

**MEETING DATE: July 18, 2018**

**TIME: 8:30am**

*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**

**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**

8:30: Meeting to order. Roll Call

8:30: Appointments and Agenda Items:

1. Approve / finalize a DEP request letter RE: 46 Main Street

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)