clure.

### **Advisory Panel & Role**

Mr. Lyddy reviewed items 1-5 in Phase II 3+/- Designs. Mr. Lyddy asked the Commission to consider what their role is going forward after they have made their recommendation to the Newtown Board of Selectman. Mr. Lyddy asked to consider the role of the Commission going forward, involvement in the process once the Memorial is overseen by the Town.

**MISCELLANEOUS / COMMISSION DISCUSSION** – Mr. Lyddy brought up the discussion of extending the December 15 date, but does not see that it needs to be extended at this point, but to review again in December.

**ADJOURNMENT:** Having no further business the Sandy Hook Permanent Memorial Commission adjourned their meeting at 9:18 pm.

Respectfully submitted,

June Sgobbo, Clerk

*Attachments: 2018 Meeting Schedule, SHPMC Registration of Intent to Submit a Design Tracker, Phase I-II Design Evaluation Process.*



### 2018 Meeting Schedule

The **Sandy Hook Permanent Memorial Commission** will hold meetings in the Council Chamber, Newtown Municipal Center, 3 Primrose Street, Newtown at 7:30PM unless noted.

January 4 (location to be determined)

January 6 (location to be determined)

January 11 (location to be determined)

January 13 (location to be determined)

February 3 (location to be determined)

February 8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 8

January 10, 2019

## SHPMC Registration of Intent to Submit a Design Tracker

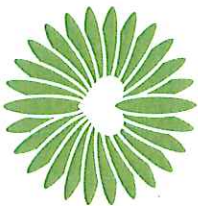
Quantity	City	State	Country
1	Syosset	NY	USA
2	Nanuet	NY	USA
3	Scottsdale	AZ	USA
4	Cambridge	MA	USA
5	Bronx	NY	USA
6	Suffield	CT	USA
7	Kula	HI	USA
8	Wilton	CT	USA
9	Isle of Palms	SC	USA
10	Amherst	MA	USA
11	Sandy Hook	CT	USA
12	New Haven	CT	USA
13	New Milford	CT	USA
14	Minneapolis	MN	USA
15	Wethersfield	CT	USA
16	Albany	NY	USA
17	Sandisfield	MA	USA
18	Chester	CT	USA
19	Fairfax Station	VA	USA
20	Falmouth	MA	USA
21	Philadelphia	PA	USA
22	Springfield	MA	USA
23	St. Louis	MO	USA
24	Newton	MA	USA
25	New York	NY	USA
26	New Britain	CT	USA
27	Bethel	CT	USA
28	Storrs	CT	USA
29	El Camino Village	CA	USA
30	Rochester	NY	USA
31	Dorchester	MA	USA
32	Hadley	MA	USA
33	New York	NY	USA
34	Brooklyn	NY	USA
35	San Francisco	CA	USA

There have been 146 registration forms submitted  
as Intent to Submit a Design.

These registrations represent 17 states and 18  
countries.

75% of Submissions are from in the United States.

50% of Submissions are from CT, NY, MA



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Phase I Digital Design Submissions Open Until December 15th, 2017 at:  
[www.SandyHookPermanentMemorial.com](http://www.SandyHookPermanentMemorial.com)

36	nes ziona		Israel
37	Guangzhou	Guangdong	China
38	Berkeley	CA	USA
39	Kunming	Yunnan	China
40	Hallowell	ME	USA
41	Quarry Bay	Hong Kong	Hong Kong
42	Branford	CT	USA
43	New York	NY	USA
44	Woodhaven	NY	USA
45	New York	NY	USA
46	Fussa-shi	Tokyo	Japan
47	New York	NY	USA
48	North Adams	MA	USA
49	Christchurch	Canterbury	New Zealand
<u>50</u>	Shanghai		China
51	Nanjing	Jiangsu Province of China	China
52	Sunnyside	NY	USA
53	Danbury	CT	USA
54	Newton	CT	USA
55	Washington	DC	USA
56	Beijing		China
57	Melbourne	Victoria	Australia
58	Brooklyn	NY	USA
59	South Norwalk	CT	USA
60	cairo		Egypt
61	hanoi	hanoi	Vietnam
62	El shikh zayed City	Cairo	Egypt
63	Glastonbury	CT	USA
64	Helsinki	Uusimaa	Finland
65	Harare	Mashonaland	Zimbabwe
66	Albuquerque	NM	USA
67	New York	NY	USA
68	West Roxbury	MA	USA
69	Georgetown	CT	USA
70	Jersey City	NJ	USA
71	Chongqing	Chongqing	China
72	Cambridge	MA	USA
73	Cairo	Cairo	Egypt
74	New York	NY	USA

75	Haidan Dist	Beijing	China
76	Shelton	CT	USA
77	Berkeley	CA	USA
78	New York	NY	USA
79	Manchester	CT	USA
80	Beijing	Beijing	China
81	Mumbai	Maharashtra	India
82	North Miami	FL	USA
83	New York	NY	USA
84	Sag Harbor	NY	USA
85	Milford	CT	USA
86	New York	NY	USA
87	Boston	MA	USA
88	White Plains	NY	USA
89	Redding	CT	USA
90	Buffalo	NY	USA
91	Brooklyn	NY	USA
92	Berkeley	CA	USA
93	San Francisco	CA	USA
94	mashhad	khorasan e razavi	Iran
95	Wilton	CT	USA
96	Danbury	CT	USA
97	Stevenson	CT	USA
98	Brooklyn	NY	USA
99	Berlin	Berlin	Germany
100	Mumbai	maharashtra	India
101	Austin	TX	USA
102	Bethany	CT	USA
103	New Haven	CT	USA
104	Alexandria	VA	USA
105	LangFang	Hebei	China
106	Brooklyn	NY	USA
107	Amherst	MA	USA
108	Los Angeles	CA	USA
109	Tempe	AZ	USA
110	Astoria	NY	USA
111	seattle	wa	USA
112	Los Angeles	CA	USA
113	Chaoyang District	Beijing	China

114	riyadh		Saudi Arabia
115	Pleasantville	NY	USA
116	New York	NY	USA
117	Beacon	NY	USA
118	San Diego	CA	USA
119	Zapopan	Jalisco	Mexico
120	Chicago	IL	USA
121	South Salem	NY	USA
122	Dallas	TX	USA
123	Guangzhou	Guangdong Province	China
124	barcelona	Catalonia	Spain
125	Los Angeles	CA	USA
126	New York	NY	USA
127	Indore	MP	INDIA
128	New York	NY	USA
129	Syracuse	NY	USA
130	Farmington Hills	MI	USA
131	Brooklyn	NY	USA
132	Paris	Ile de France	France
133	Yerevan	Yerevan	Armenia
134	Severn	MID	USA
135	Alexandria	VA	USA
136	shenzhen	guandong	China
137	Lubbock	TX	USA
138	Tianjin	Tianjin	China
139	shanghai	Shanghai	china
140	Hudson	OH	USA
141	Beijing	Chaoyang	China
142	Roxbury	CT	USA
143	seattle	WA	USA
144	Terryville	CT	USA
145	Vancouver	BC	Canada
146	Long Island City	NY	USA



**Sandy Hook Permanent Memorial Commission  
Phase I Evaluation Process**

Based on the quantity of individuals/groups who have submitted their INTENT TO SUBMIT A DESIGN, it is expected that at this time the Memorial Commission will receive between 75-100 designs for review.

**Phase I-A**  
**100 Designs**

Memorial Submissions	Date	Time	Location
1 – 25	Thursday, January 4 <sup>th</sup>	7PM	NHS Lecture Hall
26 – 50	Saturday, January 6 <sup>th</sup>	9AM	NHS Lecture Hall
51-75	Thursday, January 11 <sup>th</sup>	7PM	NHS Lecture Hall
76-100	Saturday, January 13 <sup>th</sup>	9AM	NHS Lecture Hall

1. The **Sandy Hook Permanent Memorial Commission** will publicly evaluate all Phase I-A memorial designs with the assistance of **Advisory Panel** members who are willing and able to participate during each session.
  - a. If a Commission Member or Advisory Panel member cannot be present at a meeting – design files will be sent digitally for feedback. Feedback must be received 24 hours in advance of the meeting. Written feedback will be shared in the meeting.
2. The designs will be published in the following ways for each meeting:
  - a. Printed for each Commission & Advisory Panel Member
  - b. Published on large corkboards for review
  - c. Shown one-by-one on a projection screen for review.
3. All designs submitted will be reviewed anonymously during this stage – without a published biography or name associated and only by the **Unique Identification #**.
4. Designs will be evaluated based on the purview of each member and not “graded” on a specific scale beyond ensuring the design honors our mission statement. Evaluations will be anecdotal, open-ended and personal preference. The Advisory Panel will assist in providing a gut check on designs.
5. Each design will be voted on by SHPMC members present to **MOVE FORWARD** or **PUT ASIDE**. The Commission will reserve the right to bring back any designs for review
6. The Commission will go through this process in Phase I-A until there is a digestible number of designs for Phase 1-B review and more dates may need to be added.

**Phase I-B**  
**12 +/- Designs**

<b>Memorial Submissions</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
12 +/- Chosen By SHPMC	Saturday, February 3rd	9:00AM	NHS Lecture Hall

1. The following groups will publicly analyze the 12 designs outlined in Phase I-A. Color coded stickers – separately identified for each group – will allow us to create a tally of each design submitted. Stickers will be put in covered containers to ensure tallies do not persuade others.

<b>26 FAMILIES</b> REVIEW 9AM – 11AM	<b>SHPMC</b> REVIEW 11AM – 1PM	<b>ADVISORY PANEL</b> REVIEW 11AM – 1PM	<b>COMMUNITY AT LARGE</b> REVIEW & PUBLIC PARTICIPATION 1PM – 3PM
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2. The designs will be published in the following ways for each meeting:
  - a. Printed for review
  - b. Published on large corkboards for review
3. At this time, memorial will be identified by NAME, TEAM MEMBERS & BIOGRAPHY
4. 26 Families, SHPMC Members & Advisory Panels will be provided notepads to take notes during evaluation. Notepads will be turned in to assist the Commission (at a future meeting) in making its decision
5. The community at large will ultimately not tally a vote on designs, however will have the opportunity to express opinions during public participation.

**Commission Meeting Follow Up – February 8<sup>th</sup>, 2018**  
**Post Phase I-B Evaluation**

1. The Sandy Hook Permanent Memorial Commission will ultimately take the evaluation feedback and compile notebooks, notes and tallies from the 26 families, Commission members and the Advisory Panel. Feedback will be both qualitative and quantitative
2. The Commission will select a short list of designs to be invited to participate in Phase II of the design process.
3. The Commission reserves the right to evaluate designs further including family members who want to participate in the conversation and the Advisory Panel and can extend Phase I-B to multiple meetings as needed.

**Phase II**  
**3 +/- Designs**

1. Designers who have made the short list will be invited to submit designs in person for Phase II
2. The Memorial Commission will provide designers 8 weeks after being notified to revise and enhance designs to be presentation ready inclusive of costs for the design. Designs will be presented publicly in person.
3. Presentations will allow engagement and encourage questions from family members, Commission members and Advisory Panel members.
4. The Memorial Commission will ultimately vote to make a decision on which design to move forward with based on design and presentation.
5. The Sandy Hook Permanent Memorial Commission will make a recommendation to the Newtown Board of Selectman and turn conversations and negotiations over to Town of Newtown.

**Advisory Panel**

1. Joe Daniels – Former President, 9/11 Museum & Memorial
2. Allison Blais – Executive VP and Deputy Director of 9/11 Museum & Memorial
3. Tom Tavella – Connecticut Landscape Architect (PLA, FASLA, LEED, AP)
4. Shavaun Towers – Connecticut Landscape Architect PLA, FASLA)
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 (post role)