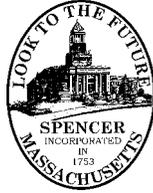


# TOWN OF SPENCER

## *Office of Utilities & Facilities*

Steven J. Tyler, P.E.  
Superintendent  
styler@spencerma.gov



3 Old Meadow Road  
Spencer, MA 01562  
Phone: 508-885-7515  
Fax: 508-885-9416

## **Public Records Availability & Procedures**

Steven J. Tyler, P.E., Superintendent ([styler@spencerma.gov](mailto:styler@spencerma.gov)) – Public Records Access Officer  
Debra Graves, Sr. Clerk ([dgraves@spencerma.gov](mailto:dgraves@spencerma.gov)) – Sr. Clerk  
Carol Dearborn, Sr. Clerk ([cdearborn@spencerma.gov](mailto:cdearborn@spencerma.gov)) – Sr. Clerk  
Regular Business Hours / Availability: Monday through Thursday, 8 AM to 5 PM

The Utilities and Facilities (U&F) Records Access Officer (RAO) shall at reasonable times and without unreasonable delay permit inspection or furnish a copy of any public record not later than (10) business days following the receipt of the request, provided that:

1. The request reasonable describes the public record sought;
2. The public record is with the possession of the Department; and
3. Payment of a reasonable fee, if any, is received in advance.

Requests may be made in person (verbally), in writing, by mail, facsimile or email. A written request is not required but is recommended.

The Records Access Officer, to the extent feasible, shall provide the public record in the requestor's preferred format, or in the absence of a preferred format, in a searchable, machine readable format.

The actual cost of reproducing the record or any storage device may be charged to the requester. Single and double-sided black & white paper 8.5"x11" size copies or printouts shall not exceed \$.05 per copy/print page. Documents other than black & white paper 8.5"x11" size copies shall be charged at the Town's actual cost for copying plus travel, if applicable. If mailing of the records is requested the RAO shall charge the lowest cost available for such mailings, at the discretion of the requestor.

As a community with a 2010 U.S. Census determined population of 11,688, which is less than 20,000 persons, the RAO shall also assess a fee for all time required to search for, compile, segregate, redact, reproduce and/or mail the records request, pursuant to 950 CMR 32.07 (2) (m) 2.. The RAO shall, therefore, include an hourly rate not to exceed the lowest hourly rate of the person in the U&F Office able to complete the records request up to the maximum rate of \$25 per hour, unless otherwise required by the Town of Spencer and allowed by the State Supervisor of Records.

If fees are being assessed the RAO shall provide a written, itemized, good faith estimate of any fees that may be charged to produce the records being requested within ten business days. The estimated fee shall be paid in advance of the RAO completing the records request. Any differences in the estimated fee, less than or greater than the good faith estimate, shall be reimbursed or collected, respectively, prior to releasing the records request.

Records Available:

- Utilities and Facilities (U&F) Office Records
- Departmental Records for Highway, Water, Sewer and Transfer Station
- Sewer Commission Agendas and Meeting Minutes
- Water Commission Agendas and Meeting Minutes
- Highway Department, Driveway, Open Road and Street Occupancy Permits
- Sewer Department Issued Permits
- Water Department Issued Permits
- Requests for Bids / Proposals and Responses

If any questions contact the Spencer Utilities and Facilities Office at (508) 885-7525 or (508) 885-7515.

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