

BERKLEY COUNCIL ON AGING
MINUTES OF MEETING
09/04/2025

Board Present: Margaret Moroff, Carol Buote, Arlene Medeiros, Katheen Strozyk, Cathy Charette

- I. **Call to Order** – Margaret Moroff called the meeting to order at 9:03 a.m. in the Council on Aging activity center. She reminded everyone that the meeting is being recorded.
- II. **Outreach Coordinator Job Description** – The COA Board discussed the Outreach Coordinator job description. Attached to the minutes is the updated description that was sent to the Town Administrator for the Personal Board. The COA Board voted unanimously to authorize the Director to interview and select a candidate for the Outreach position to move forward with the hiring process.
- III. **Motion to Adjourn** – The board voted to adjourn the meeting at 9:29 a.m.