

MEETING DATE: Wednesday, July 20, 2011

TIME: 7:00 PM

Executive Session: START TIME: _____ END TIME: _____ Re-open to Public ? YES Time: _____ NO

SUBJECT of Executive Session: _____

135 Leominster Road, Sterling, MA

Location

Police station meeting room

Room

Animal Control Advisory Board (ACAB)

Board/Committee

Town Clerk Stamp

Signature of Chair/or designated Officer of Board/Committee

Meeting Agenda

1. **Open meeting** (Chairman must call meeting to order stating board name, date, time & place)
2. **Roll Call** (board members in attendance or absent)
3. **Other Attendees** present (ACO and/or other officials)
4. **Review/Approve past meeting minutes** (uncorrected meeting minutes of Friday, June 10,2011)
5. ***ACO Report**, review/discuss/act upon (present/past AC issues, ACO update/ suggestions, domestic & wildlife reports)
6. **Appointments** (includes informational meetings)
 - *7:30 PM –Info meeting –Leoni; discuss unpaid late license fine for three (3) dogs.
 - *8:00 PM –Info meeting –Morin; letter of complaint received by ACO re: dog at large
7. **Public Session** (sign-in-sheet)-Chairman must recognize public before speaking & no action or discussion of issues may be entertained at this time-issues may be rescheduled to a future agenda if action needed or requested.
8. ***Old Business**, review/discuss (drop off box, ACAB meeting details, open meeting law, ethics test, board members info sheet)
9. ***AC Bylaw text review** (ongoing)
10. ***New Business** (AC newsletter, pamphlets, meeting forms & procedures, fall rabies clinic)
11. **Unforeseen Issues** (no action to be taken on these items unless emergency in nature)
12. **Announcement/Correspondence** (includes letters, e-mails, phone calls received/sent)
13. **Next ACAB Posted Meeting Date**(unless otherwise notified)
14. **Adjournment** (Chairman must entertain a motion to close meeting)

**= denotes topics where motions approved by vote may be made as required or requested*