

**Master Plan Meeting Minutes
October 26, 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 October 13, 2015 meeting.

Looked at survey data and considered how to present the data so that it is meaningful and understandable.

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)—do not do this for Town of Lee Community Buildings
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

Nov 12 present to Planning Board.