

**Chapter 2.16****TOWN CLERK****Sections:**

- 2.16.010 Keeper of seal and documents-Removal of papers, books, etc.**
- 2.16.020 Duties.**

**2.16.010 Keeper of seal and documents- Removal of papers, books, etc.**

The town clerk shall have the custody of the town seal, and of all laws ordinances of the town and shall keep a correct and regular journal of the proceedings of the town council. He shall endorse all ordinances, resolutions and by-laws and shall issue all orders for money, when appropriated by the town council, and shall keep a distinct and classified account of such appropriations. He shall keep on file all papers, books, records, contracts and correspondence belonging to the town, not allow such papers, books, record, contracts and correspondence belonging to the town or town seal to be removed without the written consent of the mayor of said town. (Prior code § 1-502)

**2.16.020 Duties.**

The town clerk shall have charge of all correspondence, books and papers belonging to his office; he shall attend all meetings of the town council and shall serve all notices of special meetings. (Prior code § 1-503)