

May 5, 2016  
Sterling Board of Health Meeting  
Butterick Municipal Building, Room 205  
1 Park Street, Sterling, MA. 01564

Meeting Minutes

5:00 PM Chairman Allen Hoffman called the meeting to order.

**Roll Call:** Allen Hoffman, Chair - present  
Donna Clark, Member - present  
Gary Menin, Member - present  
David Favreau, Health Agent - present

Gary Menin noted he was recording the proceedings as an individual and that they would be available on the cloud for those who are interested.

**Performance evaluation of Health Agent**

The purpose of the meeting was to conduct the Annual Performance review of Health Agent David Favreau using the standard evaluation form. The BOH considered each item on the evaluation form individually. Allen Hoffman discussed the categories for each evaluation item prior to opening it up for discussion. All Board members then reviewed each item with Mr. Favreau and then individually evaluated his performance.

**Adjourn:**

A motion to adjourn was made by Gary Menin and seconded by Donna Clark. The motion carried unanimously and the meeting adjourned at 6:45 PM.