

MEETING DATE: September 20, 2018

TIME: 5:30pm

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

5:30: Meeting to order. Roll Call

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

1. Approve any available minutes: August 23, 2018
2. Correspondence:
3. Health Agent Report: Senior center Flu Clinic October 2, 2018 10AM to 1PM
4. Signatures Required: 6 Lesley Lane Certificate of Compliance, 95 Albright Road Certificate of Compliance, 17 Worcester Road Certificate of Compliance
5. Other Items:

5:45: Public Session

6:00: Appointments and Agenda Items:

6. Response Determination request letter sent to DEP RE: 46 Main Street
7. Review DEP response: 46 Main Street
8. Update activities at 3 Princeton Road
9. Review of future agenda Items and meeting date. **October 11, 2018**

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)