

MEETING DATE: December 13, 2018

TIME: 5:00pm

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

5:00: Meeting to order. Roll Call

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

1. Performance evaluation of Health Agent
2. Approve any available minutes: October 11th & November 8, 2018
3. Correspondence:
4. Health Agent Report:
 - o Title 5 inspection report "Needs Further Evaluation by local Approving" 116 Heywood Road
 - o Seasonal Flu vaccination update 99/12
 - o Illegal Engineering Business correspondence
 - o Key fob building access
 - o 100 Leominster Road permit
5. Signatures Required: 2019 Food Establishments permits, compliance letter to previous property owner 209 Worcester Road
6. Other Items:

5:45: Public Session

6:00: Appointments and Agenda Items:

7. Review of 2018 Animal Inspector activities
8. Discuss FY20 BOH and Animal Inspector Budget
9. 6 Fern Lane: Certificate of Compliance
10. All Boards meeting 1/23/2018 discuss 2019 goals
11. Gary Menin: Follow up with 11/13/2018 site visit findings RE: Campground Road & 3 Smith Ave complaint
12. Gary Menin: Follow up discussion of storage of EDS equipment and supplies.
13. Review of future agenda Items and meeting date.

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)