

## CHAPTER 56

### TOWN CLERK

#### **S56-1. Powers and Duties**

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A. The Town Clerk shall either furnish folded paper "Yes" and "No" ballots for the use of voters at Town Meetings or shall provide a mechanical means of voting and recording votes such as the voting machines used in town elections. If paper ballots are used, they shall be received and recorded. **(Amended 4-12-82 ATM, Art. 15)**

B. He 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.

C. He may employ a competent stenographer or recording operator who shall be sworn and present at and take in shorthand or record the entire proceedings of all Annual and Special Town Meetings to assist the Town Clerk in obtaining and retaining a proper record of said proceedings, and he or any other town officer, committee or board may require the stenographer to transcribe the whole or part of the notes or recordings of such proceedings. The stenographer's notes or the recordings shall be filed with the Town Clerk and retained as part of the public record of the town, compensations of said stenographer or recorder operator shall be paid by the town. Any voter may at any time require said stenographer or recorder to transcribe and furnish such voter with a record of the whole or part of the proceedings at any time, but the stenographer or recorder shall be paid in advance therefor by such voter at the prevailing rate for such services.