

**WINDHAM ECONOMIC DEVELOPMENT COMMITTEE  
Community Survey Subcommittee**

**Minutes**

**Meeting held at Offices of A.J. Letizio  
91 Indian Rock Rd.  
Windham, NH**

**September 2, 2010**

**Present:** Subcommittee Chairman Jim MacDonald; Member Al Letizio

Subcommittee Chairman Jim MacDonald opened the meeting at 8:00 a.m.

**Review of Project:** Jim MacDonald reviewed documents describing the Community Development Survey, including:

- CTAP Grant request
- Proposed Timeline
- Previous Questionnaire
- Focus group Overview

Al Letizio and Jim MacDonald discussed a number of potential additional questions that might be considered for the questionnaire. Those questions will be presented to the Focus Group participants.

**Next Steps:**

- Jim MacDonald will choose a number of streets within town that will be targeted for Focus Group Participant solicitation. This will ensure both geographic and demographic diversification among the participants. Jim MacDonald, Al Letizio and Sally D'Angelo will appeal to prospects to participate, hoping to have 30 residents answer affirmatively. Jim MacDonald will draft a brief list of speaking points to be used during the solicitation calls.
- Jim MacDonald will approach the Windham High School administration and ask to use a classroom for the Focus Group meeting, hopefully in late September.
- Sally D'Angelo will be briefed on the meeting discussion.

Meeting adjourned at 8:55AM

Respectfully submitted,  
Jim MacDonald