

CHAPTER 7
Records and Reports

Section 7.1 Custody of Records

- 7.1.1 All officers, boards and committees of the town, shall cause records of their said doings and accounts to be kept in suitable books Said books shall be kept in their respective places in the town offices, and shall not be removed therefrom Said books shall, unless otherwise provided by law, be open to public inspection at any reasonable time, but shall remain during such inspection under the supervision of the officer, board or committee having custody thereof

Section 7.2 Annual Town Report

- 7.2.1 The Annual Town Report shall be based on the prior calendar year unless otherwise prescribed by law.

Adopted May 31, 2016

- 7.2.2 The annual town report shall contain in addition to the reports of the officers, boards and committees, a detailed report of all monies received into and paid out of the town treasury in the financial year next preceding, showing separately payments made from the proceeds of loans as capital outlays for permanent improvements, the report of the Collector of Taxes, of receipts, payments and abatements-, statements of all funds belonging to the town or held for the benefit of its inhabitants', a statement of the liabilities of the town on bonds, notes, certificates of indebtedness or otherwise, and of indebtedness authorized but not incurred, and the purpose thereof; a statement of transfers made to or from any appropriations; abstracts of the records of the meetings of the town held since publication of the last annual report, a copy of the warrant of the ensuing town meeting together with the recommendations of the Advisory Committee thereon; and such other matters as the said report is required by law to contain, or as may be inserted by the selectmen under the discretion granted them by law

Approved June 1, 1955

Section 7.3 Publication of Miscellaneous Material

- 7.3.1 The town may direct that the bylaws and standing votes of the town, and the rules and regulations adopted by any officer, board or committee be printed either separately or as part of the annual report

Approved June 1, 1955