



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Transfer Station Study Committee

Leadership Questionnaire Transfer Station Study Committee

I. Purpose

Establish a baseline from other towns (bordering, local, non-local) of transfer station duties, responsibilities, and expectations. Using this questionnaire as a comparable platform to establish best in class transfer station. This should also be used as an opportunity to gather more information to bring to the TSSC.

II. Intended Audience

The questionnaire is intended to be used by Hanover town employees or TSSC members to obtain information from other town (bordering, local, non-local) leadership to gain insight into the workings of their transfer station.

III. Scoring

If scoring is used for a question it is intended to be 1 to 5 scale. 1 being the lowest possible score and 5 being the highest possible score. There is a possibility no scaling will be used for any questions and this is a precaution.

IV. Questionnaire:

- 1 What are your hours and days of operation
- 2 How many residents in your town
- 3 How many residents use the transfer station (Please indicate what this number represents i.e. # stickers, # homes, #residents per day, etc.)
- 4 How many employees work at the transfer station
 - i. Are any employees splitting time at transfer station and other responsibilities?
- 5 What is the all in yearly cost to run the transfer station
 - i. Employee cost
 - ii. Cost breakdown per object disposed (Garbage, construction, plastic, cardboard, mattresses, etc.)
- 6 Has your town performed a transfer station study before?
 - i. If yes could that study be share with the Hanover TSSC?
- 7 Do you use a color bag system or something similar
- 8 Do you have a metric used at your transfer station you have to meet or you are measured by? (lbs trash processed per day, month, week)
- 9 Do you have a metric used to establish employees needed? (lbs processed per day/week vs # employees)
- 10 What does your transfer station currently process? (Trash, construction, plastic, paper, etc.)
 - i. Does your transfer station require your residents to separate trash? Or does a later party handle this?
 - ii. What is the cost to dispose of each line of service (Trash, construction, plastic, etc.)



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Transfer Station Study Committee

1. If possible could the pricing be provided for the past 5 years
- iii. Where does the waste from the transfer station go (Trash, plastic, glass, etc.)
- iv. What is included in current payment and what requires an additional fee
- 11 Does your town have other disposable options
- 12 Does the school use the transfer station
 - i. If yes does the school recycle
 1. If so what do they recycle
 - ii. Does the school place food trash in with trash disposal
- 13 Do you have a transfer station pamphlet
 - i. If so, can we have a copy
- 14 Do you allow non-residents to use your transfer station
 - i. If YES are their limitations; How does their experience differ from a residents experience
- 15 How do you track resident usage vs. non-resident
 - i. Do you know how many people use the transfer station every day
 - ii. Do you hand out permits to residents
 1. If Yes how is this accomplished/enforced
 2. If No how do you distinguish between residents and non-residents (mechanisms used to track/allow usage
- 16 What are the funding mechanisms? (Fees, property tax, etc.)
- 17 Do you fine users of the transfer station for invalid dumping?
- 18 Do you focus on the curb appeal of the transfer station?
 - i. If yes, what actions have been taken to enhance the appeal of the transfer station from the road
 - ii. If no, what actions would you take?
- 19 What is the flow of your transfer station (Trash to Plastic to paper to etc.) if there is a flow
 - i. What would be your ideal flow
- 20 Does your town compost leaves, grass, brush
- 21 Does your town collect food waste separately
 - i. If yes do you compost in town or send out for composting
- 22 What are the benefits to a transfer station vs. private waste pickup
- 23 What are the highlights of your specific transfer station
- 24 What changes would you make to your transfer station to lower cost
- 25 What changes would you make to your transfer station overall
- 26 What changes would you make to further the use of the transfer station
- 27 Does your transfer station take advantage of any grants from the state or US government