

**2010 COMMUNITY SURVEY SUB-COMMITTEE OF
Windham Economic Development Committee**

**Minutes
Community Development Department Conference Room
October 15, 2010**

Present: Windham Community Development Director Laura Scott, members Sally D'Angelo, Paul Gosselin, Al Letizio and Bob Young.

Bob Young opened the meeting at 7:40 a.m.

Focus Group Facility & Equipment Update: Laura Scott has reserved the Windham High School Library for October 28, 2010 from 6-9PM for the Focus Group Event.

A portable white board will be available and Laura is working on coordinating cable or high school to record the event for Committee use only. Ms. Scott is also working on refreshments.

Focus Group Recruiting Phone Event: A script was created to guide phone volunteers calling Windham residents for Focus Group participation.

A list of potential frequently asked questions from residents called was created with corresponding answers and will be added to the script.

Phone event will be held at Al Letizio's office Tuesday, October 19, 2010 from 6-9pm.

Focus Group Facilitation Guide Questions: The Sub-Committee discussed facilitation guide questions with a tentative consensus to divide survey into the following categories and meet again next week to finalize:

- Physicality (town layout, what it looks like, where does new business go in town)
- Service
- Employment
- Taxes
- Other Comments?

Next Meeting: 10:00AM, Thursday, October 21, 2010, at the Community Development Department Conference Room

Meeting adjourned at 9:15AM

Respectfully submitted,
Bob Young