

ARTICLE 7

TOWN CLERK

Placing of Bond

SECTION 1. Before entering upon the duties of his office the Town Clerk shall give bond to the Town, with good and sufficient surety, to be approved by the Selectmen. Said bond shall be upon the condition that said Town Clerk shall well and faithfully discharge the duties of his office during any and every period of his incumbency thereof.

Report Files

SECTION 2. The Town Clerk shall keep a file of all Town reports, reports submitted by all committees chosen by the Town and all original documents relating to the affairs of the Town which come into his custody. He shall suitably index all such reports and all records of the Town in his custody in a manner convenient for reference and examination.

Office Hours

SECTION 3. The Town Clerk shall have stated daily hours for the transaction of business and shall give public notice thereof.

Ballot and Lists for Town Meeting

SECTION 4. The Town Clerk shall furnish for the use of the voters at the Town Meeting, perforated "yes" and "no" ballots with letters not less than one-half inch high for use under the direction of the Moderator, as provided under Article 2, Section 18, of these By-Laws, and he shall also provide regular voting lists for use at Town Meeting.

Employment of Competent Person and Filing of Notes

SECTION 5. The Town Clerk shall make provisions to record by electronic or other means, as shall be deemed appropriate by the Town Clerk, the proceedings of all Town Meetings. The record so obtained shall be filed and maintained as part of the public records of the Town.

(T.M. 3/18/74) (T.M. 5/13/91)

Enumeration of Fees

SECTION 6. The fees of the Town Clerk shall be as follows:

(1)	For filing and indexing assignment for the benefit of creditors	\$10.00
(11)	For entering amendment of a record of the birth of an illegitimate child subsequently legitimized	\$10.00
(12)	For correcting errors in a record of birth	\$10.00

(13)	For furnishing certificate of a birth	\$5.00
(13A)	For furnishing an abstract copy of a record of birth	\$4.00
(14)	For entering delayed record of birth	\$10.00
(20)	For filing certificate of a person conducting business under any title other than his real name	\$40.00
(21)	For filing by a person conducting business under any title other than his real name or change of his residence or of his discontinuance, retirement, or withdrawal from or of a change of location of such business	\$20.00
(22)	For furnishing certified copy of certificate of person conducting business under any title other than is real name, or a statement by such person of discontinuance, retirement, or withdrawal from such business	\$5.00
(24)	For recording the name and address, date and number of the certificate issued to a person registered for the practice of podiatry in the Commonwealth	\$20.00
(29)	For correcting errors in a record of death	\$10.00
(30)	For furnishing a certificate of death	\$5.00
(30A)	For furnishing an abstract copy of a record of death	\$4.00
(42)	For entering notice of intention of marriage and issuing certificates thereof	\$15.00
(43)	For entering certificate of marriage filed by persons married out of the Commonwealth	\$5.00
(44)	For issuing certificate of marriage	\$5.00
(44A)	For furnishing an abstract copy of a record of marriage	\$4.00
(45)	For correcting errors in a record of marriage	\$10.00
(54)	For recording power of attorney	\$10.00
(57)	For recording certificate of registration granted to a person to engage in the practice of optometry or issuing a certified copy thereof	\$20.00
(58)	For recording the name of the owner of a certificate of registration as a physician or osteopath in the Commonwealth	\$20.00
(62)	For recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166 - \$3.50 additional for each street or way included in such order	\$40.00 flat rate \$10.00 add'l street

(66)	For examining records or papers relating to birth, marriage or deaths upon application of any person, the actual expense thereof, but not less than	\$5.00
(67)	For copying any manuscript or record pertaining to a birth, marriage, or death	\$5.00/page
(69)	For receiving and filing of a complete inventory of all items to be included in a “closing out sale,” “going out of business sale,” “discontinuance of business sale,” “selling out,” “liquidation,” “lost our lease,” “must vacate,” “forced out,” or other designation of like meaning	\$10.00 1 st page \$2.00 add’l page
(75)	For filing a cop of written instrument or declaration of trust by the trustees of an association or trust, or any amendment thereof as provided by Sec. 2, Chap. 182	\$20.00
(78)	For recording deed of lot or plot in a public burial place or cemetery	\$10.00
(79)	For recording any other documents not specifically named herein	\$10.00 1 st page \$2.00 each add’l page
	Voter’s card	\$5.00

(T.M. 5/27/81) (T.M. 10/16/89) (T.M. 10/20/03)