

MEETING DATE: January 28, 2020

TIME: 3:00pm

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

END TIME: \_\_\_\_\_

Re-open to Public? If yes

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

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

Town Clerk Office  
Use Only

**Butterick Municipal Building, One Park Street, Sterling, MA** **Basement meeting Room**

**LOCATION**

**ROOM**

Name: David Favreau

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING**

### **AGENDA**

3:00: Meeting to order. Roll Call

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

1. Approve any available minutes: January 7, 2020
2. Correspondence:
3. Health Agent Report:
4. Signatures Required:
5. Other Items:

3:00: Public Session

3:00: Appointments and Agenda Items:

6. Review of future agenda Items and meeting date.

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)