



## TOWN OF NEWTOWN

Sandy Hook Permanent Memorial Commission  
Newtown Municipal Center- Council Chambers  
3 Primrose Street, Newtown Connecticut  
Thursday, November 12, 2015 @ 7:30PM  
Minutes

**In Attendance:** Joann Bacon, Joanne Brunetti, Brian Engel, Agni Pavlidou Kyprianou, Kyle Lyddy (Chairman), Alan Martin (Vice Chairman), Sarah Middleleer, Tricia Pinto and Donna VanWaalwijk  
**Staff:** Lynn Kovack (recording clerk)

**Called to order at 7:35PM**

**Public Participation:** No public participation

**501C3 Consideration Discussion Updates:** Kyle met with Joy at the Town Attorney's office and showed the Commissioners a form regarding the 501C3 to use. The account will still be under to Town but funds that come in would go straight to the 501C3 fund. The money in the SHPMC account the Town has now will be transferred into this account once it is established. Kyle still has some questions that Joy is looking into and will have more information at the January meeting.

**Location Approach- Conservation Commission Meeting Recap and Next Steps with Conservation Commission:** Alan discussed the overview with the Conservation Commission meeting and went over all the Pro's and Con's. Most Commission members were for it. We need to address their concerns and their mission is to protect the land. We are sensitive to their issues. Big concern was that this parcel was meant to be for open space and never to be developed on. The Commission will make the Conservation Commission part of the process with the design. Don't want it to be a negative thing. There are 30 acres of land and not using all of it. Conservation Commission has a few concerns about parking and paving. Need to continue to discuss this area as out top space. Kyle spoke with Pat regarding other groups to approach and include in the discussions and process of the land. They are FFH Authority, Parks and Rec and Newtown Police. Once we establish final decision on the land we will work with Conservation Commission for resources. Once completed we would make a recommendation to the BOS. Once BOS approve design and location the BOS will go the Planning and Zoning. If P & Z denied the recommendation it would go onto the Legislative Council. Kyle thought it was a positive conservation after the meeting. Commission went through a map of the Potential site and asked questions through our meeting.

**Discussion of Design Selection/ Consideration Process- Sub Committee Report: Updated Draft of Design Selection/Consideration Process Review:** Sara went through the Packet for the Design Selection Subcommittee Recommendations for Design Development Process. The idea was to have a panel of outside people experienced in Memorials to serve on an Advisory panel for the short list and design. But they would be informed they are there just to advise and work with the Commission. Once the submissions in the advisory panel would meet and review with the SHPMC. We would then notify the Design selections to present to the families and then possibly do a public forum. Would be a timeframe on these procedures put into place. Sara will begin researching and looking for potential advisors to present to the Commission. She will begin that in about 3 Weeks after waiting for other Commissioners to present any potential names they may come up with. Commission voted on adopting the Design Selection Subcommittee Recommendations for

Design Development Process. Alan made a motion to adopt with Joanne Brunetti (2<sup>nd</sup>) with all in favor. See Attachment

**Fundraising & Sub Committee Discussion/Outreach moving forward:** Joanne Brunetti and Donna have been working on this aspect. Kyle has not heard back from the groups he has reached out to as of today. Joanne stated it is difficult to go for a grant now as they are very strict and you have to be very specific on what you are looking for to use the money for. She stated there are great resources online and each has deadlines. It will be months (3-6) to get the 501C3 going as lots of paperwork and feedback and needing additional information, etc to complete the process. Commission will reach out to major corporations they know and explain that if they donate now their funds will be transferred directly into the 501C3 from the Town account once it is established. Commission will tell the Corporations their money will only be used for specific things they want it used for. This will encourage them to donate a little easier knowing where their money will be going. Kyle stated he also needs to go through the inventory list as it hasn't been looked at recently and there were lots on the list. Things like material donations, landscaping plants, etc that can be very useful for the Memorial.

**Miscellaneous/ Calendar dates for 2016 and outreach to the Community- SHS Staff Members & Community at large:** Calendar dates for 2016 were voted on minus the December 8, 2016 date. Alan made a motion to approve with the removal of December date and Steffan 2<sup>nd</sup> motion with all approved. Kyle also stated that some people are reaching out for updates besides the meeting minutes. He wanted to make sure all ok if he sends them an Email with the updates.

With no other business the meeting was adjourned at 8:50PM

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

Kindly submitted by Lynn Kovack (recording clerk)



**Design Selection Subcommittee**  
**Recommendations for Design Development Process**  
**11-12-15**

## Design Selection Subcommittee

### Recommendations for Design Selection Process

- 1. SITE:** Select site for memorial. Get a survey done of site, to be made available to those who wish to submit proposed designs.
- 2. ADVISORY SELECTION PANEL:** Solicit qualified individuals to serve on an advisory selection panel. This panel will advise SHPMC on the selection process, contributing their professional knowledge and experience to the process of design selection.
- 3. CRITERIA:** Create list of *design concepts*, to be derived from surveys, feedback from families and public, etc. Together with selection panelists, design selection subcommittee to determine *selection criteria*, i.e., those criteria, along with the design concepts, by which submitted designs will be evaluated.
- 4. Request for Proposal (RFP):** Together with advisory selection panelists, design selection subcommittee to write a request for proposal. RFP should include a provision for nonprofessionals to take part in the process.

## **Design Selection Subcommittee**

### **Recommendations for Design Selection Process**

#### **5. ADMINISTRATION:**

- A. Hire a staff person (paid or volunteer?) to help administrate design selection process, administer the RFP, accumulate and process the submissions to make them ready for the selection committee.
- B. Post the RFP on our website and also on national websites for professional organizations such as American Institute of Architects (AIA) and the American Society of Landscape Architects (ASLA). Consider posting RFP at universities with programs in architecture, landscape architecture and art.
- C. Submit press release(s) for access by local and regional newspapers, trade press, social media etc.
- D. Establish an email address (with town domain name) from which these communications are issued and to which submissions and inquiries can be sent.

## Design Selection Subcommittee

### Recommendations for Design Selection Process

- 6. DESIGN REVIEW:** Once submissions are in, advisory selection panel to meet to review them. Panel will collaborate with SHPMC to decide on a small number of top choices (how many to be partly determined by total number of submissions as well as funds available to pay for designer stipends).
- 7. PRESENTATIONS TO FAMILIES AND THE PUBLIC:** Pending commission approval, these top design selections will be notified and invited to enter into the final selection process. The top designers will be given a stipend to travel to Newtown (if they aren't local), meet with the commission and advisory panel, and to present their designs first to the victims' families and then in a public forum. A 30-day period for feedback will follow. These designs will also be available for viewing on our website, where feedback can be submitted.
- 8. FINAL SELECTION:** At the end of the 30-day period, after consultation with the advisory selection panel, SHPMC will make a recommendation to the commission on the design that they feel is going to be the most successful according to the design and selection criteria, as well as feedback from families and the public.

## Design Selection Subcommittee

### Recommendations for Design Selection Process

**9. RECOMMENDATION TO SELECTMEN:** Pending commission approval, the selected design will be recommended to the board of selectmen.

**10. DESIGN DEVELOPMENT:** Pending approval by the selectmen, the designers will then embark on a 6- or 12-month period during which they will develop the design further, responding to feedback from families and the public. They will receive another stipend for this phase, to be determined by the commission. Designers will make periodic presentations to the commission during this time. Specifications and bid documents will be generated. Updated drawings will be posted on our website, which will again offer the opportunity for feedback. Commission to consider holding another public presentation before the design is finalized.

**11. CONSTRUCTION:** Once the design is finalized, further town approvals will be sought. Construction can only begin once the design is approved by all necessary governing bodies.

## **Design Selection Subcommittee**

### **Design Selection Advisor Qualifications**

#### **3-5 Design Advisory Selection Committee members**

##### **Selection Commission Criteria:**

- Members possess a background in creative professions including (but not limited to landscape, architecture, the arts, land conservation) who are actively at work in their professions or academia.
- Open to inventive and creative ideas
- Ability to understand and translate the mission of commission into the design selection process
- Experience in working with government bodies
- Knowledge developing and working with RFPs
- Located within a reasonable travel distance to Newtown, CT (between New York City & Eastern CT)
- Ability to work within an emotionally charged atmosphere
- Willingness to participate in an outreach plan, solicit memorial ideas and respond to feedback from the community
- Would function in an advisory role to assist SHPMC make its decisions

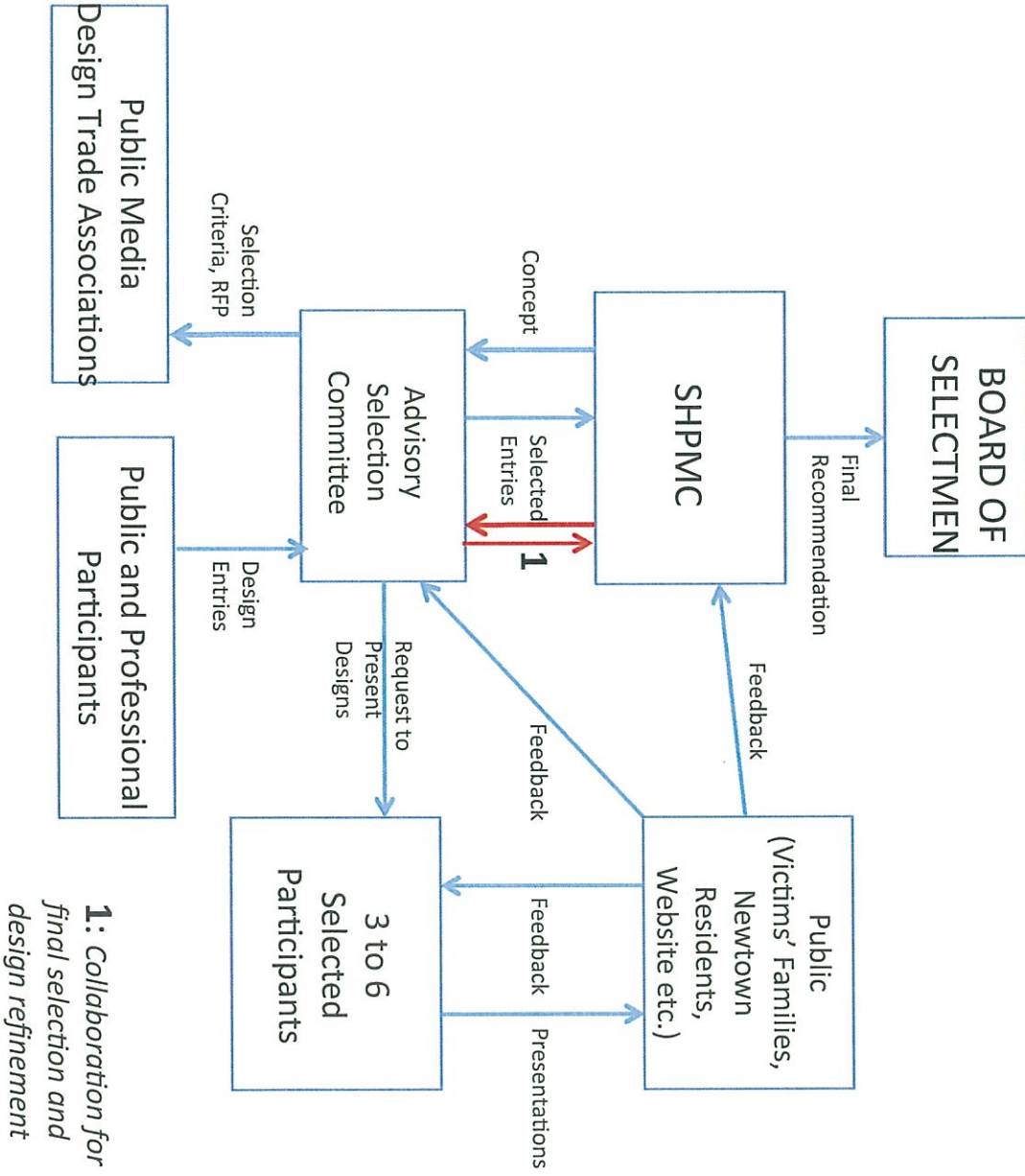


## **Design Selection Process**

### **Notes and Items to Consider**

- 1. Public, Committee and Impact Group**  
**Interests:** Take special care to get input from multiple constituencies throughout the process.
- 2. Design Finalization:** The process will not be considered complete with the submission by the designers. The designers must remain flexible to changes mandated by SHPMC and open to suggestion by all groups to complete a final design.
- 3. Selection Advisor Qualifications:** To include qualified individuals in the fields of art, design, art history, landscape design and site preservation.
- 4. Consideration for Amateur Designers :** Special considerations to be established in the RFQ to allow or possibly encourage submissions from nonprofessional designers.
- 5. Public Design Display:** The top 3-6 submitted designs could be exhibited in the Municipal Center or other public building for some period of time following the final selection.

# PROPOSED SELECTION PROCESS



**1:** Collaboration for final selection and design refinement

Following recommendation approval by the BOS, a process to produce a final design will proceed that includes additional input.