



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 12/29/22 Time: 10:10 am  
Posted: 12/29/22 Time: 10:10 am  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Council on Aging\_\_\_\_\_

**Date & Time of Meeting:** January 5, 2023 – 9:00 AM\_\_\_\_\_

**Location of Meeting:** Council on Aging Room – Town Office Bldg., One North Main Street  
(physical address including room # or name if applicable)

Arlene Medeiros – December 29, 2022\_\_\_\_\_  
**Clerk/Board Member posting notice & date**

Cancelled or postponed to: \_\_\_\_\_

Clerk/Board Member cancelling/postponing meeting: \_\_\_\_\_

### AGENDA / LIST OF TOPICS

#### Review of matters, votes may be taken

1. Call to order.
2. Announcement regarding meeting being video taped.
3. Acceptance of prior meeting minutes –October 27, November 3, 2022, December 1, December 8 and December 15
4. Status of potential new Council on Aging board member Cathy Charette
5. CORI Procedure and Policy
6. Food and Kitchen Policy per request from Town Administrator
7. Status of Administrative Assistant to COA
8. Authorization request to have only two members approve invoices
9. FY 2023 budget
  - a. Town Budget
  - b. Formula Grant
  - c. Donations – two accounts
  - d. Earmark Grant
10. Event/Program updates including but not limited to
  - a. Craft with AMY December 7
  - b. Christmas lunch December 10
  - c. Christmas Ornament Making – December 14
  - d. Tai Chi
    - i. Adding a second day

- ii. Procedure to get attendance sheets and program donations
  - e. Ceramics January 12 at 11 AM
  - f. Card Embossing February 8 at 10 AM
  - g. Bristol Elder Lunch
  - h. Proposed new events/programs
11. Friends of COA report
  12. Nancy Thompson's request to be on agenda regarding volunteers
  13. Public input
  14. Notice of next meeting date
  15. Adjourn

This agenda is subject to change(s) not anticipated by the Chairman 48 hours in advance.