

Town of Spencer, Massachusetts

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

Paul Dell'Aquila-Town Planner/ ODIS Director-(PDellAquila@spencerma.gov)

Regular Business Days: Monday through Wednesday 7:30 AM-4:30 PM & Thursday 7:30 AM- 12:00PM

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.