

Town of Wheatfield
Comprehensive Planning Implementation Task Force
Veterans Memorial Focus Group

AGENDA

Meeting Date: Thursday, March 10, 2016
Time: 7:00 p.m., to 8:30 p.m. Sharp
Place: Community & Senior Citizen Center

- Introduce Quest: John Simon; Advisor, Fund Drive Rich M

- Approval of January 14, 2016 Meeting Summary Art

- Old Business:**
 - Update Architectural/Engineering & Cost Contracts Ed S./Tim
 - Boundary, Topographic & soil Testing Documents Ed S.
 - Update of Fund Raising Pamphlet Progress & 4th Iteration Ed S.
 - Revised Building Expenses Listing
 - Fund Raising Briefing Pamphlet Complementing Video Presentation: Group
 - A “talking points” outline complementing the pamphlet.

- New Business:**
 - Engaging Contractual Professional Fund Raiser Rich M/Rich T.
 - GANNT Chart Review/Budget Summary Report
 - Nominations (?) for: Rich M.
 - Campaign Chairperson Update (Bill R.) Publicity (?)
 - Honorary Chairperson (Needed?) (Mike L.) (?)
 - Campaign Committee Members Update (Tim R.)
 - Corporate, Political, Civic, Military Division Leaders
 - Approachable Entities for funding, contributions, grants
 - Sources of Contributions/Lists made available by Business Development Focus Group
 - Other Member Comments, observations and recommendations

Thought:

“The main ingredient of stardom is the rest of the team” – R.W. Muscatello

CC: (Information Only)	Town Board Members	Don Wallace	Bernie Rotella
	Town Supervisor	Gail Connery	Richard Torcasio
	Town Clerk	Earl Wells	Focus Group Leaders

Attachment: Application for Appointment to a focus Group

2016 MEETING SCHEDULE: All meetings take place on the 2nd Thursday of each month, starting at 7:00 p.m., at the Town’s Community Center. (Changes will be announced in advance via the Internet).

Application for Appointment to a Town Focus Group: Attached for your use when you come upon a resident who has a passion for honoring members of the United States Armed Forces.



TOWN OF WHEATFIELD
Comprehensive Planning Implementation Task Force
2800 Church Road
North Tonawanda, New York 14120

Application for Appointment to a Town Focus Group

I am applying for membership on the Focus Group noted below. I understand the Town of Wheatfield Comprehensive Planning Implementation Task Force monitors each Focus Group. Also, understand the need to attend and participate in one monthly scheduled meeting, conducted on the Town of Wheatfield property.

Agriculture Preservation	___	Energy Application	___
Business Development	___	Greenspace Preservation	___
Civic Activities Advisory	___	Town Center	___
Disaster Management	___	Veterans Memorial	___

✓ Note: Select no more than two (2) Focus Groups

Complete all that apply:

Name (Print)		Telephone No.	
Address:		City/Town	ZIP
Cell Phone:	Fax	Email	

My motivation for volunteering is:

Highest Level of Education:

- | | |
|---|----------------|
| <input type="checkbox"/> Elementary School | Concentration: |
| <input type="checkbox"/> High School Graduate | Concentration: |
| <input type="checkbox"/> Some College (years and/or semester) | Concentration: |
| <input type="checkbox"/> College Graduate | |
| <input type="checkbox"/> Post Graduate | |
| <input type="checkbox"/> Other: | |

Occupation Work Experience History (Job title and years of service):

Professional Certification(s):

Avocation(s), Hobbies:

Other Comments: (Optional)

Certification:

I certify the above information is true and accurate to the best of my ability.

Signature

Date

TOWN OF WHEATFIELD
Comprehensive Planning Implementation Task Force

ORGANIZATIONAL CHART

(Revised February 13, 2016)

TASK FORCE MEMBERS

Robert Cliffe, Town Supervisor
 (@)Richard W. Muscatello, Task Force Facilitator
 (*)Randy Retzlaff, Town Board & Chairperson Agriculture Focus Group
 (+) Gilbert Doucet, Town Board
 (*)Justin J. Higner, Chairperson, Greenspace Focus Group
 Don Proefrock, Planning Board
 (+)Larry Helwig, Town Board & Deputy Supervisor
 (*) David Sayles, Energy Application Focus Group

(*) Art Gerbec, Task Force Chair, Town Board Member
 (+) Andrew C. Reilly, Town Planner
 (*) Bill Wagner, Chairperson, Business Development Focus Group
 (*) Art Gerbec, Town Board & Chairperson Disaster Planning Focus Group
 (*) Melissa Germann, Chairperson, Town Center Focus Group
 (*) Richard Torcasio, Chairperson, Civic Activities Focus Group
 (%) Karen Frieder, Co-Chair Facilitator, Agriculture Focus Group
 (@) Richard Silvaroli, Disaster Planning Focus Group

<u>Agriculture Focus Group</u>	<u>Greenspace Focus Group</u>	<u>Civic Activities Focus Group</u>	<u>Business Develop Focus Group</u>	<u>Veterans Memorial Focus Group</u>	<u>Disaster Planning Focus Group</u>	<u>Town Center Focus Group</u>	<u>Energy Application Focus Group</u>
*Randy Retzlaff	*Justin Higner	*Richard Torcasio	*Bill Wagner	*Arthur Gerbec	*Arthur Gerbec	*Melissa Germann	*David Sayles
\$Julie Otto	Joe Gargas	Kathy Harrington	Richard Torcasio	%Richard Muscatello	%Richard Muscatello	Kathy Smith	Hubert E. Swanson
Carl W. Walck, Jr	Joe Malloy	Fredic Trunzo	Jason P. Bennett	Victor G. Mish	@Richard Silvaroli	Richard Crossley	
William Kloc	Emily Frank	Nancy Rosie	Mark Shoemaker	\$Justin Higner	Robin Zastrow	Wendy Crossley	
Don Proefrock	Sharon Downie	Dan Maerten	Ron Dinino	Fredic Trunzo	Mark Stevens	David Stapleton	
Walter Friert			Errick Cholewa	@Edward Sturgeon	Mark Kasprzak	Delores Lederstrof	
%Karen Frieder			Scott Hall	David Cirino	Brent Mueller	Richard Germann	
Sharon A Downie			Larry Witul	Tim Rider	Bob Cliffe	Curtiss Doktor	
Hubert E. Swanson Jr			Richard R. Meredith			Betty Skrzypek	
Deb DiBartolomeo			Carl W. Walk, Jr			Thomas Kontak	
						Bob Cliffe	
						Robert J. Mohr	

Legend: (*)- Chairperson (+) Ex Officio @- Facilitator (\$) Secretary (%) Co-chair

ADJUNCT VOLUNTEERS

Note: Adjunct Resident Volunteers have expressed interest in supporting focus group activity but for personal reasons are unable to attend monthly meetings.

<u>Name</u>	<u>Focus Group</u>	<u>Contact Data</u>
Kris Taylor	Agriculture	Email: kristaylor1@msn.com
Daniel Maerten	Civic (SPCA)	Email: danielmaerten1954@gmail.com Telephone: 731-3696 Cell: 228-3162
Francis Boore	Civic	Email: wheatfield.ny.us
Shelle Heaton	Civic	Email: shelleheaton@gamail.com
Robert Heisner, Rev.	Veterans Memorial	Email: ProjectFuture1@verizon.net

VOLUNTEERS ON LEAVE OF ABSENCE

Note: Volunteers on a temporary absence for approved reasons.

Dan Clark	Business Development	Email: niablv120@yahoo.com
Janice Vertlieb	Greenspace	Email: vertlieb@yahoo.com
Michelle Gerace	Veterans Memorial	Email: gerace2536@roadrunner.com

RESOURCE VOLUNTEERS

Note: Resource Volunteers have made themselves available for technical, professional advice upon request.

Bernie Rotella	Veterans Memorial	Email: Bernie@rotellagrants.com
Wendy Salvati	Agriculture	Email: wsalvati@wwplanning.com
Earl Wells	Veterans Memorial	Email: ewells@e3communications.com
Amy Joyce	Town Center (Library)	Email: apjoycemis@gmail.com

Note: Focus Group Leaders:

- a. *Task Force members* accruing three *consecutive, unexcused* absences will be interpreted as voluntarily withdrawing their volunteer status.
- b. *Focus Group members* accruing three consecutive, unexcused absences will be interpreted as voluntarily withdrawing their volunteer status. Before enacting this provision, you may want to make a personal contact with the individual(s) to ascertain his/her intentions. In any case, please coordinate your decision with the Task Force Facilitator. Thank you.
- c. Please remind Focus Group members of their standing invitation to attend the Task Force meetings.
- d. **New** – When making contact with your active group participants, please remember to include the Adjunct Volunteers, Volunteers on Leave of Absence and Resource volunteers.
- e. **New** - Consider contacting the volunteers on this page and query about their intentions for returning to active assignment in this New Year. Coordinate changes with the Task Force Facilitator.