



TOWN OF SPENCER
Office of the Town Administrator
Memorial Town Hall
157 Main Street, Spencer, MA 01562

ADAM D. GAUDETTE
TOWN ADMINISTRATOR
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www.spencerma.gov

Public Records Access Information

Adam D. Gaudette, Town Administrator (agaudette@spencerma.gov)

Brenda Savoie, Administrative Assistant (bsavoie@spencerma.gov)

Regular Business Hours:

Monday through Wednesday 7:30 AM to 4:30 PM; Thursday 7:30 AM to Noon

The Town Administrator 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 ten (10) business days following the receipt of the request, providing that:

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

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 request. Single and double-sided black and white paper copies or printouts cannot exceed \$.05/page.

If the Town of Spencer is required to devote more than two hour 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.

Available from the Town Administrator's Office:

Annual Town Reports
Selectmen Meeting Agendas & Minutes
Vendor Contracts
Licenses issued by the Board of Selectmen

The Town of Spencer maintains a website at www.spencerma.gov with many documents available for inspection or printing.

The Town of Spencer is an Equal Opportunity Provider and Employer.