

ARTICLE IX. TOWN CLERK

Sec. 1. Selection and term.

There shall be a town clerk who shall be appointed by the town administrator with the approval of the town council for an indefinite term. In the same manner and for an indefinite term whenever such appointment shall be necessary, there may be appointed a deputy town clerk who shall have all the powers to perform all the duties which are granted to the office of town clerk, being thereunto qualified by taking the oath of office.

Sec. 2. Powers and duties.

The town clerk shall be the clerk of the town council, clerk of the probate court, clerk of the board of canvassers, and the recorder of deeds. It shall be the duty of the town clerk to:

- (1) Make a permanent record of all proceedings and certify by his signature all actions of the aforesaid bodies;
- (2) Be custodian of the town seal and of the official documents and records of the town;
- (3) Direct and supervise the recordings of deeds, mortgages, vital statistics, licenses and permits and such other records as shall by ordinance and law be required to be kept by the town clerk;
- (4) Issue marriage licenses, burial permits and such other licenses and permits as are required by ordinance and law to be issued by the town clerk;
- (5) Perform such other duties as may be prescribed by this charter or by law pertaining to town clerks, and such other duties appropriate to his office as the town administrator and town council may require.

(Amend. of 11-2-2010)

Sec. 3. Compensation.

The town clerk and deputy town clerk shall receive such annual salaries as shall be set by the town council. All fees collected by either the town clerk or the deputy town clerk shall be transmitted to the town's director of finance and be deposited in the general funds of the town unless otherwise directed by the general laws of the state.

(Amend. of 11-2-2010)

Sec. 4. Bond.

The town clerk and deputy town clerk shall respectively within 15 days of the time of being sworn into office give bond to the town treasurer with sufficient surety in such sum as the town council shall prescribe for the faithful performance of the duties of such office, the cost of said bonds to be paid by the town.

Sec. 5. Effective date of “selection and term.”

All sections of this charter relative to the office of town clerk shall become effective upon approval by the electors and validation by the General Assembly and after the first day of December following certification by the board of canvassers of the first officers elected under this charter in November 1969, except that the “selection and term” of office of the town clerk as provided in this charter shall not become effective until such time thereafter as any person presently holding said office who has qualified for permanent tenure in accordance with Public Laws, 1962, Chapter 238 shall either vacate said office or be removed for cause as provided therein.