MEETING DATE: January 4, 2024		TIME: <u>6:00pm</u>	
If Applicable please fill in Executive Session START TIME: END state approx time: SUBJECT of Executive Session:		en to Public? If yes	
BOARD OF HEALTH NAME of BOARD/COMMITTEE		Town Clerk Office Use Only	
Butterick Municipal Building. One Park Street. Sterling. MA LOCATION	ROOM		
Name: <u>David Favreau</u> DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING TH	HE MEETING		
AGENDA			
6:00: Meeting to order. Roll Call			
General Business Updatesincluding but not limited to the following	ıg:		
6:00: Appointments and Agenda Items:			
1. Discuss FY 25 BOH and Animal Inspector Budget.			
2. Public Session.			
Review of future agenda Items and meeting date.			
Adjourn			

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)