



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

TOWN CLERK  
Tel: 508-885-7500 x150  
Fax: 508-885-7528  
TTY: 508-885-7503  
[www.spencerma.gov](http://www.spencerma.gov)

**Public Records Access Information**

**Records Access Officers**

Sandra Fritze, Town Clerk ([sfritze@spencerma.gov](mailto:sfritze@spencerma.gov))

Brynn Johnson, Assistant Town Clerk ([bjohnson@spencerma.gov](mailto:bjohnson@spencerma.gov))

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 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.

A request to, compile, segregate, redact or reproduce a records request, may include an hourly rate not to exceed \$25.00 per hour.

Records Available from the Town Clerk's Office:

Election Records

Voter Records

Town Meeting Minutes

Zoning Board of Appeals and

Planning Board Initial Filings and Decisions

Pole/Conduit Records

Flammable Storage Records

DBA Records (Business Certificates)

Oath of Office Records

Street Lists

Annual Reports

General Bylaws

Zoning Bylaws

Subdivision Bylaws

Annual Reports

Tax Liens

Dog License Records