

and shall bear the title "Town Clerk, Treasurer and Collector of Cambridge," and unless removed for cause by the commissioners shall hold office for four years from the date of his appointment and until his successor is appointed and qualified.

The town clerk, treasurer and collector shall be paid a salary of one thousand dollars per annum, payable in monthly instalments. He shall keep in the minute books a record of all the proceedings of the Board of Town Commissioners, 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, and shall keep open the office of the said commissioners and be in attendance from 9 o'clock A. M. to 3 o'clock P. M. He shall perform carefully, diligently and faithfully all duties imposed on him by the charter, the ordinances and the proper directions of the board. He shall also be treasurer for the town and for the commissioners, and shall receive and keep safely for the uses and purposes of the board and the town all moneys belonging thereto, which he may collect and which may come into his hands. He shall always be ready to pay the commissioners or their order any moneys which belong to the town and which he has received on behalf of the same. He shall also act as clerk to the Board of Police Commissioners as hereinafter provided. He shall upon his election without delay execute to the commissioners a bond in the penalty of fifteen thousand dollars, conditioned for the good and faithful discharge by him of all the duties appertaining to his office, imposed on him by the charter, the ordinances and the requirements of the commissioners, and if a bonding company furnishes said bond then the premium for the same shall be paid out of the town money. He shall collect the taxes levied by the commissioners of Cambridge under the annual levy, and make settlement with the commissioners of Cambridge for all taxes collected by him, under the annual levy within three months after receiving such levy, and he shall make monthly settlements of the same thereafter. He shall at the end of six months next after the levy is received by him return a list of insolvents, so far as ascertained by him, and at the end of twelve months he shall return his final lists of insolvents. At the end of six months from the date of receiving the levy, one-