

TOWN REPORT COMMITTEE

Members: Approximately 9
Appointed by: Board of Selectmen
Length of Term: One Year
Appointments made: September 30
Meeting Times: As needed, approximately 5 times per year. Although there are few formal meetings, the committee carries a heavy workload from December through February.

Description: The Committee designs, compiles, edits, and prepares for publication the Annual Report of the town. This report contains a summary of the activities of town departments, boards, and committees as well as basic statistical, financial, electoral, and historic data for the year.

Criteria for Membership: A member should have capabilities in editing, writing, proofreading, design, desktop publishing, paste-up, and/or photography.

Ref.: MGL Chapter 40 §49; Lexington Code Chapter 107 §1
Adopted by the Board of Selectmen on June 27, 1988.
Selectmen designated as Special Municipal Employees on January 9, 1984.
Selectmen reaffirmed designation as Special Municipal Employees on January 18, 2006.