



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 12/31/19 Time: 10:00 AM  
Posted: 12/31/19 Time: 10:00 AM  
\_\_\_\_\_  
K. Perkins  
Town Clerk

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(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: \_\_\_\_\_ Board of Selectman\_\_\_\_\_

Date & Time of Meeting: \_\_\_\_\_ Monday January 6, 2020 8:30am\_\_\_\_\_

Location of Meeting: \_\_\_\_\_Hearing Room, Town Hall, 1 N. Main St\_

(physical address including  
room # or name if applicable)

\_\_\_\_\_

\_\_\_\_\_

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

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

### AGENDA / LIST OF TOPICS

#### I. Personnel Board:

1. Review of Selectman's Office policies and procedures; review of matters presented votes may be taken
2. Review posting add for Town Administrators Assistant; review of matters presented votes may be taken

#### II. Adjournment:

Next Regularly Scheduled Meeting January 8, 2020