

MEETING DATE: **WEDNESDAY, OCTOBER 5, 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

MEETING ROOM IN POLICE STATION

Room

ANIMAL CONTROL ADVISORY BOARD

Board/Committee

Town Clerk Stamp

Claire Stidsen, Secretary ACAB: _____

Designated Officer of Board/Committee/ Signature

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)
4. **Review/Approve past meeting minutes**
5. ***ACO Report**
 - **Verbal & written domestic & wildlife reports; reviewed/discussed/if required acted upon,**
 - **Updates past or present AC issues,**
 - **Dog License Update: To date; unlicensed dogs_____, licensed dogs_____, criminal complaint letters issued_____, & court appearances_____.**
 - **Review & discuss dog licensing forms, process & computer program currently used by Town Clerk,**
 - **Update Rabies Clinic details, advertising, etc.**
6. **Appointments** (includes informational meetings)
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**
 - Update on Board compliance with ethics teat,
 - Update on Emergency disaster re: animals - Karen Kase,
 - Update re: letter to BOS concerning outside drop off box
 - Other
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)

