

THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF SELECMTEN

The Board of Selectmen held a regular meeting Tuesday, September 5, 2017 in the Council Chamber, Newtown Municipal Center, 3 Primrose Street, Newtown. First Selectman Llodra called the meeting to order at 7:30p.m.

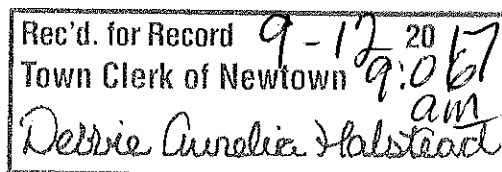
PRESENT: First Selectman Llodra, Selectman William F.L. Rodgers, Selectman Herbert C. Rosenthal.

ALSO PRESENT: Finance Director Robert Tait, Rusty Malik & Kevin McFarland of Quisenberry Arcari, Community Center Advisory members Brian Hartgraves, Bill Buchler, Andy Clure, Amy Mangold, Maureen Crick-Owen, Kinga Walsh & Carla Kron, Parks & Recreation Chairman Ed Marks, Senior Center Advisory members George Guidera, Lereine Frampton, Sandy Hook Permanent Memorial Commission Chairman Kyle Lyddy & member Sarah Middeleer, Police Chief James Viadero, 25+ members of the public and one member of the press.

VOTER COMMENTS: **Dan Rosenthal**, 9 Megans Circle, does not think it is fiscally responsible to commit the town and taxpayers to projects where the ongoing operating costs are unknown. He believes it is critically important the right management structure and personnel be put in place to ensure the revenue potential of the facility is maximized and suggested the individual work with the design team. **Roger Williamson**, Sandy Hook, asked what the Leaps of Faith request was. First Selectman Llodra replied the request was for a change in the hours for the clinics. In the absence of Leaps of Faith representation, that request will not be acted on. **Deborah Sullivan**, 9 Clearview Drive is a business owner in town and interested in attracting new families to town. She asked what will be in the community center and how will it generate revenue. Ms. Sullivan believes there needs to be a business plan in place before ground breaking. First Selectman Llodra reported that the commission and the former commission did two pro formas and have had several business plans that were developed throughout the process. SFA completed the first pro forma; the most recent iteration was based on an 8 lane, 25 yard pool. There was always a business model which included fees for services or programs to balance the cost. SFA noted the fees would have to be so substantial to balance the operating cost that the goal of cost neutrality would be almost impossible to achieve. **Amber Edwards**, asked if any of the pricing and planning had been done based on a 50 meter pool that was not enclosed in a structure but enclosed in a bubble with the advantage of an outdoor pool in the summer. First Selectman answered no, no specific pro forma was done for a 50 meter pool that was not interior space. **Kinga Walsh**, 21 Horseshoe Ridge Rd. said that when the commission asked about a bubble they were told it was did not fall within the Fairfield Hills guidelines. The commission asked to have a six lane pro forma but it was not achieved. First Selectman Llodra noted that the proposal of the Advisory Committee is to first determine the director position and then use the talents and expertise of that director to help craft a business plan that he/she can implement. The original commission did the first pro forma; the SFA pro forma is for a 25 yard, 8 lane pool. SFA said it would not be revenue neutral because there is no fitness aspect. First Selectman Llodra said the real cost is in the aquatics. The struggle has always been the effort to keep the facility as cost neutral as possible while recognizing the facility is accessible to all members of the community.

ACCEPTANCE OF THE MINUTES: Selectman Rodgers moved to accept the minutes of the 8/17/17 meeting. Selectman Rosenthal seconded. First Selectman noted that under the Leaps of Faith portion of the minutes a building is referenced. There was no commitment made by Parks & Recreation or by Land Use that a building would be available at that site or any site. Mr. Sibley asked Leaps of Faith what the long term vision was and that is when a building was referenced. All in favor.

COMMUNICATIONS: First Selectman Llodra shared communication from Lincoln Sander, Paul Gibbons, Ann Martin, Meghan Gibbons and Lorraine Gibbons relative to Leaps of Faith. (att.) First Selectman Llodra's comments at the CCM press comments of Aug. 30 were shared. (att.). Selectman Rosenthal is the president of



the CTJEF (CT Committee for Justice and Education Funding) and objects to the Governor trying to use the ongoing court case that Newtown has supported over the years. The purpose of the court case was for equity in education funding with the understanding using property tax to fund education puts an undue burden on tax payers. The purpose of the case was never to take money from wealthy communities to give to poorer communities. A copy of the Leaps of Faith license agreement was shared (att.). First Selectman Llodra stated a legal opinion relative to the Board of Selectmen appointments for the C.H. Booth Library was received from town counsel.

FINANCE DIRECTORS REPORT: Mr. Tait is working on the financial statements from fiscal year 2016-17. In four weeks the departments will receive budget packets for fiscal year 2018-19.

UNFINISHED BUSINESS:

Discussion and possible action:

1. **Request from Leaps of Faith:** First Selectman Llodra noted Leaps of Faith was requesting a change of times. Rain date substitutions were requested also, due to chemical treatment of the lake. Selectman Rodgers believes, in terms of procedural fairness, action should be deferred until Mr. Zeisler can attend. Selectman Rosenthal would also like to hear from both Leaps of Faith and residents relative to the time requested and wouldn't object to the rain dates as long as they are abiding by all the other rules. First Selectman Llodra will follow up with Mr. Zeisler on the dates. Mr. Martin, Sandy Hook stated that today was a rain date make up day.

NEW BUSINESS

Discussion and possible action:

1. **Sandy Hook Permanent Memorial Commission update and design solicitation draft:** Mr. Lyddy and Ms. Middleleer presented an update on the Sandy Hook Permanent Memorial (att.) and the Guidelines for Submitting a Design for the memorial (att.). If a non-professional makes it to the short list phase, they need to partner with an experienced firm or person in order to fulfill the requirements and to ensure the design is buildable. Some families have requested fundraising not be done. First Selectman Llodra asked Mr. Tait to put a placeholder in the CIP for the permanent memorial that would move the funding responsibility from the commission to the CIP process. Ms. Middleleer advised the designers to use common sense constraint with regard to construction and future maintenance. Mr. Lyddy asked for a commitment from the town that there will be financial assistance. First Selectman Llodra said the CIP has to go through the Board of Selectmen, Board of Finance and the Legislative Council.
2. **Community Center organizational design & admin space allocation:** Mr. Buchler and Mr. Hartgraves presented organizational structure options (att.) A Community Center Commission, parallel in structure to the Commission on Aging and the Parks & Recreation Commission, was discussed. Selectman Rosenthal questioned Parks & Recreation's ability to run the facility and asked why P&R did not submit a business plan. Mr. Hartgraves said that Ms. Mangold had success in running Parks & Recreation, with similar business modeling: running Treadwell and Eichlers Cove. First Selectman Llodra stated P&R was not asked by the Advisory Committee to present a business plan. However, P&R has demonstrated their business savvy over these past years. For example, several years ago Eichlers Cove was turned over to P&R, from a private contract. P&R developed a business model for that location evidencing it can be profitable and serve the community. The Advisory Committee recommended Model 4 – Hybrid (Stand Alone & Shared Staff). Selectman Rosenthal favors model 4 with a caveat that the Community Center Commission be created and the Director be a department head reporting to the First Selectman. Selectman Rodgers noted the First Selectman should not be on an equal line as the Commission on Aging, Parks & Recreation Commission and Community Center Commission. He sees an independent value to a Community Center Director, co-equal to the Senior Center Director. First Selectman Llodra stated that the relationship between the Community Center Commission and the Director, in terms of developing and

executing the business plan, is the foundation of success for the program. Before the business plan and Executive Director and a Community Center Commission is needed. Rusty Malik and Kevin McFarland presented admin space layout options (att.) The recommended layout is Option 2, which will work with multiple models presented, one underneath P&R, parallel with P&R or an outsourced model. Model 1 minimizes the administrative space, leaving the multi-purpose rooms at the same size; any modifications at a later date to expand would almost ruin the ability to use that space. Selectman Rosenthal strongly objects to P&R offices being located in the Community Center, saying there are other spaces they can move to in town, including the schools. First Selectman Llodra thinks it makes sense to co-locate; a lot of the work is similar. The Community Center Director has an obligation specific to the Community Center, to brand it and market it. Much of the other work is similar to work already done by P&R. There is a synergy and it is a benefit to the community to co-locate people who do common work. Selectman Rodgers does not object to P&R offices being in the Community Center. He believes the initial plan should be open ended and re-evaluated based on experience with it. It's a sensible place to co-locate because of expectations of people that P&R might be located at the Community Center. Mr. Hartgraves prefers not to take space away from the Community Center but does think there is synergy with the recreation portion of Parks & Recreation there. Mr. Buchler said shared staff is for people running the center such as an aquatics director. Having an idea, down the road, where the police department and P&R should be is key. Selectman Rodgers does not favor entering a permanent management decision at this juncture. The project is dangerously delayed; there has been adequate due diligence for an ongoing project; the architects have been cooperative about maximized options and he believes we need to go forward. Selectman Rosenthal read a prepared statement stating his feelings on the project (att.) Selectman Rodgers moved the Board of Selectman adopt, as a provisional matter the hybrid model, suggested for management structure. The motion was not seconded or voted on. Ms. Kron asked about how to hire someone on a provisional basis. Ms. Walsh suggested hiring a consultant to create a business plan. Ms. Mangold prefers Model 3. P&R has good structure and good goals that relate well to what the Community Center should be. She suggested using the existing experience the P&R department already has and hire a Community Center administrator at the same level as Carl Samuelson who operates the parks, who can focus on the Community Center. The community sees P&R as a community department. They do special events, programming, and understand how to generate revenue. All that P&R can bring to the department can help to maximize what additional staff can do. The architects have been working with P&R. She does not believe having a Community Center Director is in the best interest of the tax payer. Ms. Mangold stated the Parks & Recreation Commission has not been very involved in the process. Mr. Clure is in favor of moving forward, the pieces will fall into place. Ms. Walsh questioned bodies vs. space and said P&R wasn't discussed being in the building. Selectman Rodgers stated the synergies exist with a community center with aquatics and believe people will question why P&R isn't in the Community Center. First Selectman Llodra stated that at the outset the Community Center was a P&R building. Ms. Mangold said decisions should be based on shared resources and leveraging existing opportunities within the town. First Selectman Llodra said that co-locating is a way to preform work more efficiently and be more cost effective. Selectman Rosenthal said the original strategic recommendation was to hire an outside Community Center Director. Selectman Rosenthal moved the organizational design as recommended by the advisory committee, the hybrid model 4 (att.), including the recommendations that accompany that model. Selectman Rodgers seconded. All in favor. Selectman Rodgers moved to follow the space allocation option 2 as presented. First Selectman Llodra seconded. Motion passed: YES: Llodra, Rodgers; NO: Rosenthal.

Adele Unger, a lifetime resident of Newtown, said there is nothing representing the Sandy Hook survivors. She said what she voted on is not what is being presented. She thinks the building should be sustainable. She said the money was given to GE for the children of Newtown and it should be loud and joyous and thinks the seniors would enjoy that also as it makes them feel younger and included in the community.

3. **Request from Police Department to use former Hook & Ladder building:** Chief Viadero requested temporary use of the former Hook & Ladder building for canine training. Currently fourteen departments use the same company, Superior K9. Newtown is a central location and has been used for training. The trainer is fully insured; all officers sign a hold harmless agreement. Vehicles would be parked in the lower lot, a couple of times a month and not all day. Selectman Rodgers moved to authorize the Town Attorney to research and draft a license, working with the Police Chief and the First Selectman, and get some economies of scale from recent documents regarding use of that space. Selectman Rosenthal seconded. All in favor.
4. **Construction Permit Bond Release – 146 Walnut Tree Hill Road:** Selectman Rosenthal moved the construction permit bond release for 146 Walnut Tree Hill Road in the amount of \$20,000 with \$2,000 to be held as a stabilization bond until the property has been seeded and stabilized. Selectman Rodgers seconded. All in favor.
5. **CIP proposal initial review:** Mr. Tait reviewed the Board of Selectmen department CIP requests, which include ‘what if’ scenario’s as well as forecasted project amounts and a ten year forecast (att.). Specific departments will be invited to the 9/18/17 meeting to discuss requests.
6. **Appointments/Reappointments/vacancies/openings:** none.
7. **Driveway Bond Release/Extension:** Selectman Rosenthal moved the release of a driveway bond for MAC Custom Builders, LLC, 8 Botsford Hill Road (Stuart Drive), M47, B9, L8 in the amount of \$1,000. Selectmen Rodgers seconded. All in favor.
8. **Tax Refunds:** Selectman Rosenthal moved the August 2017 Tax Refunds, No. 3 in the amount of \$9,456.19. Selectman Rodgers seconded. All in favor.

VOTER COMMENTS: Ed Marks, 3 Sweet Meadow Road and the Chairman of the P&R Commission, spoke for himself only. He is in favor of independence and focus for the community center and noted that option 3 did not have a Community Center Commission interacting with the Director. There is a question in the public as to whether this is a business entity that is designed to make as much money as possible or a community service that is provided to the community. There are two components: an aquatics component and meeting rooms. None of the advisory committees or SFA presented a way to generate revenue. There is no job description for the Community Center Director. How are they going to generate revenue? Grants are to embellish a facility or to help with capital improvements, not to manage operating expenses. A good manager manages people who manage business. The Director of Parks & Recreation has done that to the nth degree. She does not micro manage the Parks Director or the Recreational Director. He questioned why it is assumed this function would be micromanaged by P&R or lose credibility of being focused on managing a community center for the community. The mission to business is to bring the greatest value to stockholders. There is no other department in the Town of Newtown that brings greater service and benefits to the community than the Parks & Recreation Department. No other department generates \$500,000 of revenue that self-funds a capital improvement; turf fields have been replaced without any taxpayer money. Not having direct experience in running a facility does not mean there isn’t an expertise to manage people and do it well, which is what P&R has done. He believes in partnering with a Community Center Director in a few of years, when it’s more about managing a facility rather than finding unique ways to generate revenue.

Selectman Rosenthal asked why the community center is the only public service that needs to be cost neutral. Selectman Rodgers said it’s belittling to the purpose of the building to treat it strictly as a business; we don’t have to be blind to cost but service to the community costs money. First Selectman Llodra noted that the P&R department and commission has developed policies and practices that provide tremendous service; we are lucky to have the P&R department we have.

Sheila Torres, said it's almost irrelevant who is in charge because the Community Center is not the building it is the things that will happen there, the activities and how we bring the community together. That was the intent of the gift. **Lynn Weiner**, a resident for 13 years whose husband was injured over a year ago. The people of Newtown were wonderful in helping the family. Newtown is an amazing town. She was shocked that there was an idea the Leaps of Faith organization wouldn't be welcome in town. The majority of the volunteers are from Newtown. She wanted to be the voice of people who support the fact the Newtown gives to everybody. **Deborah Sullivan** questioned what was voted on. She asked why we are rushing toward this building now. She feels the pool can generate revenue but doesn't believe a six lane, 25 yard pool can be functional for a swim team.

Selectman Rodgers said there was discussion on the size of the pool. Chronologically, there is no rush. First Selectman Llodra said we can't afford to build 8 lanes without adding considerable costs; competitive models were millions of dollars more. Dry space is not a revenue generator.

Cris Carvalho, 5 Sunset Hill Road, said the center was sold as profitable, not revenue generating. She asked if the current model presented would be self-sustaining or will it have to be subsidized, and if so, to what degree.

First Selectman Llodra said that the SFA pro forma for an 8 lane, 25 yard pool stated clearly that a business model based on fees for services balanced against costs for operations, the cost for operations would need to be lowered or the fees for services increased. The town will receive \$1 million dollars annually from GE. Selectman Rosenthal said he doesn't believe it will be self-sustaining.

Andy Clure, 24 Winton Farm Road, thanked Bill Buchler and Kinga Walsh for all their hard work. The advisory group had core, passionate people doing hard, thankless work. He hopes that everybody finds something within the Community Center that doesn't already exist.

EXECUTIVE SESSION: Selectman Rodgers moved to enter executive session to discuss Legal Matters: injunction 102 Underhill Road. Selectman Rosenthal seconded. All in favor. Executive session was entered into at 11:05pm and returned to regular session at 11:10 pm with the following motion:

Selectman Rodgers moved that the Town of Newtown pursue legal remedies relative to 102 Underhill Road. Selectman Rosenthal seconded. All in favor.

ADJOURNMENT: Having no further business the regular Board of Selectmen meeting was adjourned at 11:11p.m.

Susan Marcinek, clerk

Attachments: emails re: Leaps of Faith; CCM press conference comments; Leaps of Faith license agreement; SH Permanent Memorial Commission Update & Draft Guidelines for Submitting a Design; Newtown Community Center Advisory Council Organizational Reporting Structure Options; Model 4 – Hybrid; CC-Administration, option 2; CC/Sr. Ctr. Quisenberry Arcari presentation; H. Rosenthal, Community Center Project comments; CIP 2018-19 to 2022-23

August 18, 2017

E. Patricia Llodra
First Selectman
Town Of Newtown
3 Primrose St.
Fairfield Hills
Newtown, CT 06470

Dear Pat,

Thanks to you and selectman Rodgers and Rosenthal for a fair and sensible ruling regarding the future of Walnut Tree Hill Park in Sandy Hook. I realize your findings are only temporary, and we will have to revisit this issue again in the spring.

Frankly, I did not know a lot about L.O.F until recently, and I am puzzled. I believe L.O.F. was started by Joel Zeisler several years ago. He held water skiing events for the handicapped on Lake Zoar in front of his house in Shady Rest. At that time, it seemed most of his neighbors including me were supportive of his efforts as he only held a handful of events a year. We all agree that he is doing a wonderful job for those in need.

Time has passed and it appears that L.O.F. has had tremendous success and growth. They have grown from about 6 events per year to about 6 events per week. It would appear they are well funded and have a large volunteer staff. They have plans to continue this expansion and are not only seeking a permanent waterside location, but have plans to build a large headquarters building. Their reach has expanded to a wide diverse and geographic community of handicapped such as Wounded Warriors and other national groups.

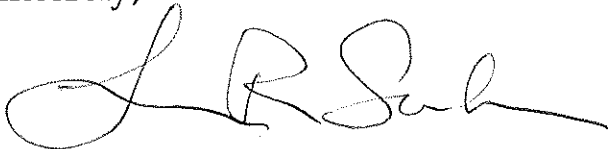
What puzzles me is, I get a sense that some out our Town officials feel that Newtown has an obligation to provide L.O.F. with a site. The reality is most of L.O.F's staff are not Newtown residents. I would guess that 90% or more of their handicapped clients are not Newtown residents and many do not reside in Connecticut. It is my understanding that L.O.F. is registered as a 501 c (3) in Southbury CT.

Although most of us support L.O.F's efforts, our Town should be under no obligation to provide financial support because their roots are here. This has become a large regional, and perhaps soon to be a National organization.

L.O.F. should embark on a realistic site search which might include places like Lake Lillinonah, Candlewood Lake and even Long Island Sound.

I don't believe Newtown has a suitable site to accommodate L.O.F's long term goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'L.R. Sander', with a stylized, cursive script.

Lincoln R. Sander
211 Walnut Tree Hill Rd.
Sandy Hook, CT 06482

Cc: Will Rodgers, Herb Rosenthal



Susan Marcinek <susan.marcinek@newtown-ct.gov>

Leaps of Faith 9/5/2017

paulc

Tue, Sep 5, 2017 at 11:02 AM

To: Susan Marcinek <susan.marcinek@newtown-ct.gov>

Hi Sue,

FYI Joel is running a clinic today that is not on the schedule, but I assume he will just say its a make-up date. Just want to get that info out. I also heard he got pulled over by the LZA for operating too close to shore, again thats not my concern.

What is my concern is he also started what I call a slander campaign on facebook, I'll post the whole thing below but my main concern is this statement:

"For whatever reason, which is unknown, the town has chosen to listen to neighbors that absolutely do not want disabled skiers in front of their houses on the water. "

This obviously isn't true since most neighbors volunteer for him. It has nothing to do whats going on the lake, it has to do with operating a business out of a R-1. If this was a closed or secret facebook group that would be fine, but its an open group that no membership is required and its being shared out by other people as fact.

Thanks again, here is the complete post if haven't seen yet:

2017 Summer Update

2017 is another record year for total participants and volunteer involvement. However, as some of you know, we have stopped doing events at our former site, Housatonic Drive, and are now doing events at the Bridge End baseball park, near the steel bridge over Lake Zoar. This property was offered to us, on the condition that we stop conducting events at Housatonic Drive, by the Town of Newtown to include a building in the future. The site has worked beautifully with lots of room on land and plenty of room for navigation on the water. From the very start, we had strong opposition from the neighbors (who are not even close by), including two acts of hate crimes towards our disabled organization. We continue to pursue and do everything the town has asked, and made sure we were 100% legal on the water. For whatever reason, which is unknown, the town has chosen to listen to neighbors that absolutely do not want disabled skiers in front of their houses on the water. At this time, we were asked to finish up on a permanent basis on September 30, 2017. Needless to say, there are many issues here that are outright discrimination. We have now decided that we will fight this with everything we have while still looking for other sites. Some things in life are just not right, and this is one of them. We will be looking for your support in the future in many different ways. Let's remember a public lake and a public park are for the public! Thanking you for your support in advance, stay tuned for updates.

The LOF Team

Submitted by Anne Martin —

I wanted to bring to your attention recent statements made by Leaps of Faith, following the previous town meeting.

It is disheartening for our neighborhood to be publically accused of “hate crimes” and discrimination against disabled skiers—especially when many among us volunteered for Leaps of Faith for many years.

The following statement was issued by LOF on Facebook, dated September 2nd:



LOF Adaptive Skiers

September 2 at 4:24pm · 🌐

2017 Summer Update

2017 is another record year for total participants and volunteer involvement. However, as some of you know, we have stopped doing events at our former site, Housatonic Drive, and are now doing events at the Bridge End baseball park, near the steel bridge over Lake Zoar. This property was offered to us, on the condition that we stop conducting events at Housatonic Drive, by the Town of Newtown to include a building in the future. The site has worked beautifully with lots of room on land and plenty of room for navigation on the water. From the very start, we had strong opposition from the neighbors (who are not even close by), including two acts of hate crimes towards our disabled organization. We continue to pursue and do everything the town has asked, and made sure we were 100% legal on the water. For whatever reason, which is unknown, the town has chosen to listen to neighbors that absolutely do not want disabled skiers in front of their houses on the water. At this time, we were asked to finish up on a permanent basis on September 30, 2017. Needless to say, there are many issues here that are outright discrimination. We have now decided that we will fight this with everything we have while still looking for other sites. Some things in life are just not right, and this is one of them. We will be looking for your support in the future in many different ways. Let's remember a public lake and a public park are for the public! Thanking you for your support in advance, stay tuned for updates.

The LOF Team

Furthermore, the following passage appeared in the Newtown Bee, published online on August 31st:

“He [Joel Zeisler] feels neighbors’ objection to events is ‘based on fabrications, exaggerations, and lies.’ He believes accusations against him were meant to ‘attract every group that uses the lake to go against the disabled,’ he stated.”

I would like to reiterate that Leaps of Faith’s lack of respect towards our neighborhood plays a major role in our frustration with this organization. We continue to recognize that LOF does commendable work for the disabled community.



Susan Marcinek <susan.marcinek@newtown-ct.gov>

Form submission from: Contact E. Patricia Llodra

Meghan Gibbons via Newtown CT <vtstdmailer@vt-s.net>

Sun, Sep 3, 2017 at 11:31 AM

Reply-To: Meghan Gibbons

To: first.selectman@newtown-ct.gov

Submitted on Sunday, September 3, 2017 - 11:31am

Submitted by anonymous user: :

Submitted values are:

Your Name: : Meghan Gibbons

Your e-mail address:

Subject: Regarding LOF

Message:

Patricia Llodra,

I write to you at this time as a concerned resident of the Bridge End Farm community. It has come to our attention through social media that Joel Ziegler has sought to fall back on interrogation. But I have to ask, why is it Newtown's responsibility to find a home for LOF? All major businesses profit or non have to find their own commercial use locations. As previously stated the residential area of Bridge End Farm and walnut tree is not subject to such use, as it is a park, primarily and frequently used for sport and recreation. It is not designed or welcomed to be a full time home to a large and overly active business. We are asking that the town puts a stop to such slander and ensure our comfort in moving LOF elsewhere. Again the argument at hand is not of the importance of LOF, but the location in which the activities are currently taking place. Let's handle this like responsible business operating adults and refrain from slander. These comments made by Joel Ziegler are unwarranted and insulting. As the highest paying tax residents of Sandy hook we are asking to be taken seriously. We will not conform to such interrogations by LOF or take blame for 'hate crimes' as it has been forced upon us. The comments following this post are hateful, aggressive and unsettling.

Please let it be known that this is not the way to handle rejection. We are concerned for our safety and for our homes.

Meghan Gibbons

==Attachments:==

Attachment #1:

http://www.newtown-ct.gov/system/files/webform/img_1782.png

Attachment #2:

Attachment #3:

The results of this submission may be viewed at:

<http://www.newtown-ct.gov/node/40423/submission/19333>



Susan Marcinek <susan.marcinek@newtown-ct.gov>

Form submission from: Contact the Board of Selectmen

Lorraine Gibbons via Newtown CT <vtstdmailer@vt-s.net>

Tue, Sep 5, 2017 at 3:50 PM

Reply-To: Lorraine Gibbons

To: first.selectman@newtown-ct.gov

Submitted on Tuesday, September 5, 2017 - 3:50pm

Submitted by user: Anonymous

Submitted values are:

Your Name: Lorraine Gibbons

Your e-mail address:

Subject: LOF Adaptive Skiers use of town property

Message:

To: Town of Newtown Selectmen, Pat Llodra, Will Rodgers, Herb Rosenthal

RE: Walnut Tree Hill Field

Dear Selectmen,

I am writing regarding the town's involvement in the LOF business undertakings. Firstly, as a resident of the Bridge End Farm neighborhood, I thank you for your decision to stop the activity at Walnut Tree Field based on the previously established precedent of its violation of zoning rules by running a commercial business in a residential neighborhood. During the meeting, as Zoning and Parks and Recreation made their statements, I could not help but ask myself, "Why is this Newtown's problem?" Before I continue, know that I and my family are former volunteers and had donated to the organization for many years, sometimes traveling with them as they held events in other states. I fully appreciate the organization and what they do for the participants. As a volunteer, I know that the majority of the community that is served by LOF are not Newtown residents. So again, I ask myself and the selectmen, why then are we (the Town of Newtown) going out of our way to cater to this organization? We (Newtown) do not owe them anything.

LOF's Executive Director, Joel Zeisler, has already proven that he is not a good neighbor... that he is not a good community member, as is evident by his refusal to abide by the cease and desist order at the Shady Rest location, his "temporary suspension" of LOF board member from the Bridge End Farm neighborhood, his lack of engagement of the Bridge End Farm community and most recently, the slander campaign he has taken up on the LOF Facebook group where he is threatening to sue the town for violation of ADA regulations (see: <https://www.facebook.com/LOFAdaptiveSkiers/posts/1385996341495514:0>). He continually runs his events whenever he chooses to, in contradiction to the directives given by the selectmen at the August 17th 2017 board meeting which specifically stated that he could conduct the remaining events that he submitted as a part of his application for temporary permit.

LOF/Joel Zeisler was advised by the First Selectman at the August 17th to spend time after the season ended to prepare a proposal outlining a plan to utilize the property on Hanover Road. Instead, he's chosen to take the low road and threaten the town with legal action, turning this into an ADA lawsuit. As he's in violation of the conditions of the temporary event permit extension, the town should issue an immediate cease and desist and call for immediate removal of the dock. By leaving the dock in, Joel is trying to set a precedent that the dock and park must be ADA compliant. Before his temporary permit was granted, there was not dock, no swimming area and no reason to provide additional ADA accommodations at that location. Instead of living in fear of a suit, I would rather see the town spend some time/money on renovating Eichler's Cove beach to add an ADA approved access ramp and dock. There are likely even grants available to help fund this and it would remove the leverage that LOF are trying to hold over the town.

Lastly, I vehemently oppose the town supporting this organization in permanent capacity or any long-term temporary capacity as the residents of Bridge End Farm Lane have just experienced. Leasing LOF a piece of prime town property, regardless of the lot's current state will set a precedent for any non-profit going forward. The Hanover property is not different than the Housatonic or Walnut Tree Hill properties. All are R1 zoned and all were/would be exploited to serve one sole organization whose Executive Director has no consideration for the town nor the majority of its residents. The town (Zoning) has an obligation to its property owners, to protect the value of our property. By allowing any R1 property to be leased to any commercial organization for exclusive use is irresponsible and will lead to further litigious actions, at a cost to the tax payers.

I ask you to please consider the above very strongly. I do not want the town painted in a bad light any more than I'm sure you all don't. This will have longer term negative ramifications than just those immediately being threatened by Mr. Zeisler/LOF.

Thank you for your time in considering this feedback.

Kind regards,
Lorraine Gibbons
6 Bridge End Farm Lane
Sandy Hook CT
(203) 270-1934

Aug 30
CCM

Good morning.

My name is Pat Llodra. I am Newtown's First Selectman. For the past 8 years we in Newtown have carefully and diligently addressed structural changes in our financial practices. We have consolidated, collaborated, contained costs, managed debt, and slashed overhead ... We have negotiated with unions, conducted short and long term planning and employed strategic thinking. I am proud that we have accomplished these necessary changes – am not at all resentful that economic circumstances of the great recession provoked a reset in our fiscal behaviors. We did what we had to do in the name of stability and financial prudence – and Newtown today is financially stronger and more stable because of our many years worth of commitment. We are not a wealthy community – we are struggling to hold on to our values, our qualities of life. We are confronting and responding to changing demographics – and learn every day about the difficulty so many of our residents have just to remain in Newtown, in Connecticut.

And now we are caught in an ever-tightening vice over which we have no control and for which we have no ready response. Our reality is that come the fourth quarter we will be out of cash and will have to raid our fund balance and/or issue

additional taxation – or both just to pay our bills. And, make no mistake about it - either or both of those actions end up on the backs of property owners. If we raid our fund balance we will surely face a decline in our bond rating – which in turn will increase our costs for borrowing – adding more debt, and ultimately halting our ability to perform necessary capital improvements to schools and other municipal facilities. (and, by the way, taking those funds from savings also creates a significant loss of interest income – it's a double whammy!)

Even more important is to recognize that once we raid the fund balance, it is gone...we are then eroding the very cushion we need to protect us from on-going budget pressures, disasters, and emergencies. It is a one-time action that only positions us for greater harm the next fiscal year. We then begin to spiral downward ... ultimately having to increase the tax burden to an unsustainable level or severely reduce services/programs – and compromise the very attributes that our residents pay taxes for. There is no escape from that scenario unless the legislature acts. The property tax weight is already burdensome and a discouragement to growth. Our local efforts to vitalize our economy, increase our grand list, ease the property tax burden – all of that will be sacrificed.

The landscape created by our state government's inaction is bleak for Newtown.

Our circumstances can only be improved by reasonable and ready action of the

legislature. Action that is thoughtful, incremental and strategic; action that has

the property tax payer clearly in view. We call upon you for action that is

grounded in honest discourse, devoid of personal agenda or party politics. I

implore you on behalf of the people of Newtown— get to work now, cross the

aisle, find the common ground needed to move all of us forward. Let me close by

saying, too, that most of our municipalities have practiced what we ask you to

practice – caution, care, and insight into the conditions faced by taxpayers.

I believe in Connecticut – that our state is worth fighting for. The people of

Newtown will do their part – please just bring forth a plan that values us as your

partners, be thoughtful, careful, incremental – and, please, above all, do not add

any more weight to the tax burden with unfunded mandates. This is not the time

to be adding to the financial stress of our towns and cities by asking them to do

even more than what is on the books now. Frankly, what should be happening is a

lessening of those existing mandates, a reconsideration of what is the right and

proper roles of government and what services and programs our tax payers

should be called upon to perform. It is unfathomable to me, given the financial

uncertainties and challenges of the time, that the legislature would even consider

adding more unfunded responsibilities to the tax burden faced by Ct residents and businesses. Please don't fail us in that responsibility.

Thank you for listening. We are counting on you.

TEMPORARY [NON-RENEWABLE]
LICENSE AGREEMENT

This Agreement, made by and between the **TOWN OF NEWTOWN**, a Connecticut Municipal Corporation, acting herein by E. Patricia Llodra, its Selectperson, duly authorized (hereinafter referred to as "Licensor") and **LOF Adaptive Skiers, Inc. (LOF)**, a Connecticut corporation with an office and place of business in Newtown, Connecticut, acting herein by Joel Zeisler, Its President, duly authorized (hereinafter referred to as "Licensee").

WITNESSETH: That the Licensor has licensed and does hereby license to the said Licensee the premises located on Bridge End Farm Lane also known as Walnut Tree Hill Ballfield and is described in Schedule A hereto, commencing as of the date set forth below and terminating on the 30th day of September, 2017.

The Licensee agrees that it will use said premises only for facilitating its mission to serve the disabled and storage of its equipment and for no other purpose and further agrees to maintain insurance on its equipment as well as provide liability insurance for the benefit of Licensor.

AND THE SAID LICENSOR covenants with the said Licensee that it has good right to license said premises in manner aforesaid, and that it will suffer and permit said Licensee (keeping all the covenants on its part, as hereinafter contained) to occupy, possess and enjoy said premises during the term aforesaid, without hindrance or molestation from Licensor.

AND THE SAID LICENSEE covenants with the said Licensor to use said premises as aforesaid, that it will commit no waste, nor suffer the same to be committed thereon, nor injure nor misuse the same; and also that it will not assign this license nor a part thereon, nor make alterations therein, nor use the same for any purpose but that hereinbefore authorized, without written permission from said Licensor but will deliver up the same at the expiration or sooner determination of its use in as good condition as they are now in, ordinary wear, and other unavoidable casualties excepted.

LICENSEE further agrees as follows:

1. LOF Adaptive Skiers, Inc. may, at no cost, use property owned by the Town of Newtown, as described in Schedule "A", to run events in which it facilitates the recreation of disabled individuals until September 30, 2017, at such times and dates as described herein below. Such property may be used to access the water for the purpose of engaging in aquatic sports, including, but not limited to: water skiing, kayaking, boating, swimming, and fishing.

2. In preparing said property for use, LOF Adaptive Skiers, Inc. will improve said property by removing brush so said the property may be accessed. LOF Adaptive Skiers, Inc. shall not be responsible for any normal wear to property caused by its use, including this removal of brush.
3. Town of Newtown shall provide LOF Adaptive Skiers, Inc. with access to said property, including use of a key to the gate which controls access to said property. Such access shall be along the "third base line or side" of the existing baseball field and such access shall be sufficient for individuals with severe mobility impairments.
4. Town of Newtown and LOF Adaptive Skiers, Inc. shall collaborate in determining the scheduling any events so that it does not interfere with other uses of said property, including baseball games or other municipal events. LOF further agrees to use the property only on the days set forth in Schedule B and no others. Provided, however, in the event of a rain out, LOF may reschedule an event. No event, however, may be rescheduled subsequent to September 30, 2017.
5. LOF Adaptive Skiers, Inc. shall provide one or more sheds in which LOF Adaptive Skiers, Inc. may store equipment. No equipment will be stored on the property unless it is stored within one of these sheds. Such sheds shall be removed and stored by LOF Adaptive Skiers, Inc. upon the expiration of this license.
6. LOF Adaptive Skiers, Inc. shall provide a dock of approximately 40 feet, including catwalk. Such dock shall be removed and stored by LOF Adaptive Skiers, Inc. upon the expiration of this license.
7. LOF Adaptive Skiers, Inc. shall provide access to accessible bathrooms on said property.
8. LOF Adaptive Skiers, Inc. shall only hold events at reasonable times. Parties agree that no events shall be held prior to 9:00am and shall end no later than 3:00pm, inclusive of time it may take to clean up from such events.
9. LOF Adaptive Skiers, Inc. shall name the Town of Newtown on its liability insurance during its use of the property and shall maintain such liability insurance at all times.
10. LOF Adaptive Skiers, Inc. will not use the property to launch boats or jet skis outside of event hours.
11. LOF Adaptive Skiers, Inc. will post signs that prohibit the general public from using its catwalk, dock, and sheds.
12. LOF Adaptive Skiers, Inc. agrees, for the 2018 season, to continue to explore alternative locations, recognizing that, absent unusual circumstances not currently

envisioned, licensor is unlikely to grant a permanent or even another temporary license to use these premises.

PROVIDED, HOWEVER, and it is further agreed that if the said Licensee shall assign this License, or otherwise dispose of the whole or any part of said licensed premises, or use the same for any purpose but that hereinbefore authorized or make any alteration therein without the consent of the Licensor in writing, or use the property at any unauthorized dates or times, or shall commit waste or suffer the same to be committed on said premises, or injure or misuse the same, then this License shall thereupon, by virtue of this express stipulation herein expire and terminate immediately, and the Licensor may, at any time thereafter, re-enter said premises, and the same have and possess as of their former estate, and without such re-entry, may recover possession thereof in the manner prescribed by the law; it being understood that no demand for license fee, and no re-entry for condition broken, as at common law, shall be necessary to enable the Licensor to recover such possession pursuant to said law, but that all right to any such demand, or any such re-entry is hereby expressly waived by the said Licensee.

Licensee shall hold Licensor harmless from all claims, liabilities (statutory or otherwise), suits, demands, judgments, costs, interest and expense (including but not limited to reasonable attorney's fees and disbursement for bodily injury) and for property damage which may arise due to Licensee's negligence or willful misconduct or any condition created by or on behalf of Licensee on or about any portion of the Licensed Premises. In case any action or proceeding is brought against Licensor by reason of any one or more thereof, Licensee shall pay costs, reasonable attorney's fees, expenses and liabilities resulting therefrom and resist such action or proceeding at Licensee's expense by attorneys chosen by Licensee and reasonably satisfactory to Licensor.

AND THE LICENSEE covenants that in the event the Licensor is required to employ an attorney in order to enforce a provision of this license, the Licensee shall pay a reasonable attorney's fee.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, and to a duplicate of the same tenor and date, this 21st day of Aug 2017 2017.

Signed, sealed and delivered
in presence of

TOWN OF NEWTOWN

Dated: Aug 21, 2017

By E. Patricia Lodra
Its Agent, Duly Authorized

LOF ADAPTIVE SKIERS, INC.

Dated: Aug 22-17 By Joel Zorlin
Its President, Duly Authorized



Sandy Hook Permanent Memorial Commission Update

Newtown Municipal Center

September 5th, 2017

Mission Statement: The mission of the Permanent Memorial Commission is to make a recommendation to the Board of Selectmen for a Permanent Memorial that remembers, honors and celebrates those 26 who died as a result of the Sandy Hook Elementary School shooting and serves to provide comfort to those who loved and were touched by them.

1. Information Gathering Stage - Surveys, Open Forums, In Person, Emails

- a. Phase I: 26 Families
- b. Phase II:
 - i. Parents of Students Enrolled at SHS on 12/14
 - ii. Staff Members Employed at SHS on 12/14
 - iii. Newtown PD & Dispatchers, SHFD, Newtown EMS, State Police
- c. Phase III: Community at Large
- d. Phase IV: 26 Families (Ongoing)

2. Benchmarking of Communities

- a. 9/11 Commission
- b. Columbine Thesis
- c. Virginia Tech
- d. Aurora

3. Location Inventory / Selection

- a. Sub Committee worked with the Town of Newtown and Land Use Office to understand different locations available in town
- b. Based on information gathering, we created a criteria for what type of land we should be looking for
- c. Criteria included infrastructure, seclusion from noise, expansive views, a destination, proximity to Sandy Hook
- d. The Town has ultimately accepted a contribution of 5+ acres from the SAC Board of Trustees on Riverside Road in Sandy Hook, CT as the location for the memorial. The memorial location will be located at **SAC Field**.
- e. Our current access point to the land is via the NUSAR entrance – public works has assisted in making the entrance safer specific to view points. Please note this will not be our entrance to the memorial.
- f. Our Commission has been asked not to touch the site for prep purposes.

4. Design Selection Process



Sandy Hook
Permanent
Memorial
Commission

- a. Our Commission has been working and revising the Guidelines for Selecting a Design (GSD) to be published in the next few weeks to those interested in submitting a design.
- b. The document has been circulated to the following groups for feedback. Feedback has been updated into this document.
 - i. First Selectman / Town Legal
 - ii. Park & Rec
 - iii. Police Chief
 - iv. Land Use
- c. A press release is being created for distribution to different local and national architectural groups, landscape artists, etc.
- d. Estimated Timeline of Design Submissions:
 - i. **Phase I: initial design submissions, selection of short list (TBD quantity). Presentations to be submitted digitally.**
 - 1. Sept. 15, 2017 - Release of Guidelines for Submitting a Design
 - 2. Sept.-Oct. 2017 - Site walks for all participants
 - 3. Dec.15, 2017 - Phase I Submission process closes (5 PM EST)
 - 4. Jan. 7, 2017 - Selection of short list of 3 to 6 designs
 - ii. **Phase II: short list presentations, selection of final Design (3-6). Presentations to be made in-person.**
 - 1. Mar. 2018 - Phase II: short-list design presentations and final design selection
 - 2. Mar. 2018 - Memorial Commission to make recommendation of the selected design to the Newtown Board of Selectmen
 - 3. Spring 2018 - Town approvals process
 - iii. **Phase III: finalization of Design, bidding, construction**
 - 1. Spring 2018 - selected design team to finalize the design and prepare construction documents
 - 2. Spring 2018 construction bidding
 - 3. June 2018 - Municipal budget process begins
 - 4. Spring 2019 - Begin construction
 - 5. Fall 2019 - Complete construction
 - 6. Dec 2019 Dedication
- e. Our Commission will ultimately vote on the Designs submitted with assistance from an Advisory Panel. Individuals on that panel will include the following, and provide input in collaboration with our Commission on designs submitted.
 - i. Rob Sibley, Land Use
 - ii. Bob Mitchell, Public Building & Site
 - iii. Joe Daniels, Former 9/11 Memorial Commission President
 - iv. Allison Blais, Executive VP 9/11 Memorial Commission
 - v. Tom Tavella, 30+ years of experience in land use planning, landscape architecture and urban design in Connecticut
- f. Phase I Submissions will be handled digitally - The SHPMC is currently working with Town and VTS to understand how best to proceed, and has made outreach to local private IT firms who may be able to assist with the acceptance of secure online submissions.

5. Account / Funding



Sandy Hook
Permanent
Memorial
Commission

- a. Our Commission currently has approximately \$165,000 committed to this project, and is not aware of final costs associated until designs have been identified.
 - i. \$130,000 in the Town of Newtown Account from contributions after 12/14
 - ii. \$10,000 committed from the Glen Atkinson Memorial Fund
 - iii. \$25,000 committed from the Newtown Memorial Fund
- b. Although a dollar amount has not been put on this project at this time, more money will likely be needed to complete the project based on benchmarking similar projects.
- c. It has been asked that fundraising be minimal by multiple of the most impacted families. We take this seriously, and understand their thinking.
- d. It has been discussed that this is in fact a Town Commission, appointed by the Newtown Board of Selectmen, which in turn will benefit the full Newtown community. Therefore we should consider CIP funds to complete this project.
- e. Understanding the current budget shortfalls of the State of Connecticut, we understand this isn't an immediate necessity, although we should be considering place holders for dollars for this project. The Commission will look to the Board of Selectmen on this.

6. Questions / Moving Forward

- a. The Commission will need some hand holding navigating the town government process to ensure as this project progresses and we are moving forward in a compliant way.
- b. Should we add a cap of dollars to the GSD or should we allow designers to come back with their creativity and scale back from there.
- c. We're hopeful as the new administration transitions at the end of 2017 that there will be support for this project. We want to be partners as this is a non-political Commission working hard to ensure each decision we are making is being rooted in our mission statement.

DRAFT

Guidelines for Submitting a Design
For the Construction of a Permanent Memorial
to Honor The Lives Lost at Sandy Hook School on December 14, 2012
V. 23 August 24, 2017

Release Date: September 15, 2017

Submissions Due: December 15, 2017



Sandy Hook
Permanent
Memorial
Commission

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By Kyle Lyddy and Pat Llodra

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1 Invitation to Submit a Design

On behalf of the Board of Selectmen of the Town of Newtown, CT, the Sandy Hook Permanent Memorial Commission (“Commission”) invites designers to submit a schematic design for a Sandy Hook Permanent Memorial (hereinafter referred to as the “Memorial design” or “Design”), along with a project narrative.

GSD Issue Date: Friday, September 15, 2017

Submissions Accepted Until: Friday, December 15, 2017, 5 p.m. EST

It is the intention of Sandy Hook Permanent Memorial Commission that the selected designer or design team be engaged in the subsequent phases of developing the Memorial. **Subsequent phases of development are dependent upon funding availability and successful negotiations of the required agreements between all parties.** The Sandy Hook Permanent Memorial Commission, the Board of Selectmen, and the Town of Newtown are not obligated to proceed to subsequent phases of development that may be described in this GSD.

GSD issued and administered by:

Sandy Hook Permanent Memorial Commission
Newtown Municipal Center
3 Primrose Street
Newtown, CT 06470
<http://www.sandyhookpermanentmemorial.com/>

2 Eligibility

All interested designers, including but not limited to landscape architects, architects, and artists, are invited to apply individually or as teams. Emerging design professionals are encouraged to submit a design.

Those who have previously submitted or presented Memorial designs to the Town or the Sandy Hook Permanent Memorial Commission must resubmit their designs according to the guidelines and submission requirements presented in this document in order to have their proposals considered.

3 History and Background Information

3.1 Historical Events

The December 14, 2012 shootings at Sandy Hook Elementary School, in which a lone gunman killed six educators and 20 first-grade students, resulted in devastating losses and shock to the entire Newtown community and the country. The outpouring of support from all over the world was deeply appreciated by the community. Spontaneous memorials appeared throughout the town, including flowers, toys, and angels. Hundreds of cards and gifts were delivered to the town and painstakingly archived by volunteers.

As our shock subsided, deep sorrow and pain remained. Yet, a desire to memorialize the victims, under the auspices of Newtown, held strong. Today we are united not only in our grief for those twenty-six lives lost, but also in our commitment to honor their memory.

The Newtown Board of Selectmen assembled a memorial commission of volunteers, the “Sandy Hook Permanent Memorial Commission,” which is comprised of some family members of those lost, and other community members. This Commission has been working with families of the victims, Sandy Hook Elementary School faculty and staff, emergency responders, others directly involved in the tragic event, elected officials, and the community at large to develop a permanent memorial to mark the tragedy and honor the victims. After a lengthy search the Commission has identified a memorial site. Additionally, tribute items placed in spontaneous and temporary memorial sites have been archived.

3.2 Charge to the Permanent Memorial Commission

The following was approved by the Newtown Board of Selectmen September 16, 2013:

The Board of Selectmen shall appoint a commission of twelve (12) residents to lead the community through the process of determining the nature, location, and funding of a permanent memorial(s) to honor the memory of those lost in the Sandy Hook School shooting on December 14, 2012, in order to make a recommendation to the Board of Selectmen and provide interim requests for information as required.

It is expected the Permanent Memorial Commission shall:

- Solicit ideas to be submitted for consideration and review offers and suggestions received from many interested persons and organizations, including those which have been archived by the Cultural Arts Commission and other town departments;
- Directly solicit input and meaningfully engage with families of victims and survivors, Sandy Hook School faculty and staff, and Sandy Hook School parents;
- Conduct public hearings for community input;

- Work with Town departments in determining available / appropriate locations;
- Conduct all of its review and decision making consistent with public processes;
- Recommend to the Board of Selectmen, Commission findings related to the nature, location and funding of a memorial(s);
- Conduct inquiries as the commission deems necessary.

3.3 Mission Statement and Goals

The mission of the Sandy Hook Permanent Memorial Commission is to make a recommendation to the Board of Selectman for a Permanent Memorial that remembers, honors and celebrates those 26 who died as a result of the Sandy Hook Elementary School shooting and serves to provide comfort to those who loved and were touched by them.

A primary goal established by the Commission for this outdoor permanent Memorial is to establish a unique space where the memories of lives lost in the tragedy are honored and where citizens can freely engage in peaceful reflection. The Memorial will honor those twenty-six students and educators lost at the Sandy Hook Elementary School on December 14, 2012.

Additional background and contextual information for the Sandy Hook Permanent Memorial Commission and Memorial can be found at <http://www.sandyhookpermanentmemorial.com/>

Additional information for the Memorial project is in the APPENDICES and includes: Community Survey Results, Topographic Map of Memorial Site, Photographs of Memorial Site, Photographs of Donated Benches, Design Submission Registration Form, and Useful Information and Resources.

4 The Site

4.1 History and Location

The site designated for the Sandy Hook Permanent Memorial is 5.33 acres, part of what was formerly known as the Boys Social and Athletic Club of Sandy Hook, Inc. (SAC). (See Figure 1, p. 9, and Base Map of Memorial Site, p. 21.) The property is close to the center of Sandy Hook, a historic community within the town of Newtown. In 2017 the trustees of SAC donated the property to Newtown. Property abutters include Newtown Underwater Search and Rescue, Sandy Hook Volunteer Fire and Rescue; Treadwell Park, a town park; and residential lots.

The portion of the former SAC site to be dedicated to the Memorial contains two open areas, two ponds, woodlands, and some trails. It is believed that the ponds appeared in the 1930s when the area was mined for gravel to use in paving Route 6, when excavation reached the water table. There are no wetland soils on this property beyond the ponds' edges. The woods are mostly regrowth due to extensive lumber harvesting, agriculture, and recreational use over the past 250 years. There is a notable stand of Eastern Hemlock on the eastern portion of the property.

4.2 Visiting the Site

The site address is **32A Riverside Road, Sandy Hook, CT.**

The site is not open to the public, but the Commission will schedule several opportunities in September for participants to tour the site. Each participant/team or a representative must attend one of these sessions. Additional visits may be arranged with the Commission. Participants are also encouraged to visit the town of Newtown and the community of Sandy Hook.

Figure 1 - Location of the Sandy Hook Permanent Memorial (SHPM) Site

5 Project Description

The Commission, with support of and acknowledgment by the Board of Selectmen, is seeking an individual or team to design a permanent outdoor memorial that is informed by:

- Remembering and honoring those who lost their lives on Dec. 14, 2012;
- The Newtown community's response to the tragedy, including the emergency responders;
- Awareness that the Memorial belongs to all Newtown citizens as part of their shared experience;
- The need to speak to the broader public and to be relevant and powerful to future generations far removed from the events.

The memorial will be a public destination that provides an inspirational setting in which to remember the tragic event that shocked the Newtown community and the world. The design must respond to and respect the existing natural conditions and must provide a peaceful, contemplative environment. Designers are expected to include a high level of ecological awareness in proposed design elements as well as the intended materials and methods for construction.

6 Community Feedback

An outreach effort to the community by the Sandy Hook Permanent Memorial Commission resulted in information that may be useful to prospective designers of this project. Groups contacted during the outreach effort are listed below in chronological order:

- Families of the victims lost;
- Emergency responders to the tragedy;
- Staff and parents who were part of the Sandy Hook Elementary community at the time of the tragedy;
- Greater Newtown community.

Findings are summarized by survey categories below (see A-1 for the survey responses). These summaries represent majority opinions, with priority given to responses by victims' families, and are to be used as guidelines for designers.

Designers do not need to follow all of these guidelines based on the surveys, but they are provided in order to give participants a sense of the priorities communicated by the community.

6.1 Main Concept – Location and Nature of the Memorial, based on Community Feedback

Respondents preferred a natural, quiet, serene, embracing location, well integrated with its surroundings, for the victims' families and the greater Newtown community to visit for private reflection and contemplation. They also requested that the site be not highly visible from the surrounding areas, but be where visitors can feel safe—in short, a destination that is healing, peaceful, and welcoming.

6.2 General Principles and Design Elements

The main focus is to memorialize the victims and the beautiful essence of their individuality instead of the actual event. The Memorial should communicate the tragic and sudden loss of the innocent lives and the silence that this event left behind, but at the same time celebrate the strength and courage of the educators who died protecting the children. It should communicate the limitless possibilities of the children's imaginations but not be childlike. The Memorial should not be physically imposing or ideologically overbearing, but through its simplicity should communicate the great depth of our loss.

The Memorial should instill in visitors uplifting feelings of peace, love, and hope.

- Stone and water should be considered.
- Plants that attract butterflies and other wildlife are welcome.
- Some sort of seating should be available for quiet reflection . [Twenty-six granite benches have been donated for use in this memorial, at the designer's discretion. Photographs of the benches are on p. 23.]
- The design should avoid complexity or ornateness in favor of simplicity.

Please Avoid:

- The numbers "12/14" or "26" as design elements;
- Religious or political connotations;
- Literal depictions of the victims (i.e. images, sculptures etc.);
- Extensive use of metal as a design element;
- Concepts including a playground or play equipment;
- Plants on the Connecticut Invasives Plants list (http://cipwg.uconn.edu/invasive_plant_list/) and those not hardy to USDA Zone 6b.

Other Considerations:

- Consider natural energy resources whenever possible.
- The possibility of vandalism needs to be kept in mind.

7 Additional Design Criteria (by the Commission)

The Design must be in keeping with the existing site and surroundings. The site is situated in a rural part of Newtown and contains woods, wetlands, and ponds. Nearby properties include residences and farms.

The entire site should be considered by the designer so that visitors experience it as a park-like setting. This does not mean that every part of the site should be landscaped (the site's character should be preserved), but program elements should be well integrated with the site.

- The entry drive to the site from Riverside Road must be used as shown in Fig. 2. The entry drive is the first experience by visitors of the Memorial and shall set the mood for their overall experience. The drive shall be well concealed from neighboring properties, but the entrance should be welcoming. Safe sight lines must be established at the entrance/exit on Riverside Road.
- Parking for 16-20 vehicles, including 2 handicapped parking spaces, must be included.
- Paths/trails connecting to the existing Treadwell Park trail and to the ponds are encouraged. There are some existing trails which may be incorporated into this network.
- Although Memorial hours will be dawn to dusk, security lighting should be incorporated.
- Proposed plantings shall be mostly native, deer resistant, and well suited to the region and microclimate.
- Every aspect of the proposed Design shall conform to the highest level of environmental standards. Designers are encouraged to use natural materials.
- At this time, the Commission does not have a maximum cost for this project. But designers are encouraged to use common-sense restraint, without sacrificing design integrity, regarding the potential construction budget and future maintenance costs.
- The Design should strive for moderate maintenance requirements.

7.1 Sacred Soil

Following the tragedy, many items were left as temporary memorials throughout town, including stuffed animals and flowers. These items were later incinerated, with the resulting ash called "sacred soil." It is hoped that the sacred soil can be used in the Memorial. This material is slightly more than 1 cubic yard in volume. By order of the state Department of Energy and Environment (CT DEEP), the sacred soil is a regulated material and therefore must be sealed within a container or structure that will not allow it to leach out.

Figure 2 – Property Map

8 Selection Process and Criteria

The selection process is broken into two phases: I--review of initial submissions, and II--review of a short list selected from the initial submissions.

Phase I – Initial Design Submissions and Selection

Following their review of submitted designs, the Commission, with advice by a group of outside professionals, will select a “short list” of 3 to 6 designers to participate in the second phase of the selection process. Short-listed designs will be selected using the following considerations, in addition to fulfilling the requirements outlined in 9.1:

- Aesthetic excellence, inventiveness, and creativity;
- Responsiveness to community feedback (see Section 6 and A-1) and sensitivity to concerns of the victims’ families;
- Responsiveness to the Charge and Mission of the Commission;
- Ecological sensitivity of design and its required maintenance.

Phase II – Presentations by Short-Listed Designers

The designers on the short list will be invited to further develop their Memorial designs over the following 8 weeks and then present them to the Commission.

Short-listed designers will be required to provide cost estimates of construction as part of their subsequent presentations. Nonprofessionals selected for the short list will be required to partner with experienced professionals for Phase II presentations.

Following the presentations by short-listed designers, a final selection of one design will be made. The Commission will then recommend this design to the Newtown Board of Selectmen.

9 Phase I and Phase II Design Submission Requirements

The Commission reserves the right to reject any submission not complying with these requirements.

9.1 Submission Process

1. Should you plan to submit a design, you must first submit the registration form, including designer biographical statement (See A-V).
2. The SHPMC will confirm receipt of the registration form and will provide you with a unique identification number, which you will then use on all submitted materials.
3. Submit materials (see below). Submissions must be made digitally, identified only by your identification number, following these instructions:

9.2 Submission Content (must be submitted under registration id number).

1. **Project Narrative**, not to exceed 1 page, which presents the concept, intent, and program of the proposed Memorial design;
2. **Drawings:**
 - a. 2 Plans:
 - One plan to show core aspects of the proposed memorial, scale to be determined by designer (no smaller than 1"=20')
 - Overall site plan, showing entry drive, parking, and proposed paths (1"= 30');
 - b. Elevations (min. 2);
 - c. Sections (min. 2);
 - d. 3-D rendering and/or illustrative drawings (no more than 5).

9.3 Submission Format

1. Submissions shall be made in a single pdf file, not to exceed 15 MB in size.
2. Text should not be less than 12 point and in a standard font such as Times Roman or Arial to ensure that the selection panel can readily review the submission materials as projected in a 30-person conference room setting.

9.4 Phase I Submissions Accepted Until October 27, 5:00 pm (EST)

9.5 Receipt of Phase I Submissions

Applicants will receive an email acknowledgement that their submittal has been successfully received. If you do not receive an acknowledgement within 5 business days from uploading the files, contact the Commission at www.sandyhookpermanentmemorial@gmail.com.

9.6 Phase II Presentation Requirements

Requirements for Phase II presentations will be conveyed to the selected short-listed designers at the time of notification.

10 Projected Timeline (subject to change; updates will be posted at www.sandyhookpermanentmemorial.com)

The process by which the Memorial will be created is to occur in three phases:

Phase I: initial design submissions, selection of short list

- Sept. 15, 2017 - Release of Guidelines for Submitting a Design
- Sept.-Oct. 2017 – Site walks for all participants
- Dec.15, 2017 - Phase I Submission process closes (5 PM EST)
- Jan. 7, 2017 - Selection of short list of 3 to 6 designs

Phase II: short list presentations, selection of final Design

- Mar. 2018 – Phase II: short-list design presentations and final design selection
- Mar. 2018 – Memorial Commission to make recommendation of the selected design to the Newtown Board of Selectmen
- Spring 2018 – Town approvals process

Phase III: finalization of Design, bidding, construction

- Spring 2018 – selected design team to finalize the design and prepare construction documents
- Spring 2018 construction bidding
- June 2018 – Municipal budget process begins
- Spring 2019 – Begin construction
- Fall 2019 – Complete construction
- Dec 2019 Dedication

11 Fees and Contracts

A design fee for the scope of work described in this GSD will be established by contract with the Town of Newtown and the selected designer/team. This will include but is not limited to:

- design development, construction documentation, cost estimating, bid documentation, construction oversight;
- costs such as travel, printing, meetings, and other administrative costs.

Separate contracts will subsequently be established between the Town and selected contractors for constructing the project.

Acknowledgements

The Sandy Hook Permanent Memorial Commission wishes to thank JMC Planning, Engineering, Landscape Architecture & Land Surveying, LLC, for their substantial assistance with the preparation of this document, which includes providing the base map, grading studies, and figures for this document.

Our gratitude also goes to Beth Evans, environmental consultant, who assessed the ponds and overall site conditions and provided valuable recommendations.



Many others have provided invaluable assistance as well, including:

George Benson, Director of Land Use and Planning;
Glenn Davis, Drone Services;
Fred Hurley, Director of Public Works;
Lynn Kovak, SHPMC clerk;
Pat Llodra, First Selectman;
Amy Mangold, Director of Parks and Recreation;
Sue Marcinek, Assistant to the First Selectman/SHPMC clerk;
Carl Samuelson, Assistant Director of Parks and Recreation;
Rob Sibley, Assistant Director of Land Use and Planning.

Many thanks to all of the above, and to any who may have been inadvertently left off this list.

Appendix A-I

Community Survey Results

 Sandy Hook Permanent Memorial Commission		Sandy Hook Permanent Memorial Commission Phase II & III Results / Trends Phase I & IV results are not shown at this time as the importance of communicating with the 26 families is ongoing at this time.							 Sandy Hook Permanent Memorial Commission	
DIGITAL SURVEYS										
Phase I / Phase II Groups	Should there be a memorial?	Physical or Abstract?	Outdoor / Indoor or Both	Different Themes to Honor Victims?	Overall Feeling of a Memorial	What type of memorial would you NOT like to see	Certain Elements to be Included	Certain Elements Not to be Included		
Sandy Hook Staff 41 Responses Digital Survey	90% Yes 10% No	95% Physical 5% Abstract	74% Outdoor 0% Indoor 26% Both	59% Yes 41% No	Hopeful Reflective Linked to Nature Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Metal		
Sandy Hook Parents 243 Total Responses Digital Survey	95% Yes 5% No	88% Physical 12% Abstract	71% Outdoor 2% Indoor 27% Both	54% Yes 46% No	Hopeful Reflective Solemn Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Wood Metal Sculpture		
	Secluded or High Traffic Area?	Free From Outside Noise	Expansive Views or Inwardly Focused	Separate Destination or Included into town setting	Easily Seen if not intended to go?	Most appropriate location	Trends			
Sandy Hook Staff 41 Total Responses Digital Survey	81% Secluded 19% High Traffic	64% Yes 36% No	Expansive 71% 29% Inwardly	55% Separate 45% Included	42% Yes 58% No	71% Sandy Hook 9% Newtown 20% Gave a specific location	1. Should embrace those lost and honor survivors. 2. A sense of community should be felt 3. Rock of angels was discussed 4. Concerned about security and maintenance 5. Fairfield Hills was a common location 6. Scholarships should be considered			
Sandy Hook Parents 243 Total Responses Digital Survey	88% Secluded 12% High Traffic	62% Yes 38% No	65% Expansive 35% Inwardly	69% Separate 31% Included	33% Yes 67% No	80% Sandy Hook 8% Newtown 12% Gave a specific location	1. Assure 26 families are involved in decision making 2. Celebrate community in this memorial 3. Should have a single theme 4. Memorial should be tied to nature 6. Fairfield Hills was a common location 7. Consider the winter months when discussing the memorial			
HIGHLIGHTS									TRENDS (In order of importance)	
Emergency Services SHFD, NPD, EMS, State Police, Dispatchers Written Surveys	2. No political accents that represent mental health or gun control 3. No souvenirs or anything to purchase 4. Memorial should be respectful. 5. Safety needs to be considered for this. 6. One thematic that should be considered is "Hopes & Dreams"					1. Priority should be 26 families in this process.				
HIGHLIGHTS										
Open Forums / Public	1. Families should be considered when discussing the design 2. Location needs to come first in this discussion 3. There are groups in the community willing to assist us with funds when it comes down to the fundraising component 4. Security / Night time / Winter time need to be considered when discussing the memorial 5. More input will be given from the community once we get into the design and location stage 6. Discuss Fairfield Hills as an option, but do your diligence and look into Sandy Hook/private locations 7. Communicate "love" in the memorial, as that is what has helped define Newtown									

Appendix A-II

Base Map of Memorial Site (downloadable AutoCAD version at sandyhookpermanentmemorial.com)

Appendix A-III

Photographs of the Memorial Site - FORTHCOMING

Appendix A-IV

The donation of these 26 granite benches was organized by a Newtown resident shortly after the tragedy, and the money for them was provided by dozens of individuals. Each bench has an inscription of the first and last name of a victim. Use of these benches in the design is encouraged but not mandatory.

- The top of each bench is 50" x 12" x 4" thick.
- Letters are 1.75" high, in black Litho font.
- Surface finish is polished; edges are rock face.
- Two different colors of granite: "Autumn Pink" for children, "Woodbury" for adults.
- Letter size is 1.75" and text is black.



Mock-Up of Bench Setup



20 Benches Identifying Children



Granite Bases



6 Benches Identifying Educators



**Sandy Hook Permanent Memorial
Design Submission Registration Form**

All participating designers must register before their designs will be accepted. Following registration, designers will receive a registration number, which will then be used to identify submission materials. *Please include an email address to which a registration confirmation and number may be sent.* (* = required). Submit form to www.sandyhookpermanentmemorial.com/registration

Registrant First and Last Name* _____
Company Name _____
Street Address 1* _____
Street Address 2 _____
City* _____
State* _____
Postal Code* _____
Country* _____
Phone Number – Mobile* _____
Phone Number – Office* _____ / if applicable
Email Address* _____

Additional Design Team Members	Contact Number	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledgement: By completing and submitting this form, registrant attests that he/she has read the Guideline for Submitting a Design, including all items referring to submissions, eligibility, and requirements. Registrant agrees to be bound by the requirements as stated and authorizes the Sandy Hook Permanent Memorial Commission to exhibit, publish, reproduce, and archive any or all parts of the submission.

Print Name

Signature

Date

Designer Registration, con't.

BIOGRAPHICAL STATEMENT (1 page, 500 words max).

Please include educational background and pertinent professional experience.

Useful Information and Resources

Guidelines for Submitting a Design are issued by the Sandy Hook Permanent Memorial Commission and available on our website at <http://www.sandyhookpermanentmemorial.com/>. Interested applicants may sign up to receive email updates and notification of opportunities offered through the administrative appointee of the Commission at: <http://www.sandyhookpermanentmemorial.com/>.

GSD email address: SandyHookPermanentMemorial@gmail.com

Answers to questions will be posted on the Sandy Hook Permanent Memorial website.

GIS maps of Newtown and Sandy Hook: www.newtown-ct.gov/technology/gis

Dropbox or other address for downloading materials and uploading design submissions

Ensuring the integrity of the process is a priority to the Commission. All proposals must go through this format to ensure adequate review. Be patient and flexible as we navigate this process in the most efficient manner possible. Tampering with or deviating from this process will conclude in disqualification.

Newtown Community Center Advisory Council

Organizational Reporting Structure Options

*Tuesday September 5, 2017
Meeting*



Bill Buchler, Andy Clure, Maureen Crick-Owen, Brian Hartgraves,
Nicole Hockley, Carla Kron, Amy Mangold, Kinga Walsh, David Wheeler



A Quick “Touchstone”

- **The Newtown Community Center Commission believes a Center should:**
 - Act as a vibrant, multi-generational hub for all Newtown residents
 - Promote health and healing
 - Have a reasonable model of self-sustainability
 - Provide educational, recreational, artistic & creative opportunities
 - Engage the community
 - Encourage social interaction
 - Build self-esteem
 - Showcase talent
 - As of 1/28/16, leverage the current Town CIP line item of \$5M to supplement the GE donation of \$10M – and their \$5M over 5 years to operate the Center

Our Guiding Principal for a Reporting Structure or.... “What Does Success Look Like”

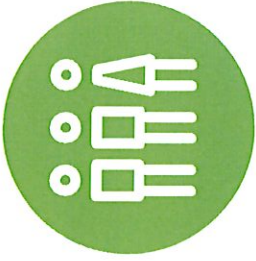
Our recommendation considered:

An initial reporting structure for the Community Center Leader which facilitates cross-department collaboration and enables the leader to focus on the successful launch, cost-efficient operation, and community connectivity of the center.

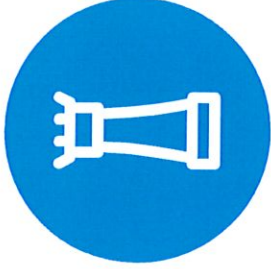
*Implicit in this role, is the ability and responsibility to complete as soon as possible a ***business plan/pro-forma invoice** -- which successfully leverages the GE operating donation of \$5M well beyond five-years.*

**One vetted by the Board of Finance*

Models



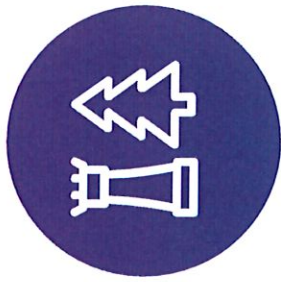
Model 1 – Outsourced Management



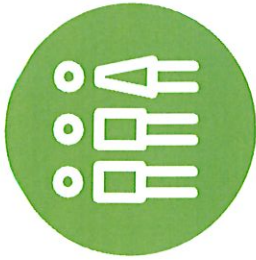
Model 2 – Stand-Alone Organization



Model 3 – Under Park & Recreation w/ Shared Staff Resources



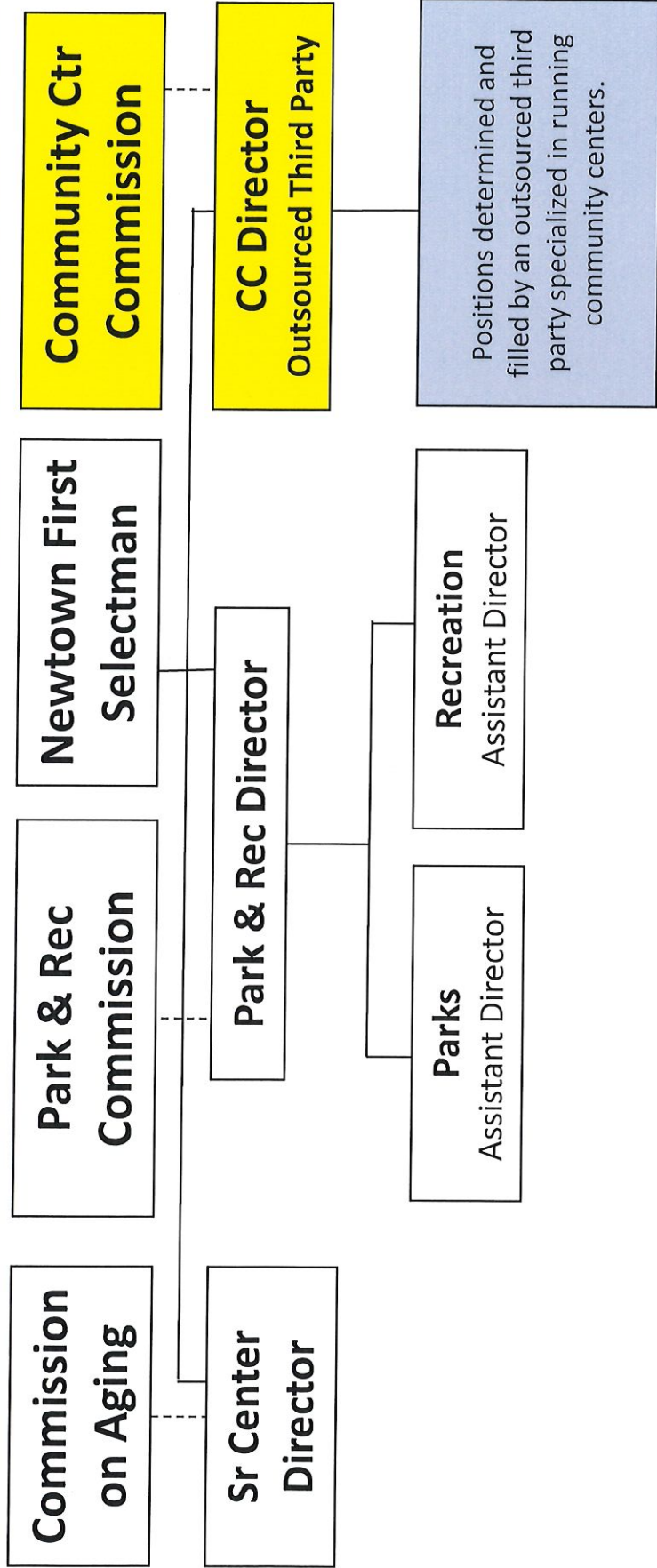
Model 4 – Hybrid of Models 2 & 3



Reporting Structure Model 1 – Outsourced Third Party

*Community Center Director is a member of/leads an overall outsourced group.
Reports to First Selectman and dotted line to a new Community Center Commission*

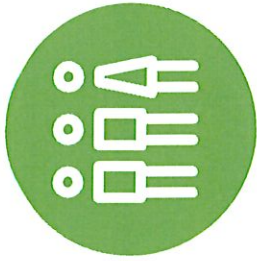
To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure



Existing Positions

New Positions

Does not include suggestions for the Senior Center



Reporting Structure

Model 1 – Outsourced Third Party

*Community Center Director is a member of/leads an overall outsourced group.
Reports to First Selectman and dotted line to a new Community Center Commission*

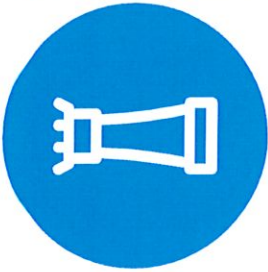
To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure

Pros	Cons
Affords our town a group which has experience running centers – from maintenance to marketing	Potential duplication of services with Park & Rec – and increased expenses
Outsourced hiring/quicker to staff	Requires time to select third-party
Third-party lead works directly with the First Selectman – having frequent interaction, input, & guidance	Potential learning curve for third-party to work within the Public Sector
Dedicated focus on Center's success – particularly marketing	Oversight of third-party requires additional time management
	Potential lack of vested interest
	Possible transfer at some point of Center management to town could provide challenges
Model with Probable Higher Cost <i>In Comparison to the Other Models</i>	

Exis

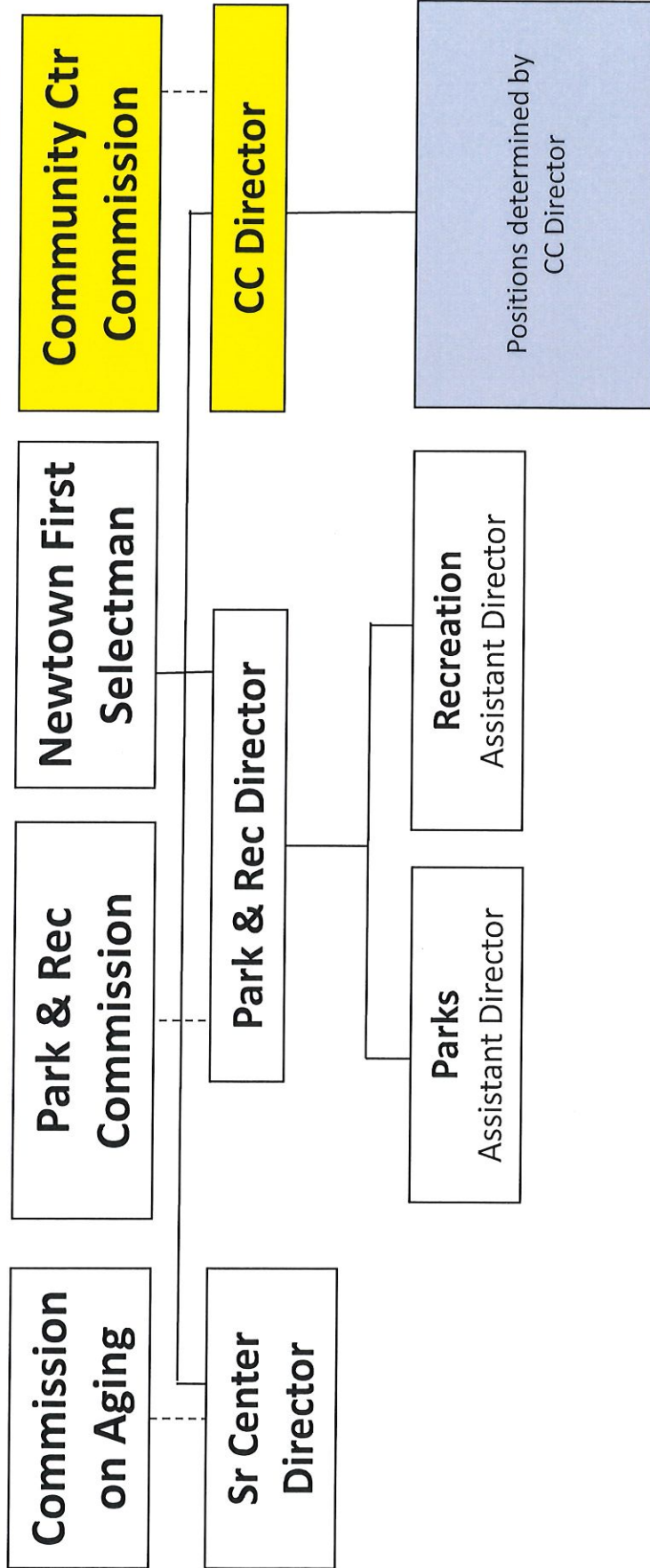
New Positions

Does not include suggestions for the Senior Center



Reporting Structure
Model 2 – Stand Alone Organization
Community Center Director Reports to First Selectman and dotted line to a new Community Center Commission

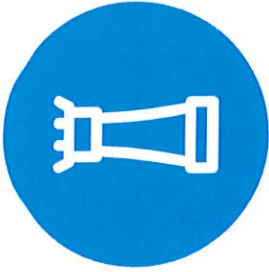
To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure



Existing Positions

New Positions

Does not include suggestions for the Senior Center



Reporting Structure
Model 2 – Stand Alone Organization
Community Center Director Reports to First Selectman and dotted line to a new Community Center Commission

To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure

Pros	Cons
A director-level leader hired for their experience running centers	Potential duplication of services with Park & Rec – and increased expenses
Community Center Director works directly with the First Selectman – having frequent interaction, input, & guidance	Possible resident confusion due to duplication of services
Dedicated focus on Center’s success – particularly marketing	Requires time to hire Community Center Director, bring up to speed, and have them hire appropriate staff
Helps create the Center’s own brand separate from Park & Recreation	
Model with Probable Higher Cost <i>In Comparison to the Other Models</i>	

Existing Positions
New Positions

Does not include suggestions for the Senior Center

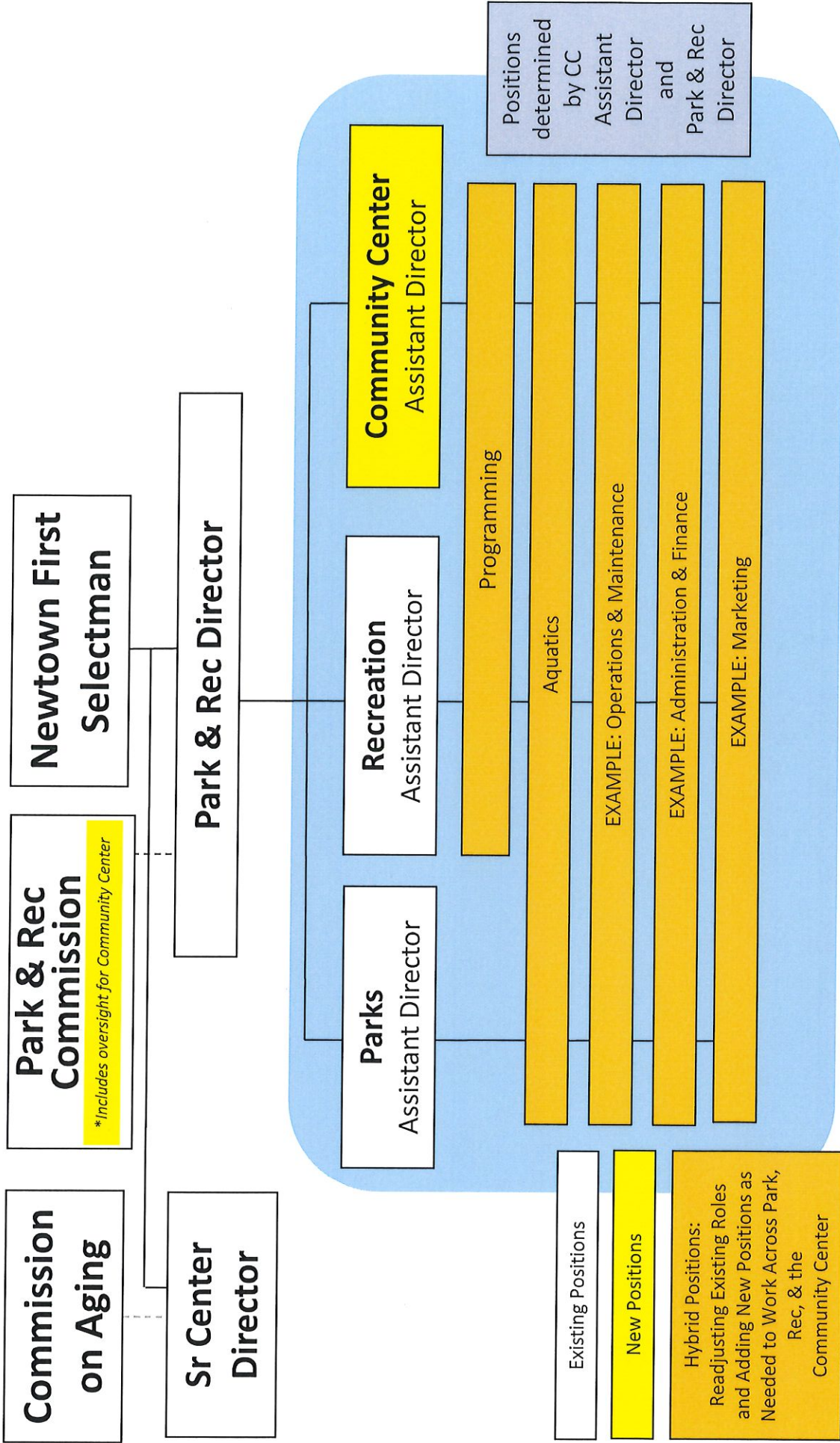


Reporting Structure

Model 3 – Under Park & Rec, Shared Staff

Part of Park & Rec, CC Assistant Director Reports to Park & Rec Director. Existing and new staff positions serve as shared resources to Parks, Rec & the Center.

To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure



Does not include suggestions for the Senior Center



Reporting Structure

Model 3 – Under Park & Rec, Shared Staff

Part of Park & Rec, CC Assistant Director Reports to Park & Rec Director. Existing and new staff positions serve as shared resources to Parks, Rec & the Center.

To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure

Pros	Cons
Shared staff could reduce operational costs	Public perception the Center is for Park & Rec programs, not a Center for Community activities
Ability to leverage existing Park & Rec staff's experience and structure	Assistant Director does not work directly with the First Selectman – having infrequent interaction, input, & guidance from them
Park & Rec Director can interface with officials on Town matters – freeing up more time for Assistant Director to focus on Center	Requires time to hire Assistant Director and bring up to speed
Less staff to hire	Requires time to create shared staff model and hire new positions
	Current Park & Rec Staff have never run a stand-alone center
Model with Probable Lowest Cost <i>In Comparison to the Other Models</i>	

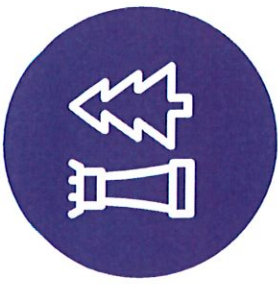
Positions determined by CC Assistant Director and Park & Rec Director

Does not include suggestions for the Senior Center

Model 4 – Hybrid (Stand Alone & Shared Staff)

To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure





Reporting Structure

Model 4 – Hybrid (Stand Alone & Shared Staff)

Hybrid of Models 2 and 3. Two Departments with two Directors -- shared staff will need to have clear reporting lines and responsibilities.

To best serve residents, collaboration is expected amongst all groups, regardless of reporting structure

Pros	Cons
A director-level leader hired for their experience running centers	Requires time to hire Community Center Director and bring up to speed
Community Center Director works directly with the First Selectman – having frequent interaction, input, & guidance	Requires time to create shared staff model and hire new positions
Dedicated focus on Center's success – particularly marketing	Current Park & Rec Staff have never run a stand-alone center
Shared staff could reduce operational costs	
Ability to leverage existing Park & Rec staff's experience and structure	
Less staff to hire	
Model with Probable Medium Cost <i>In Comparison to the Other Models</i>	

Positions determined by CC Director and Park & Rec Director

Does not include suggestions for the Senior Center

Reporting Structure Models Snapshot Overview



Key Factors	Model 1 Outsourced	Model 2 Stand Alone	Model 3 Under P&R, Shared Staff	Model 4 Hybrid
Cost	Higher	Higher	Lower	Medium
Related Experience	Higher	Higher	Medium	Higher
Singular Focus on Center	Medium	Higher	Medium	Higher
Hiring Ease	Easier	Harder	Medium	Medium

*An initial reporting structure for the Community Center Leader which facilitates cross-department collaboration and enables the leader to focus on the successful launch, cost-efficient operation, and community connectivity of the center. Implicit in this role, is the ability and responsibility to complete as soon as possible a *business plan/pro-forma invoice -- which successfully leverages the GE operating donation of \$5M well beyond five-years. (*One vetted by the Board of Finance)*

Compared to Other 3 Models

RECOMMENDATION

Reporting Structure Models

Snapshot Overview



Compared to Other 3 Models

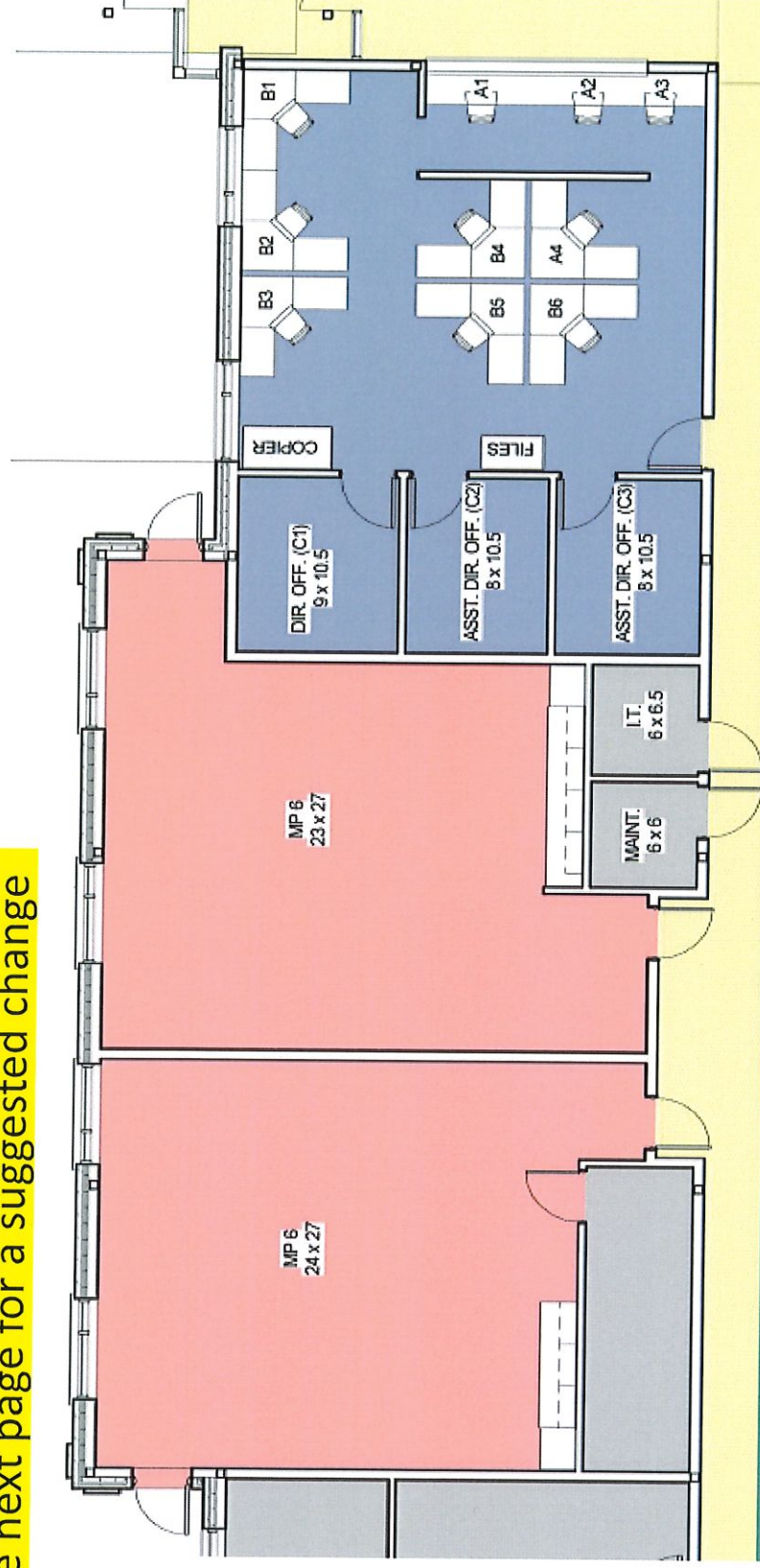
Key Factors	Model 1 Outsourced	Model 2 Stand Alone	Model 3 Under P&R, Shared Staff	Model 4 Hybrid
Cost	Higher	Higher	Lower	Medium
Related Experience	Higher	Higher	Medium	Higher
Singular Focus on Center	Medium	Higher	Medium	Higher
Hiring Ease	Easier	Harder	Medium	Medium

*An initial reporting structure for the Community Center Leader which facilitates cross-department collaboration and enables the leader to focus on the successful launch, cost-efficient operation, and community connectivity of the center. Implicit in this role, is the ability and responsibility to complete as soon as possible a *business plan/pro-forma invoice -- which successfully leverages the GE operating donation of \$5M well beyond five-years. (*One vetted by the Board of Finance)*

Administrative Space for Center Operations

PREFERENCE: Admin Plan #1

- Provides most square footage for adjacent MP Room – 621sf
- Could co-locate Park & Rec and Community Center Directors (Sr Center Director is down the hall)
- Provides professional space for staff to run the Center and serve the community
- See next page for a suggested change

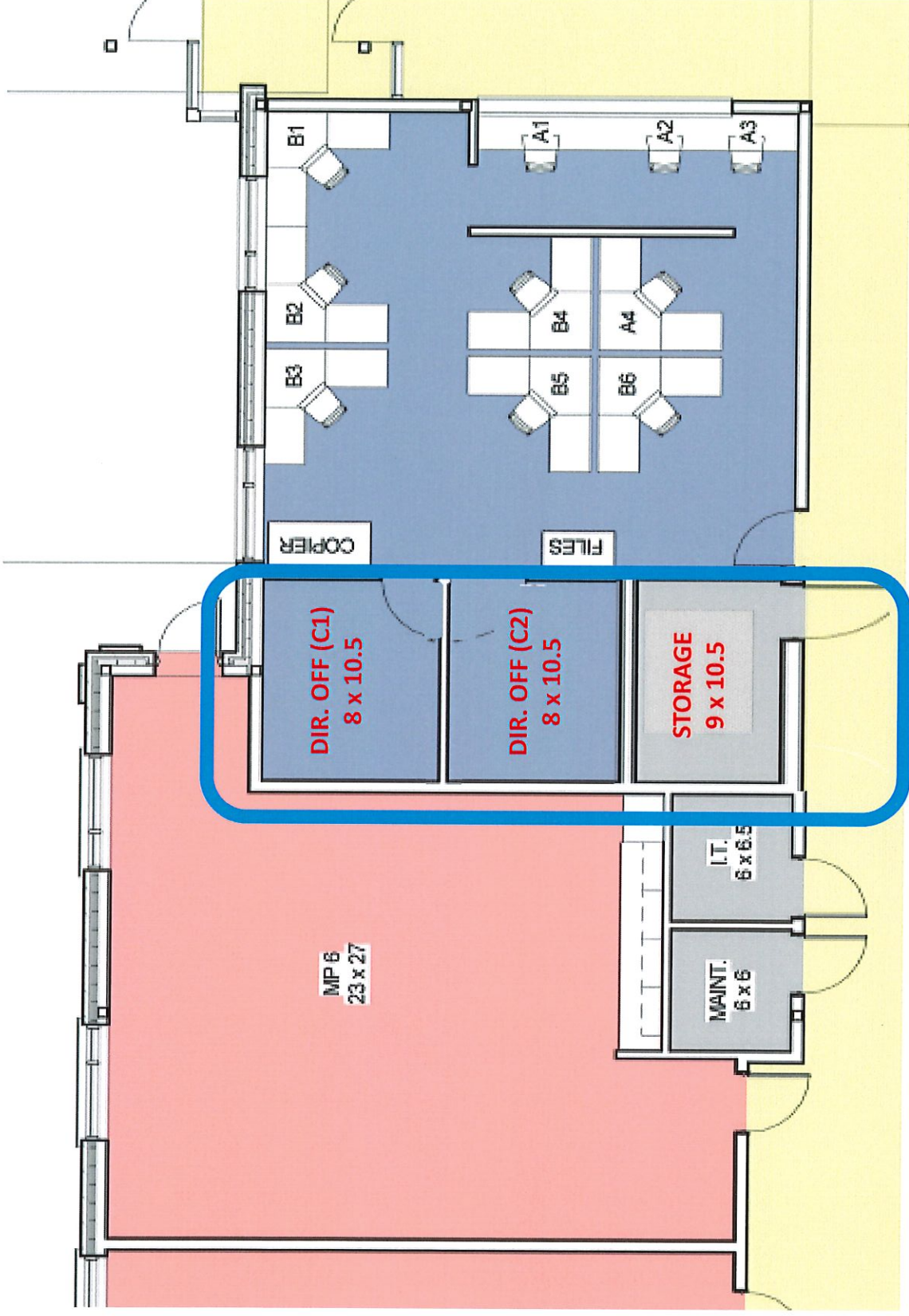


CAVEAT:

We need to be mindful to not short-change administrative space needs
In a larger layout, if an office or cube-area are not needed, they could be converted
to much needed storage room in the future

PREFERENCE Admin Plan #1 with recommended change

- Make third office a storage space accessible from the hall – increase to 9 x 10.5
- Make directors' offices the same size – 8 x 10.5



RECOMMENDATION

Reporting Structure Models

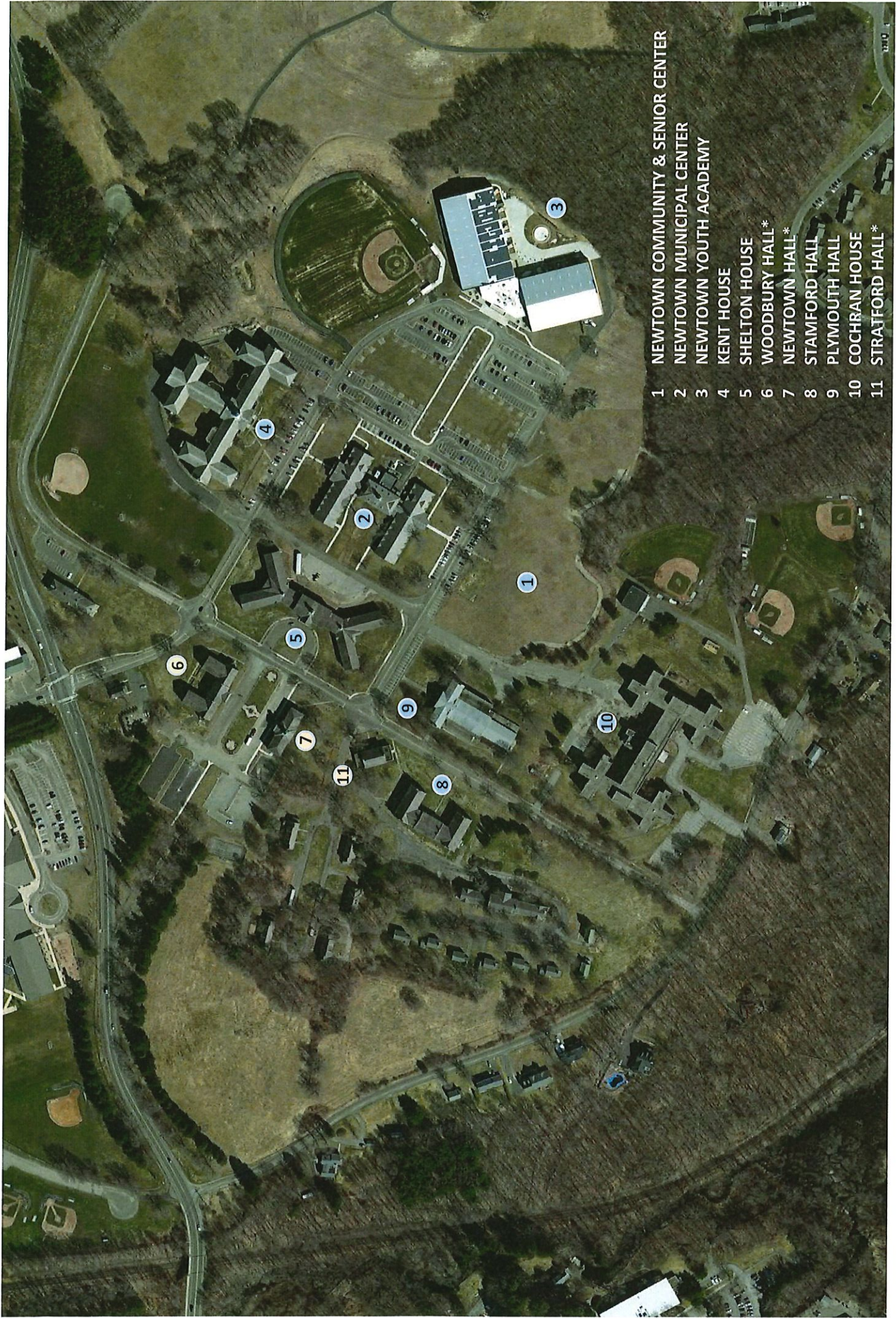
Snapshot Overview



Compared to Other 3 Models

Key Factors	Model 1 Outsourced	Model 2 Stand Alone	Model 3 Under P&R, Shared Staff	Model 4 Hybrid
Cost	Higher	Higher	Lower	Medium
Related Experience	Higher	Higher	Medium	Higher
Singular Focus on Center	Medium	Higher	Medium	Higher
Hiring Ease	Easier	Harder	Medium	Medium

*An initial reporting structure for the Community Center Leader which facilitates cross-department collaboration and enables the leader to focus on the successful launch, cost-efficient operation, and community connectivity of the center. Implicit in this role, is the ability and responsibility to complete as soon as possible a *business plan/pro-forma invoice -- which successfully leverages the GE operating donation of \$5M well beyond five-years. (*One vetted by the Board of Finance)*



- 1 NEWTOWN COMMUNITY & SENIOR CENTER
- 2 NEWTOWN MUNICIPAL CENTER
- 3 NEWTOWN YOUTH ACADEMY
- 4 KENT HOUSE
- 5 SHELTON HOUSE
- 6 WOODBURY HALL *
- 7 NEWTOWN HALL *
- 8 STAMFORD HALL
- 9 PLYMOUTH HALL
- 10 COCHRAN HOUSE
- 11 STRATFORD HALL *



NEWTOWN COMMUNITY & SENIOR CENTER

BOARD OF SELECTMEN
September 5, 2017



SENIOR.
CENTRE
ENTRY.



COMMUNITY CENTER	17,535 GSF
POOL & SUPPORT	17,675 GSF
MECHANICAL SHARED	1,000 GSF
SENIOR CENTER	<u>9,450 GSF</u>
TOTAL BUILDING AREA	45,860 GSF

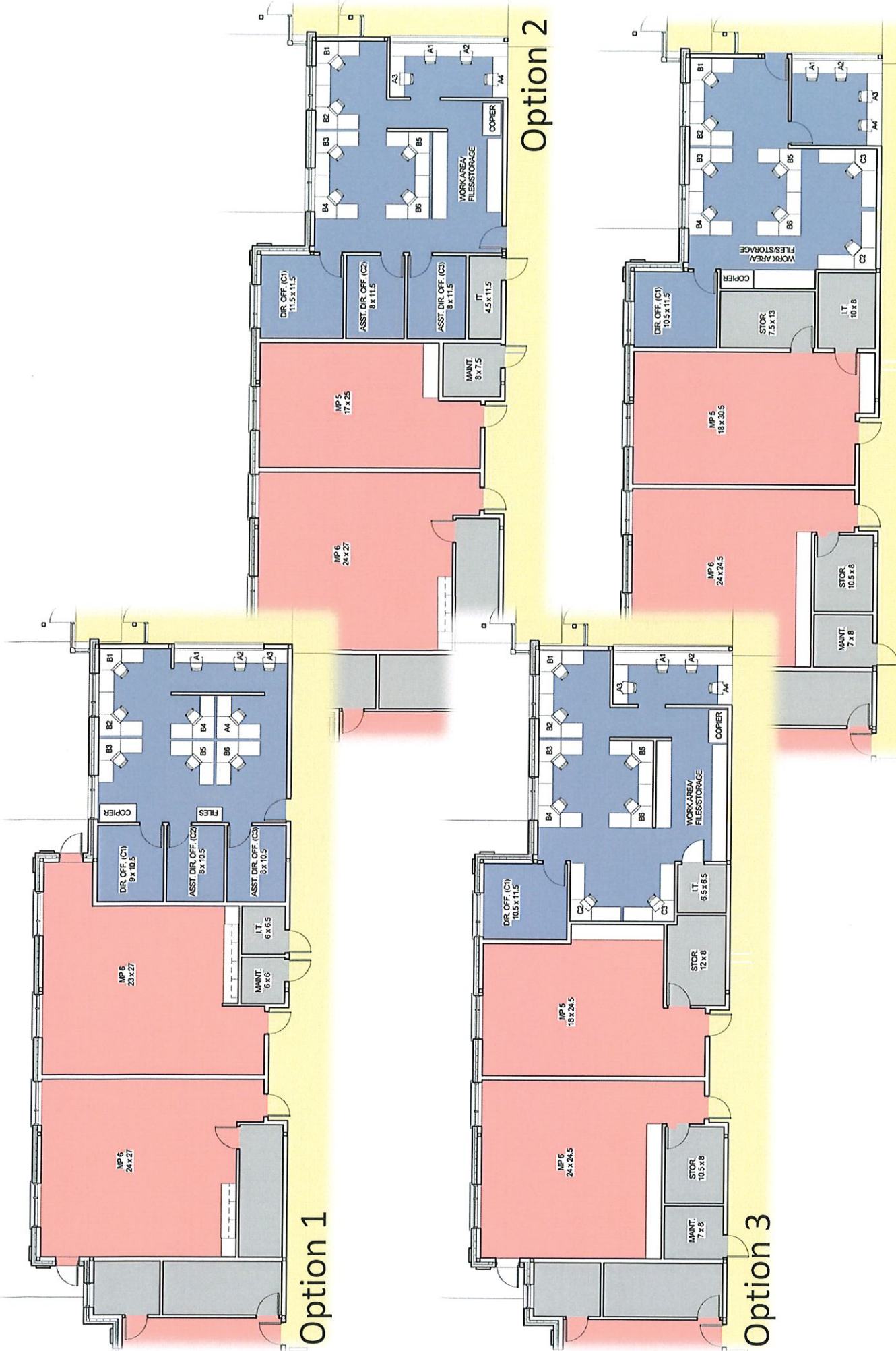
Option 1

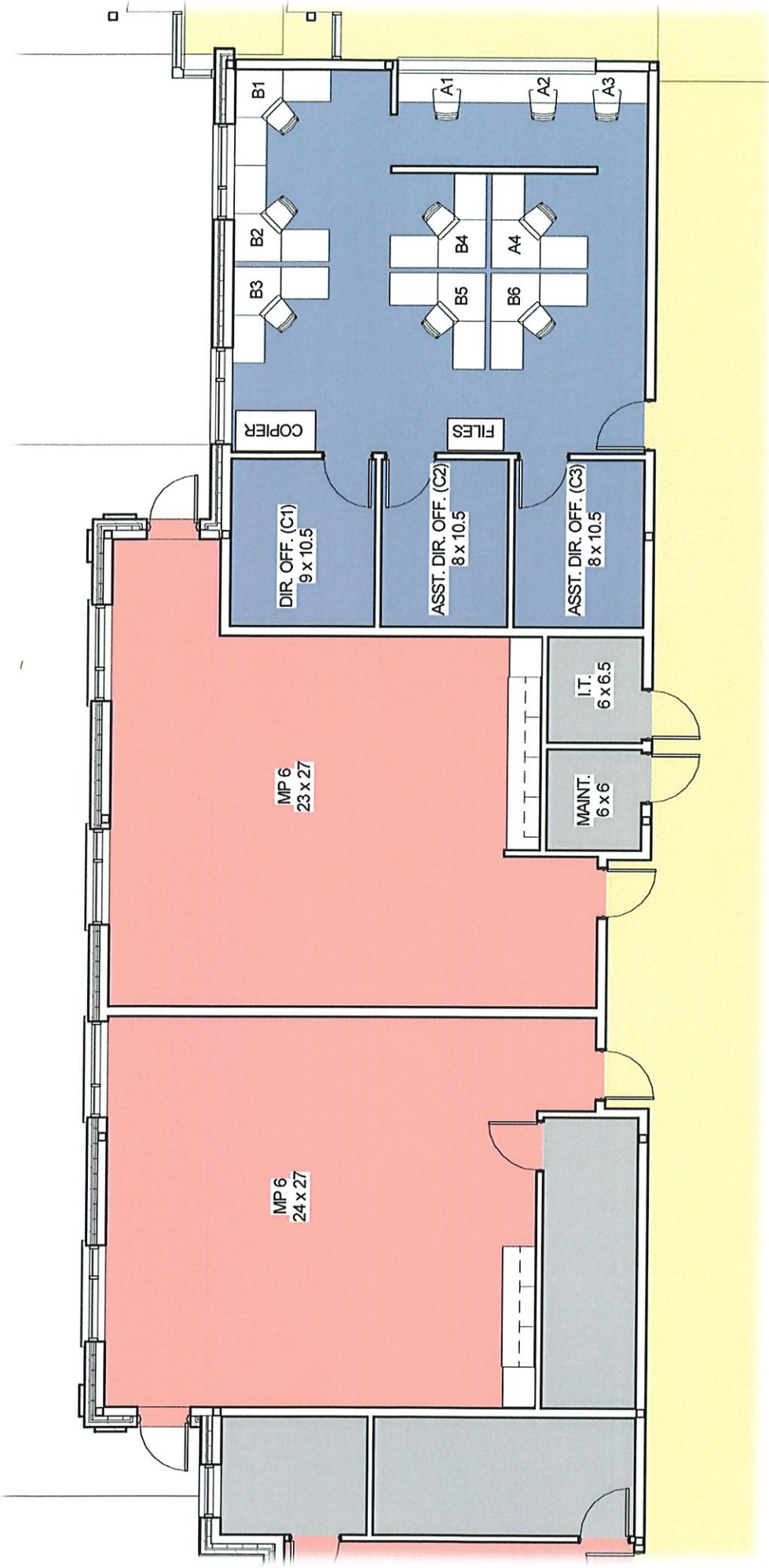
Option 2

Option 3

Option 4

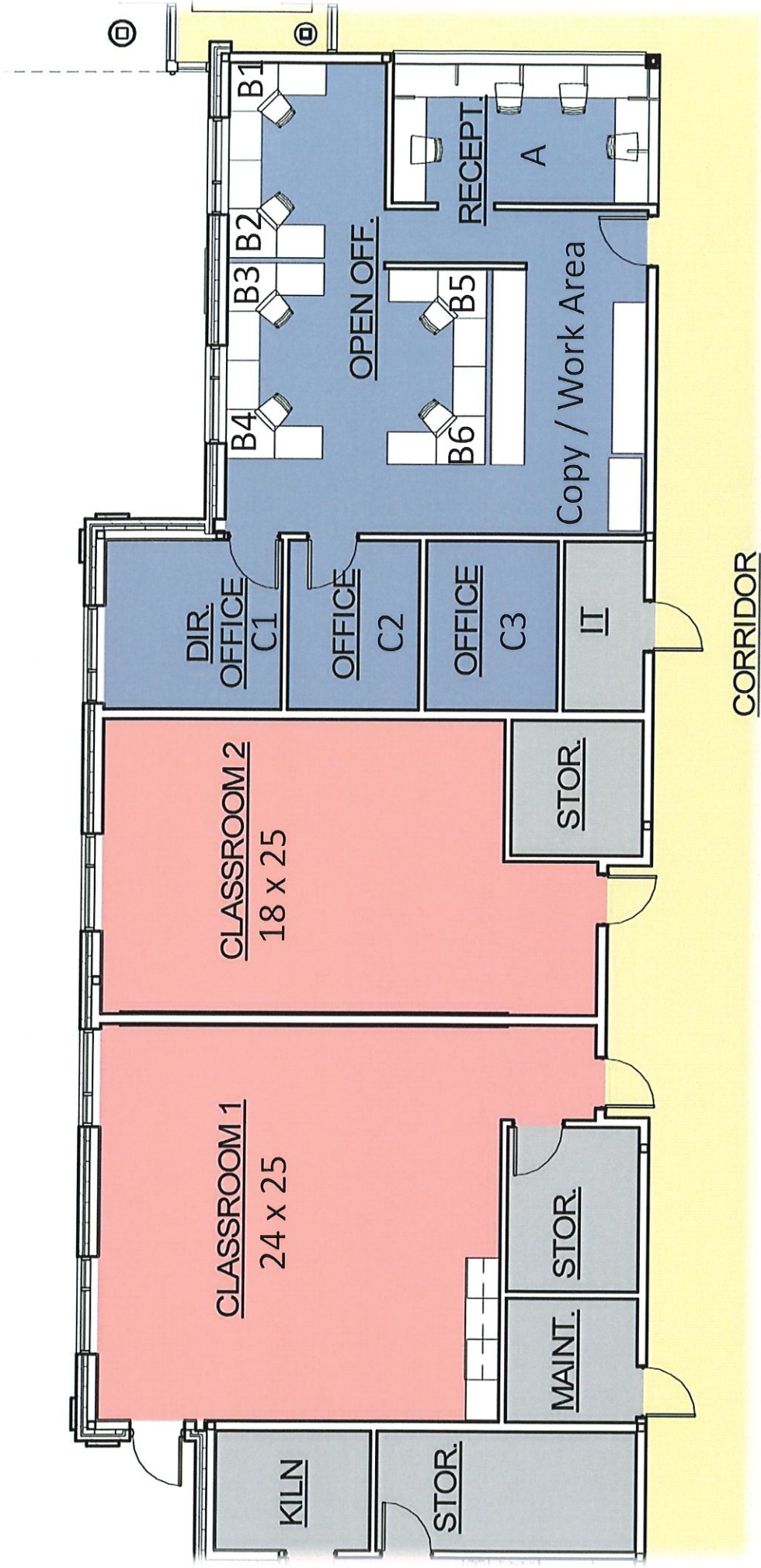
NEWTOWN COMMUNITY & SENIOR CENTER CC - Administration





Option 1





Option 2



Community Center Project

First of all, let me thank the Community Center Advisory Committee and original Community Center Commission for their countless hours of hard work, their passion and commitment to this project.

Pat will probably not like hearing this from me again, but I was put in the awkward position of having to vote against this project in April of 2016 because I believed that we should have designed and bid it with alternates so that we could have presented the voters with a firm price before they were asked to vote on the project.

As we now know, our project paid consultants were way off on their cost estimates so we now have a project that is scaled down from the one that many thought they were voting to approve and that the original pro forma cost projections were based upon. I have asked previously and the Advisory Committee has requested on a number of occasions for new pro forma cost and revenue projections. The First Selectman has had many months to have a pro forma and business plan prepared for the new designs.

Instead the Selectmen are being asked to move this project forward without knowing what it will cost the taxpayers to operate the building and what revenue can be anticipated to offset at least some of the costs. We have no idea whether modifying the design could reduce operating costs or increase revenues.

We are told that if we do not approve this tonight so that we can break ground in October construction costs will increase which will likely result in more reductions to the project. This puts me in the untenable position of either voting to move forward without a business plan or voting to delay and risk further project reductions.

The only way that I can in good conscience vote to move forward is with an agreement that we will accept the Operational Recommendation of the Advisory Committee and act expeditiously to hire an experienced professional director to help oversee the project.

BOS DEPARTMENT CIP REQUESTS

9/5/2017

TOWN OF NEWTOWN CAPITAL IMPROVEMENT PROGRAM 2018-19 to 2022-23 DEPARTMENT REQUESTS - PROJECTS AND FUNDING SOURCES BY DEPARTMENT

Department / Project / Funding	2018-19	2019-20	2020-21	2021-22	2022-23	
Public Works:						
Capital Road Program	3,000,000	2,250,000	2,500,000	2,500,000	2,500,000	
bonding	1,000,000					
general fund	2,000,000	2,250,000	2,500,000	2,500,000	2,500,000	
Bridge Replacement Program	525,000	525,000	538,000	473,000	525,000	
bonding	525,000	525,000	538,000	473,000	525,000	
Truck Washing Station - Design & Construction	50,000	550,000				
bonding	50,000	550,000				
Site & Salt Storage Improvements					50,000	
bonding					50,000	
Fairfield Hills Authority:						
Fairfield Hills Campus Improvements	2,500,000	1,000,000	3,000,000	3,000,000	1,500,000	
bonding	2,500,000	1,000,000	3,000,000	3,000,000	1,500,000	
Parks & Recreation:						
Eichler's Cove Improvements Phase II	500,000					
bonding	500,000					
Tilson Artificial Turf Replacement		500,000				
other		500,000				
Fairfield Hills Trail / Infrastructure		500,000				
bonding		500,000				
Dickinson Park Pavillion Replacement			450,000			
bonding			450,000			
Dickinson Park Bathhouse & Splashpad				850,000		
bonding				850,000		
Fairfield Hills Duplex Remediation for Parks & Recreation Use				800,000		
bonding				800,000		
Maintenance Yard Improvements					670,000	
bonding					670,000	
Economic Development:						
Town Sidewalk / Streetscape Program	150,000	150,000	200,000	350,000	200,000	
bonding	150,000	150,000	200,000	350,000	200,000	
Brownfield Remediation/ Re-purposing	200,000	200,000	150,000		200,000	
bonding	200,000	200,000	150,000		200,000	
Emergency Communications Center:						
Radio System Upgrade & Console			1,775,000			
bonding			1,775,000			
Police:						
New Police Facility - Construction		7,500,000	5,500,000			
bonding		7,500,000	5,500,000			
Land Use:						
Open Space Acquisition Program		250,000	250,000	250,000	250,000	
bonding		250,000	250,000	250,000	250,000	
Library:						
Library Renovations, Replacements & Upgrades	350,000	400,000	345,000	300,000	250,000	
bonding	350,000	400,000	345,000	300,000	250,000	
Edmond Town Hall:						
Theater Renovations	252,000					
bonding	252,000					
Edmond Town Hall Exterior Renovations		268,000				
bonding		268,000				
Tenant Space Renovations			253,000			
bonding			253,000			
Overhaul of Elevators			255,500			
bonding			255,500			
Parking Lot Improvements				450,000		
bonding				450,000		
Bathroom Handicap Access and Renovations					640,000	
bonding					640,000	
First Selectman:						
Sandy Hook Permanent Memorial	250,000					
bonding	250,000					
GRAND TOTALS						
	7,777,000	14,093,000	15,216,500	8,973,000	6,785,000	52,844,500
bonding	5,777,000	11,343,000	12,716,500	6,473,000	4,285,000	40,594,500
general fund	2,000,000	2,250,000	2,500,000	2,500,000	2,500,000	11,750,000
other	-	500,000	-	-	-	-
total sources	7,777,000	14,093,000	15,216,500	8,973,000	6,785,000	52,844,500
BOE for discussion purposes only	1,685,000	2,765,000	4,720,000	4,155,000	2,000,000	15,325,000

"WHAT IF" - FOR DISCUSSION PURPOSES - MOVING PROJECTS TO YEARS 6 THRU 10

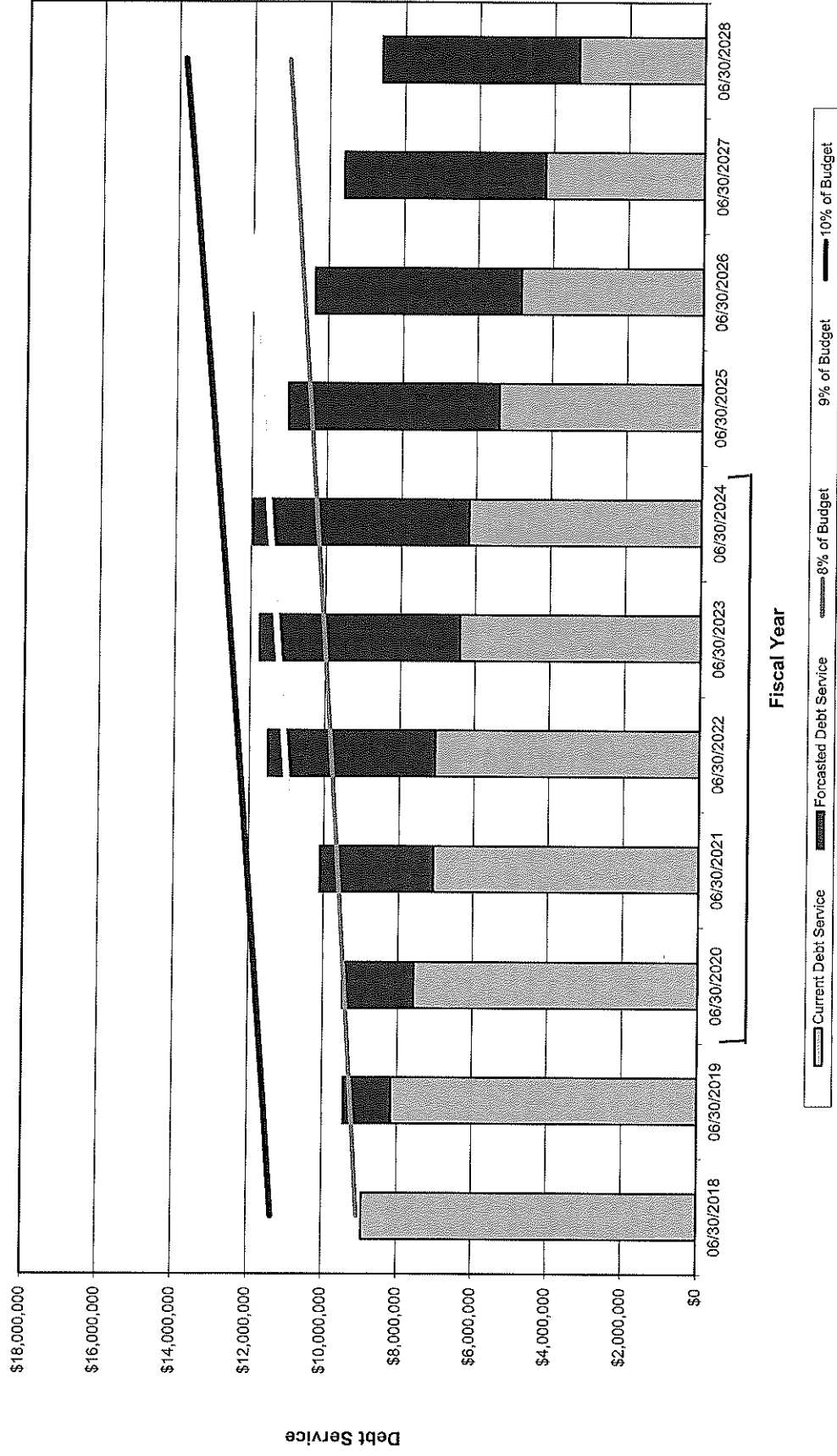
TOWN OF NEWTOWN CAPITAL IMPROVEMENT PROGRAM 2018-19 to 2022-23 WHAT IF - PROJECTS AND FUNDING SOURCES BY DEPARTMENT

xxx,xxx = Project taken out of department request

Department / Project / Funding	2018-19	2019-20	2020-21	2021-22	2022-23	
Public Works:						
Capital Road Program	3,000,000	2,250,000	2,500,000	2,500,000	2,500,000	
bonding	1,000,000					
general fund	2,000,000	2,250,000	2,500,000	2,500,000	2,500,000	
Bridge Replacement Program	525,000	525,000	538,000	473,000	525,000	
bonding	525,000		538,000	473,000		
Truck Washing Station - Design & Construction	50,000	550,000				
bonding						
Site & Salt Storage Improvements					50,000	
bonding						
Fairfield Hills Authority:						
combined years 1 & 2						
Fairfield Hills Campus Improvements	4,000,000		3,000,000	3,000,000	1,500,000	
bonding	4,000,000					
Parks & Recreation:						
Eichler's Cove Improvements Phase II	500,000					
bonding						
Tilson Artificial Turf Replacement		500,000				
other		500,000				
Fairfield Hills Trail / Infrastructure		500,000				
bonding						
Dickinson Park Pavillion Replacement			450,000			
cap non-recurring			450,000			
Dickinson Park Bathhouse & Splashpad				850,000		
bonding				850,000		
Fairfield Hills Duplex Remediation for Parks & Recreation Use				800,000		
bonding						
Maintenance Yard Improvements					670,000	
bonding						
Economic Development:						
Town Sidewalk / Streetscape Program	150,000	150,000	200,000	350,000	200,000	
bonding						
Brownfield Remediation/ Re-purposing	200,000	200,000	150,000		200,000	
bonding						
Emergency Communications Center:						
Radio System Upgrade & Console			1,775,000			
bonding			1,775,000			
Police:						
New Police Facility - Construction		7,500,000	5,500,000			
bonding		7,500,000	5,500,000			
Land Use:						
Open Space Acquisition Program		250,000	250,000	250,000	250,000	
bonding						
Library:						
Library Renovations, Replacements & Upgrades		350,000		400,000		253,000 450,000 640,000 to future years
bonding		350,000		400,000		
Edmond Town Hall:						
Theater Renovations	252,000					
bonding	252,000					
Edmond Town Hall Exterior Renovations			268,000			
bonding			268,000			
Tenant Space Renovations					253,000	
bonding					253,000	
Overhaul of Elevators			255,500			
bonding						
Parking Lot Improvements						450,000 to future years
bonding						
Bathroom Handicap Access and Renovations						640,000 to future years
bonding						
First Selectman:						
Sandy Hook Permanent Memorial	250,000					
bonding	250,000					
GRAND TOTALS						
	8,027,000	10,600,000	11,031,000	4,223,000	2,753,000	36,634,000
bonding	6,027,000	7,850,000	8,081,000	1,723,000	253,000	23,934,000
general fund	2,000,000	2,250,000	2,500,000	2,500,000	2,500,000	11,750,000
other	-	500,000	450,000	-	-	
total sources	8,027,000	10,600,000	11,031,000	4,223,000	2,753,000	36,634,000
BOE for discussion purposes only	1,685,000	2,765,000	4,720,000	4,155,000	2,000,000	15,325,000

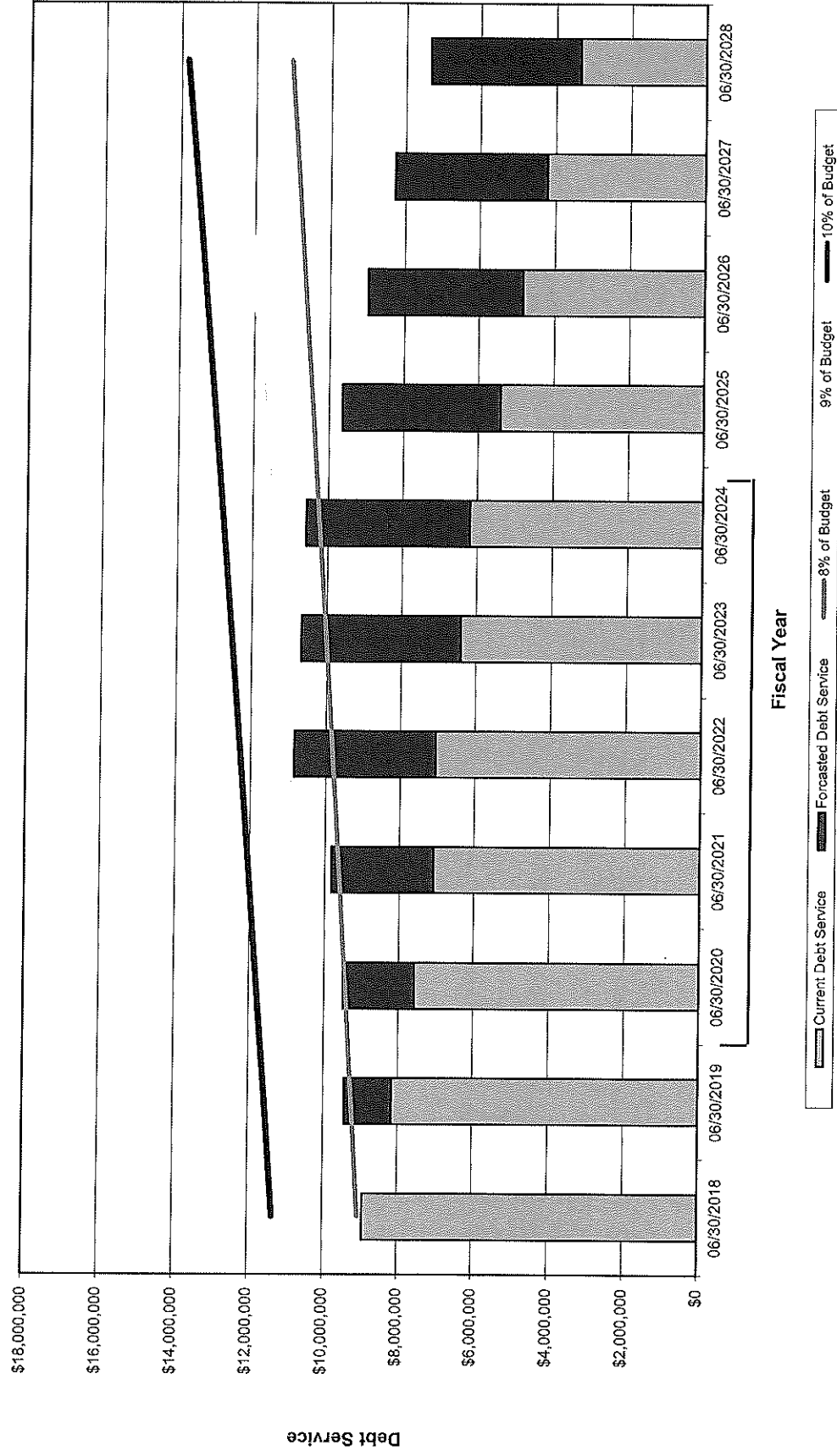
BOND FORECAST 2018 2019 dept request

TOWN OF NEWTOWN
2018 - 19 TO 2022-23 CIP EFFECT ON FUTURE DEBT SERVICE



BOND FORECAST 2018 2019 3

TOWN OF NEWTOWN
2018 - 19 TO 2022-23 CIP EFFECT ON FUTURE DEBT SERVICE



TOWN OF NEWTOWN
2017 - 18 TO 2021 - 22 CIP + NEXT FIVE YEARS EFFECT ON FUTURE DEBT SERVICE

