

Proposed language for Agenda Item #4,

Whenever, by a majority vote of the RTM members present at a meeting, a matter is referred to a Town of Branford or outside entity, it shall be the responsibility of the RTM Moderator or his or her designee to communicate in writing to the Town of Branford or outside entity notifying them of the action taken by the RTM. Such notification will be submitted within three (3) business days of the action taken by the RTM.

Proposed language for agenda item #8:

(4) It shall be the duty and responsibility of each standing or special committee to choose a clerk who shall be responsible for taking the minutes of said committee meeting. The committee clerk shall prepare the minutes of each meeting and shall deliver said minutes to the Town Clerk not later than two weeks after said meeting, **or prior to expected action by the full RTM**. The minutes shall be posted on the Town's website.