



# TOWN OF BERKLEY MEETING NOTICE

Received: 12/31/19 Time: 10:00 AM

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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**