

MEETING DATE: March 25, 2020

TIME: 9:00 am

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**

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

**LOCATION**

**ROOM**

Town Clerk Office  
Use Only

Name: David Favreau

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

**AGENDA**

9:00 am: Appointments and Agenda Items:

1. Discuss Coronavirus: *Conference call option available*  
*Dial in # 712-451-0653*  
*Access code: 455844*

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)