
**TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS**

**Tel: 508-485-1210
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**147 Cordaville Road
Southborough, MA 01772**



DATE: June 15, 2018

MEMORANDUM

**TO: Southborough Board of Selectmen
CC: Public Works Planning Board
Mark Purple, Town Administrator
FROM: Karen Galligan, DPW Superintendent
SUBJECT: 2018-2019 Transfer Station Rules and Regulations**

Attached are the DPW's recommended Transfer Station Rules and Regulation (TSR&R) for FY19.

These TSR&R are based on the Selectmen's FY19 budget decisions. Specifically, the removal of the early pay discount.

Changes are highlighted in red.

Also, the Public Works Planning Board (PWPB) approved these proposed changes, with the exception of Section 9 which I was asked to put in after the PWPB meeting.

The PWPB wanted to remind the Selectmen that their January 2014 report advised the Selectmen to incorporate the cost of the Transfer Station operations into the tax base. The PWPB is in favor of charging residents a nominal permit fee, to help keep track of who has permits, and also keep the process of obtaining a permit the same. The PWPB will be meeting with Brian Ballantine, the Chief Financial Officer, this summer to discuss how to incorporate this funding change.

**TOWN OF SOUTHBOROUGH TRANSFER STATION – RECYCLE. IT IS THE LAW - NO SMOKING AT TRANSFER STATION
VIOLATING THESE REGULATIONS CAN RESULT IN A \$250 FINE**

Transfer Station Hours of Operation: Wednesday through Saturday 8am-6pm
The SWAP SHOP will close daily at 5:00pm and will be closed if conditions warrant
Gate at entrance & exit will close promptly at 6:00 p.m. All users should plan on coming well before 6:00 p.m., especially if they are recycling materials & brush, or discarding large quantities of refuse.

A. GENERAL

The Southborough Transfer Station is for the disposal of **RESIDENTIAL** refuse and the recycling of **RESIDENTIAL** materials generated in Southborough by Southborough residents. Residents are required to purchase a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station.

There are two types of Transfer Permits - All Access Permits, which allow residents to access all areas of the Transfer Station and Recycle Only Permits, which allow residents to access all areas of the Transfer Station **EXCEPT the REFUSE HOPPER**.

1. DISPOSAL RULES

- i. The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant’s directions. If a DPW attendant sees that a permit is not affixed they have the authority to affix it for you, if the registration number does not match your vehicle, they will confiscate your permit and you will be fined.
- ii. Identification, proof of payment (permit) and temporary passes must be shown upon request of the attendant.
- iii. Only household trash generated in Southborough shall be disposed.
- iv. Residents with Recycle Only Permits shall not dispose of refuse anywhere in the Transfer Station.

B. OBTAINING TRANSFER STATION PERMITS (ALL ACCESS & RECYCLE ONLY)

PERMITS ARE ISSUED AT THE TOWN CLERK'S OFFICE (Not the DPW)

Please call the Clerk's Office at 508-485-0710 x3005 with any questions

1. PROVING RESIDENCY

To prove residency in Southborough you must have filled out the Annual Town Census.

If you did not fill out the Town Census, you must purchase the Transfer Station Permit in person where you will have the opportunity to fill out a Town Census.

2. PURCHASING PERMITS

There are three ways to purchase your Transfer Station permit: **Permits can NOT be purchased at the Transfer Station**

ONLINE	www.01772clerk.com	
BY MAIL *ADDRESS HAS CHANGED*	City Hall Systems 3 Rosenfeld Drive Hopedale, MA 01747	**NOTE MAIL-IN ADDRESS CHANGE** please use the online forms or the forms mailed to you with these Rules and Regulations
IN PERSON	Southborough Town Clerk 17 Common Street Southborough, MA 01772	Monday, Wednesday, Thursday 8:00 a.m. to 5:00 p.m. Tuesday 8:00 a.m. to 7:00 p.m. Friday 8:00 a.m. to 12:00 p.m.

PURCHASE PERMITS WITH CASH, CHECK OR CREDIT CARD

3. ALL ACCESS PERMIT FEE SCHEDULE

THE PERMIT FEE IS NON-REFUNDABLE	Senior Residents *	Non-Senior Residents
	Anytime After July 1	Anytime After July 1
1st Permit	\$0.00	\$250.00
2nd Permit	\$0.00**	\$0.00
3rd+ Permit	\$25.00**	\$25.00
Replacement Permit		
w/ Return of Original Permit	\$0.00	
w/o Return of Original Permit	\$10.00	
Fee to upgrade from Recycle Only Permit to All Access Permit	Residents Upgrading from a Recycle Only Permit to an All Access Permit will have their Recycle Only Permit Fee applied toward the cost of an All Access Permit.	\$250.00 less the cost of the Previously Paid Recycle Only Permit Fee

* **SENIOR RESIDENTS** - Residents who are the owners of record of a Southborough residence who will turn age 65 on or before 12/31/17

** **2nd Senior Permit** must be for another senior or the spouse at the same residence - children residing with the senior will pay for a 1st permit

4. RECYCLE ONLY PERMIT FEE SCHEDULE

<p>THE PERMIT FEE IS NON-REFUNDABLE</p> <p>Senior Residents are not eligible for the Recycle Only Permit</p>	<p>Non-Senior Resident</p>
	<p>Anytime After July 1</p>
<p>1st Permit</p>	<p>\$75.00</p>
<p>2nd Permit</p>	<p>\$0.00</p>
<p>3rd+ Permit</p>	<p>\$25.00</p>
<p>Replacement Permit</p>	
<p>w/ Return of Original Permit</p>	<p>\$0.00</p>
<p>w/o Return of Original Permit for same plate #</p>	<p>\$10.00</p>

5. PRORATED PERMIT FEE SCHEDULE

Transfer permit fees are prorated as follows:

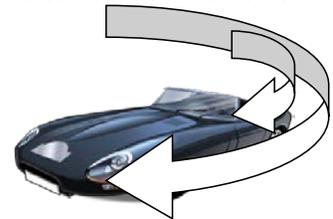
- i. July 1 through June 30 - full price.
- ii. New Residents ONLY, moving to Southborough AFTER September 15
 - a. \$20/Month (purchase month through June 30 - paid in full on purchase date)

6. WHEN TO PURCHASE PERMITS

- i. New permits may be purchased starting on July 1, they are valid to use upon purchase.
- ii. The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

7. PLACING YOUR PERMIT

- i. The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver’s side FRONT bumper or driver’s side FRONT windshield on the vehicle permitted. Transfer Station permits must be visible at all times.



Permits are valid upon purchase so please affix permit to vehicle immediately, there is a \$10 fee to replace lost permits.

8. TEMPORARY PASSES

- i. Temporary Pass: Sometimes valid permit holders may require the use of an un-permitted vehicle to transport refuse and other items to the transfer station. In such instances a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the Town Clerk's Office. To receive a temporary pass residents must:
 - a. Be a valid permit holder.
 - b. Supply the make, model, color, owner's name and address and registration number of the alternate vehicle.
 - c. Request a temporary permit at the Town Clerk's Office - **Temp Passes are available at the DPW on Friday afternoons**

9. INABILITY TO PAY

- i. **Transfer Station Permit Fees may be waived upon recommendation by the Youth and Services Department or the Council on Aging Department.**
- ii. **Any recommendation will be forwarded to the Town Clerk who currently processes payments and issues stickers. Any recommendation will be based on confidential circumstances that the two Departments (above) are familiar with.**
- iii. **Recommendations are valid for one permit year at a time.**

C. VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying residential household trash will be admitted to the town transfer station.

1. RESIDENTIAL VEHICLE DESCRIPTIONS

- i. Cars: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
- ii. Pickups: All single rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs, registered to a resident.

2. VEHICLES NOT ALLOWED (regardless of GVW or registration)

(1) No pickups with bed hoists or dump



(2) No high cube vans or Delivery Box Trucks



(3) No utility trailer over 10 ft long



D. GENERAL INFORMATION

- 1. All Access Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
- 2. Vehicles with permits that do not match the vehicle’s plate number will be in violation of the Transfer Station Rules and Regulations.
- 3. Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
- 4. A permit is only valid if it is affixed in the correct location, to a vehicle whose plate number matches that written on the permit.
- 5. All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
- 6. A permit is no longer valid if the resident has moved from Southborough
- 7. Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
- 8. Salvaging parts in the metal pile is prohibited.
- 9. Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
- 10. The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household hazardous waste day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE.

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October 20, 2018

YOU MUST HAVE A VALID STICKER TO PARTICPATE IN HHW DAY– CRTs WILL BE COLLECTED FOR A FEE.

E. VIOLATIONS AND FINES

In compliance with Article III entitled, “Transfer Station, Violations and Fines” of Chapter 36 of the Code of the Town of Southborough entitled “Selectmen” the following shall apply:

- 36.6 Pursuant to the duly promulgated Rules and Regulations of the Board of Selectmen, valid transfer station stickers will be required for all residents utilizing the transfer station and its related facilities.
- 36.7 Failure to adhere to the provisions of the Selectmen’s Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.
- 36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Board of Selectmen and shall be paid within thirty (30) days on notification from the Board of Selectmen or their designee.
- 36.9 The Board of Selectmen will govern the process for administrating the imposition of fines, which may be appealed to the Board of Selectmen or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Board of Selectmen or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station sticker will be issued to residents with delinquent fines.
- 36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

2019 FINE SCHEDULE
ALL FINES \$250.00

THE TRANSFER STATION IS LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY,

147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

FOR INFORMATION ABOUT PURCHASING PERMITS CALL THE CLERK'S OFFICE (508) 485-0710

Please note the transfer station is under video surveillance.

NO SMOKING ON THE TRANSFER STATION PROPERTY



UNACCEPTABLE WASTE

(1) State Waste Ban Law

The following items **MUST** be **RECYCLED** per Massachusetts State Regulations **310 CMR 19.017** and thereby are prohibited from disposal in the Transfer Station Compactor.

- Paper	- Glass Containers	- ALL Plastic Containers	- Yard Waste	- Lead Acid Batteries
- Cardboard	- Metal Containers		- Leaves	- White Goods

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

Acids Ammunitions, Explosives & Ordinance Material Animal & Human Remains Asbestos Asphalt Bath Tubs Biological Waste Brick Cable Cathode Ray Tubes (TVs and Computer Monitors) Caustics	Cesspool or Other Human Chemicals Cleaning Fluids Commercial Food Waste Concrete Drugs Empty Chemical Containers Fill Firearms Flammables Fluorescent Bulbs Gravel	Hazardous Waste Hot Loads Home Sharps Insecticides Liquid Waste Loam Non-burnable Construction Material Oil Based Paint Oils-Crankcase, Cutting, Drained Paints (liquid) Pathological Waste	Pesticides Petroleum Products Poisons Radioactive Material Scrap Metal Sheetrock Tree Logs, Stumps Wallboard Wire Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)
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ACCEPTABLE WASTE

ITEMS THAT CAN BE DISPOSED IN TRANSFER STATION COMPACTOR

Ashes & sawdust (cold & bagged) Construction Debris (limit 2-32gal barrels) Demolition Debris, inc. carpet (limit 2-32gal barrels) DRIED LATEX Paint	Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds) Garbage (wrapped, bagged – discard with household rubbish) Mattresses and box springs (all types) Miscellaneous hardware (screws, nails, bolts and nuts)	Non-recyclable plastics Plastic toys Pots and pans Porcelain sinks	Small kitchen appliances (may also be left at Swap Shop if useable) Toilets Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels)
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Disposal instructions may change at any time and without notice

FOR DISPOSAL INFORMATION CALL THE TRANSFER STATION (508) 485-2511

DO NOT LITTER! SECURE YOUR TRASH BEFORE LEAVING HOME

NO SMOKING ON THE TRANSFER STATION PROPERTY