



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 12/12/22 Time: 11:00 am  
Posted: 12/2/22 Time: 11:00 am  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

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

**Date & Time of Meeting:** December 15, 2022 – 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)

**REPEAT OF POSTED MEETING DATED 12/8/22 @ 9:00AM**

Arlene Medeiros – December 12, 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. Develop job description for potential Administrative Assistant to Council on Aging
4. Public input
5. Notice of next meeting date
6. Adjourn

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