

ARTICLE 4

TOWN OFFICERS, PROPERTY AND RECORDS

Custody of Town Documents

SECTION 1. All Town Officers shall turn over to their successors in office, at the expiration of their term of office, all books, papers, documents, or other property in their custody belonging to the Town. All departments shall turn over to the Town Clerk all papers, contracts, documents, computer files, deeds, maps, city locations, blueprints and other material of permanent value, as soon as possible after these articles are acquired or executed. These shall be deposited in the Town Clerk's vault, unless otherwise provided by law. (T.M. 10/20/03)

Annual Report

SECTION 2. Each officer, board or committee of the Town shall annually by January 31, file with the Board of Selectmen a full and comprehensive report of all its activities, and if in charge of the expenditure of Town funds, a review of its condition, a financial statement and estimate of the appropriation needed for the ensuing year. This report shall include a list of all individuals and businesses, and the amounts paid to each, that have received one-thousand and no/100 (\$1,000.00) dollars or more during the year for services or supplies which have been charged against the appropriations under the control of said officer, board or committee.(T.M. 10/20/03)

Material to be Included in Annual Town Report

SECTION 3. The Selectmen, before the annual Town Meeting, shall, at the expense of the Town, print the annual town report for the use of the inhabitants, and in addition to the departmental reports for the municipal year, as submitted to the Selectmen under Section 2 above, and other matters required by law, the book shall contain:

- a. A complete list of the Town Officers with expiring date of office, showing the organization of the different boards.
- b. Copies of the warrant for the Annual and Special Town Meetings held during the Municipal year, together with the minutes of the Town Clerk, showing the action taken at each meeting. (T.M. 12/16/71).
- c. A report of all claims that are outstanding and all suits in which the Town is a party.
- d. A list of what betterments have been assessed during the municipal year.
- e. A tabulated statement showing the object of each appropriation for the year, the amount appropriated, the amount overdrawn, if any, in each instance, and an itemized list of all unpaid bills and obligations.
- f. A classified statement of all expenditures and receipts of the Town in detail, so as to give a fair and full exhibit of the objects and methods of all expenditures. This detailed report shall itemize each department's expenditures by types of goods or services purchased. (T. M. 10/20/03)