

TOWN MEETING



NEW YORK

THE SCREEN OF COMPREHENSIVENESS

Nov. 9, 1977

An exercise in constructing the interior screen by which comprehensiveness in thinking realized decision making.

I. INCLUSIVE CONCERNS

1. CONTINENTAL COUNTY SATURATION
2. THE DO-MENT OF THE 24
3. THE MIGHTY 250
4. GLOBALIZING THE G.C.F.

II. INTELLECTUAL REFLECTIONS

1. ARTICULATING PROFOUND HUMANNESS
2. ROLE OF ECONOMIC COMMUNITY
3. DIVISION OPERATIONS
4. DEBRIEFING DESIGNS

III. CONCRETE PLANNING

1. MONDAY COLLEGIUMS
2. ASSY WKSHP LORS
3. WK II LOCATIONS
4. DEV! FORCE DEPLOY!
5. WKBOOK DIST^M
6. ASSY PAGES
7. DEC. CALENDAR
8. "KING MIDAI" CASTEL

IV. INTRUDING ISSUES

(NOTE: AS LOGISTICS' ASSIGNMENT, THEY'VE ALL INTRUDED; NEXT SCREEN TO BE BUILT BY ANOTHER ROLE.)

V. SPECIAL EMPHASIS

1. PAST PARTICIPANTS TO ASSY
2. DEV! MATERIALS & STORIES
3. ORCHESTRATOR MATERIALS & BRIEFING

VI. SPECIFIC ATTENTIONS

1. ORCH! TRANSPORT^M LOGGING
2. ASSY PREP^M DETAIL
3. COMPLETE WK II ASSY!
4. ASSY WKSHP SPOL
5. N.E. ASSY FOOD & FURNITURE
6. DEV! TEAMOM.
7. ASSY INVITATIONS
8. LTR. TO SUPPORTERS

VII. WATCHFUL INTERESTS

1. AREA SELF-SUPPORT & FLOW
2. FEMALE PRIORSHIP
3. AREA GUARDIANS' MTG.

VIII. LOW-KEY PONDERINGS

1. THANKS GIVING DISCONTINUITY
2. MORNING TIME USE
3. LOGISTICS REFLECTIONS
4. ARCHIVES UPDATE

IX. UNDERLYING RUMINATIONS

1. 14 FLAGS MANEUVER
2. N.D.P. SITE SELECTION
3. CONTINENTAL VICTORIES
4. AREA SELF-SUPPORT

X. INTERNAL BROODINGS

1. ART OF MANEUVERING
2. MATERIALS FOR NEXT 14 DAYS
3. CAMPAIGN '77
4. CONTINENTAL COUNCIL

THE TOWN MEETING PROGRAM

The purpose of the Town Meeting program is to demonstrate to people that in society today it is still possible for persons of varied backgrounds and differing viewpoints to work together to identify community needs and develop practical plans for their future as a community. The Town Meeting program has met this need effectively in urban cities, small towns and rural centers.

The format of the Town Meeting has been developed to draw from the participants themselves the issues that need to be considered, instead of a pre-determined or set agenda. This feature, coupled with the use of local citizens as Town Meeting moderators, insures that the meeting will be a reflection of the views of the community.

The Town Meeting day consists of several parts. The first session deals with determining the challenges the community must meet if it is to develop the quality of life the citizens desire. The second session plans the practical means to meet the challenges. In both these sessions the participants are divided into groups to make sure that each individual has an opportunity to express his or her views. In the third session all the participants re-convene as a large group to hear and discuss the proposals that have been developed. A document is prepared for distribution at the close of the meeting which contains all the challenges and proposals developed by the meeting.

The Town Meeting is part of a national program of the Institute of Cultural Affairs, but sponsored locally by state, regional and community groups. More than 1200 Town Meetings have been held throughout the United States thus far. The program was developed by the ICA during the Bicentennial Year, but has continued because local communities saw that it had significance for any community seriously concerned with planning its future. During the Bicentennial this program was endorsed by the American Revolution Bicentennial Administration (ARBA), and was one of its "Horizons" programs.

Approximately sixty Town Meetings were held in New York during 1976; about forty-five communities are currently preparing for Town Meetings this Fall.

On November 19th, representatives from all of the Town Meetings held in New York will be invited to participate in an Assembly at the Downtown Sheraton Inn, Albany. At this Assembly they will share the insights from their own Town Meeting and will devise methods for carrying out the plans made at each community meeting. Communities will be clustered according to common geography and common population to insure identity of like concerns and needs.

The purpose of the town meeting program is to demonstrate to people that in society today it is still possible for persons of varied backgrounds and differing viewpoints to work together to identify community needs and develop programs to meet these needs effectively in community. The town meeting program has not been effectively in operation since the late 1960's.

The format of the town meeting program has been developed in a series of experiments. The town meeting program has been developed in a series of experiments. The town meeting program has been developed in a series of experiments. The town meeting program has been developed in a series of experiments.

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Approximately sixty town meetings have been held in New York City since 1967. The town meeting program has been developed in a series of experiments.

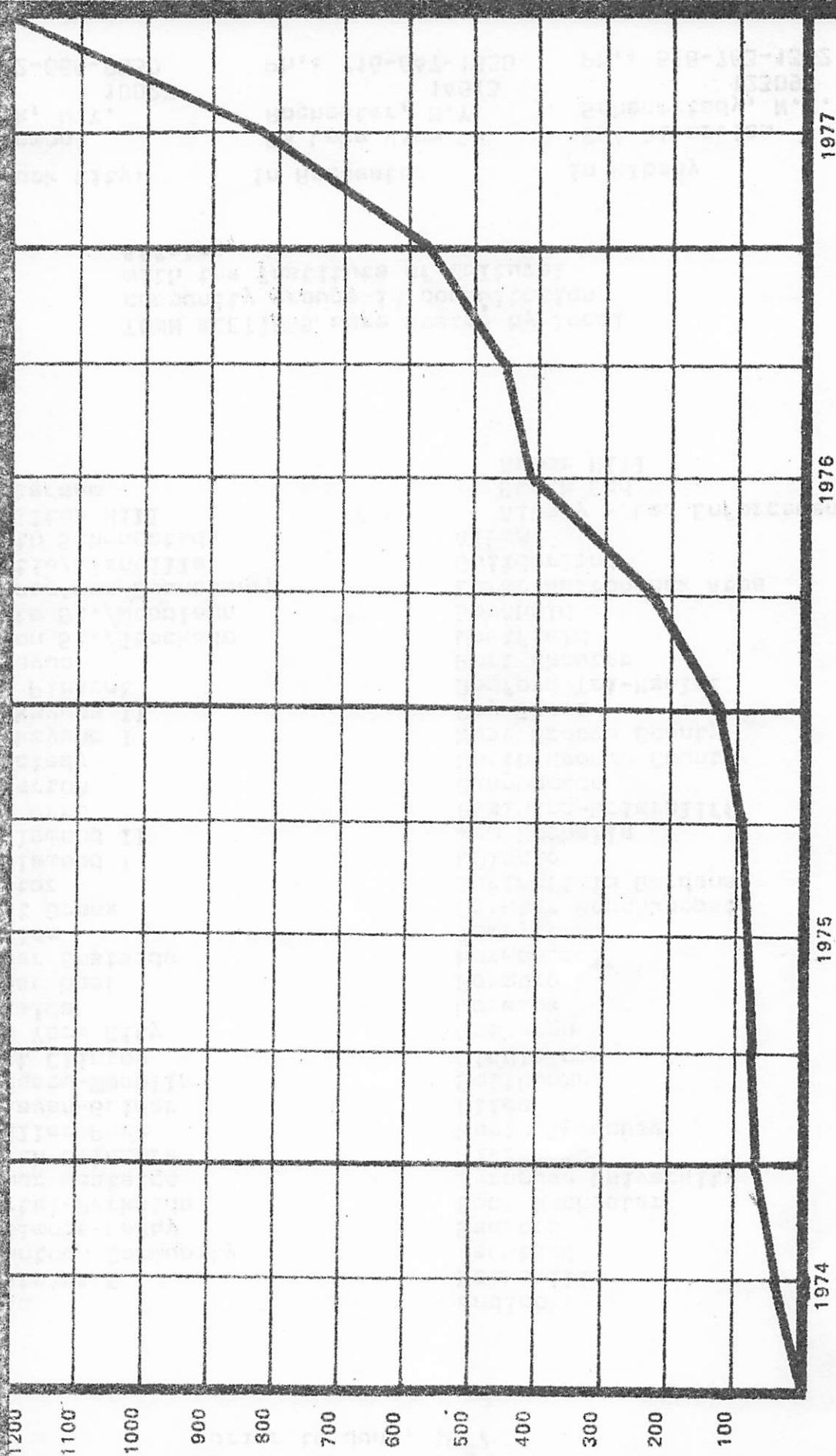
In November 1971, town meetings were held in New York City. The town meeting program has been developed in a series of experiments. The town meeting program has been developed in a series of experiments.

...June 1977

TOWN MEETING: USA

ICA

Chart showing the acceleration over the first twelve quarters



TOWN MEETINGS

held in New York State
prior to June, 1977

Buffalo

District 5
Downtown Community
Fillmore-LeRoy
Hertel-Perkside
Lower Westside
North Delaware
Shiller Park
Delavan-Grider
Genesee-Moselle
East Clinton

in New York City

Loisida
Upper West
Lower Eastside
Harlem
East Bronx

Rochester

Maplewood I
Maplewood II
3rd Ward
Edgerton

Schenectady

Niskayuna I
Niskayuna II
Mt. Pleasant
Belevue
Union St./Stockade
State St./Woodlawn
Princetown/Duanesburg
Scotia/Glenville
North Schenectady
Hamilton Hill
Rotterdam

Endicott

Peekskill
Menstead
Seafood
East Rochester
Syracuse University
Riverhead
North Syracuse
Utica
Smithton
Middletown
Newburgh
Warwick
Kenmore
Horseheads
Tarrytown
Greater Poughkeepsie
Springfield Gardens
Colonia
New Rochelle
Gasfing-Briarcliff
Binghamton
North Broome County
West Broome County
Bay Shore
Bedford Tri-Hamlet
Port Chester
Westfield
Southold
Lower Adirondack Area
Guilderland
Albany

Albany - Law Enforcement
South End
Arbor Hill

TOWN MEETINGS were hosted by local
community groups in consultation
with the Institute of Cultural
Affairs.

in New York City:

49 Claremont
New York, N.Y. 10027
Ph.: 212-666-8330

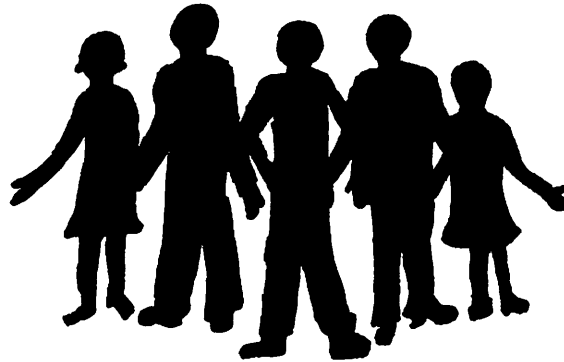
in Rochester

53 Lake View Pk.
Rochester, N.Y. 14613
Ph.: 716-647-1656

in Albany

964 Riverview
Schenectady, N.Y. 12309
Ph.: 518-783-1362

TOWN MEETING NEW YORK



PEOPLE WORKING TOGETHER

What's it about?

The TOWN MEETING is a time for local people to gather together to talk about the future of their community. As a result of this gathering, common directions are identified and practical plans are made to implement the ideas that emerge.

The TOWN MEETING event's purpose is to demonstrate that within the local community persons of varied backgrounds and differing viewpoints can work together, share their concerns, identify their community's needs, and develop practical actions for meeting these challenges.

TOWN MEETING provides a unique opportunity for community residents to take practical responsibility for their community's future.

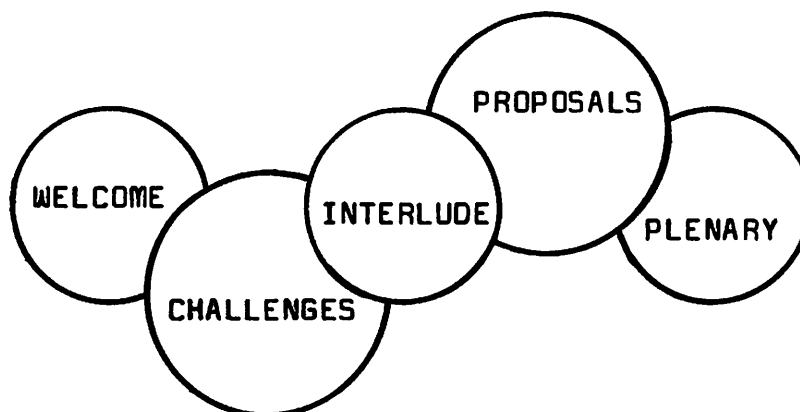
A TOWN MEETING ASSEMBLY will be held on November 19, to which representatives of all local events are invited. At the Assembly, participants will plan for events to initiate their own local proposals.

What happens there?

In this one-day event, citizens take part in workshops, a meal with local entertainment, and a final gathering for sharing the results of the day. At the closing, each participant receives a write-up of the day's challenges and proposals.

Who sponsors it?

The TOWN MEETING program, sponsored by local citizens and community groups, is being held in consultation with The Institute of Cultural Affairs. The Institute is a non-profit research and training organization, which is engaged in similar community programs throughout the United States.



COMMUNITIES PARTICIPATING
IN
TOWN MEETING: NEW YORK

Albany
 Arbor Hill
 Law Enforcement
 South End
 Attica
 Bangor
 Bay Shore
 Bedford Tri-Hamlet
 Binghamton
 Branchport-
 Guyandaga
 Broadalbin
 Brooklyn Campus
 Buffalo
 Delavan-Grider
 District 5
 Downtown Community
 East Clinton
 Fillmore-Leroy
 Genesee-Moselle
 Hertel-Parkside
 Lower West Side
 North Delaware
 Shiller Park
 Candor
 Cincinnatus
 Clifton Springs
 Cobleskill
 Colonie
 Congers
 Copenhagen
 Dolgeville
 Earlville
 East Bronx
 East Rochester
 Elba
 Elizabethtown
 Endicott
 Fort Johnson
 Friendship Central
 School
 Greater Poughkeepsie
 Greenwich
 Guilderland
 Hempstead

Hobart
 Horseheads
 Jeffersonville
 Lansing
 Lima
 Lower Adirondac
 Area
 Lyndonville
 in Manhattan
 Harlem
 Lower Eastside
 Upper Westside
 West Village
 Middletown
 Mount Upton
 Nassau
 Newburgh
 New Rochelle
 North Broome
 County
 Northeast Oswego
 County
 North Syracuse
 Odessa
 Ossining-
 Briarcliff
 Otego
 Peekskill
 Plattsburgh
 Port Byron
 Port Chester
 Prattsville
 Redwood
 Riverhead
 in Rochester
 Downtown
 Edgerton
 Maplewood
 Third Ward

Saugerties
 Savona
 Schenectady
 Belevue
 Hamilton Hill
 Niskayuna
 Mt. Pleasant
 North Schenectady
 Princeton-
 Duanesburg
 Rotterdam
 Scotia-
 Glenville
 Union St.-
 Stockade
 Woodlawn-Central
 State
 Smithtown
 Southhold
 South Seneca
 Speculator
 Springfield Gardens
 Syracuse University
 Tarrytown
 Tottenville
 Town of Saratoga
 Town of Stockport
 Town of Tonawanda
 Tri-town
 Utica
 Waddington
 Warwick
 West Broome County
 Westfield
 Williamson
 Wilson
 Yorkshire

TOWN MEETING: NEW YORK has
 been held in at least one
 location in every county
 of the Empire State.

CONTRIBUTORS TO TOWN MEETING, NEW YORK

ABC Signs
A.B. Dick Company
A & P Markets, Latham
Addressograph-Multigraph
Adirondack Steel Casting
Company, Inc.
Albany Banana Corporation
Albany Frosted Foods
Albany International
Bravo Company
Capitol Brand Peanut Products
Cotton-Hanlon
Crest Litho
DePaolo Baking Company, Inc.
Downtown Sheraton Inn of Albany
Dunkin Donuts
Emil Miester Market
Empire Paper Corporation
First National Bank of Scotia
Franklin-Cowan Paper Company
Friendly Campus With
Community Services
General Electric
Genesee Beer
Golub Corporation
(Price-Chopper)
Holiday Inns
Hudson Valley Paper Co.
International Business Machines
Lawrence and Van Voast Insurance
McDonald's Corporation
Meland's Furniture and Electrical
Appliances

Millbrook Bakeries
Morrette's King Steak
House
Nashua
New York Telephone Co.
Pacesetter Datsun
Palumbo's Market
Ramada Inns
RanZee Signs
Ris Paper Company
Rochester Products,
Division of General Motors
Rourke Eno Paper Company
Sahr's Poultry Farm
Sainatos Market
Schenectady Chemical
Corporation
Selkirk Railroad YMCA
Smith Paper Company
Sofco Paper Company
Star Textile
Tobin Packing Company
Topps Finer Foods
Triangle Community Center
Welch Foods
Westwood Pharmaceutical
Xerox Corporation
Zwiegle's Inc.
Webster Paper Company
And numerous other
neighborhood merchants,
civic organizations
and concerned individuals.

CITIZENS IN SUPPORT OF TOWN MEETING: NEW YORK

Mike Bonafield, Editorial Staff
New York Daily News
New York, N.Y.

Rev. John Kloepfer
Bovina Center, N.Y.

Susan Brainard
Schenectady, N.Y.

Mel Knapp, Rochester Public Schools
Rochester, N.Y.

James Burr, Buffalo Jaycees
Buffalo, N.Y.

Str. Regina Lanigan, F.C.E.S.
Buffalo, N.Y.

Richard Davis, Attorney-at-Law
New York, N.Y.

Norman Lindblad, General Electric
Schenectady, N.Y.

Judi Harvey, Public Health Nurse
Seaford, N.Y.

Joe Reid, Arbor Hill Comm. Center
Albany N.Y.

Shirley Hess, Co-Chairperson
Broome County Bi-centennial Comm.
Deposit, N.Y.

A. B. Ulangca, Singer-Link
Vestal, N.Y.

(518)-783-1362
12309
Schenectady, N.Y.
964 Riverdale Rd.

(716)-647-1656
14613
Rochester, N.Y.
53 Lake View Park

THE INSTITUTE OF CULTURAL AFFAIRS

CA

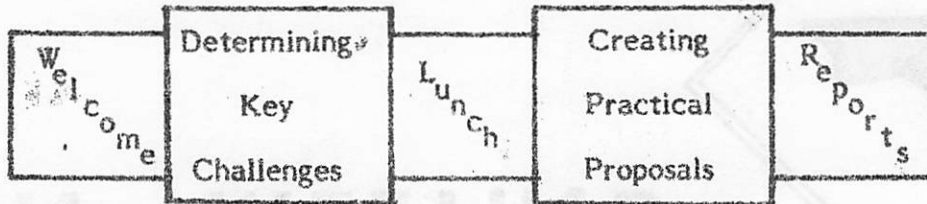
TOWN MEETING

NEW YORK



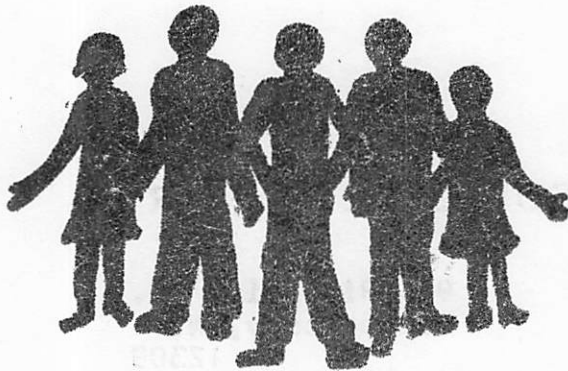
TOWN MEETING

Town Meeting is a one day community event for all ages. It provides citizens with a way to involve themselves in caring for their community. Workshop methods used include a serious look at the needs of the community and the development of practical proposals that give a focus to the future of the town. At the close of the Town Meeting, each participant receives a copy of the results.



TOWN MEETING ASSEMBLY

A regional assembly is held for delegates from local Town Meetings. It provides a forum for sharing common concerns and presents methods for implementing proposals developed in the Town Meetings.



**PEOPLE
WORKING TOGETHER**

HISTORY OF THE PROGRAM

In recent years there has been a growing desire among concerned citizens to help promote community spirit. "Town Meeting" was developed by the Institute of Cultural Affairs in response to requests for engaging a broad range of citizens in caring for their communities. For example, "Town Meeting '76" was a Horizons program endorsed by the American Revolution Bicentennial Administration. The program has continued through the encouragement of Town Meeting participants themselves. Over 1,200 Town Meetings have been held in the United States and 350 in other nations.

THE INSTITUTE OF CULTURAL AFFAIRS

The Institute of Cultural Affairs is an international group of volunteers concerned with responsible citizen involvement in community development. It designs practical programs for use in local communities as well as for a wide variety of social and business organizations.

The ICA is incorporated in the state of Illinois as a not-for-profit, tax exempt corporation. It began as a program division of the Ecumenical Institute: Chicago twenty years ago and was independently chartered in 1973. The two continue to function as separate but related organizations with regional offices across the United States. The programs of the Institute are assisted by both the public and private sectors in the form of grants and in-kind contributions.

TOWN MEETING BUDGET

A projection for
45 community events

TOTAL COST --

Program Coordination:

Travel	200 mi./day for 12 weeks at \$.17/mi.	\$2448
Promotion	Selected radio & T.V. spots	1035
Printing	Promotional literature	1485
Workbooks	100 per Town Meeting	9000
Telephone		1485
Mailings		315
National Coordination		13500
	Sub-total	<u>\$29763</u>

Volunteer Services:

Travel	200 mi./day for 12 weeks for 8 volunteers	\$9792
Per Diem	\$8/day for 12 weeks	3150
Lodging	\$15/day for 8 volunteers	1575
Orchestrators'		
Travel	2 persons per Town Meeting	4500
Training Materials		900
	Sub-total	<u>\$19692</u>

State Assembly:

Materials	\$675
Facility	270
	<u>\$945</u>
Total expenses	<u>\$50400</u>

ANTICIPATED INCOME --

Contributed Goods and Services	\$36000.00
Participating Communities (45 communities at \$300 each)	13500.00
Foundations and Corporations	30400.00
Assembly Registration Fee	<u>500.00</u>
Total income	\$50400

GLENS FALLS HIGH SCHOOL
SHERMAN AVE. AND QUADE ST.
GLENS FALLS, N. Y. 12801

705-0284

September 19, 1977

GRAHAM R. EASON, PRINCIPAL
STANLEY E. RUMMEL, ASSISTANT

Mrs. Kenneth Rose
961 Riverview Road
Schuetteady, New York 12309

Dear Mrs. Rose:

The Town Meeting held in our area was a most stimulating experience for those who attended. For your help and the guidance of the ICA (Institute for Cultural Affairs) we are most grateful.

I personally am most impressed with the Town Meeting concept as worked out by I.C.A. It seems to be a most valid process for giving each American a way to truly let his feelings and needs in relation to the community be known, and provides a method for community development to proceed effectively.

It was most gratifying to see such a cross-section of our community working together. The young people were particularly impressive. To see high school students effectively lead workshop groups made up of all ages and types of people indicates how strong our students can be in working as community citizens. It is my hope that we can see more of this participation of the younger members of our communities in community action.

In fact I have been so impressed with the Town Meeting process that I would hope in the future we could bring it to our schools as one working example of how citizens can be effective participants in our democracy.

Again my thanks to you and others on the I.C.A. staff for guiding us through our first Town Meeting.

Sincerely,

Betty Dodds

Betty Dodds, Chairman
Social Studies Department



STATE OF NEW YORK
OFFICE OF THE LIEUTENANT GOVERNOR
ALBANY 12224

MARY ANNE KRUPSAK
LIEUTENANT GOVERNOR

September 15, 1977

ADDRESS

Dear :

As an elected official, it has been a cornerstone of my philosophy that the recipients of government's services are unique, individual, diverse and capable of creative participation in the governmental process.

The Institute for Cultural Affairs has an effective process for getting people involved in the decisions affecting the future of their communities. They do this through a vehicle called Town Meetings. (See attachment)

ICA is planning a Town Meeting in 30 upstate counties this fall. Someone with your concern for and knowledge of the communities in your county can be of vital help in pursuing the common goals.

One or two people from the Institute will be calling you for an appointment shortly. Knowing of our shared concern for community involvement in planning and decision making, I am sure they will be most appreciative of your suggestions and advice.

I support this effort and sincerely believe your commitment to serving your community will be advanced by your cooperation. Thank you.

Sincerely,

Att.
MAK/jd/pt



McDonald's System, Inc.
1 Computer Drive South
Albany, New York 12205
518 / 459-6900

November 7, 1977

TO: Store Manager
FROM: Rigo Llamas/Bev Davis
SUBJECT: Community Activity: Town Meeting

There is a State program called Town Meetings which is the citizens of the community working together to mold and plan the future of their town.

The weekend of November 12 and November 19 there will be meetings in the Albany area. McDonald's has offered to serve breakfast to those participating. With presentation of this letter, they will receive:

Egg McMuffin
Juice of choice
and beverage

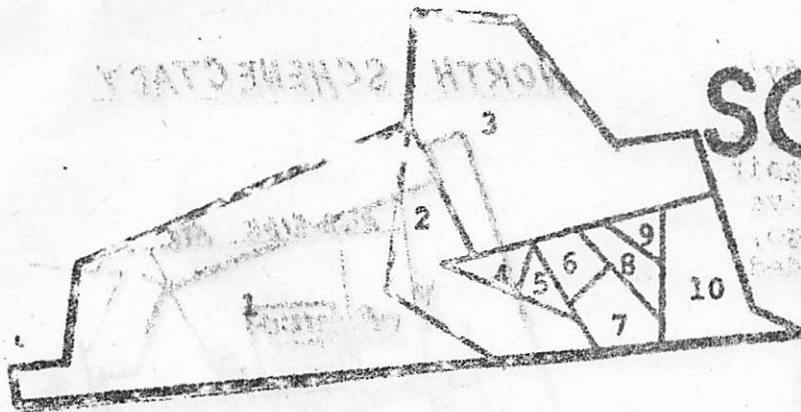
Thank you for your cooperation and time. The stores participating are:

McDonald's
2500 Albany Street
Schenectady, NY

McDonald's
106 Wolf Road
Albany, NY

McDonald's
256 Osborne Rd.
Colonie, NY

BD/sm



SCHENECTADY COMMUNITY NEWS

SCHENECTADY, NEW YORK

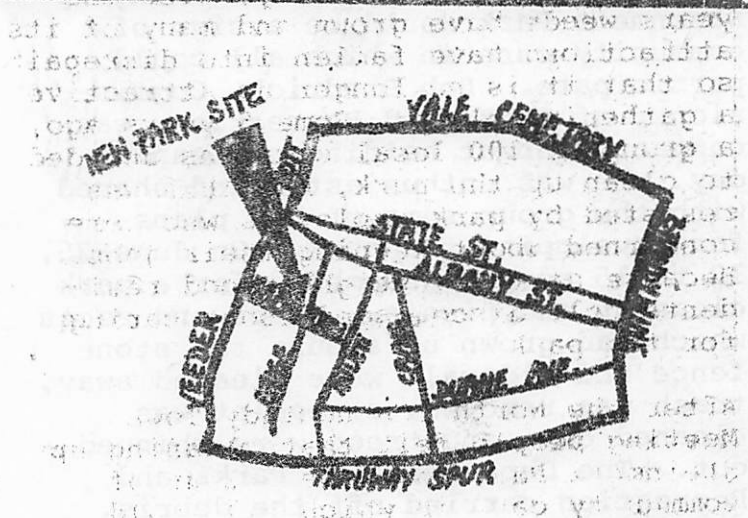
AUGUST 1977

SOMETHING IS HAPPENING IN HAMILTON HILL

The Hamilton Hill Town Meeting Steering Committee has now reformed into a permanent group calling themselves The Hamilton Hill Renaissance. The Renaissance has sponsored and completed, on June 11th, a very successful Clean-up Day & Picnic of the new park site on Paige and Hamilton St. There were about 30 people from the neighborhood helping all day with the clean-up. "It was a nice sight seeing neighbors working all together," said one woman. Kevin Chaires, a teenager, said, "I can't remember when I've worked so hard and had so much fun." This seemed to say it for all of us. There were many people there who were just walking down the street, saw people working, and decided to take a few minutes to help out.

There were some people who assisted which we feel should be mentioned; Father Jim Murphy, candidate for County Board of Representatives, Dist. 2. Ms. Karen Johnson, City Councilperson and Ms. Nancy Hogan, candidate for County Seat.

The H. H. Renaissance is also helping with the Hamilton Hill Neighborhood Association, which is now being reorganized and restructured so that each Block is represented by two (2) voting Delegates. There are now



eleven (11) Block groups established with a number of other blocks that aren't organized as yet; but will have two (2) voting Delegates at large. Both organizations are also presently working on Voter Registration.

PRINCETOWN/DUANESBURG

Princetown had a Flea Market/community gathering on July 23 sponsored by the Historical Society. People at the Town Meeting in April had felt this was a desirable activity and the community confirmed their intuitions. Irma Matrean, town historian, reports that this was the first community event other than regular meetings ever held at the Princetown Town Hall. A number of people are talking about having such an event annually.

NORTH SCHENECTADY

Steinmetz Park is one of Schenectady's treasures. Unfortunately, over the years weeds have grown and many of its attractions have fallen into disrepair so that it is no longer as attractive a gathering place. Some 5 years ago, a group of 100 local citizens decided to clean up the park, but this was resisted by park employees who were concerned about keeping their jobs. Because of this, neighborhood residents felt discouraged about caring for the park.

After the North Schenectady Town Meeting people felt that cleaning up Steinmetz Park would be a sign of community care in which all could participate. Bob Bredrick, Commissioner of Parks and Recreation, was contacted about holding a clean-up day. He was enthusiastic and shared with the group some of his plans for developing the park. On June 25, 12 to 15 people assembled for a park clean up and picnic. Weeds and roots which had grown up around the stone fence and sidewalk were cleared away, trash was removed, a weedlot was cleaned out, and trees were thinned out. The Department of Parks and Recreation carried off the debris. A neighbor passing by agreed to keep an eye on the park to alert the police about vandalism.

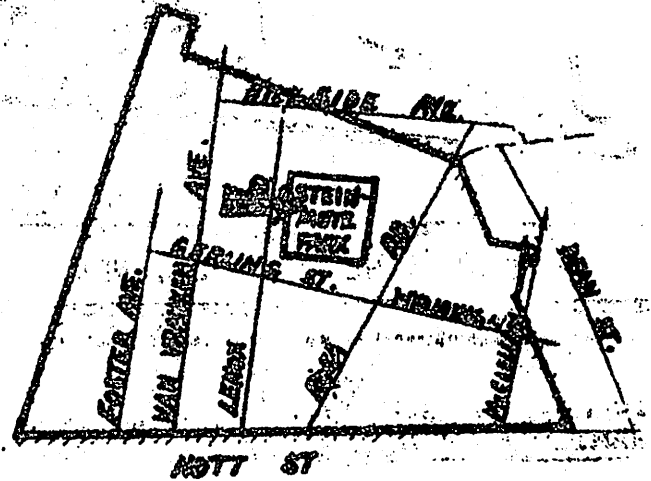
A second clean-up day was held July 9th. There is still work to be done but a difference is already apparent - a much more open view has replaced a tangle of brush.

Come see and enjoy Steinmetz Park. If you like to help care for the neighborhood, contact Bill Price 370-1582 for information.

SCOTIA-GLENVILLE

We hear that the Republican Women's Club of Scotia-Glenville is considering using their Town Meeting Symbol for their annual embroidered quilt which is raffled to raise money; also, certain organizations are considering using the symbol on correspondence stationery.

NORTH SCHENECTADY



WOODLAWN/STATE STREET

A concern of some of the participants of the Woodlawn/State Street Town Meeting has been the auto speeding on Consaul Road as well as the danger posed by the Eastholm Road/Consaul Road intersection. This concern was heightened after another accident which occurred at that intersection in May.

Through the efforts of four residents (Charlotte Ramsey, Sally Goldman, Mary Martino, and Carol Senecal) petitions were circulated, signed, and presented to the City Traffic Commission at its June Monthly Meeting. As a result, radar has been used to enforce the 30 m.p.h. speed limit on Consaul Rd. and two four-way intersection signs were posted at the Eastholm Road/Consaul Road intersection.

The radar seems to have been effective in slowing down Consaul Road traffic and the signs are clearly visible to motorists, making them much more aware of the Eastholm Rd crossing. It is hoped that these two measures will result in safer driving conditions in the Consaul Road area for residents as well as other motorists.

SOME RESULTS FROM SCHENECTADY MEETS - 10 TOWN MEETINGS
AND SCHENECTADY COUNTY TOWN MEETING 76

1. Community needs and proposals surveys for 11 Schenectady neighborhoods and towns and Schenectady County...including research, compilation, printing, and distribution to citizens and public officials.
2. Downtown Schenectady Clean-up and "How You Can Get Involved" Display Month. Over 30 community organizations participated in washing store windows in vacant buildings and putting in displays of their groups involvement opportunities.
3. Town - School Board dialogue formally initiated at Niskayuna Town Meeting.
4. Locally initiated safe speed enforcement on Consaul Road by Woodlawn/ Central State Street Town Meeting participants.
5. Revitalized Neighborhood Associations in Hamilton Hill, Woodlawn/Central State Street, and the Union Street area.
6. Safe streets program planned for children in Woodlawn.
7. Community Park clean-up days (2) in Steinmetz Park, North Schenectady.
8. Town Meeting Report was used by Human Services Planning Council as a resource in yearly planning session.
9. Information sheet on Downtown Schenectady improvement plans compiled including ways local citizens can help.
10. Clean-up Day and Picnic at a new park site in Hamilton Hill.

8 KEY TASKS FOR TOWN MEETING SET-UP

GET THE PEOPLE

1. Produce flyer
2. Pre-register friends and neighbors
3. Distribute flyers
4. Locate funding sources

PREPARING FOR THE DAY

1. Obtain site
2. Plan and serve food
3. Find typist and production equipment
4. Arrange for room set-up and registration

Northern
Division

WEEKLY FINANCE REPORT

Area New York
Qtr. II
1977 - 78

Week Beginning _____ for Operation _____

M
I
L
E
S

Beginning Reading _____

Ending Reading _____

TOTAL MILES: _____ @ .17 = (A) _____

Total Expenses

D
A
I
L
Y

R
E
C
O
R
D

	TRAVEL		MEALS		COMMUNICATION		OFFICE SUPPLIES		HOUSING		TOTALS
	cash	in kind	cash	in kind	cash	in kind	cash	in kind	cash	in kind	
MON.											
TUES.											
WED.											
THURS.											
FRI.											
SAT. SUN.											
cash	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	(B)
in kind	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	

S
U
M
M
A
R
Y

Submitted By: _____ Cash Outlay (B) _____ Total Reimbursable (C) _____
 Pay To: _____ + Mileage (A) _____ - Amount Advanced _____
 Paid by Check #: _____ Total Reimbursable (C) _____ Total Receivable _____

NEWS RELEASE

Everyone in _____ is invited to participate in
the _____ Town Meeting to be held
_____ from _____ at _____.

The TOWN MEETING is a time for people to gather together to talk about the future of our community. The purpose of the TOWN MEETING is to increase community pride and citizen involvement. It demonstrates that it is possible for persons of varied backgrounds and differing viewpoints to work together, to share concerns, identify community needs, and develop practical actions for meeting those needs.

The format of this one-time event is that citizens take part in workshops to identify the challenges for the community and develop plans to meet them. The issues that are considered are drawn from the participants themselves, instead of from a pre-determined agenda. At the closing, each participant will take home a write-up of the day's discussion, including the proposals for action which have been determined by those present.

The TOWN MEETING program is being held in consultation with the Institute of Cultural Affairs. The Institute is a non-profit organization which is engaged in community programs throughout the United States. Initially a part of the Bicentennial, over 1200 Town Meeting events have been held in this country.



THE INSTITUTE OF CULTURAL AFFAIRS

118 Main Street

Hartford, Ct. 06106

(203) 527-0209

NOTE TO THE EDITOR OF _____

ONE OF THE TOWN MEETINGS DESCRIBED IN THE ATTACHED
RELEASE IS SCHEDULED FOR _____ IN _____

THE LOCAL CITIZENS HEADING UP THIS PROJECT ARE:

TOWN MEETING HAS PROVEN TO BE A SIGNIFICANT NEWS EVENT
IN COMMUNITIES WHERE THEY HAVE ALREADY BEEN HELD. WE'LL
BE GLAD TO COOPERATE WITH YOUR COVERAGE OF IT IN ANY WAY
WE CAN.

Other offices of the Institute of Cultural Affairs:

53 Lake View Park
Rocester, New York 14613 (716) 647-1656

964 Riverview Road
Schenectady, New York 12309 (518) 783-1362

49 Claremont
New York, New York 10027 (212) 666-8330

27 Dartmouth
Boston, Massachusetts 02116 (617) 262-7890

THE TOWN MEETING PROGRAM

The purpose of the Town Meeting program is to demonstrate to people that in society today it is still possible for persons of varied backgrounds and differing viewpoints to work together to identify community needs and develop practical plans for their future as a community. The Town Meeting program has met this need effectively in urban cities, small towns and rural centers.

The format of the Town Meeting has been developed to draw from the participants themselves the issues that need to be considered, instead of a pre-determined or set agenda. This feature, coupled with the use of local citizens as Town Meeting moderators, insures that the meeting will be a reflection of the views of the community.

The Town Meeting day consists of several parts. The first session deals with determining the challenges the community must meet if it is to develop the quality of life the citizens desire. The second session plans the practical means to meet the challenges. In both these sessions the participants are divided into groups to make sure that each individual has an opportunity to express his or her views. In the third session all the participants re-convene as a large group to hear and discuss the proposals that have been developed. A document is prepared for distribution at the close of the meeting which contains all the challenges and proposals developed by the meeting.

The Town Meeting is part of a national program of the Institute of Cultural Affairs, but sponsored locally by state, regional and community groups. More than 1200 Town Meetings have been held throughout the United States thus far. The program was developed by the ICA during the Bicentennial Year, but has continued because local communities saw that it had significance for any community seriously concerned with planning its future. During the Bicentennial this program was endorsed by the American Revolution Bicentennial Administration (ARBA), and was one of its "Horizons" programs.

Approximately sixty Town Meetings were held in New York during 1976; about forty-five communities are currently preparing for Town Meetings this fall.

On November 19th, representatives from all of the Town Meetings held in New York will be invited to participate in an Assembly at the Downtown Sheraton Inn, Albany. At this Assembly they will share the insights from their own Town Meeting and will devise methods for carrying out the plans made at each community meeting. Communities will be clustered according to common geography and common population to insure identity of like concerns and needs.

MAYOR'S PROCLAMATION

(S a m p l e)

Whereas citizen participation is vital to the functioning of democracy, and

Whereas community meetings are being held this fall in ~~the~~ 40 communities across the state of New York, and

Whereas Lyndonville citizens have decided to provide this opportunity for creative and positive work on the future of this community,

Now therefore be it proclaimed that

November 5, 1977

is

LYNDONVILLE TOWN MEETING DAY

To be held at the Lyndonville Central School

BRING YOUR CONCERNS
TO THE
TOWN MEETING: NEW YORK
IN
PLATTSBURGH

SATURDAY, NOV. 5
10AM - 4PM

CLINTON
COMMUNITY COLLEGE

BRING YOUR OWN SANDWICH
BEVERAGE & DESSERT AVAILABLE

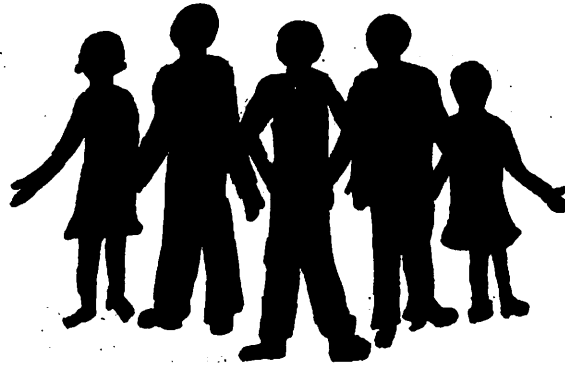
YOUR MAY PRE-REGISTER AT THE YMCA IN
PLATTSBURGH - PHONE 561-4290 FOR INFORMATION

CELEBRATE THE PAST

PLAN THE FUTURE

EVERYONE INVITED

TOWN MEETING NEW YORK



PEOPLE WORKING TOGETHER

What's it about?

The TOWN MEETING is a time for local people to gather together to talk about the future of their community. As a result of this gathering, common directions are identified and practical plans are made to implement the ideas that emerge.

The TOWN MEETING event's purpose is to demonstrate that within the local community persons of varied backgrounds and differing viewpoints can work together, share their concerns, identify their community's needs, and develop practical actions for meeting these challenges.

TOWN MEETING provides a unique opportunity for community residents to take practical responsibility for their community's future.

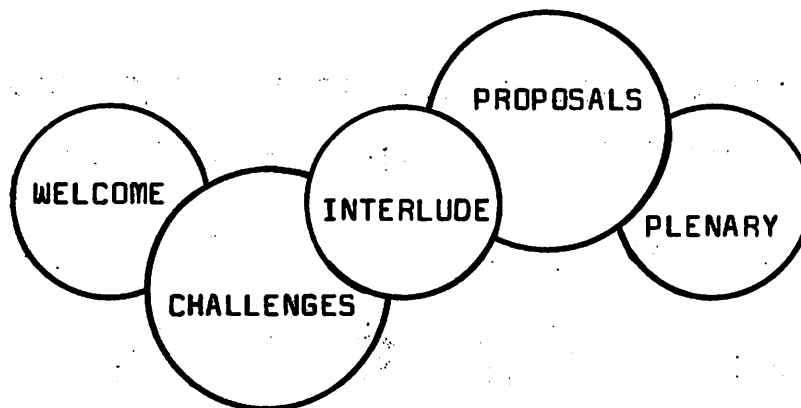
A TOWN MEETING ASSEMBLY will be held on November 19, to which representatives of all local events are invited. At the Assembly, participants will plan for events to initiate their own local proposals.

What happens there?

In this one-day event, citizens take part in workshops, a meal with local entertainment, and a final gathering for sharing the results of the day. At the closing, each participant receives a write-up of the day's challenges and proposals.

Who sponsors it?

The TOWN MEETING program, sponsored by local citizens and community groups, is being held in consultation with The Institute of Cultural Affairs. The Institute is a non-profit research and training organization, which is engaged in similar community programs throughout the United States.



Established
in
1824



The Chronicle-Express



Yates County's Watchful Newspaper

Covering Yates County, southern Ontario County, northern Steuben and Schuyler counties

PENN YAN, N.Y. Thursday, November 17, 1977

20 Cents

4 Sections — 40 Pages

153rd Year—No. 46

Citizens set own 'town meetings'

By KEITH COOLIDGE

Citing a lack of information about community and Town of Jerusalem affairs, several Branchport citizens Saturday night took steps to correct the problem.

Gathering for a "Town meeting" sponsored by the Institute of Cultural Affairs (ICA), 26 residents proposed to initiate a monthly community newsletter, organize quarterly town meetings prior to regular Town of Jerusalem meetings and host more community activities at the Branchport firehouse.

"What I felt at first was a sense of curiosity saying, 'Who's going to take the lead?' Maybe now we can make something come of this," said Tom Cascini, 30 S. Main St.

Cascini, along with the Rev. Ted Bleck, pastor of the Branchport United Methodist Church, are planning for early February the first town meeting to discuss issues before the Jerusalem board.

In the meantime, The Rev. Bleck, along with residents Jane Snyder and Katrina Johnson, are planning the first issue of a monthly newsletter. They will meet Nov. 28 to begin the first issue, scheduled to be printed the first week of December.

A third proposal to come out of the Saturday meeting called for more community activities, such as bingo parties sponsored by the fire department and dances for various age groups sponsored by the recreation department.

The meeting was conducted by three volunteers working for a program called "Town Meeting: New York," a 3-year-old program to instigate "community awareness," said Dorcas Rose, of Schenectady, one of the volunteers.

Overall sponsorship of the program she said, was through the Institute of Cultural Affairs, a non-profit organization headquartered in Chicago, with branch offices "in more than 100 urban centers around the world," including Rochester.

A spokesman for the institute said Monday it is "a research, training and demonstration group concerned with the human factor in world development."

ICA work includes "management seminars for business executives and community projects development such as the Town Meeting: New York program," he said. "In all programs, the emphasis is on effective methodologies relating to human motivity, corporate operation and tactical planning."

Programs of the ICA are supported by governmental agencies, private foundations, major corporations, denominational bodies and concerned individuals, as well as from program income, he said.

Corporations which have contributed to the New York program include the Albany Banana Corporation, Dunkin' Donuts, McDonald's Corporation and the Hudson Valley Paper Company.

"We believe in grass roots



Branchport and Guyanoga Valley residents met in a Town Meeting Saturday night to discuss challenges confronting them.

democracy," said Miss Rose. "We want to see local people pick up directions again.

I don't believe the direction of the conference is change for the sake of change — we've tried that long enough and it will not work succeed. We are out to raise questions whether is is possible to find areas where we can agree — support the establishment where we can and change where we can change," she said.

anything," said Shawn Hartnett, another of the Town Meeting leaders.

"I think the time is now for people to become involved in the lowest level of government. If we don't plan for our future now, it may be planned for us by outsiders," he said.

The group asked Branchport residents to find problems in three areas of the community: economic, political and cultural. They then were asked to solve the problems.

Residents said the major economic problem facing the community was a lack of industry, but added the greatest drawback to industrial expansion in the area is its location. They also cited a lack of knowledge and communication about community affairs.

Addressing the later problem, residents proposed a monthly newsletter. "We the citizens of the community of Branchport and Guyanoga, in order to inform the community of social activities, modification (sic) of town board meetings and provide an agenda summary of meetings of community organizations and appointments," propose a newsletter, said a resolution of the group.

The newsletter is to be distributed at no cost in Don's Market, Reeves Market, Valley Inn, Rogers and Branchport churches.

Political problems included a lack of interest in the political process and lack of knowledge about town board issues. Residents said the problem was illustrated by "Inequitable assessments, an unwillingness to question or change the assessment process, no competition during elections and 'closed' town supervisor meetings."

To correct this perceived problem, residents proposed quarterly meetings open to the citizens in which they could address issues facing them. A representative then would be sent to the regular Jerusalem Town Board meeting.

In the cultural area, residents cited a lack of pride in the community as their major problem, illustrated by infrequent use of the library and youth programs.

This was to be corrected by organizing bingo parties at the firehouse and further use of programs offered by the recreation department.

Tentative budget calls for lower county tax

By MARTHA GIBBS

The Yates County Legislature Monday approved a tentative budget for 1978 featuring a 1/25 per cent or 52 cents decrease from '77 in the tax rate per \$1,000 of full value.

The tentative budget of \$7,049,035 shows an increase of 141,392 in total revenue from the 1977 budget for

Total appropriations by fund are: general fund, \$6,149,12; county road fund, \$1,203,814; county machinery fund, \$501,500; and federal revenue sharing, \$275,890.

In other action, the board voted to raise the amount appropriated to the Finger Lakes Association from \$61,000 to \$75,000.

Yates County at \$25 a day, to include housing and meals. The county is currently paying Steuben County \$20 a day to house female prisoners.

Sheriff George Spike and the Public Safety Committee were authorized to bid for and purchase up to three patrol cars with budget allowa

T A S K S F O R O R C H E S T R A T O R S

(The following is supplemental and not a substitute for the orchestrator guide)

FRIDAY NIGHT

- Create Banner for the front of room if not done*
- Set room for 2/3 of the projection (do not over-set)
- Put up decor
 - + Town Meeting Quotes
 - + Town Meeting Posters
 - + "Where Ideas Grow" Map
 - + Banner
 - + Any local decor
- Create name tags if they have not been done*
- Place all workshop materials in workshop spaces
- Set up registration table
 - +Reg. Forms
 - +Name Tags
 - +Magic Marker
- Prepare outdoor "TOWN MEETING HERE" Signs*
- Review Production set-up and materials*

*Items can be done even if the set-up time is the next day.

SATURDAY

At the Beginning of the Town Meeting

- Assist in snack set-up
- Instruct Registration persons
- Review plan with the MC
- Mingle with the people
- Instruct Production persons and be prepared to assist
- Be sure state/reg'l song sheets are out
- Be sure someone is taking pictures

Before Noon (or similar time break)

- Assist with food set-up
 - + assure a pleasant food service plan
- Review lunch time plan with the MC
 - + assure an event-filled mealtime

Tasks for Orchestrators--continued

Before Plenary

- Plenary chairs and tables well set and the right number
- If children are making a presentation, notify leaders about the time to come
- Be sure someone is assigned to report from each workshop
- Be sure challenge and proposal charts are on plenary walls
- Check state of production and take 2-3 people from workshop if needed to get document done
- Check with MC on plenary plan.

At Plenary

- Begin with state songs and local song if previously presented at lunch
- Do closing reflection and include question "what is the significance of these events for community? for the State?"
- Do closing spin
- Imaginal and exciting presentation of the Assembly
- Get Four persons for the assembly (get registrations filled out).

After Plenary

- Collect Registration forms
- Bring six documents
- Receive community \$300.00
- Get film from person who has been taking pictures
- Bring back extra materials
- If possible have a brief reflection on the day with the hosting group.
- Do not rush away but allow people to talk with you about other programs, the ICA, future plans.

A S S E M B L Y S P I N

(To be included in the Orchestrator's Closing Spin)

- I. November 19, an event for the State or region unlike other events held. Tell time and location.
- II. An Assembly of the people--from all of the Town Meetings held in this(state)over the past two years. Not a lobby, not a protest, but citizens from all kinds of communities sharing their insights from the Town Meetings and thinking through their future.
- III. The focus of the Assembly will be taking the proposals of each Town Meeting and sharing concrete ways in which these proposals could begin to be implemented in each local community.
- IV. Every community represented so that the grass roots thinking of this(State)can be expressed constructively.
 - 4 persons from each community (refer to the brochure)
 - Who will represent this community? (seek decisions and get registrations before the close of the Plenary session)

STATES HAVING ASSEMBLIES NOVEMBER 19:

New England- Faneuil Hall--Boston

New York- Down Town Sheraton--Albany

Virginia

Maryland

TOWN MEETING

**Orchestration Options #1
3-Workshop Model**

75-150 participants, but not 4 trained workshop leaders.
3 orchestrators and a back-up (can work as team with trained workshop leaders).
Persons assigned to production and child care.

A.M.

Orchestrator I does New World spin including hopes and dreams conversation and brainstorm past achievements, present struggles, future dreams, and master images for all. Then break into 3 groups.

P.M.

Orchestrator II does New Human spin and rehearses the afternoon structure including as part of noon entertainment singing the song created in the A.M. Story/Song/Symbol workshop.

Orchestrator I
or Workshop
Leader

Orchestrator II
or Workshop
Leader

Orchestrator III
or Workshop
Leader

Orchestrator I
or Workshop
Leader

Orchestrator II
or Workshop
Leader

Orchestrator III
or Workshop
Leader

CHALLENGES W/S

CHALLENGES W/S

S/S/S W/S

ECO PROPOSALS

POL PROPOSALS

CUL PROPOSALS

TOWN MEETING

Orchestration Options #2
2-3 Workshop Model

50 - 100 participants, 3 Orchestrators and a back-up.

Persons assigned to production and child care.

A.M.

Orchestrator I does New World spin including hopes and dreams conversation and brainstorm past achievements, present struggles, future dreams, and master images for all. Then break into 2 groups.

P.M.

Orchestrator II does New Human spin and rehearses the afternoon structure including as part of the noon entertainment singing the song created in A.M. Story/Song/Symbol workshop.

Orchestrator II or
Workshop Leader

CHALLENGES W/S

Orchestrator III or
Workshop Leader

S/S/S W/S

Orchestrator I
Economic/Pol.
Proposals

Orchestrator II
Cultural Proposals

Orchestrator III
will assist cleaning and gun production. Select 3-6 people to clean S/S/S/ to print by 3:30 pm.

TOWN MEETING

Orchestration Options #3

2-Workshop Model

Less than 50 participants, 3 orchestrators and a back-up

Persons assigned to production and child care.

A.M.

Orchestrator I does New World spin including hopes and dreams conversation and brainstorm past achievements, present struggles, future dreams and master images for all. Then break into 2 groups.

P.M.

Orchestrator II does New Human spin and rehearses the afternoon structure including as part of noon entertainment singing the song created in the A.M. Story/Song/Symbol workshop.

**Orchestrator II or
Workshop Leader**

CHALLENGE W/S

**Orchestrator III or
Workshop Leader**

S/S/S W/S

**Orchestrator I or
Workshop Leader**

PROPOSALS W/S

Orchestrator III

**S/S/S
Clean and publish**

TOWN MEETING

Orchestration Options #4
2-1 Workshop Model

Less than 50 participants - No trained Workshop Leaders

3 Orchestrators - Persons assigned to Child Care

A.M.

Orchestrator I does New World spin including Hopes and Dreams Conversation and Brainstorm past Achievements, Present Struggles, future dreams, and Master Images. Continues with whole group thru prioritizing of issues. Break into S/S/S (1/3 group) and Challenges Workshop (2/3 group).

P.M.

Orchestrator II does New Human spin and rehearses the afternoon structure including as part of noon entertainment singing the song created in the morning S/S/S workshop.

Orchestrator I

CHALLENGES W/S

Orchestrator II

S/S/S W/S

Orchestrator II

PROPOSALS W/S

Orchestrator III

S/S/S CLEAN AND PUBLISH

