

**ORGANIZATION:** Howes House Space Needs Committee

**DATE:** Tuesday, October 22nd

**TIME:** 10:00am

**LOCATION:** Up-Island Council on Aging (Howes House)- Sun Room

**PURPOSE:** Assess and Report Space Needs of Howes House

**REQUESTED BY:** Michael Colaneri, Chair

*ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)*

## AGENDA

- Approval of Draft Minutes of September 17, 2019, September 24, 2019, & October 8<sup>th</sup>, 2019
- New /Old Business
  - Any surveys that may need to be done and possible questions for the survey; other ways to conduct a Needs Assessment of community members who frequent Howes House
  - Revisit goals to be completed for final report of the committee (Immediate 1-5 year goals v. Long Term 5-10 year goals)
  - Discussion about Home Inspection Report prepared by Louis de Geofroy MV Inspections LLC for any relevant recommendations stated in the report
- Any items not reasonably anticipated by the chairperson
- Public comments
- Schedule next meeting