

## **Master Plan Meeting Minutes October 13, 2015**

Present: Gail Smith, Ed Banister, Lou Ann Griswold  
Absent: Ryan Crosbsie

Invited guest to guide analysis of data: Barb Wauchope

Approval of minutes from September 21, 2015 meeting.

### **Data Analysis Questions**

Question: Should we present randomized data only or present combined data?

Use “real” population data (2010 census data or estimates from more recent years, from the state or Strafford County) to determine if our data reflects the population (based on percentages in each age category). Use chi-square comparison (cross tab) to compare cases in each category for sample and the population data.

This will allow us to determine if randomized sample is statistically similar, the data reflects the population (based on age categories). (Use  $p = .05$  because it is a small data set).

If randomized is statistically different, then we should use combined data.

Do same chi-square with combined data.

Present both data set results: randomized and all combined.

Question for Ryan: did our online program lock people out from entering more than once on the same computer?

We can sort by IP address and then scan results for exact same answers to ensure that there was no deliberate tampering with results.

### **Analysis options for survey questions:**

1. Calculate the mean of each response and be able to compare the means against one another (health services versus restaurants –for each set of questions)
2. Chart the means—to identify which ones are close and which needs more explanation and describe as necessary
3. Dichotomize the data (not important versus the other three options)
4. Use means and dichotomized data to determine the need for more explanation—how important was this item (xx% said this was very important; xx% said this was important; XX% said it was somewhat important)
5. Identify the take-home message
6. Group items by content for presentation

**More suggestions:**

Run Cross tabs by age group for items of interest (chi-squares on these)

Use quotes from the comments section

Note items that were confusing (e.g., food sustainability; clustering of housing)

Give out the Pp prior to the meeting and put online. People can then come with questions. Send template out in advance as well to department/committees/commissions (D/C/C). Send copy of survey so that people recall what the questionnaire looked like.

**Proposed plan for the presentation:**

Purpose of a Master Plan

Process

- Info gathered from D/C/C to help develop survey

- Gathered info from Strafford County Regional Planning Office & Lee Planning Board

- Conducted a survey using a questionnaire

  - Collection process (discuss 3 ways of conducting survey)

Discuss how the sample compared to the total population of Lee

Present answers to the survey questions giving data from both the randomized and the combined data

- Present the means first, then percentages to provide more detail

- Show means on one graph to highlight the important items

- Present dichotomized data using a chart for each set of data—use the positive part to show level of importance for each item in the set

- Type in specific information supporting the chart (e.g., % answering “very important,” etc.) for the items in the Notes section on the Pp slide

- Order the data in each set in order of importance (most important on the top)—not in order presented on the questionnaire

**Next steps:**

Gather more information from the D/C/C by completing a template

Template will include:

Info on the D/C/C: Overview of history & Current activities

Goal 1

Action items

Goal 2

Action items

**Timeline for upcoming tasks:**

Oct 26: data analysis (if Ryan can do it). Barb can join us

Oct 29: data analysis

Nov 5: interpretation of data & confirm date for public meeting

Nov 19: develop presentation and materials

Dec 3: public meeting on data—may have on Dec 7