

Town of Holliston

Public Records Access Guidelines

Effective January 1, 2017, the Massachusetts Public Records Law, G.L. c.66 and c.4, s.7(26) provides that a municipality must, within 10 business days (Monday through Friday, excluding legal holidays), respond to a request for records by providing access to or a copy of such records, or explaining any delay or denial. These guidelines are intended to assist members of the public seeking access to public records in the custody of the Town of Holliston.

General Information:

- **Business Hours.** Regular business hours of the Town of Holliston are Monday, Wednesday, Thursday 8:30-4:30, Tuesday 8:30-7:00, Friday 8:30-1:00. Some departments have slightly different hours.
- **Records Access Officers.** The following Records Access Officers (RAO) have been designated by the Board of Selectmen to assist with the requests within their departments:

RAO's at Town Hall, 703 Washington Street, Holliston, MA 01746

- Andrea Minihan, Admin Asst to the Town Administrator 508-429-0608
- Sharon Emerick, Town Accountant 508-429-0600
- Kathy Peirce, Principal Assessor 508-429-0604
- Peter Tartakoff, Building Inspector 508-429-0606
- Sheri O'Brien, Conservation Agent 508-429-0607
- Scott Moles, Health Director 508-429-0605
- Karen Sherman, Town Planner 508-429-0635
- Christopher Meo, Technology Director 508-429-0685
- Elizabeth Turner Greendale, Town Clerk 508-429-0601
- Mary Bousquet, Treasurer/Collector 508-429-0602
- Sean Reese, DPW/Water 508-429-0603

RAO's at 1750 Washington Street, Holliston, MA 01746:

- Kristen Hedrick, Recreation Director 508-429-2149
1750 Washington Street, Holliston, MA 01746
- Margaret Fitzpatrick, Youth and Family Services Dir 508-429-0620
1750 Washington Street, Holliston, MA 01746
- Sarah Bateman, Veteran's Agent 508-429-0615
1750 Washington Street, Holliston, MA 01746

RAO's at additional locations:

- Leslie McDonnell, Library Director 508-429-0617
752 Washington Street, Holliston, MA 01746
- Tom Smith, Highway Superintendent 508-429-0615
63 Arch Street, Holliston, MA 01746
- Linda Marshall, Senior Center Director 508-429-0622
150 Goulding Street, Holliston, MA 01746

Records Access Officers are available to answer questions concerning public records and to help facilitate the making of public records requests.

Making Public Records Requests:

- Any person may make a public records request:
 - In person
 - By first class mail to the RAO at the RAO's business address set forth above
 - By facsimile
 - By email
- Requests are encouraged to be in writing. Although not required, it is strongly encouraged to ensure the most efficient and accurate response
- Individuals making in-person requests will not be required to give their names or contact information. For those requests that require additional time for a response, requestors will be advised to check in periodically with the RAO.
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