

# **WELCOME TO WESTFORD!**

## **A HELPFUL GUIDE FOR NEW RESIDENTS**



**TOWN HALL**

**55 MAIN STREET**

**WESTFORD, MA 01886**

**978-692-5500**

**OFFICE HOURS: MONDAY, WEDNESDAY, THURSDAY 8AM – 4PM**

**TUESDAY 8AM - 6:30PM, FRIDAY 8AM-1:30PM**

## INDEX

Brush Drop Off _____	8
Cable/Phone/Internet _____	6
Courts _____	7
Dog Licensing _____	4-5
Electronic Collections _____	8
Emergency Numbers _____	7
Fishing License Information _____	8
Food Pantry _____	9
Gas/Electric Companies _____	6
Household Hazardous Waste Collection _____	8
Junk _____	15
Leash Law _____	6
Library _____	10
License/Permits (RMV) _____	10
License/Permits (Town) _____	11
Parking – Winter Ban _____	11
Passports _____	11
RAVE 911 _____	7
Registry of Deeds _____	7
Registry of Motor Vehicles _____	10
Schools _____	16
Town Social Media Accounts _____	6
Social Worker _____	10
Subscribe to Town Notices _____	15
Town Department Phone Numbers _____	3
Transportation _____	12
Trash/Recycling _____	13
Water _____	16

**TOWN DEPARTMENTS:**

ANIMAL CONTROL.....978-692-4574

ASSESSOR’S OFFICE.....978-692-5504

BOARD OF HEALTH.....978-692-5509

BUILDING DEPARTMENT.....978-692-5527

CONSERVATION/PLANNING/ZONING.....978-692-5524

COMMUNITY WELLNESS.....978-399-2503

ENGINEERING DEPARTMENT.....978-692-5520

FIRE DEPARTMENT.....978-399-2345

LIBRARY.....978-692-5557

POLICE DEPARTMENT.....978-399-2345

PUBLIC WORKS DEPARTMENT.....978-692-5520

RECREATION DEPARTMENT.....978-692-5532

SCHOOL DEPARTMENT.....978-692-5560

SELECT BOARD.....978-692-5501

SENIOR CENTER (COUNCIL ON AGING).....978-692-5523

TAX COLLECTOR.....978-692-5506

TECHNOLOGY.....978-399-2418

TOWN CLERK.....978-692-5515

TOWN MANAGER.....978-692-5501

VETERANS AGENT.....978-392-1170

WATER DEPARTMENT.....978-692-5529



## **DOG LICENSING**

Dogs aged six months and older are required by State Law to be vaccinated against rabies and to be licensed by the Town. Dogs need to be re-licensed in January of each year. Dogs that are not licensed by the end of the grace period (March 31 of each year) are subject to a late fee of \$25. In April of each year the Animal Control Officer receives a list of dogs that have not been re-licensed or have received a rabies vaccination and have never been licensed.

Owners of more than four dogs ages three months or older are required to obtain a kennel license following inspection of the kennel by the Town's Animal Control Officer. (M.G.L. ch. 140 §137A)

**If you are new to town, please license your dog as soon as possible to avoid a late fee.**

### **DOG LICENSING FEES ARE:**

*Unaltered dogs: \$20.00 license fee ~ Spayed / Neutered dogs: \$15.00 license fee*

*Dog License Application Form (next page)*

If you are 70 years of age or older, the license fee for your dog is waived, but you still need to get your dog(s) licensed (late fee still applies)

To renew or apply by mail:

- Complete the renewal/application form.
- Include a check or money order, payable to the Town of Westford for \$15.00 (spayed/neutered) or \$20.00 (unaltered) per dog.
- Include a copy of your dog's rabies vaccination certificate (this will not be returned to you unless you request that we do so).
- Include a copy of your dog's spay or neuter certificate if it's not indicated on the rabies certificate.
- Include a self-addressed, stamped envelope (SASE). The stamp should be for the regular postage price plus .20 cents. If you don't include a SASE, we anticipate that you will be coming in to pick up your dog's license and tag at the Town Clerk's Office.
- Mail to: Town Clerk, Dog Licensing, 55 Main Street, Westford, MA 01886.
- If you're renewing the license, we may already have your dog's rabies certificate on file. Call us at 978-692-5515 if you're not sure. The rabies clinic is usually held in March at the Center Fire Station.

You may also renew/apply for your dog's license online or in person at our office. Please note that \$1 is added to the online dog licensing fee. This pays for mailing the license(s) and tag(s).

Legal references: M.G.L. ch. 140 §137 - 174E; Town General Bylaw Ch. 84.

Signs of Rabies - Unexplained aggression, impaired locomotion, varying degrees of paralysis, extreme depression or viciousness. The signs of rabies vary in animals. Some will display attack-like behavior while others appear sick or dazed.

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## LEASH LAW

Westford has a bylaw that **REQUIRES** dogs to be on their own property or on a leash at all times.

Animal Control (978) 692-4574

## OFFICIAL TOWN OF WESTFORD SOCIAL MEDIA ACCOUNTS

[www.westfordma.gov](http://www.westfordma.gov)



**WESTFORD**  
MASSACHUSETTS

Twitter – X @townwestfordma



Facebook – Town of Westford, MA



## CABLE/PHONE/INTERNET:

### Cable television service in Westford is provided by:

**Verizon**

Website: <http://www.verizon.com>

Phone: 800-837-4966

**Comcast**

Website: <http://www.comcast.com>

Phone: 800-934-6489

## GAS/ELECTRIC SERVICE

### Natural gas service in Westford is provided by:



**National Grid**

Website: <http://www.nationalgridus.com>

Phone: 800-233-5325

Leaks: 800-233-5325

**Electricity service in Westford is provided by:**

**National Grid**

Website: <http://www.nationalgridus.com>

Phone: 800-322-3223



**EMERGENCY NUMBERS**

- AMBULANCE – Operated by Fire Department EMTs.....911
- FIRE & POLICE EMERGENCIES .....911
  - Police and Fire business line.....978-399-2345

**REGISTRY OF DEEDS**

**Middlesex Northern Registry of Deeds**

370 Jackson Street, Lowell MA 01852

978-322-9000

Hours: Monday – Friday 8:30am – 4:30pm

<https://massrods.com/middlesexnorth/>

**COURTS**

**Ayer District Court**

25 E Main Street, Ayer, MA 01432

978-772-2100

Hours: Monday – Friday 8:30am – 4:30pm

<https://www.mass.gov/locations/ayer-district-court>

**Lowell District Court**

370 Jackson Street, Lowell MA 01852

978-322-9000

Hours: Monday – Friday 8:30am – 4:30pm

<https://www.mass.gov/locations/lowell-district-court>



**RAVE/SMART 911 EMERGENCY NOTIFICATIONS**

A child is missing, a hurricane or tornado is approaching, a break-in occurs or a general message is needed to be sent to the community.

Quick and accurate communication between law enforcement officials and community alliances is now available through Smart 911

**What is the Smart911 Notification System?**

Smart 911 is a Community Messaging System, used to notify residence of emergency, non-emergency and general information through an automated telephone dialing system, which sends a message automatically to thousands of targeted residences and/or contact databases. In addition, it allows residents to provide details of special circumstances or conditions that might be helpful to first responders. These details will then be made available when responding to 911 calls.

## Take advantage of the Smart 911 Notification System

Most residents will not need to take action in order to receive notification of events on their home telephone. However, if you have recently moved to Westford, changed your home phone number or have an unlisted phone number you will need to register your phone number. If you registered under our previous 9-1-1 system, CodeRED, then you will need to register again for Smart 911.

## ELECTRONICS COLLECTION

The town does a collection twice a year. Please see the Recycling Guide for more detailed information. <https://www.westfordma.gov/408/Recycling-Commission>

## HOUSEHOLD HAZARDOUS WASTE COLLECTION

Typically every May, please visit <https://www.westfordma.gov/408/Recycling-Commissionfor> details.

## BRUSH CHIPPING

Typically in the spring and fall at the Highway Dept. - 28 North Street - \$10/car load. Checks preferred (Notices posted on the town's website)

## FISHING LICENSE INFORMATION

Visit: [massfishhunt.mass.gov/login](http://massfishhunt.mass.gov/login)

**\*\*Anyone under 15 who wants to fish in freshwater may do so,**

No license is required and the young angler must follow all other freshwater fishing laws.



## WESTFORD FOOD PANTRY

Located inside the Cameron Senior Center  
20 Pleasant Street  
978-692-5523

There are volunteers in the pantry to assist clients on the 1st and 3rd Monday, Wednesday, Thursday and Friday of each month.

- Wednesdays 5:00pm – 7:30pm
- Fridays 8:30am – 11am

During these hours a client can come and take their time looking at products in the pantry. At other times, pre-packed bags are available.

## ACTON FOOD PANTRY

235 Summer Road, Bldg #1 Lower Level  
Boxborough, MA  
978-635-9295

Acton Community Supper and Food Pantry is open on Wednesdays from 10:00 a.m. to 7:00 p.m. and on Thursdays 9:30 a.m. to 11:30 a.m. The Pantry is closed the 4<sup>th</sup> Wednesday of each month.

Westford residents are welcome to seek food assistance during those hours. On the first visit, a client must provide *proof of residency with a photo ID and a second document with their current address.*



Clients choose groceries for their family from our Pantry shelves and select 4 days-worth of food including all staples, **meat, fresh produce, milk, eggs,** and household products. Baby items like diapers, formula, and baby food are available for those families who need them.

Please call 978-635-9295 if you have any questions or visit our website at [actonfoodpantry.org](http://actonfoodpantry.org)

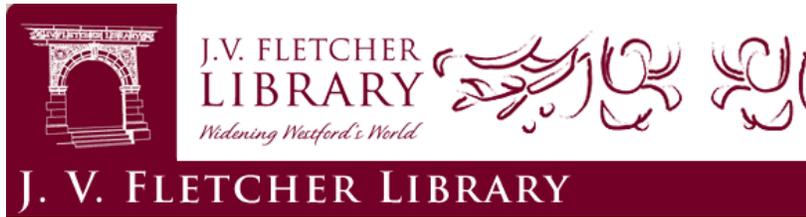


**SOCIAL WORKER**

Office located in the Cameron Senior Center  
20 Pleasant Street

**Alison Christopher, L.I.C.S.W.**

978-399-2325



**J.V. FLETCHER LIBRARY**

50 Main Street

Phone: 978-399-2300

*We've Moved!*

*During renovations the J.V. Fletcher Library is located at 515 Groton Road*

**HOURS:**

**MONDAY - THURSDAY: 10:00 AM TO 8:00 PM**

**FRIDAY: 1:00 PM TO 5:00 PM**

**SATURDAY: 10:00 AM TO 4:00 PM (CLOSED: MEMORIAL DAY WEEKEND AND LABOR DAY WEEKEND)**

**SUNDAY: CLOSED**



**MOTOR VEHICLE LICENSES/PERMITS**



**Massachusetts  
Registry of Motor Vehicles**

**State RMV**

New to Massachusetts? Vehicle registration and driver licensing is done by the Registry of Motor Vehicles @ [www.massrmv.com](http://www.massrmv.com)

Local offices are located in Lowell and Leominster:

- **Lowell RMV - 77 Middlesex Street, Lowell, MA**

**Hours:**

Monday – Friday 8:00 a.m. to 6:00 p.m.

- **Leominster - 500 Research Drive, Leominster, MA**

**Hours:**

Monday – Friday 8:00 a.m. to 6:00 p.m.

Saturday 9:00 a.m. – 4:00 p.m., hours by appointment only

## PASSPORTS

- MAIN WESTFORD POST OFFICE  
301 Littleton Road  
978-692-3756

(Please call for information)



Forms are available online:

[HTTP://TRAVEL.STATE.GOV/CONTENT/PASSPORTS/ENGLISH/PASSPORTS.HTML](http://TRAVEL.STATE.GOV/CONTENT/PASSPORTS/ENGLISH/PASSPORTS.HTML)

## TOWN LICENSES & PERMITS

Most town permits & licenses can be applied for online @ <https://permits.westfordma.gov/> however you may want to talk to the appropriate department about local regulations before applying.

## WINTER PARKING BAN: NOVEMBER 1 – APRIL 1

Residents are reminded that a winter parking ban is in effect from November 1<sup>st</sup> until April 1<sup>st</sup>.

On Street parking is prohibited for more than 1 hour between the hours of 1:00AM and 6:00AM or when snow operations are in effect.

Vehicles that are illegally parked will be ticked and may be towed at the owner's expense if they interfere with snow removal operations.



## TRANSPORTATION



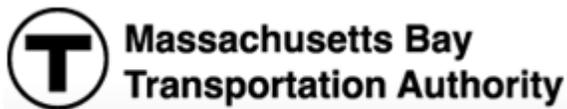
### LRTA BUS SERVICE

978-452-6161

LRTA.COM

### **SERVING**

- Kennedy Center
- Carlisle St & Gorham St
- UPS
- 254 Billerica Rd
- Atrius Health
- Chelmsford Center
- Littleton Rd & Hunt Rd
- Kidder Road
- Nashoba Tech
- Hampton Inn Technology Drive
- Westford Valley Market Place
- Westford Regency Hotel
- Residence Inn
- IBM



**Managed By:**  
Lowell Regional Transit Authority  
(978) 452-6161

### LITTLETON TRAIN

Littleton/Route 495  
261 Foster St Littleton, MA 01460

### AYER

70 Main St Ayer, MA 01432

### SOUTH ACTION

4 Central Street  
Acton, MA 01720

### LOWELL

101 Thorndike St Lowell, MA 01852

## **TRASH/RECYCLING**

Every week, your household trash will be picked up at the curb. There is no additional fee for the general trash that goes in your trash barrels (up to three - 32 gal. capacity barrels). That is covered by your property tax. A maximum of 3 trash bags/barrels per week.

- All trash must be at curbside by 7AM. Please do not block mailboxes.

Remember if there are recyclables in your trash and/or there is no recycling container out on your recycling day, the trash hauler will leave your trash behind. **Leave your recycling bins/toters at the curb until your trash has been picked up to avoid this happening.**

Still have questions? Call E.L. Harvey at or call the Town Manager's Office at (978) 692-5501.

**Burnable Bulk Items under 50 lbs:** A \$15 sticker may be purchased at the Town Hall Clerk's office and area vendors – Limit to 1 bulk item per week out with regular trash

**Burnable Bulk Items over 50lbs and large items such as appliances and metal may be scheduled** for pickup by E.L. Harvey call: 800-321-3002

Free green RECYCLE stickers for toters can be picked up at the Town Hall from the Town Clerk's office

Westford Recycling Commission,  
55 Main Street, Westford, MA 01886

<https://www.westfordma.gov/408/Recycling-Commission>



### **WESTFORD RECYCLING ENFORCEMENT POLICY FAQ**

**How can I get a toter?** 32-gallon toters may be purchased through E.L. Harvey at 800-321-3002. You may also choose to purchase one on your own, but they must be hard-sided or designed for automated collection and no larger than 64 gallons.

**If I am away, then I won't have recycling.** And you won't have trash. It is more likely, given every other week collection of recyclables, you will have recyclables and not trash, and in that case, the recyclables will be picked up.

### **Compost Bins Available at Reduced Cost**

In 1993, Massachusetts banned yard waste from the trash in an effort to reduce garbage, save money, utilize valuable organic waste, and provide nutrient rich compost for home lawns and gardens. By placing kitchen scraps, grass clippings, and leaves in a home compost bin instead of in the trash, you will end up with rich conditioner for your soil that will result in healthier vegetables, flowers, or grass.

Composting benefits the environment by reducing the need for pesticides. It also reduces Westford's trash collection costs. Westford residents can purchase an Earth Machine composter bin for \$25 by contacting Nicole Feliciano at the Westford Highway Department at (978) 692 5520 or by email at [nfeliciano@westfordma.gov](mailto:nfeliciano@westfordma.gov)

## **How to Recycle Most Everything - A guide**

Many items can't be recycled at the curb but there are local resources available to recycle many items instead of putting them in the trash. The Recycle Everything Else Guide can be found here <https://www.westfordma.gov/DocumentCenter/View/2924>

## **Building Materials and House Fixtures**

Are you remodeling/demolishing a home? Below is a list of organizations (some non-profit) and businesses that might be interested in reusing pieces from your old home.

- **A1 New & Used Plumbing and Heating** - 30 Prospect Street, Somerville 02143; 617-625-6140; [www.antiqueplumbingandradiators.com](http://www.antiqueplumbingandradiators.com).
- **Habitat for Humanity ReStores** – HFH of Tyngsboro, 440 Middlesex Rd, Tyngsboro; [www.myrestorema.org/](http://www.myrestorema.org/). Call for pickup: 978-215-9975. Donations: Wed.-Sat. 10am-3pm; Store hours: W-F 9am-5pm, Sat. 9am-3pm. Donate or shop for new to gently-used surplus or salvaged building materials and home goods - appliances, furniture, hardware, and windows. Proceeds help build affordable housing in the Greater Lowell area as well as supplies/goods at affordable prices for people of all income levels. Donated items are tax-deductible.
- **Building Materials Resource Center** - 100 Terrace St., Boston 02120; 617-442-8917; <https://www.bostonbuildingresources.com/donate-building-materials> BMRC accepts donations of reusable building material and house fixtures, providing a pick-up service with two weeks notice. Types of items collected include kitchen cabinets, countertops, bathroom vanities, sinks, faucets, tubs and enclosures, windows (no lead paint). Donated windows must be thermal pane. BMRC distributes goods to needy homeowners and nonprofit organizations. Contributing items to the BMRC eliminates the environmental impact of disposal and saves the town incinerator fees. Request that contractors consider BMRC when disposing of excess building materials. Donated items are tax-deductible.
- **Green Bag Pickup** – (Construction waste and unwanted junk) Call Julie Flynn (direct line: 978-429-8650 or 855-224-7425); 930 Main Street, Acton; 855-224-7425; <http://www.greenbagpickup.com>. Residents may purchase and use any brand of dumpster bag (Bagster, Load-a-bag, etc.). If their bag "3Usable" brand is used, Green Bag will empty contents into their collection vehicle and leave the bag for reuse. Material is transported to local facility for recycling and waste management.
- **Longleaf Lumber** – Purchases antique lumber. Showroom in Cambridge and a mill in Berwick, Maine; 115 Fawcett Street, Cambridge, MA 02138; 617-871-6611 or 1-866-OLD-FLOOR (1-866-653-3566), [www.longleaflumber.com/](http://www.longleaflumber.com/) E- mail: [info@longleaflumber.com](mailto:info@longleaflumber.com).
- **Nor'east Architectural Antiques** - 16 Exeter Road (Route 150), South Hampton, NH; 603-394-0006; <http://www.noreast1.com/> E-mail: [mail@noreast1.com](mailto:mail@noreast1.com).
- **Olde Bostonian** - 66 Von Hillern St, Boston, MA 02125; 617-282-9300; [www.oldbostonian.com](http://www.oldbostonian.com).
- **Radical Radiator Restorations** (Steam and hot water radiators) – 940 Eastern Ave., Malden, MA; 617-733-7163; Web site: [www.radicalradiator.com](http://www.radicalradiator.com).

## Junk

- **EZ Junk** - 339-793-8201; [www.bestjunkremoval.com](http://www.bestjunkremoval.com).
- **Junk-King** - 978-212-3973; [www.junk-king.com](http://www.junk-king.com).
- **1-800-Got Junk** - 800-468-5865 or 1-781-497-5138; [www.1800gotjunk.com](http://www.1800gotjunk.com). Also accepts electronics.

**TO SUBSCRIBE TO TOWN NOTICES GO TO WWW.WESTFORDMA.GOV AND SELECT:**

The screenshot shows the Westford Massachusetts website. At the top, there is a navigation bar with links for Government, Community, Residents, Business, and How Do I... Below this is a dark red header with the Westford logo and a search bar. The main content area features a large banner with the text 'Welcome to Westford Massachusetts' and four icons: a clock for 'Agendas/Minutes', a laptop with a dollar sign for 'Online Payments', a speech bubble for 'Notify Me', and a house for 'Property Lookup'. A yellow arrow points from the text above to the 'Notify Me' icon. Below the banner is a 'Notify Me' section with a list of instructions and an 'Available Lists' dropdown.

### **Your Profile Information**

[Sign Out](#)

TLandry@westfordma.gov

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

This will enable you to receive:

- ✓ Town notices (includes reminders for town collection dates coming up)
- ✓ Board & Committee agendas

And many more....



**Central Office & Superintendent's Office**  
25 Depot St – 978-692-5560

**Kindergarten thru 2<sup>nd</sup> Grade**  
Rita Miller School, 1 Mitchell Way – 978-392-4476  
Nabnasset School, 99 Plain Rd – 978-692-5583  
Robinson School, 60 Concord Rd – 978-692-5586

**3<sup>rd</sup> Grade Thru 5<sup>th</sup> Grade**  
Abbot School, 25 Depot St – 978-692-5580  
Crisafulli School, 13 Robinson Rd – 978-392-4483  
Norman E. Day School, 75 E. Prescott St – 978-692-5591

**6<sup>th</sup> Grade thru 8<sup>th</sup> Grade**  
Blanchard Middle School, 14 West St – 978-692-5582  
Stony Brook School, 7 Farmer's Way – 978-692-2708

**9<sup>th</sup> Grade thru 12<sup>th</sup> Grade**  
Westford Academy, 30 Patten Rd – 978-692-5570  
Nashoba Valley Technical High School, 100 Littleton Rd – 978-692-4711

**WATER DEPARTMENT**

60 Forge Village Road  
978-692-5529

**Hours:**

Monday – Thursday 7am-4:30pm  
Friday 7am-11am

**WATCH FOR "MANDATORY OUTDOOR WATER RESTRICTIONS IN EFFECT"**

**SIGNS POSTED AROUND TOWN**

