

MEETING DATE: January 28, 2021

TIME: 4:00pm

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

4:00: Meeting to order. Roll Call

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

4:00: Appointments and Agenda Items:

1. Chair to read for the record memoranda distributed to Board members by e-mail on December 21, 2020 and January 6, 2021, no discussion or votes expected.

2. ***Discussion and possible vote to adopt Board of Health Communication Policy***

Review of future agenda items and meeting date.

To participate remotely;

Join Zoom Meeting

<https://zoom.us/j/2038723617?pwd=WWozdTFhQQJdYzNMRfpEaUFpWjVzZ09>

Meeting ID: 203 872 3617

Password: 1ParkSt

Alternatively

To participate remotely;

Conference call option available

Dial in # 646-558-8656

Meeting ID: 203 872 3617

Password: 461540

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)