

TOWN OF SPENCER

Office of Development & Inspectional Services

*Planning Board
Zoning Board of Appeals
Conservation Commission
Board of Health*

*Town Planner
Inspector of Buildings
Health Agent
Wetland/Soil Specialist*



*Memorial Town Hall
157 Main Street
Spencer, MA 01562*

*Tel: 508-885-7500 ext. 180
Fax: 508-885-7519*

PUBLIC INFORMATION ACCESS OFFICER

Lee Jarvis-Director-ODIS-(Ljarvis@spencerma.gov)
Paul Dell'Aquila-Town Planner-(PDellAquila@spencerma.gov)
Regular Business Days: Monday through Wednesday
Availability: 7:30 AM-4:30 PM

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

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

Requests made 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 that requestor. Single and double sized black & white paper copies or printouts cannot exceed \$.05.

If a municipality is required to search for, compile, segregate, redact or reproduce a records request, the Records Access Officer may include an hourly rate not to exceed \$25.00 per hour.

POSTED 1/1/2017

DEPARTMENT RECORDS AVAILABLE

**TOWN PLANNER
ZONING BOARD OF APPEALS
PLANNING BOARD
BUILDING INSPECTOR
BOARD OF HEALTH
CONSERVATION COMMISSION
GAS INSPECTOR
PLUMBING INSPECTOR
ELECTRICAL INSPECTOR
SEALER OF WEIGHTS & MEASURES**

TYPES OF RECORDS AVAILABLE (ALL DEPTS.)

**INSPECTION REQUESTS
INSPECTION REPORTS
COMPLAINTS
ENFORCEMENT ORDERS
PERMITS
PLANS
PHOTOS
MEETING AGENDAS
MEETING MINUTES
RECORDINGS
REPORTS
HAND WRITTEN NOTES (SPECIFIC TO A FILE ADDRESS)
BOARD DECISIONS (SPECIFIC TO A FILE ADDRESS)
REGULATIONS & BY-LAWS (SPECIFIC TO A BOARD)**

POSTED 1/1/2017