

**MEETING DATE:** Tuesday, January 6, 2015

**TIME:** 6:30pm

*If Applicable please fill in Executive Session START TIME: state approx time:*

*END TIME:*

*Re-open to Public? If yes*

*SUBJECT of Executive Session:* \_\_\_\_\_

Town Clerk Office  
Use Only

**BOARD OF HEALTH  
NAME of BOARD/COMMITTEE**

Butterick Municipal Building, One Park Street, Sterling, MA 205  
**LOCATION ROOM**

Name: David Favreau  
**DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING**

**AGENDA**

**FULL AGENDA TO FOLLOW AT A LATER DATE.**

6:30 Meeting to order  
Roll Call

General Business Updates....including but not limited to the following:

- Approve and available minutes
- Correspondence
- Health Agent Report
- Signatures Required
- Other Items

Public Session

Appointments

- 1.
- 2.
- 3.

Review of future agenda Items

Adjourned

Note: all times are approximate and subject to change.

## Agenda Template

1. **Chairman** calls the meeting to order
2. **Roll Call** (record names of members in attendance or absent)
3. **Other Attendees** (Chairman should recognize other additional officials present & list names)
4. **Review/Approve/Vote on Past Meeting Minutes** (note who voted, note who abstained)
5. **Reports**
6. **Appointments**
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. **New Business** ( newsletter, pamphlets, meeting forms & procedures)
9. **Unforeseen Issues** (no action to be taken on these items unless emergency in nature)
10. **Announcement/Correspondence** (includes letters, e-mails, phone calls received/sent)
11. **Next Posted Meeting Date** (unless otherwise notified)
12. **Adjournment** (Chairman must entertain a motion to close meeting)