

MEETING DATE: April 8, 2020

TIME: 9:00 am

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

**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:

**To participate remotely;**

Zoom Information

<https://zoom.us/j/2196501026?pwd=alpUdzJPVEZhZCsyGh5ckJzSXZ6Zz09>

Meeting ID: 219 650 1026

Password: 1ParkSt

Alternatively

**To participate remotely;**

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)