



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 10/1/2023 Time: 10:50am

Posted: 10/2/2023 Time: 10:24am

A. Tigano  
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Celebrations Committee

**Date & Time of Meeting:** Tuesday, October 10<sup>th</sup> 6:30pm-7:30pm

**Location of Meeting:** Town Hall

(physical address including  
room # or name if applicable)

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**Clerk/Board Member posting notice & date**

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

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

## AGENDA / LIST OF TOPICS

### Celebrations Committee Agenda

#### Agenda Items:

1. Reorganization of committee (Vote Required)
  - a. Select Chairperson - will run meetings and create an agenda.
  - b. Select Clerk - generally in charge of meeting posting and records meeting minutes.
  - c. Select Treasurer - will make sure we are not overspending and will work with the town to make sure we use our funds.
2. Updates
  - Volunteers
  - Activities
    - Cookie Decorating
    - Crafts
    - Music
  - Food
  - Collaborations with town organizations
  - Highway department
  - Flood Lights
  - Flyer/marketing
  - Fundraising
    - Tree Sponsorships
    - Elves Contest Raffle

3. Approval of any expenditures
4. General Discussion

**History of the committee from town hall:**

- Approved by the Selectmen on June 15, 1983 where funds were allocated.
- No bylaws or regulations that anyone can find.
- There were 2 original members for 3 years. On May 5, 1986 there was a report given of what the Celebrations Committee did for the 250yrs celebration of the Town. At that time more members were part of it.
- Agendas have never been submitted by the committee that anyone can find.
- We have been told we can only have 7 official members on the committee.
- Agendas need to be posted 48 hours in advance and need to be sent to [Townclerk@berkleyma.us](mailto:Townclerk@berkleyma.us) & [Townclerk.clerk@berkleyma.us](mailto:Townclerk.clerk@berkleyma.us)
- We submit our bills to town hall for reimbursement and need to provide invoices or receipts.