

Attachment 3 - Westwood Fee Estimate

From: foiadirect@townforms.com

To: Joey@parentdataforce.com

CC: lplouffe@westwood.k12.ma.us; dpowers@townhall.westwood.ma.us

Date: September 29, 2026

Subject: Request# 2026-0280 : Estimated Cost for your Request for payment

Please DO NOT reply to this email !! Please use the email address of the sender at bottom of this email, in order to communicate with the request management team.

Westwood, MA

Public Record Request Number:2026-0280

Requester:Joey Ford

Request Date: Wednesday, September 23, 2026 11:23:00 AM

Response Due Date:Wednesday, October 7, 2026

Hello Joey Ford:

Based on your request, we have estimated the effort involved to comply with your request. As this is more than minimum effort by public records law, we have created an estimated effort and related cost which is shown below:

Estimated Personnel Cost:

Department

Estimated Hours

Hourly Rate

Estimated Personnel Cost

School

13.00

\$40.00

\$520.00

Total Estimated Personnel Cost

\$520.00

Total Estimated Response cost: \$520.00

Please arrange to send us the payment for the Total Amount.

Payment by Check

If check payment is used, check shall be payable to Westwood Public Schools and mail to the following address:

Westwood Public Schools
220 Nahatan Street
Westwood, MA 02090

Note the Request Number on the check

Payment Online

You can also pay online within the system. Following are the steps to pay online.

- Login in your FOIADirect portal using your email address and password.
- After login you will come to your Dashboard page. From that screen find the Request no. 2026-0280 and click "Pay Now" link displayed in the right-hand side of the request record.
- Clicking "Pay Now" link will take you to Westwood payment gateway provider website to make a secure payment for this request. Follow the payment steps as required by the payment gateway and complete the payment.
- After making the payment return to your Dashboard page and you will see the "Pay Now" link is not longer visible and the status of the Request will be changed to "Paid". This indicates that payment was successfully done in the payment gateway.

Until we have received the payment, your request status has been put on hold. We will start the process of creating the response as soon as we receive the payment in full. Please note that the actual cost of complying with your request might vary once the Town begins preparing the response. In such event, the Town will charge for your any additional costs prior to providing a response to your request, or refund you if the actual costs were less than the original estimate.

If you have any questions regarding this matter, please do not hesitate to contact us by email at the following address.

Thank you,

Leeann Plouffe, Department Power Reviewer
School Department
Westwood
220 Nahatan Street
Westwood, Massachusetts 02090
Tel: (781)-326-7500 x1381

Email: Lplouffe@westwood.k12.ma.us