

# How do I?

ALL OF THE FOLLOWING INFORMATION CAN BE FOUND ON THE TOWN OF WESTWOOD'S WEBSITE INCLUDING FORMS AND PUBLICATIONS.

## Frequently Asked Questions

### *How do I dispose of my leaves?*

Leaves may be dropped off for a fee at Hultman Landscaping - 347 Everett St., Norwood, MA 781-762-6528 or Southridge Farm and Nursery (PJ Hayes) - 400 South St., Walpole 508-668-9710 for Westwood residents with proof of residency. During the fall, leaves will be picked up on the curbside in clearly marked containers or brown leaf bags on your normal trash day. For specifics, go to the DPW page.

### *Is the rubbish collection going to be a day late because of the holiday?*

Whenever a scheduled collection day falls on a holiday, that day's collection and all remaining collections for the week will be delayed one day. Friday's collection will be on Saturday. For Holidays affected - see DPW webpage.

### *What will the disposal company pick up on rubbish day?*

Regular household trash, NO building materials. For white goods pickup see DPW web page for information.

### *What materials can I recycle?*

Newspapers and supplements, magazines, corrugated cardboard; clear, green and brown bottles and jars; deposit and non-deposit beverage cans, metal food cans; all plastic labeled #1 and #2, soda bottles, milk jugs, detergent bottles. For more information call 781-326-8661, ext. 6.

### *Where can I apply for a passport?*

The U.S. Passport Office web site is at <http://travel.state.gov/>

U.S. Passport applications can also be accepted at the Senior Center at 60 Nahtan Street beginning March 2008. Carol McCarron will be available to accept passport applications **by appointment only** on Wednesday and Friday afternoons between 12:30pm and 4:00pm. Applicants may call the Senior Center at 781-329-8799 to schedule an appointment.

### *Where can I get a plot plan of my home?*

From the previous owner or hire a surveyor.

### *Where can I get a copy of my deed?*

Visit the Norfolk Registry of Deeds, 649 High Street, Dedham. Phone 781-461-6122, Land Court 781-461-6120.

## TOWN OF WESTWOOD FAQ'S

***What do I do if my street doesn't get plowed during a snowstorm?***

Call the Department of Public Works (DPW) 326-8661 ext. 1 (Highway Department).

***How can I reach the animal control officer?***

Call the non-emergency number of the Westwood Police at 781-326-1000 and they will dispatch the officer.

***How can I reach the Recreation Department?***

The phone number is 781-461-0070. See the Recreation website for more information and directions to the office.

***When is the last day of school, first day of school, half Wednesdays?***

All residents of Westwood are mailed a School Calendar with this information. You may pick up an extra school calendar at the School Administration Building.

***How can I find out information about the Adult Education program?***

Fall and Spring semester courses are available and are mailed to each resident's address. Brochures are available at the Library, High School and Central Office. Call the High School for more information at 781-326-7500 ext. 1311 and watch the Web site for future information.

***What preschools are available?***

The Early Childhood Resource Directory is available at the Library in the Children's department and at Central Office. This information also includes information for town surrounding Westwood as well as Day Care providers. The Early Childhood Office telephone number is 781-461-9548

***When are the SAT exams given?***

Watch the Web site under Education/High School for this information coming soon. In the meantime, call the Guidance Department at the High School at 781-326-7500.

***What time do my children get released from school and what are the regular school hours?***

Check the School Calendar to confirm these times: Elementary 8:45A-3:05P (early release 12:35P); Kindergarten 8:45A-11:50P (starting October 1 8:45A-1:45P) (early release 12:35P); Middle School 8:00A-2:35P (early release 1:30P); High School 7:35A-2:10P (early release 1:00P).

## TOWN OF WESTWOOD FAQ'S

### ***Will my birth certificate, marriage certificate or death certificate be on file in Westwood?***

Your birth certificate will be on file if your parents lived in Westwood at the time of your birth. Your marriage certificate will be on file in Westwood if that is where you filed your intention. Death certificates are filed here if the decedent was a Westwood resident at the time of death, or if a non-resident decedent actually died in Westwood. Copies of all Massachusetts vital records can be researched and obtained through the State Registry of Vital Records, 470 Atlantic Avenue, Boston, MA 02210-2224, phone (617) 753-8601.

### ***Should I keep my son or daughter on the census if they are away at college?***

Yes, unless they register to vote in the college community, at which time they cease to be a Westwood resident.

### ***When are the polls open on voting days?***

Polls open at 7:00A and close at 8:00P. The annual Town election is always held on the last Tuesday in April. Town Meetings start on the first Monday of May. State Elections are held on Tuesdays.

### ***How do I vote absentee?***

Pick up your absentee ballot at the Town Clerk's Office, Town Hall, 326-3964.

### ***How is my property assessed?***

Real estate is assessed by using three different approaches to value, the cost, market, and income approaches. Most residential properties are assessed by comparing the cost and market approaches to value. Our computer appraisal system is based on the cost approach, which means the cost to construct new minus depreciation. These figures are then used to compare the sale prices every year. The ratio between the assessed value and the sale price must be between 90% and 110%. Most real estate in Norfolk is generally around 95% of market value. The income and market approach is used to value most commercial properties.

An abatement should be filed if you dispute the value of your property. An abatement must be filed on a form you obtain from the Assessor's office. This form must be postmarked within 30 days from the filing of the actual tax bill. This form will generally be due by February 1 of every year.

### ***Is there any other way that I can reduce my real estate tax bill?***

There are various exemptions that are available if you meet certain requirements. Contact the Assessor's office for more information.

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### ***How can I apply for an excise abatement?***

The best way to obtain an abatement on your excise tax bill is to call the Assessors' Office. Once we know why you are requesting an abatement, we can inform you what we will require as proof to abate this tax.

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[WWW.TOWNHALL.WESTWOOD.MA.US](http://WWW.TOWNHALL.WESTWOOD.MA.US)