

**Windham Economic Development Committee  
Community Survey Sub-Committee**

**October 7, 2010, 9:00AM Meeting Notes:**

Attending: Sally D'Angelo, Paul Gosselin, Bob Young

Timeline Target Dates:

- October 8 – hand out copies of 2009 *Community Development Opinion Survey* to full Committee membership for feedback and additional input
- October 14 – 2009 Survey feedback to Bob Young
- October 15 – Tentatively scheduled 7:30am meeting of Sub-Committee to prepare final draft of focus group facilitation questions
- October 19 or 20 – Evening phone event to solicit focus group participants
- October 26 or 27 – focus group meeting event
- November 2 – finalize survey
- November 4 – Survey available to Public

Eric DeLong's (Town of Windham IT Director) contribution:

- October 7 – Set up a “skeleton” survey in LimeSurvey and provided Sub-Committee with Username and password to access, create and manage survey
- Will create spreadsheet of resident's names and phone numbers by selected (by Sub-Committee) streets for use to solicit a random sample of focus group participants. Will e-mail to Bob Young early next week

To be determined:

- Volunteers for phone event
- Phone event location
- Focus Group (FG) event facility, equipment
  - Audio/video equipment to tape FG meeting
- Invite Town Boards
- Who will manage survey data