

RTM Committee
MINUTES

TO: Patricia H. Strauss
Town Clerk
Westport, CT 06880

THE _____ MET IN _____
(name of study committee) (location)

AT _____ ON _____
(time) (day/date)

MEMBERS PRESENT WERE:

THE COMMITTEE:

THE MEETING ADJOURNED AT: _____.

SUBMITTED BY: _____

DATE: _____

THE FREEDOM OF INFORMATION ACT

Sec. 1-225. Meetings of government agencies to be public. Recording of votes.... (a) The meetings of all public agencies, except executive sessions as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection within seven days of the session to which they refer.

Sec. 1-200. Definitions. As used in this chapter, the following words and phrases shall have the following meanings, except where such terms are used in a context which clearly indicates the contrary:

(1) "Public agency" or "agency" means *any ... state or town agency, ... board, commission, authority or official of ... any town, ... municipal corporation, ... or other political subdivision of the state, including any committee of, or created by, any such office, subdivision, agency, department, ... board, commission, authority or official, ...*