

MEETING DATE: Wednesday, August 3, 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

ACAB -Meeting Agenda

1. **Open meeting** (Chairman must call meeting to order stating board name, date, time & place).
2. **Roll Call** (list complete names for board members in attendance or absent).
3. **Other Attendees** chairman should recognize those present & list names (ACO and/or other officials, etc.)
4. **Review/Approve past meeting minutes** - uncorrected meeting minutes of Wednesday, July 20 ,2011.
5. ***ACO Report**
 - Verbal & written domestic & wildlife reports; reviewed/discussed/if required acted upon,
 - Update Cerrone, Morin, Leoni as well as past or present AC issues,
 - Update AACO – Steve Jones & Eula appointment & swearing in; status report,
 - To date: Unlicensed dogs_____, licensed dogs_____, court cases_____
 - Review & discuss current dog licensing forms used by Town,
 - Discuss Fall Fair & Rabies Clinic details, advertising, etc.
6. **Appointments** (includes informational meetings)
 - 7:30 PM – Cerrone (discuss neighbors loose dog issue).
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
 - Update on Board compliance with ethics test,
 - Update Emergency disaster team liason Karen Kase,
 - Review Thank you letter to mailed to Annmarie Catalano,
 - Discuss letters to BOS being mailed certified to assure timely response when needed
9. ***AC Bylaw text review** (ongoing).
10. ***New Business** (AC newsletter, pamphlets, meeting forms & procedures).
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 and state time).

**= denotes topics where motions and/or actions upon approved vote may be made as required or requested.*