

MEETING DATE: February 27, 2019

TIME: 3:30 pm

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

40 Boutelle Road Sterling, MA
LOCATION

ROOM

Town Clerk Office
Use Only

Name: David Favreau

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

3:30 pm: Appointments and Agenda Items:

1. Walk through and set up of EDS site.

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)