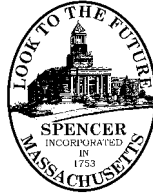


TOWN OF SPENCER

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) – Public Records Access Officer
Debra Graves, Sr. Clerk (dgraves@spencerma.gov) –Sr. Clerk
Carol Dearborn, Sr. Clerk (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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