

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)

Use of Town Seal

SECTION 4. No Town officer or member of a Town Board, Committee or Commission shall use any paper, stationery, or other article bearing the Town seal or representation thereof, or bearing the name of a Town Board, Committee or Commission for other than official purposes. (T.M. 10/20/03)

Notification of Town Clerk of Office Hours

SECTION 5. All Town officers, boards and committees shall notify the Town Clerk of their organization and of their office hours or times of stated meetings.

Written Contracts

SECTION 6. Unless otherwise provided by a vote of the Town Meeting, the Board of Selectmen for all departments except the School Department, and the School Committee for the School Department are authorized to enter into any contract for the exercise of the Town's corporate powers, on such terms and conditions as are deemed appropriate. Notwithstanding the foregoing, the Board of Selectmen and School Committee shall not contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provisions of any general or special law. (T.M. 10/17/88) (T.M. 5/13/91)

Purchase of Property or Supplies by Public Bids

SECTION 7. Every contract for the procurement of supplies, services or interests in real property and for the disposal of supplies or interests in real property shall be made in accordance with the provisions of Chapter 30B of the Massachusetts General Laws. (T.M. 6/3/81) (T.M. 5/13/91) (T.M. 10/20/03)

Custody and Approval of Contracts

SECTION 8. Whenever any written contract is required by these By-laws, it shall be approved as to form, by the Town Counsel in writing. Said contract, with the Town Counsel's written approval as to form, shall be filed with the Town Accountant within one week of approval by Town Counsel. (T.M. 5/13/91; T.M. 10/20/03)

Sale of Obsolete, Surplus or Unused Property

SECTION 9. Every board or officer in charge of a department may, with the approval of the Selectmen, sell any obsolete, surplus or unused property or material not required by such department not exceeding Five Thousand Dollars (\$5,000.00) in value. Personal property or material having a value in excess of Five Thousand Dollars (\$5,000.00) shall be sold only after authorization by a vote of the Town. The Board of Selectmen may transfer such property to another Town Board or Department having use for the same. (T.M. 10/20/03)

Heavy Equipment Pool (Deleted T.M. 10/15/90)

Presentation of By-Laws

SECTION 10. A copy of the Town By-laws with amendments, a copy of the Open Meeting Law, a copy of the Conflict of Interest Law, and a copy of the Town Charter shall be presented by the Town Clerk to all elected or appointed town officers and committee members, immediately after they are sworn into office. (T.M. 10/20/03)

Meetings

SECTION 11. All Boards, Committees and Commissions must be appointed, sworn in, meet, organize and elect officers within thirty days of the Annual Town Meeting, or within thirty days of the meeting at which a special purpose Board, Committee or Commission is authorized. The same rules shall apply to individual appointments. (T.M. 3/21/73; T.M. 10/20/03)