If Applicable please fill in Executive Session START TIME:
END TIME:
Re-open to Public? If yes
state approx time:
SUBJECT of Executive Session:

BOARD OF HEALTH
NAME of BOARD/COMMITTEE

Town Clerk Office Use Only

| Butterick Municipal Building, One Park Street, Sterling, MA | Room 205 |
| :--- | :--- |
| LOCATION | ROOM |

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

## AGENDA

6:00: Meeting to order. Roll Call

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

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)
