

**Town of Sunderland**  
**ANNUAL TOWN REPORTS**  
**POLICY & PROCEDURE**

It shall be the policy of the Town of Sunderland to make Annual Town Reports available in compliance with MGL c.40, §49, attached hereto, according to the following procedure.

- On or immediately following January 1<sup>st</sup> of each year, written notice of the Annual Town Report procedure and timeline shall be given by the Board of Selectmen's office to all Town departments, boards and committees.
- Reports of all Town departments, boards and committees for the preceding calendar year, except as otherwise required by MGL c.40, §49, shall be submitted no later than March 31<sup>st</sup>.
- On the 1<sup>st</sup> Monday in April, the Board of Selectmen or its designee shall review all reports submitted by the March 31<sup>st</sup> deadline.
- Annual Town Reports shall be published on the Town website and in hard copy, and shall be made available to residents upon request no later than the deadline to post the Annual Town Meeting warrant; 7 days prior to Annual Town Meeting.
- Reports received after the submission deadline shall, upon review by the Board of Selectmen, be inserted as addenda to the Annual Town Report both on the Town's website and in the Town's master copy.

Board of Selectmen Approved: 5-4-15  
Amended:



PART I ADMINISTRATION OF THE GOVERNMENT

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 49 Annual town reports; publication; penalty for noncompliance

Section 49. The selectmen, before the annual town meeting, shall at the expense of the town print the annual town report for the use of the inhabitants containing the report of the selectmen for the calendar or fiscal year preceding said meeting, the report of the school committee, statements in tabulated form prepared under section sixty of chapter forty-one unless otherwise printed as provided in said section, the annual report of the town accountant for the preceding fiscal year as provided in section sixty-one of chapter forty-one, the annual report of the town treasurer as provided in section thirty-five of chapter forty-one, and except as otherwise provided by vote or by-law of the town, of such other officers and boards as consider it expedient to make a report, the jury list as required by chapter two hundred and thirty-four, and such other matters as the law, or the town by vote or by-law, requires or as the selectmen consider expedient. If the selectmen neglect or refuse to make the annual report, they shall severally forfeit fifty dollars.

A town may by by-law provide for the printing of such fiscal year reports as it deems suitable within ninety days of the close of the fiscal year. A copy of such fiscal year reports shall be transmitted by the town clerk to the state library before the first day of November. A town may also by by-law provide for the printing of all reports of town officers and boards, committees and commissions on a fiscal year basis in place of the calendar year report required by this section.