

Commissioners the general state of the town, with an accurate account of the money received and expended, and such account shall be published in one or more of the newspapers issued in said town for the information of the citizens thereof, and he shall make such suggestions as in his judgment are proper for the wise, prudent and economical government and management of the town.

#### THE TOWN CLERK AND TREASURER.

55. On organizing, or as soon thereafter as may be reasonably convenient, the Commissioners shall elect by ballot a Town Clerk and Treasurer, who shall bear the title of "The Town Clerk and Treasurer of Cambridge," and unless sooner removed for cause by the board he shall hold said office during the term for which the Commissioners who appoint him have been elected. He shall keep in the minute books a record of all the proceedings of the board, as the same occur. He shall within six days after any ordinance has been passed record the same fully, and at length in the ordinance book, and he shall duly and promptly record and enter in the general record books all papers, documents, contracts and orders which the charter or the ordinances or the directions of the Commissioners require to be recorded therein. He shall attend all meetings of the board, unless previously excused therefrom, and assist the Commissioners in the discharge of their duties. He shall perform carefully, diligently and faithfully all duties imposed on him by the charter, the ordinance, and the proper directions of the board.

He shall also be treasurer for the town and the Commissioners, and shall receive and safely keep for the use and purposes of the board and the town all moneys belonging thereto which may come into his hands. He shall always be ready *to the Commissioners or their order any moneys which belongs to the town, and which he has received on behalf of same.* He shall, on his appointment, without delay, execute to the Commissioners a bond in a penalty of at least eight thousand dollars, conditioned for the good and faithful discharge by him of all the duties appertaining to his office as Town Clerk and Treasurer of Cambridge, imposed on him by the charter, the ordinances and the requirements of the Commissioners. At the time of his appointment the Commissioners shall fix his salary or compensation per year, payable in semi-annual installments. Within ten days after his appointment, he shall before a justice of the peace or Clerk of the Circuit