

REGULATIONS
OF THE
TOWN OF WATERTOWN

Adopted by the Town of Watertown
March 14, 1910
Amended to 1915.3



PUBLISHED BY THE TOWN

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By-laws

Chapter I. Town Meetings.

Section 1. No business shall be transacted at the annual Town Meeting, except the election of officers, until after the polls are closed.

Sec. 2. In all Town Meetings such matters as are not specially provided for by law or by the By-Laws shall be determined by the general rules of parliamentary practice contained in Cushing's Manual, so far as they may be applicable.

Sec. 3. No person shall speak more than twice upon one subject without first obtaining permission of the meeting, nor more than once until any other persons who have not spoken upon it, and who may desire to speak, shall have had an opportunity.

Sec. 4. When a question is before the meeting the Moderator shall receive no motion that does not relate to the same, except a motion to adjourn, or some other motion that is privileged in its nature. He shall receive no motion relating to the same except—

1. To lay on the table.
2. For the previous question.
3. To postpone to a time set.
4. To commit or re-commit.
5. To amend.
6. To postpone indefinitely.

And the motions shall have precedence in the order in which they are arranged. The motion to adjourn, whenever the effect of an adjournment would be to dissolve the meeting, and the motions to lay on the table and the previous question shall be debatable for not more than ten minutes, and no person shall speak thereon more than two minutes.

Sec. 5. Articles in the warrant shall be acted upon in the order in which they stand, unless the meeting shall direct otherwise.

Sec. 6. Whenever any matter has been referred to a committee and the report of the committee thereon has been presented and has been read before the meeting, the report shall be regarded as accepted, and the recommendations of the report, if any, shall be treated as motions under the article or articles to which they relate.

Sec. 7. No vote passed at any meeting shall be reconsidered at an adjournment thereof unless notice be given at the meeting that a motion to reconsider will be made at the adjournment or unless notice be given to the Town Clerk of a purpose to make such motion for reconsideration.

Chapter II. Duties of Town Officers.

Section 1. The several Boards of Selectmen, Assessors, School Committee, Water Commissioners, Health, Park Commissioners, and Trustees of the Free Public Library, shall hold a regular meeting at least once a month, the time and place of which shall be published at the beginning of the year.

Sec. 2. They shall keep a record of their proceedings, which record shall at all times remain at the regular place of meeting of the Board. All votes, resolutions, and other acts of the several boards shall be recorded with exactness, and all reports and other documents which the several boards may deem of sufficient importance, shall be entered in full upon the record.

The record of every meeting of the Town and the records of meetings of all boards of officers shall be completed within a week of the day upon which such meetings are held.

Chapter III. Contracts by Town Officers.

Section 1. No town officer or member of any committee chosen by the Town, nor any agent of any such officer or

committee, shall have any pecuniary interest in any contract or bargain made or approved in behalf of the Town, by himself or any board or committee of which he is a member or for which he may act as agent.

Chapter IV. Finances.

Section 1. All commissioners, committees, boards, and any officer having charge of the expenditure of an appropriation shall approve in writing, all accounts, claims, bills, and pay rolls properly chargeable to such appropriation, and shall transmit the same with his or their approval to the Town Auditor. The Town Auditor shall thereupon examine the same and if found correct submit them with his approval to the Selectmen, except for rebates of water rates, which shall be transmitted by the Auditor to the Treasurer upon the orders of the Water Board.

Sec. 2. Warrants signed by the Auditor and a majority of the Selectmen, stating the accounts to which the same are chargeable, shall be drawn upon the Treasurer for the payment of all sums by law payable from the Treasury to the Commonwealth or County; for final judgments of courts, bonds, notes, and scrip of the Town, and interest thereon; and for money payable to the Commissioners of the Sinking Funds, and to the Trustees of the Free Public Library; and also for payment of all accounts, claims, bills and pay rolls which have been approved in the manner provided in the previous section, except claims for rebates of water rates. Such warrants shall not be negotiated, but shall be transmitted by the Selectmen directly to the Treasurer, accompanied by the approved bills or other documents for the settlement of which the warrants are drawn.

Sec. 3. When the bills contracted by any board, committee, or officer, have exhausted the entire appropriation for such board, committee, or officer, notice thereof shall be given by the Auditor, and such board, committee, or officer shall not incur liability for any further expenditure, except in case where such expenditure may be required by law,

and it shall be the duty of each board, committee, or officer, before the close of the financial year, to approve all accounts, claims, bills, and pay rolls chargeable to their respective appropriations, and transmit the same together with a list of all debts incurred and not paid up to and including December 31 of each year, showing to whom due, for what due, and the amounts, to the Auditor. During the interval between the thirty-first day of December in each year and the time of making the next annual appropriation, any board, committee, or officer, for the purpose of carrying on the work intrusted to them, for that period shall have authority under the direction of the Board of Selectmen to incur liabilities to be charged against the next annual appropriation for that department. Such liabilities incurred for any department shall not exceed one quarter of the entire amount of the appropriation for that department in the preceding year.

Sec. 4. No vote shall be passed at any Town Meeting by which any debt may be incurred for loans in anticipation of the taxes of any year except the fiscal year in which the appropriations are made.

Chapter V. Collector.

Section 1. All taxes which may be assessed, other than polls, if paid on or before the fifteenth day of September next after the assessment shall be entitled to such discount as the Town shall vote at its annual meeting. All taxes shall be due and payable on or before the first day of November in each year, unless otherwise ordered by the Town, except bills for poll taxes only, which shall be paid within ten days after presentation thereof.

Sec. 2. In all cases where tax bills are not paid at the time specified in the preceding section, it shall be the duty of the Collector forthwith to issue a summons to each delinquent; and if such delinquents do not pay the tax within ten days after the issuing of the summons, with twenty cents more for the summons, the Collector shall issue his warrant

to an officer, who shall forthwith proceed to collect the amount due, in manner provided by law. Six per cent interest, or such rate as may be voted annually by the Town, shall be charged on all tax bills from the time they respectively become due until paid.

Sec. 3. The Collector shall pay to the Town Treasurer all money received on account of taxes at least once in each week, and shall deliver a statement of each payment to the Auditor, stating the amount from each levy, and whether for Taxes, Interest, Discount, Street Watering, or Moth Assessment, separately.

Sec. 4. The Collector shall have stated daily office hours for the transaction of business.

Chapter VI. Town Treasurer.

Section 1. The Town Treasurer shall have the custody of all funds belonging to the Town, except funds for which other provision is made by law, and he shall pay no money from the treasury other than for rebate of water rates except upon a warrant signed by the Auditor and a majority of the Selectmen, stating the amount of the account, to whom payable, and the account to which the same is chargeable. Such warrant shall be sufficient authority to the Treasurer to pay the same, and the payment of the same upon such warrant shall discharge him from all liability on account of the money so paid.

Sec. 2. The Treasurer shall detach the coupons from all bills for which he receives money and shall deliver all such coupons to the Auditor daily.

Sec. 3. The Treasurer shall have stated daily office hours for the transaction of business.

Chapter VII. Town Clerk.

Section 1. The Town Clerk shall have the custody of the Town seal.

Chapter VIII. Town Auditor.

Section 1. There shall be chosen annually one Auditor, who shall be in attendance at his office daily during the usual business hours. He shall have the custody of all contracts of the Town and of all bonds of indemnity given to the Town, except those for which other provision is made by law; shall keep a register of the dates, amounts, and sureties on all such bonds, and notify the Selectmen whenever any such bond expires, or he is of the opinion that it is impaired by the death, insolvency, or other disability of a surety; shall keep a complete set of books, wherein shall be entered the amount of each specific appropriation and each amount that has been expended on account of such appropriation; shall, when any appropriation has been wholly expended, immediately make a report of that fact to the Selectmen and to the head of the department under whose direction the work for which the appropriation was made is carried on; shall direct to the Treasurer all warrants, drafts, or other orders for the payment of money, but such warrants, drafts, or orders shall only be valid when signed by a majority of the Selectmen, except for rebates of water rates.

Sec. 2. The Auditor shall, within forty-eight hours after the close of the period covered by any pay roll, and after examination thereof, if found correct, approve the same, and shall deliver to the Treasurer a warrant or order signed by a majority of the Selectmen to pay the amount so approved.

Sec. 3. The Auditor shall examine all bills, pay rolls, or demands rendered against the Town; shall see that they have been properly approved by some person duly authorized, that the clerical computations are correct, and that there are on hand funds appropriated for such purpose sufficient for the payment of such bill, pay roll, or demand; in case of any error or any informality, he shall make note of the fact and return the bill, pay roll, or demand, with his objections, to the officer or board presenting the same; if he approve the bill, pay roll, or demand, he shall uniformly fold

and back the same with a statement of the amount, the appropriation charged and to whom paid, and number and enter the same numerically in a book kept for that purpose; and at least once in each month he shall sign a draft or warrant for the Town Treasurer to pay all accounts entered therein. When requested by any officer in charge of a department, the Auditor may, if he deem it proper so to do, audit and issue drafts or warrants for the payment of accounts at other times.

Sec. 4. The Auditor shall receive from the Treasurer all coupons detached from bills that have been paid and deliver those for water rates to the Water Department daily.

Sec. 5. The Auditor shall immediately after the first day of each month make to the Selectmen a report of the financial condition of the Town accounts, showing the amounts of the several appropriations, and of all drafts on account of each appropriation made, and of all receipts since the beginning of the financial year, and of the balance of each appropriation remaining subject to draft, and shall prepare such financial statements as may from time to time be required by the Selectmen, boards, committees, or officers to enable them to properly direct the affairs of their respective departments.

Sec. 6. At the beginning of each fiscal year, the Auditor shall deliver to the Assessors an estimate of the receipts other than taxes levied on polls and estates for the ensuing year, showing the amount actually received during, and the amount of unappropriated cash on hand at the close of, the preceding year.

Sec. 7. The Auditor shall approve, and shall authorize the Treasurer to pay to the proper party or parties on presentation, any order for money for rebates drawn on the Treasurer by the Water Commissioners, and such order shall be in accepted form and signed by at least two members of the Board of Water Commissioners.

Sec. 8. The Auditor shall, in the months of January, April, July, and October, publish in any newspaper published

in Town, an exhibit of the financial condition of each Town department. Such exhibit shall display every appropriation and also the gross additions to each from other sources, stated separately, together with a statement of the amount paid, and authorized by Selectmen's warrants to be paid, from each appropriation from the beginning of the fiscal year to and including the fifteenth day of the month in which such exhibit is published.

Sec. 9. The Auditor shall examine the books and accounts of the Treasurer and Collector once a month, and shall verify the balance of cash reported or alleged to be on hand by each. He shall cause the Collector to produce receipts for all moneys paid to the Treasurer. He shall examine annually the books, accounts, vouchers and securities, and shall verify the cash balances of any commissioners of sinking funds that may be elected. He shall also examine annually the receipts of the Town Clerk for the dog tax and shall cause the Town Clerk to produce receipts from the County Treasurer for money paid on account of the dog tax. He shall examine the books and accounts of all other boards, committees or officers having charge of the expenditure of money at least once in each three months.

BY-LAWS

OF THE

TOWN OF WATERTOWN

Adopted by the Town of Watertown
March 14, 1910



PUBLISHED BY THE TOWN

1911

Chapter I. Town Meetings.

Section 1. Notice of every Town Meeting shall be given by posting printed copies of the warrant for such meeting in ten or more conspicuous public places in Town and, in addition thereto, by leaving at every inhabited house in Town a printed copy of said warrant seven days before the time named in the warrant for holding said meeting.

Sec. 2. Notice of every adjourned Town Meeting shall be posted by the Town Clerk in ten or more conspicuous public places in Town; and in addition thereto, he shall, if practicable, publish the same in any newspaper published in Town, at least twenty-four hours before the time of said adjourned meeting. Said notices shall also state briefly the business to be acted on at such meeting and shall include notice of any proposed reconsideration.

Sec. 3. The annual Town Meeting for the election of Town Officers shall be held on the first Monday of March in each year.

Chapter II. Duties of Town Officers.

Section 1. All the officers of the Town shall turn over to their successors in office at the expiration of their term of office, all books, papers, documents, or other properties in their custody belonging to the Town, and all departments shall turn over to the Town Clerk all books, papers, and documents belonging to the Town and not necessary for the immediate use of the respective departments, and these shall be deposited in the Town vaults.

Sec. 2. All committees to whom any matter which requires a public hearing is referred by the Town, shall give a public notice thereof, stating the time and place of such hearing.

Sec. 3. The reports of all boards, committees, or officers

which are to be printed in the printed annual report of the Town, shall be delivered to the Town Clerk not later than the fifteenth day of January in each year.

Chapter III. Finances.

Section 1. The financial year shall commence with the first day of January, and end with the thirty-first day of December, annually.

Sec. 2. No warrant shall be drawn upon the Treasury unless there is sufficient appropriation to pay the same, except for sums by law payable to the Commonwealth or County; for final judgments of courts, rebate of water rates, bonds, notes, and scrip of the Town, and interest thereon; and for money payable to the Commissioners of the Sinking Funds, and for other payments required by law.

Sec. 3. Whenever the account of an appropriation made for any department of the Town, other than for a special purpose for which the work has not been completed, shows at the end of the fiscal year a balance unexpended, such balance shall revert to the Treasury as unappropriated funds. If the amounts appropriated for a specific work exceed the cost of such work and all expenses and liabilities incidental thereto, the balance of such appropriation shall revert to the Treasury as unappropriated funds.

Sec. 4. No board, committee or officer having charge of any work the payment for which is in any part to be contributed by private citizens, shall perform said work until a sum has been deposited with the Town Treasurer, upon an estimate made by such board, committee, or officer, sufficient to cover the payment of the portion of said work chargeable to such private citizens.

Chapter IV. Selectmen.

Section 1. The Selectmen shall exercise a general supervision over all matters affecting the interests or welfare of the Town.

Sec. 2. The Selectmen may appear either personally

or by counsel before any committee of the Legislature, or board, or commission, to protect the interests of the Town, but are not authorized by this By-Law to commit the Town to any course of action.

Sec. 3. The Selectmen shall, in their annual report, state in detail what action they have taken in the year preceding, whether as Selectmen or as Overseers of the Poor. They shall state specifically what Town ways, county ways and sewers have been laid out, what damages have been assessed and paid, what claims are outstanding, and what claims are in suit against the Town. They shall also state what ways or sewers that have been ordered laid out, or accepted, remain to be constructed. They shall give full reports in regard to all suits against the Town, with all the circumstances relating thereto. They shall also make a detailed statement of the repairs made upon public buildings.

Sec. 4. The Selectmen shall cause the appearance and answer of the Town to be entered and made in all suits brought against the Town at law or in equity. They shall consider all claims made against the Town for damages, or breach of contract, and may, with the advice of counsel, settle the same, provided that in no case shall a settlement be so made by a payment of more than five hundred dollars without authority from the Town.

Sec. 5. The Selectmen after drawing a warrant for a Town Meeting shall immediately transmit a copy of the same to each member of the Finance Committee.

Sec. 6. It shall be the duty of the Selectmen to have the printed annual reports of the Town ready for distribution not later than February 15 of each year.

Chapter V. Assessors.

Section 1. The Assessors shall keep a record of all abatements of taxes, the names of the parties taxed, and the reasons for and the amount of the abatement. On the first day of every month they shall notify the Collector and Audi-

tor in writing of the amount of taxes abated in the preceding month, stating separately the amount abated from each tax levy.

Sec. 2. The Assessors shall append to their annual report, in the annual printed report of the Town, an itemized list of the valuation and taxation of the real and personal estates in the Town, and shall state the rate of taxation and the amount of money raised thereon, and shall print a list of the names of all persons, firms and corporations whose tax has been abated, and the amount of each abatement.

Chapter VI. Collector.

Section 1. The Collector shall append to his annual report, in the annual printed report of the Town, a list of all unpaid tax levies, giving the names of the parties assessed, the amount due from each, and the year in which such assessments were laid.

Chapter VII. Town Treasurer.

Section 1. The Treasurer shall make a record in a book kept for the purpose, of each appropriation, with the list of the warrants drawn against such appropriation, and he shall also make a record in a book kept for the purpose, of all bonds, notes, scrip, or other evidence of indebtedness of the Town.

Sec. 2. The Treasurer shall file and safely keep all approved bills and pay rolls, and all vouchers, canceled bonds, notes, scrip, and other evidences of indebtedness of the Town which have been paid from the treasury.

Sec. 3. It shall be the duty of the Treasurer to make in the annual printed report of the Town, a report which shall specifically state the objects, if any, for which the debt of the Town may have been increased during the preceding year, and recite the votes under which the money was borrowed. The report shall give a classified statement of the indebtedness of the Town and the objects for which it was incurred. Said report shall also include:

1. A list of all notes issued during the year and the purposes for which the money was borrowed, giving the dates, amount, term, rate of interest, time of maturity, the premium, if any, received thereon, and the names of the parties of whom the funds were borrowed.

2. A list of all notes paid during the year, and a list of all outstanding notes, with the dates on which they will mature.

3. A full exhibit of all moneys, properties, and securities which may be placed in his charge by virtue of any statute or by-law or by virtue of any gift, devise, bequest or deposit.

4. A statement of the amount of money received by the Town from other sources than taxation during the preceding year, also the expenditures and debt of the Town for each of the preceding thirty years.

5. A list of all insurance policies held by the Town, which list shall include a statement of the property covered, the names of the companies, the amount and the date of expiration of every policy.

Sec. 4. When authorized to raise a loan on behalf of the Town, he shall always advertise for bids thereon in one or more leading financial journals published in the City of Boston.

Chapter VIII. Town Clerk.

Section 1. All conveyances under seal which may hereafter be executed by the Town, pursuant to a vote of the Town or otherwise, shall be sealed with such seal and subscribed by a majority of the Board of Selectmen for the time being.

Sec. 2. The Town Clerk shall keep a true copy (in a book to be kept for such purpose alone) of all deeds or other instruments executed by the Selectmen in accordance with the provisions of these By-Laws.

Sec. 3. It shall be the duty of the Town Clerk to see that every conveyance to the Town of any interest in land is properly recorded in the Registry of Deeds.

Sec. 4. The Town Clerk shall be responsible for the safe keeping of all books, papers and plans, and all records which may be deposited in the vaults, and shall not allow anything to be taken from his custody. He shall furnish all boards, committees and officers with a copy of all votes affecting them.

He shall furnish blanks of the ordinary letter size, with appropriate headings, upon which petitions, reports, and other papers in the ordinary course of Town proceedings may be prepared.

He shall fold uniformly all papers and documents within his department, and shall endorse them in a manner to indicate the contents of each paper, and shall file and arrange them in a manner convenient for reference and examination and shall index all such papers and documents and all the records of the Town.

All petitions for the insertion of articles in the warrant for a Town Meeting, and all papers and reports, whether printed or written, relating to such a meeting, shall be kept in separate files, with the words, "Regular Town Meeting," or "Special Town Meeting," as the case may be, with the current year plainly marked thereon.

Sec. 5. Whenever any report of any board or committee is presented to the Town, and its recommendations are adopted, the Clerk shall cause to be entered upon the regular record of the meeting such portions of the report only, if any, as may be necessary for the understanding of the action taken by the Town, and he shall cause the report to be entered in full, in a book provided for that purpose, which shall be called the Book of Reports. But if the report is in print it need not be so entered. The Book of Reports shall be duly indexed. The reports shall be numbered for each municipal year in the order of their presentation, and a marginal reference shall be made to the date of the meeting at which the report was presented. And the regular record of the meeting shall also make reference to the number of the report as entered in the Book of Reports.

Sec. 6. The Town Clerk shall within a fortnight after any Town Meeting publish in any newspaper, published in the Town, a copy of his record of the proceedings of that meeting.

Sec. 7. The Town Clerk shall publish in the annual printed report of the Town a copy of his record of all Town Meetings that have been held during the preceding year.

Chapter IX. Town Auditor.

Section 1. The Auditor shall in his annual report give a detailed statement of all the receipts and expenditures of the Town for the past financial year, giving the amount of each specific appropriation, showing to whom paid, the amount, and the object of the expenditures therefrom; the receipts from each source of income; the change, if any, in the Town debt, and shall include a list of all debts incurred and not paid up to and including December 31 of each year, showing to whom due, for what due, and the amounts. Said statement shall be arranged, as far as practicable, to conform to the schedules of the Division of Municipal Statistics of the Bureau of Statistics of Labor of the Commonwealth.

Chapter X. Finance Committee.

Section 1. There shall be a Finance Committee consisting of twenty-one citizens of the Town, other than Town officers elected by ballot, and the term of office for members of said committee hereafter appointed shall be three years. The Moderator of the annual Town Meeting of 1909 shall appoint seven members of said committee for a term of three years in place of the members of said committee whose terms expire in that year. Annually thereafter the Moderator of the annual Town Meeting shall appoint seven members of said committee to serve for the term of three years. Said committee shall choose its own officers and have power to fill vacancies.

Sec. 2. To this committee shall be referred all articles calling for an appropriation of money in any warrant for a

Town Meeting hereafter issued, and it shall be the duty of the Selectmen after drawing a Town warrant to transmit immediately a copy of the same to each member of the Finance Committee, and the committee shall, after due consideration of the subject matter in said articles, report thereon in print or otherwise, such recommendations as it shall deem best. The Finance Committee shall have authority at any time to investigate the books, accounts, and management of any department of the Town, and to employ such expert and other assistance as it may deem advisable for that purpose, and the books and accounts of all departments and officers of the Town shall be open to the inspection of the committee and of any person employed by it.

Sec. 3. The various Town Officers, boards, and committees charged with the expenditure of the Town's money are each directed annually to prepare detailed estimates of the amounts necessary to carry on the Town's business entrusted to them for the ensuing year, with explanatory statements as to any changes from the amount appropriated for the same purpose in the preceding year. They shall also prepare estimates of any income which may be received by the Town during the ensuing year in connection with the Town's business or property in their care. Said estimates and explanations shall be filed with the Town Auditor on or before the fifteenth day of January, and he shall forthwith compile the same in tabulated form and add thereto two columns, one giving the amounts appropriated and the other the amounts expended in the preceding year, and shall furnish a copy to each member of the Finance Committee, who shall at once consider the estimates and add another column giving the amounts which in their opinion should be appropriated for the ensuing year, and shall add thereto such explanations and suggestions in relation to the proposed appropriations as they may deem expedient. The document shall be completed and returned to the Town Clerk in time to enable him to have it printed and distributed with the warrants for the annual Town Meeting, which he

is hereby directed to do. The Selectmen shall include in their estimates the salaries of all officers elected directly by the Town, and the salaries of all others shall be included in the estimates of the officers, boards, or committees appointing them. The Treasurer shall include in his estimates the amounts required for the payment of interest on the Town debt, and for the payment of such portions of the Town debt as may become due during the succeeding year.

Chapter XI. System of Accounts.

Section 1. The accounts of the Town shall be made to conform to the system installed by the Finance Committee in the Auditor's office under vote of the Town of December 14, 1908.

Sec. 2. All bills chargeable to the various appropriations shall be approved by the head of the department under whose direction the work is done or materials furnished before payment.

Sec. 3. Water used by the various Town departments, excepting water for fire purposes, shall be charged to their respective appropriations.

Sec. 4. All bills shall be made with detachable coupons, and plainly printed thereon "Remit only to the Town Treasurer."

Chapter XII. Superintendent of Streets and Sewers.

Section 1. The Superintendent of Streets and Sewers shall keep an accurate account of all money expended and all work done upon the public ways and sewers of the Town, and a daily record of the number of men and teams employed, and the extent and nature of the work done, and the amount expended on each street, way or sewer, and also the time spent in doing such work.

Sec. 2. A pay roll shall be kept of the employees of the street and sewer departments, and of the owners of teams employed thereon, and a detailed account with all par-

ties furnishing materials therefor; the time for which payment is to be made; the rate of wages; the amount and cost of materials furnished, and the amount due in each case. Payment shall be made in each case by the Town Treasurer to the party to whom it shall be due, or his agent, or attorney, authorized in writing to receive the same.

Sec. 3. The Superintendent of Streets and Sewers shall furnish an annual report in detail of the work performed in the street and sewer departments, to be printed in the annual Town report.

Chapter XIII. Public Ways.

Section 1. No person having charge of any beast shall suffer or permit any such beast to run, gallop, trot, pace, or go at a rate exceeding ten miles to the hour, through any way, avenue or street in this Town.

Sec. 2. No person shall permit any horse, cattle, swine or sheep under his care, to go upon any sidewalk in the Town, so as to interfere with the convenient use of the same by all passengers.

Sec. 3. No person shall suffer horses, or grazing beasts, or swine, to run at large in this Town, or to feed by the roadside, either with or without a keeper.

Sec. 4. No drove of cattle or swine shall be driven over or through any street or public thoroughfare in this Town, unless attended by two or more drivers, one of whom shall be not less than eighteen years of age.

Sec. 5. No person shall permit any team under his care or control, to stand across any public highway or street, in such a manner as to obstruct the travel over the same, for an unnecessary length of time; no person shall stop with any team in any public street so near to another team as to obstruct public travel; and no person shall stop with any team or carriage upon or across any crossing in any street or highway in the Town.

Sec. 6. No person shall by any noise, gesture or other

means, wantonly and designedly frighten any horse in any street or other public place in the Town.

Sec. 7. No person shall coast upon a sled upon any of the sidewalks in the Town.

Sec. 8. No person shall coast upon any of the public ways of the town except upon such streets as the Selectmen may designate each year by public notice.

Sec. 9. No person shall be or remain upon any sidewalk or upon any doorstep, portico or other projection of any house or other building not his own, to the annoyance or disturbance of any person.

Sec. 10. No person shall use any indecent, profane or insulting language in any public place in the Town, or near any dwelling house or other buildings therein.

Sec. 11. No person shall throw stones, snowballs, sticks or other missiles, or kick at football, or play at any game in which a ball is used, or fly any kites or balloons, or shoot with or use a bow and arrow, in any of the public ways of the Town.

Sec. 12. No person shall place or cause to be placed upon any public way, footpath or sidewalk within the Town, any wood, lumber, iron, coal, trunk, bale, box, crate, cask, barrel, stones, package, or other things, or allow any door or gate to swing outward over any street or highway, for more than one hour after being notified by a constable, police officer, or the Selectmen to remove the same.

Sec. 13. Any person who intends to erect, repair or take down any building on land abutting on any way which the town is obliged to keep in repair, and desires to make use of any portion of said way for the purpose of placing thereon building materials or rubbish, shall give notice thereof to the Selectmen. And thereupon the Selectmen may grant a permit to occupy such a portion of said way to be used for such purpose as in their judgment the necessity of the case demands and the security of the public allows; such permit in no case to be in force longer than ninety days, and

to be on such conditions as the Selectmen may require; and especially, in every case, upon condition that during the whole of every night, from twilight in the evening until sunrise in the morning, lighted lanterns shall be so placed as effectually to secure all travelers from liability to come in contact with such building materials or rubbish.

Sec. 14. No person shall use any portion of any way which the Town is obliged to keep in repair, without the permit in writing, of the Selectmen, as above provided, nor, having obtained such permit, shall fail to comply with the conditions thereof.

Sec. 15. Whenever the words "street" or "streets" or "public way" are mentioned in these By-Laws, they shall be understood to mean all alleys, lanes, courts, public squares, and public places, including sidewalks and gutters, unless the contrary is expressed or the construction will be inconsistent with the manifest intent of these By-Laws.

Chapter XIV. Fire Department.

Section 1. The Board of Fire Engineers shall make an annual report stating the amount of the receipts and expenditures of the Fire Department, together with the doings of the department during the year and their recommendations for the ensuing year. Such report shall be printed in the printed annual report of the Town.

Chapter XV. Police.

Section 1. The Board of Selectmen shall annually in the month of April appoint at a fixed salary some competent person to be Chief of Police, who may be removed for cause. No member of the Board of Selectmen shall be eligible for appointment to such office.

Sec. 2. The Selectmen shall make such rules and regulations for the discipline and government of the Police Department as they deem necessary.

Chapter XVI. Care of Burial Grounds and Lots.

Section 1. The Town will accept and forever hold in trust any money or securities which may hereafter be deposited

with the Town Treasurer for the perpetual preservation, care, improvement or embellishment of any public or private burial place, or any lots or graves therein, agreeable to the provisions of the Statutes of the Commonwealth. The Town Treasurer is authorized to enter into agreement in behalf of the Town with the holders of burial rights in any lot in the public cemeteries of the Town to forever keep such lot, and the structures and grass thereon, in a good and neat condition, so far as the same can be done by an expenditure equal to four per cent per annum of any sum of money, or equal to the income from any securities which such holder may have deposited with the Town Treasurer for said purpose

Chapter XVII. Health Department.

Section 1. The Health Department shall be under the charge and control of the Board of Health, who shall have and exercise all the powers of boards of health in all matters relating to the public health and safety of the Town, including the inspection of plumbing.

Sec. 2. The Board of Health may make such rules and regulations, including regulations regarding plumbing, as it judges necessary for the health and safety of the Town.

Sec. 3. The Board of Health shall annually present to the Town in the printed annual report of the Town, a full and comprehensive statement of all its acts during the preceding year, also a review of the sanitary conditions of the Town, and an estimate of the appropriation needed by the department for the coming year.

Chapter XVIII. Water Department.

Section 1. The Water Department shall be under the charge and control of the Board of Water Commissioners, who shall have and exercise all the powers of its Water Commissioners in all matters relating to the public water supply of the Town.

Sec. 2. The Water Commissioners shall make such rules

and regulations or orders for the introduction, use and government of the public water supply as they deem proper or expedient for the interests of the Town. The water shall not be introduced or supplied to any building or premises except upon the written application to, and in the form prescribed by the Water Board, by the owner thereof, or by a duly authorized agent. Such rules, regulations and orders as the Board shall make shall be considered as a part of the contract with every person who takes the water; and every such person by taking the water shall be considered to have expressed his assent to be bound thereby. The principal water rates, rules, regulations and orders for the introduction, use, and government of the water supply shall be published by being printed upon the water bills of the department.

Sec. 3. Domestic water rates by fixtures shall be due and payable semi-annually in advance, on the fifteenth day of May and November in each year. There shall be a fixed minimum rate charged for meter service. Meter, manufacturers', and other large consumers' rates shall be due and payable at the end of each quarter on the first days of March, June, September, and December of each year. All water passing through the meter shall be charged for, whether used or wasted. If the meter gets out of order or fails to register, the average consumption as shown by the meter when it was in order shall be charged. The service pipe from the sidewalk stopcock shall be laid by the department to the inside of the cellar wall, or other place desired, and the expense thereof shall be paid before the water supply is turned on. The estate shall in all cases be chargeable with the expense of the service pipe inside of the sidewalk stopcock, and also with the water rates and with the payments and penalties for violation of any rules, regulations or orders relating to the water supply.

Sec. 4. The construction and location of private hydrants, yard pipe and other fixtures designed for fire purposes shall be subject to the approval of the Water Department, and

no charge shall be made for water used from hydrants, automatic sprinkler or standpipes in or upon the premises of a manufacturing establishment for fire purposes exclusively, and no fire pipes shall be used for any other purpose.

Sec. 5. In case of violation by any water taker of any published rule, regulation or order of the Water Board, or of non-payment of water rates within fifteen days of their becoming due and payable, the water supply may be cut off from the building or premises, and shall not be let on again until so ordered by the Board, after all causes of complaint shall have been removed, and all dues or fines paid, with an additional payment of one dollar each for the cutting off and for the letting on of the water.

Sec. 6. The Board of Water Commissioners shall annually present to the Town, in the printed annual report of the Town, a full and comprehensive statement of all of its acts both as Water Commissioners and as Trustees of the Water Supply Sinking Fund, also a review of the condition of the water supply and of the sinking fund, and an estimate of the appropriation needed by the department for the ensuing year.

Chapter XIX. Park Department.

Section 1. The Park Commissioners shall annually present to the Town, in the printed annual report of the Town, a full and comprehensive statement of all its acts during the preceding year, also a review of the condition of the open spaces of the Town, and an estimate of the appropriation needed by the department for the coming year.

Chapter XX. Curfew Law.

Section 1. No child under sixteen years of age shall be in or upon any of the streets, ways, sidewalks, alleys, public squares or parks in this Town in the night time after the hour of nine o'clock unless such is accompanied by a parent, guardian or other person having the care and control of such child, or is in the performance of some errand or duty directed

by such parent, guardian, or such other person, or unless such child is there necessarily by reason of its employment.

Sec. 2. The chief of police shall keep a record of all violations of Section 1 of this By-Law and shall cause to be notified thereof one of its parents, the guardian, or any person having the care and control of such child.

Sec. 3. The fire alarm telegraph test blow shall be struck at 8.45 in the evening for the purpose of warning such persons as may be affected by the provisions of Section 1.

Sec. 4. Any person violating any of the provisions of Section 1 of this By-Law shall be liable to a fine not exceeding five dollars for each violation.

Chapter XXI. Miscellaneous Provisions.

Section 1. No person shall fire or discharge any gun, fowling-piece or firearm in any street in the Town or in any private grounds, except with the consent of the owner thereof; provided, however, that this By-Law shall not apply to the use of such weapons at any military exercise or in the lawful defense of the person, family or property of any citizen.

Sec. 2. No musical instrument or instruments shall be played on any of the public streets of the Town between 6 o'clock p.m. and 7 o'clock a.m., without the written permission of the Selectmen.

Sec. 3. The Selectmen may grant licenses to use a certain portion of any public way in the Town as a carriage-stand for the solicitation of passengers for hire, and no person shall use any portion of any public way for such purpose without such license.

Sec. 4. No person shall deal in junk within the Town or go from house to house purchasing or endeavoring to purchase junk, old metals or second-hand articles, without a license from the Selectmen.

No person while hawking, peddling or offering for sale any goods, wares or merchandise upon any of the public ways of the Town shall make or cause to be made any out-

cry or noise, or ring or cause to be rung any bell for the purpose of advertising such goods, wares and merchandise, so as to disturb the public peace.

Sec. 5. The Selectmen may order numbers to be affixed to or painted on the buildings of any street, in their discretion. The owner of every house shall comply with such order within ten days thereafter.

And the Selectmen shall within ten days from the date of any request, designate to owners the number to be affixed to houses owned by the person or persons making such request.

Chapter XXII. Penalties.

Section 1. Any person or persons, firm or corporation, violating any of the provisions of these By-Laws, except so far as they relate to the duties of Town officers, shall be punished by a fine not exceeding Twenty Dollars for each offense, unless some different penalty is imposed by law.

Chapter XXIII. Repeal of Previous By-Laws.

Section 1. All By-Laws heretofore adopted by the Town of Watertown, except the By-Laws for the Regulation and Inspection of Buildings, are hereby rescinded.

Boston, April 21, 1910.

I approve the above By-Laws.

(Signed) DANA MALONE,
Attorney General.

Attest:

W. P. McGUIRE,
Town Clerk.

Additional By-Laws and Regulations

Adopted by the Town

Section 9 of Chapter 13 of the Town By-Laws as amended at Town Meeting held June 26, 1911.

Section 9. No person shall loiter for more than five minutes upon a sidewalk in any street after being directed by a police officer to move on, nor shall any person wilfully or negligently obstruct the free passage of foot-travelers on such sidewalk, nor shall any person congregate with others and loaf upon any such sidewalk or in any street or other public way of the Town.

WILLIAM P. McGUIRE,
Town Clerk.

Boston, September 13, 1911.

I approve the foregoing By-Law.

JAMES M. SWIFT, *Attorney-General.*

At adjourned Town Meeting, held March 14, 1912, the following regulation was voted to be adopted:

Whenever application is made to the Selectmen, acting as the Board of Survey, by the owner or owners of a parcel of land for the approval of a plan showing the layout of streets in said land, such owner or owners shall furnish a bond conditioned for the prompt construction of said street or streets in accordance with the grades and layout approved by the Board of Survey, the bond to be in such form and for such amount as may be determined by the Selectmen, and with such surety or sureties as shall be determined by them, but such bond shall not be required if, at the time of the approval of the layout of said streets, the streets shall have been already constructed to the satisfaction of the Board of Survey.

ADDITIONAL BY-LAWS—TOWN OF WATERTOWN

At Adjourned Town Meeting held March 10, 1913, it was voted to amend Section 3, Chapter 10 of the By-Laws as follows:

Voted: Section 3, Chapter 10, of the By-Laws is hereby amended by striking out the words beginning in the seventh line:

"They shall also prepare estimates of any income which may be received by the Town during the ensuing year in connection with the Town's business or property in their care," and by striking out the words beginning in the twenty-first line: "the documents shall be completed and returned to the Town Clerk in time to enable him to have it printed and distributed with the warrants for the annual Town Meeting, which he is hereby directed to do," and inserted in place thereof the following beginning at the twenty-first line after the word "expedient": "the document when completed shall be printed by the Finance Committee and a copy mailed to each registered voter before the annual Town Meeting at which appropriations are made," so that the said section shall read as follows:

Section 3. The various Town Officers, boards and committees charged with the expenditure of the Town's money are each directed annually to prepare detailed estimates of the amounts necessary to carry on the Town's business entrusted to them for the ensuing year with explanatory statements as to any changes from the amount appropriated for the same purpose in the preceding year. Said estimates and explanations shall be filed with the Town Auditor on or before the fifteenth day of January and he shall forthwith compile the same in tabulated form and add thereto two columns, one giving the amounts appropriated and the other the amounts expended in the preceding year, and shall furnish a copy to each member of the Finance Committee, who shall at once consider the estimates and add another column giving the amounts which in their opinion should be appropriated for the ensuing year, and shall add thereto such explanations and suggestions in relation to the proposed appropriations as they may deem expedient. The document when completed shall be printed by the Finance Committee and a copy mailed to each registered voter before the annual Town Meeting at which appropriations

ADDITIONAL BY-LAWS—TOWN OF WATERTOWN

are made. The Selectmen shall include in their estimates the salaries of all officers elected directly by the Town, and the salaries of all others shall be included in the estimates of the officers, boards or committees appointing them. The Treasurer will include in his estimates the amounts required for the payment of interest on the Town debt and for the payment of such portions of the Town debt as may become due the succeeding year.

Boston, May 19, 1913.

I approve the foregoing By-Law.

JAMES M. SWIFT, *Attorney-General*.

At Town Meeting held June 6, 1913, the following by-law was voted to be adopted:

Voted: That the by-laws of the Town of Watertown are hereby amended by adding at the end thereof the following new by-law:

Chapter 24. Planning Board. The Planning Board which the Town of Watertown is required to elect under the provisions of Chapter 494 of the Acts of 1913, shall be composed of five citizens of the town. At the first election of said board, one member shall be elected for the term of one year, two for the term of two years, and two for the term of three years from the date of the Town Meeting at which they are elected; and at each annual Town Meeting thereafter, the vacancy occurring by the expiration of the term of office of one member or of two members, as the case may be, shall be filled by election of a successor or successors for the term of three years.

The purposes, duties and authority of said board shall be those which are defined in said Chapter 494 and in any acts amendatory thereof which may hereafter be in force.

Vacancies which may occur in the membership of said board by death, resignation or removal from the town shall be filled by vote of the Selectmen and of the remaining members of said board, acting jointly, until the vacancy is filled by election at the next annual Town Meeting.

Jan. 14, 1914.

I approve the fore-going By-Law.

JAMES M. SWIFT, *Attorney-General*.

ADDITIONAL BY-LAWS—TOWN OF WATERTOWN

1. No person shall throw or sweep into or place, or drop or suffer to remain in, any street, square or public place, any piece of hoop, board, wood, wire, glass or bottle, paper, or any nail, sweepings, sawdust, soot, ashes, cinders, shavings, hair, manure, oyster shells, clam shell, lobster shell, handbill or rubbish or filth of any kind, or any noxious or refuse liquid or solid matter or substance.

2. Any person or persons firm or corporation violating this by-law or any provisions thereof shall be punished by a fine not exceeding twenty dollars (\$20.00) for each offence, unless some different penalty is imposed by law.

A true copy.

Attest:

WILLIAM P. McGUIRE, *Town Clerk.*

The foregoing laws are hereby approved.

THOMAS J. BOYNTON, *Attorney-General.*

At adjourned Town Meeting held March 24, 1915, the following regulation was voted to be adopted:

No proposed layout of a street shall be approved by the Board of Survey, or recommended by the Board of Selectmen, for acceptance by the Town, if it bears a name that might lead to confusion by sound or spelling with that of any existing private or public way.

Voted: That the foregoing regulation be and is hereby adopted.