(e) As director of the Department of Administration, the Town Clerk shall be responsible for: the supervision and assignment of all clerical and office employees of the Town, to include those required by boards, committees, and commissions of the Town, setting of hours of work for such employees, receipt and distribution of all correspondence to the Town, maintenance of a central filing system for all Town agencies (except confidential police files), and assignment of Town office space, except where such space is specifically otherwise assigned by the Town Council, excepting in each case the school department.

(f) Perform such other duties as may be [illegible]



Section 2.13. Introduction and Enactment of Ordinances.

Every proposed ordinance, except an emergency ordinance, shall be filed with the Town Clerk by a member of the Town Council not later than three days previous to the date of the Town Council meeting at which it is to be introduced. Upon receipt of a proposed ordinance, a copy thereof shall be forthwith posted in the Town Clerk's office by the Town Clerk. No ordinance, except an emergency ordinance, shall be adopted by the Town Council at the meeting at which it is introduced, but it shall be referred to a subsequent regular or special meeting, to be held not earlier than five days from the Town Council meeting at which the proposed ordinance was introduced. The Town council shall hold a public hearing on such ordinance. Notice of such public hearing shall be given by one or more methods of general circulation of such notice in the Town as deemed appropriate by the Town Council. Such notice shall state the date, time and place of the hearing and a general description of the subject matter of such ordinance. Whenever other and further procedure and notice is required by the general laws for the enactment of a particular ordinance, the same shall be followed in addition to the requirements of this Section. As used in this Section and Sections 2.14 and 2.15, "ordinance" shall include an amendment to an ordinance.

Section 2.14. Emergency Ordinances.

In an emergency affecting the public peace, health, safety, comfort and welfare of the inhabitants of the Town and for the protection of persons and property, the Council may adopt on the day of its introduction, without previous filing with the Town Clerk, an ordinance containing a declaration of the emergency, which shall take effect upon its passage. Such an emergency ordinance shall be temporary and for the period of the emergency only.

Section 2.15. Recording and Publication of Ordinance.

The Town Clerk shall record in full in a properly indexed book kept for the purpose all ordinances adopted by the Council. The Council may provide from time to time for the publication of all ordinances currently in effect.

Section 2.16. Town Employees.

The employment of all employees of the Town, and their promotion, suspension for a period of greater than three days, or discharge shall be the responsibility of the Town Council, provided, that no such action shall be taken by the Town Council except with the written approval of that employee's department head. Suspension for a period of three days or less may be imposed by a department head at his/her sole discretion. Rates of pay and employee benefits and changes to the same shall be the sole responsibility of the Town Council within the limits of the amounts appropriated.