

May 12, 2016

The Impact of The Proposed Memorial on the High Meadow is Underestimated and Underreported

1. **Site Marking Needed.** Without some definitive field marking the proposed memorial locations are not readily available to interested parties who would like to comment. The SHPMC is requested to immediately mark both sites A and B on location.
2. **Visibility of the Memorial.** The proposed memorial locations are much more visible from the existing Open Space access trail than they are from the upper meadow location where Stantec performed a view analysis. An Open Space visitor will see the memorial area while ascending much of the current trail. A person of average height will see a 6' tall memorial structure located near point A from the access trail. A study of the view of the memorial locations needs to be completed from critical points along the Open Space access trail.
3. **The Full Extent of Memorial Development Is Unreported or Unknown.**
 - a. The memorial has been discussed as requiring "only" 0.85 Acres to minimize its apparent impact. In reality, 0.85 Acres will consume an area of about 200' by 200'. This figure does not include roads, access paths, utility corridors, or drainage structures which will impact additional Open Space.
 - b. Some memorial access options have more than ½ mile of access road or trail crossing the Open Space. As a result, the total disturbed construction area includes an additional acre or more of the High Meadow and permanent habitat impact.
 - c. The SHPMC consistently refers to the need for water and electric utilities. The BOS has reported that no utilities will be allowed according to Land Use. If utilities are included, these impacts must be added to the extent of construction disturbance.
 - d. Once an option is selected by SHPMC, the limits of disturbance including roads, trails, parking and construction areas must be marked and included in all design estimates since resident use, agricultural use, and wildlife habitat will be affected. Residents deserve to see the proposed impact on their Open Space and the total impact must be known in project approval considerations.
4. **Impact on Existing Trails.** The proposed site appears to be very near a current trail, most likely a horse, bike, or pedestrian trail. Are Newtown residents expected to give up existing horse and hiking trails to the memorial? If so, these need to be defined.
5. **Immediate Impact on High Meadow Experience.** In reality, the High Meadow Open Space and its use will dramatically change forever for users the day the first piece of construction equipment begins to cut the access road or pathway.

Comments on Proposed Access Option G

1. **The High Meadow is Used to Experience Nature.** While Options A, C, and E are somewhat hidden from Open Space location users who do not wish to participate in the "memorial experience" (as described by Stantec comments), other options are much more intrusive to such users. Discussions with many residents using the site indicate

Sandy Hook Permanent Memorial Commission
Locations Presented by George Benson in May SHPMC Meeting
Fairfield Hills Campus



Possible alternative memorial sites offered by Newtown residents (numbers refer to Map/Block/Lot in Newtown Land Records):

a) 37-3-1B EDC property

http://74.93.16.209/webdata/newtown/parcel_maps/QM_37-3-1.B.pdf

b) 37-5-2 junction of Wasserman Way and Nunnawauk Road. State still owns according to GIS. Was to be conveyed to Town. Need to search to find information

http://74.93.16.209/webdata/newtown/parcel_maps/QM_37-5-2.pdf

c) Treadwell 38-9-9-10

http://74.93.16.209/webdata/newtown/parcel_maps/QM_38-9-9-10.pdf

d) Dickinson 30-7-2-OS

http://74.93.16.209/webdata/newtown/parcel_maps/QM_30-7-2-OS.pdf

e) 38-9-32

6 acres

Boys Social and Athletic Club

28 Riverside Drive

and

f) 38-9-34

6.5 acres

Newtown OS

24 Riverside Drive

Both e) and f) could be accessed through Treadwell Park. By using the back of either property, a memorial could be isolated from both the school and the firehouse. Careful planting could provide further screening visually and for sound blocking.

g) parcel 38-9-34, the 6.5 acres that the town owns, near the SHFD. If it can be accessed through the Park, which looks like a possibility, that would be a solution. It is a very lovely parcel, hidden away, and could be a great alternate site.

Sandy Hook Permanent Memorial Commission Site Selection Considerations

Ranking 1-5 (least to most desirable)

Access
Schedule

Fairfield Hills						
Site #1	5	2	3	4	4	
End of cul de sac						
Fairfield Hills						
Site #2	5	3	4	4	4	
Left of walking trail/bottom of meadow						
Fairfield Hills						
Site #3	5	2	3	4	4	
Right of walking trail/wooded area						
Town-owned property (16 acres)	3	5	5	1 (near Bethel side of town)	3 (heavily wooded)	
Off Route 302/near Ferris Farm						
Valley Field Road						
Private parcel-on market for \$150,000	1	5	5	3	1 (very rugged terrain) (heavily wooded)	

wooded

Parcel/Site Accessible Secluded Natural Setting Proximity to SH Infrastructure

Handwritten notes and symbols at the top of the page, including a large scribble and some illegible characters.

DRAFT

Guidelines for Submitting a Design (GSD)
For the Construction of a Permanent Memorial
to Honor The Lives Lost at Sandy Hook School on December 14, 2012

Release Date: M0, D0

Submissions Due: M3, D0



Sandy Hook
Permanent
Memorial
Commission

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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 their qualifications and design interests to create a concept and to provide a schematic design for a Sandy Hook Permanent Memorial (hereinafter referred to as the “Memorial design” or “Design”).

GSD Issue Date: M0, D0

Submissions Accepted Until: Tuesday, M3, D0 5 p.m. EST

Memorial Budget: To be determined and finalized as part of scope of work requested in these Guidelines. In order to provide initial budgetary context and guidance, the total project design and construction cost (including all documents, fees, etc. to complete the “Memorial”), has been preliminarily set at \$XXX,XXX - \$X,XXX,XXX, with the understanding that the final number may be adjusted as warranted by the accepted final design and the fundraising process.

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 Selectman, 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 artists, architects, and landscape architects are invited to apply individually or as teams. Emerging design professionals and nonprofessionals are encouraged to submit a design.

In lieu of professional experience in architectural or landscape architectural design, applicants may choose to submit a preliminary design sketch in addition to examples of other relevant work. This submittal choice is offered with the goal of providing an opportunity for all interested applicants.

Anyone who has submitted or presented a Memorial design to the Town or the Sandy Hook permanent Memorial Commission in the past 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 shooting at Sandy Hook Elementary School 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 the twenty-six lives lost, but also in our commitment to honor their memory.

Since the tragic events, The Newtown Board of Selectmen assembled a memorial commission of volunteers, the "Sandy Hook Permanent Memorial Commission," which is comprised of 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, first 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. The Commission has identified a memorial site. Additionally tribute items placed in spontaneous and temporary memorial sites have been archived. The Commission will engage the families of victims and other community members in the selection and approval of the Memorial throughout the design selection process. The Commission will also have the responsibility to fund-raise to support the development of the Memorial.

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 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 has 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

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 resources stating expectations for the Memorial are in the APPENDICES and include:

- SHPMC Information Gathering Outreach Results
- Remarks made during the (MONTH DAY, 201X) announcement of the Upper Meadow at Fairfield Hills as the site for the Memorial
- Maps for Fairfield Hills Site Complex and the Upper Meadow Memorial Site

5 Project Scope

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 that included 20 first-graders and 6 school teachers and staff;
- The Newtown community's response to the tragedy, including the first responders;
- The spontaneous memorial tributes created by caring community members, visitors and well-wishers;
- Awareness that the Memorial belongs to all Newtown citizens as part of their shared experience.

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

Archived materials donated to Newtown following the tragedy are available for inspiration. Many of these can be seen on the Commission's web site:
<http://www.sandyhookpermanentmemorial.com/>

6 Community Feedback

After a long outreach effort to the community by the Sandy Hook Permanent Memorial Commission, we have obtained information which may be used to guide or inspire the designer of this project. The groups we contacted during our outreach stage are listed below in order:

- Families of the victims lost
- First responders to the tragedy
- Staff and parents who belonged to the Sandy Hook Elementary community at the time of the tragedy
- Greater Newtown community

Our findings are listed by survey categories below. We have summarized responses from surveys and meetings to represent majority opinions, with priority given to responses by victims' families.

6.1 Main Concept

A natural, quiet, serene and embracing place with expansive views that is well integrated with its surroundings for the families and the greater Newtown community to visit for private reflection and contemplation. One that is not too visible from the surrounding areas, where visitors can feel safe. A destination that is healing, peaceful and welcoming.

One in which the main focus is to memorialize the victims and the beautiful essence of their individuality instead of the actual event. One that communicates the tragic and sudden loss of the young innocent lives and the silence this event left behind, but at the same time celebrates the strength and courage of the educators who died protecting the children. One that communicates the limitless possibilities of the children's imaginations but one that is not childlike. A memorial that is not a constructed imposition or ideologically overbearing, but one which through its simplicity is successful in communicating the great depth of our loss.

A memorial from which visitors leave with uplifting feelings of peace, love and hope.

6.2 General Principles and Design Elements

- Stone and water should be considered
- Plants that attract butterflies and other wildlife are welcome.
- Some sort of seating available for quiet reflection
- Simplicity rather than complexity or ornateness

Please Avoid:

- The numbers “12/14” or “26”
- Religious connotations
- Emphasis on tragedy or grief
- 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
- Annual plants

Other Considerations:

- Consider natural energy resources whenever possible
- The possibility of vandalism needs to be addressed

8 Selection Process and Criteria

A panel composed of the Commission members and qualified advisors, (“Selection Panel”) will select a “short list” of 3 to 6 designers to participate in the second phase of the selection process, based on qualifications as demonstrated through the materials requested to be submitted below. The designers on the short list will be invited to prepare a presentation of their Memorial design concept to the families, various Town departments, the Commission and the public at large.

Short-listed designs will be selected using the following considerations, in accordance with Selection Panelists’ analysis of the submittal materials requested in the Application Procedure Section:

- Aesthetic excellence, inventiveness and creativity
- Ecological sensitivity of design and its required maintenance
- Capability of designing an original and unique Memorial
- Responsiveness to the Charge and Mission of the Commission
- Ability to assist and execute throughout the design, development, construction documentation and construction phases.

This set of criteria, with additions identified during the selection process, will be used to select the most appropriate design.

9 Design Submission Material Requirements

The Commission reserves the right to reject any submission not following the stated instructions. *Please read carefully.*

9.1 Submission Content

Submissions may be made either in digital format (see below), or hard copy. For either type of submission the list of documents to be included is the same.

1. Project narrative, not to exceed 1 page, which presents the concept, intent and program of the proposed Memorial design.
2. Brief biography of designer (1 page), including contact information
3. Design Submission Registration Form (see page 23)
4. Drawings: (on no more than three 18" x 24" sheets/Arch C size), to include:
 - a. Plan (showing schematic grading), the memorial itself, and proposed paths
 - b. Elevation
 - c. Section (at least 1, preferably 2)
 - d. 3-D rendering or perspective drawings/sketches

9.2 Optional Submission Content for Nonprofessionals

Under item 4 above, nonprofessionals may submit sketches, concept diagrams and/or photographs of models to illustrate a memorial concept and/or design process that conform to the board format and pdf requirements listed below. The narrative, biography and Design Submission Registration Form, (items 1, 2 and 3 above) must be included.

9.3 Submission Format

1. Digital submissions shall be made in pdf format, not to exceed **XX MB**, that contains all the requested Submittal Content. This file will be presented in the Selection Panel deliberations and should not include animations or links to other online materials.
2. Drawings and other images should be compressed to no larger than **(???)** dpi.
3. 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.
4. Hard-copy submissions should have drawings and other images mounted on a firm backing such as foam board (no more than 3 18" x 24" panels/Arch C size). Each panel should have the designer's name clearly noted on the back.
5. Accompanying pages with narrative and biography should be taped in a secure but temporary fashion to the back of one panel.

9.4 Submissions Accepted Until **M3D0** 5 pm (EST) **(Group Discussion on Title)**

9.5 Receipt of Submissions

Applicants will receive an email acknowledgement that their submittal has been successfully received by the Commission Selection Panel. If you do not receive an acknowledgement within 5 business days from uploading the files, contact the Commission Selection Panel through the email address provided below.

9.6 Return of Submissions

Submitters of hard-copy materials may have these materials returned to them by providing postage and packaging, or by picking up the materials from the Municipal Center once the selection process is complete.

12 Budget Considerations

12.1 Budget for Designers Selected to the Short List

The short list of designers will each be allowed a stipend of **\$3,000TBD** to cover design costs and will be reimbursed for up to **\$5,000TBD** for approved travel costs. This second phase of the selection process will require no more than two site visits and up to four meetings for input and review during each site visit (the Selection Panel and remaining Commission members; victim's families; community stakeholders including the Board of Selectmen, Land Use, Parks and Recreation, Conservation Commission and the public at large).

The first visit will facilitate questions and answers that will help designers refine and prepare for eventual design presentations. Selected designers will present their preliminary Memorial design concepts on the second site visit. Following the presentations and review of the submitted recommendations from each review group, the Commission Selection Panel will select one design. The Commission Selection Panel will recommend this design to the Newtown Board of Selectmen for their approval.

12.2 Budget to Finalize Selected Design

A design budget of **\$50,000TBD** is intended to cover the costs of the selected designer for the scope of work described in this GSD. This will include:

- design development, construction documentation, cost estimating and bid documentation
- renderings or models illustrating the Memorial design
- costs such as travel, printing, meetings, and other administrative costs

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/>.

Printed copies of this document are also available by calling the Office of the First Selectman at (203) 270-4201, or a copy may be picked up during regular business hours at the office of the First Selectman, Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470. A digital copy of the site survey may be downloaded at <http://www.sandyhookpermanentmemorial.com/>.



Sandy Hook Permanent Memorial Design Submission Registration Form

All design submissions for the Sandy Hook Permanent memorial must be accompanied by this form. **Submissions must be received by M3D0 at 5 PM at the address below.** Please include an email address to which an email registration confirmation may be sent. (* = required)

Registrant First and Last Name* _____

Company Name _____

Street Address 1* _____

Street Address 2 _____

City* _____

State* _____

Postal Code* _____

Country* _____

Phone Number – Mobile* _____

Phone Number – Office _____

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, rules and conditions. Registrant agrees to be bound by the rules and requirements as stated and authorizes the Sandy Hook Permanent Memorial Commission to exhibit, publish, reproduce and archive for such purposes any or all parts of the submission.