

11-1 Transfer Station Rules & Regulations

I. Purpose:

The Board of Selectmen formally adopts this policy in order to address issues related to but not limited to (i) escalating costs borne by the property tax payers for the continued operation of the municipal transfer station (ii) mitigating the amount of waste disposed at the facility (iii) providing staff the ability to enforce the rules & regulations of Hanover's Transfer Station appropriately.

II. Scope:

This policy applies to Hanover's Transfer Station Facility located at 118 Rockland Street. This policy shall be administered through the Town Manager, DPW Director, and Chief of Police

III. Rules & Regulations:

1. Permit Eligibility

- a. Hanover residency shall be required for all permit holders.
- b. Property and/or business ownership without residency is not sufficient for permit eligibility.
- c. Permits shall only be issued to individuals who conclusively prove their principal residence in Hanover that the vehicle to which the permit is to be issued is principally garaged at the same address, pays automobile excise taxes to Hanover and has an automobile registration that exactly matches the address shown on the receipt issued by the Treasurer/Collectors Office.
- d. Permits may be issued to residents using a rented, leased, or employer owned vehicle on a permanent basis upon presentation of the lease/rental agreement, current vehicle registration, and another document deemed acceptable as proof of residency (i.e. utility bill, credit card bill, etc.).

2. Temporary Permits

The Director of Public Works or his authorized designee may issue temporary permits to access the Transfer Station upon presentation of sufficient evidence that said permit is needed to:

- a. Access the station when a vehicle that has been issued a sticker is undergoing significant repairs for an extended period of time;
- b. That the permit will be used to service an elderly or incapacitated Town resident;
- c. When sufficient evidence has been presented to the Director that a special permit is needed for a residential clean out using a rented or borrowed vehicle. In this instance the resident shall certify that the waste being delivered to the station is residential waste from the resident's house only and the resident shall be present in the vehicle delivering the waste. Clean-outs of

materials from rental units by a landlord are considered commercial waste and are not accepted at the station;

- d. When a new resident moves to town and has not yet registered his/her vehicle in Hanover.
- e. Said permits will be issued to a specific vehicle, will have an expiration date, must be kept with the vehicle, and must be shown to the gate attendant or other Transfer Station employee upon request.

3. Permits

- a. Valid permits must be displayed on the lower driver's side of the front windshield.
- b. Permits are non-transferable.
- c. Technology permitting, Valid permits may be issued in any manner that can be universally applied and enforced
 - i. Due to the COVID-19 pandemic the eventual solution should reduce or eliminate the human-to-human contact of issuing valid permits.

4. Waste

- a. Acceptable waste is normal municipal solid waste as defined by the State Department of Environmental Protection and will be allowed subject to exclusions as noted or deemed necessary by Town Personnel.
- b. Construction and Demolition(C&D) materials are strictly prohibited.

5. Recycling

- a. All Transfer Station users shall separate materials from their waste and deposit them in the designated containers or space at the Transfer Station. Some examples include:
 - i. Newspaper, magazines, junk mail, office paper, and telephone books;
 - ii. Glass bottles & jars (with caps removed);
 - iii. Metal of all types, including articles containing primarily metal;
 - iv. Clean plastic containers & bottles;
 - v. Waste lubricating oil, antifreeze, and automotive batteries;
 - vi. Vehicle tires (limited to two per week);
 - vii. Mercury thermometers and mercury bearing products;
 - viii. Clean cans (tin & aluminum);
 - ix. Cardboard;
 - x. Cement and/or bituminous concrete pavement or material. A special permit is needed for residential disposal of these items. Please contact the DPW Administrative Office at 40 Pond Street.

6. Excluded Materials

- a. The following articles and materials will NOT be accepted for disposal or recycling at the Transfer Station:

- i. Automobile, truck and motorcycle mechanical and electrical parts;
- ii. Furnaces, boilers, and oil tanks;
- iii. Tree stumps, limbs, or brush;
- iv. Solvents, inks, dyes or other flammable liquids;
- v. Cleaning compounds;
- vi. Motor vehicle fluids such as brake fluid, degreasers;
- vii. Pathological waste;
- viii. Hazardous materials, including radioactive, explosive, toxic and other waste deemed environmentally hazardous by the Department of Environmental Protection;
- ix. Any waste deemed hazardous to Transfer Station employees.
- x. Construction and demolition material.
- xi. Any item banned for disposal under Mass DEP regulations or the Town's current waste ban compliance plan.
- xii. Batteries
- xiii. Any commercial waste. Waste from rental properties shall be considered commercial waste.

7. Fees

- a. No fee will be charged for permits to eligible permits holders.
- b. Per-Item fees approved by Town Meeting shall be charged without exception¹.

8. Operating Hours

- a. In general, the Transfer Station shall be open from 8:00 AM to 4:30 PM, except for Wednesdays and Thursdays.
- b. The Transfer Station will be closed on the following holidays: New Year's Day Independence Day Martin Luther King Day Labor Day President's Day Columbus Day Patriot's Day Veteran's Day Memorial Day Thanksgiving Day Easter Christmas Day
- c. The DPW Director, Town Manager, Chief of Police, or authorized designee may close or modify operations within the Transfer Station at any time and without prior notice for indefinite periods of time for reasons such as but not limited to:
 - i. Inclement weather
 - ii. Power or mechanical failures
 - iii. Activities or demonstrations disruptive to the operation and the cause of decreased safety to the public and staff
 - iv. Other unforeseen emergencies

9. Safety

¹ See attached Fee Schedule

- a. All users of the Transfer Station are expected to behave in a safe manner while in the facility. The required nature of vehicle movements, both automobile and truck, together with the congested design of the Transfer Station Facility mandates that all users and employees proceed with caution and common sense as well as following these specific safety procedures:
- b. Doors will be removed from all refrigerators, freezers or other large items that may present the risk of trapping a person or animal.
- c. The speed limit in all areas of the Transfer Station shall not exceed ten (10) MPH.
- d. Any vehicle larger than a pick-up truck will use a ground guide when backing up.
- e. Users of the Transfer Station shall not be permitted access to those areas designated as "No Access by Unauthorized Personnel" or "Access Restricted to Authorized Personnel Only".
- f. All Children and pets are to remain in the vehicle

10. Swap Shop

- a. Only valid permit holders are allowed access to the Swap Shop
- b. The purpose of the Swap Shop is to encourage permit holders to dispose of reusable items
- c. The Hours of Operation shall be determined by the DPW Superintendent
 - i. The Swap Shop must be staffed by a DPW employee or qualified volunteer in order to be open to the public.
 - ii. The Department of Public Works shall post hours of operation on its website.
- d. Approval must be granted by DPW personnel prior to dropping items off.
 - i. If items are not deemed acceptable by DPW staff it shall be the full responsibility of the permit holder to dispose of the item properly.
 - ii. Items must be in good, usable condition.
 - iii. Items must be dropped off in a neat and orderly manner

- iv. Items may only be dropped off our picked up from the Swap Shop when it is open and operational
- v. A list of generally prohibited items shall be posted on the town's website and posted at the Transfer Station. This list shall be determined by the DPW Director

V.: Enforcement, Violations & Penalties

1. The DPW Superintendent, or his authorized representative, may suspend or revoke permits or privileges issued hereunder for cause.
2. The Town Manager may reinstate permits that have been revoked only after a hearing with the violator. The Town Manager will hold a hearing within ten (10) business days after receipt of a written request for reinstatement of a permit.
3. The revocation of the right to use the Transfer Station permanently excludes the legal entity as well as the individual officers named on the original application together with their successors, heirs and assigns from use of the Transfer Station.
4. The Chief of Police shall, when requested by the Department of Public Works or its authorized Transfer Station Representatives, cooperate in all ways in the enforcement.
5. Unpermitted users or any permitted user of the facility who are in violation of the rules and regulations established in this policy, behave or act in an indecent or disorderly manner, use any profane or indecent language, , or causes disturbance(s) may be subject to the suspension and revocation of their permits and privileges,
6. Unpermitted users or permitted users of the facility who do not immediately disperse from the facility or leave the area when ordered by a Police Officer, may be subject to arrest and may be subject to a fine not to exceed fifty dollars, pursuant to §6-2(11) of the Town of Hanover General Bylaws
7. Due to COVID-19, Hanover should ultimately adopt an enforcement method utilizing technology which reduces or eliminates the need for human-to-human in

Adopted May 18, 2020

Effective June 1, 2020