

AGENDA

TOWN OF WEST TISBURY

UP-ISLAND COUNCIL ON AGING (HOWES HOUSE)

SPACE NEEDS COMMITTEE

Tuesday, September 24th

10:00am – Howes House

- **Approval of Draft Minutes of September 17, 2019**

- **New Business**
 - Distribution of West Tisbury Historic District By-Laws

 - Discussion of type of space needs (i.e.) office space, programing space, storage, open floor space)

 - Review of 7 year record retention policy

 - Evaluation of present use and programs and future space needed to serve those programs

 - Any surveys that may need to be done and possible questions for the survey

 - Determine future needs for programs and the space needed for such programs

 - Goals to be completed for final report of the committee

- **Any items not reasonably anticipated by the chairperson**

- **Public comments**

- **Schedule next meeting**