



INTEROFFICE MEMORANDUM

To: Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: June 11, 2026
RE: FY 2027 Transfer Station Rules, Regulations and Fees

Enclosed you will find the packet of information regarding Transfer Station Rules and Regulations and a fee schedule evaluation. Attachment 1 contains a redlined version of last years regulations so you can easily see the changes. Attachment 2 contains a clean version of the same regulations, incorporating the redlined edits. Attachment 3 contains a table showing our budgeted FY27 Expenditures and another table showing (nearly) final numbers for FY26 Transfer Station sales along with three options evaluated for FY27 rates.

PROPOSED FY27 REGULATIONS

FY 27 regulations used the FY26 Regulations as a Base. The proposed edits include the following:

- 1) Corrected dates,
- 2) Revised Table of Contents,
- 3) Corrected email address and Start of Transfer Station Stickers Date (Page 1 of 6)
- 4) Left Blanks for Permit Fees to be filled in after they are decided and revised pro-rated sticker fee calculation for new residents (Page 2 of 6)
- 5) Revised temporary pass section to include a fee (pages 2 and 3 of 6)
- 6) Added Swap Shop Policy as Appendix A.
- 7) Revised Violations and Fines Section to include a provision for suspension or revocation of Transfer Station privileges for repeated or egregious violations.

PROPOSED FEES

Attachment C contains an Expense Table showing this years expenses. The revenues are solely dependent upon sticker sales. The expenses simply include annual operational expenses (Salaries, Benefits, Departmental Expenses, Disposal Costs, Engineering and Capital Debt). This year, we do have the addition of a significant line item totaling \$62,400 for using an outside waste hauler for our waste disposal. This is a result of not having a qualified CDL Class A licensed hauler for our manual transmission tractor. We are in the process of training staff to be qualified for this task, but currently were unable to fulfill this skillset without looking outside of the department.

Historically, the directive by the Select Board is to operate at a deficit of approximately \$100,000. To that end, we have developed 3 Options Listed in Table 1 in Attachment 3. The Select Board is requested to decide which of the 3 presented options they prefer, otherwise we can explore other recommendations.

OTHER INFORMATION

A slight side note, the Wheelabrator Agreement will expire on June 30, 2027. We are in the process of working with (as a part of) the Central Mass Resource Recovery Committee Communities. The CMRCC is comprised of up to 36 Municipalities that are on the same contract timeline and we will begin negotiating a new agreement for waste disposal. I am working with Mark Purple on this Agreement, and we will keep you posted on the progress.

ATTACHMENT 1

PROPOSED FY27 TRANSFER STATION RULES AND REGULATIONS

(REDLINE EDITS OF FY26 REGULATIONS)

TOWN OF SOUTHBOROUGH
TRANSFER STATION

FY ~~2026~~-2027 Rules and Regulations

John Boland Public Works Facility
147 Cordaville Road, Southborough, MA 01772

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These Rules and Regulations were adopted on June 17, 2025 July 7th, 2026 the Southborough Select Board.

1. HOURS OF OPERATION

The Transfer Station is open Wednesday through Saturday, from 8:00 AM to 6:00 PM. The Swap Shop closes daily at 5:00 PM and may close earlier if conditions warrant. The facility closes promptly at 6:00 PM, at which time the entrance and exit gates are locked. Users must allow sufficient time to offload materials before closing. **Failure to leave the facility by 6:00 PM may result in revocation of the Transfer Station permit.**

2. CONTACT INFORMATION

Location: Southborough DPW
147 Cordaville Road
Southborough, MA 01772

Transfer Station: (508) 485-2511

DPW: (508) 485-1210

Website: www.southboroughma.gov

Email: dpwoffice@southboroughma.com
dpwoffice@southboroughma.gov

3. PERMIT REQUIREMENTS

3.1 Who May Use the Transfer Station

The Transfer Station is for use by Southborough residents only, for the disposal of residential refuse and recycling generated within Southborough. Disposal of commercial refuse is strictly prohibited. Users must have a current and valid Transfer Station permit (sticker) permanently affixed to the front bumper or windshield of the permitted vehicle. For the purposes of these regulations, the following definitions apply:

Residential waste: waste generated in households by residents.

Commercial waste: waste generated by businesses, institutions, contractors, or any non-residential source.

3.2 Obtaining a Permit

1. When to Purchase:

- a. Available starting on ~~July~~ August 1 annually.
- b. Must be displayed on vehicle by September 15 or access will be denied.

2. How to Purchase a Permit:

Residents may purchase a Transfer Station permit online, by mail, or in person. To purchase online, visit www.southboroughma.viewpointcloud.com; note that transaction fees apply. To purchase by mail, submit a completed mail-in application along with a check payable to *Town of Southborough*, mailed to Southborough DPW, 147 Cordaville Road, Southborough, MA 01772.

Residents may also purchase permits in person at the DPW office, Monday through Friday, between 7:30 AM and 4:00 PM. Payments may be made by cash, check or credit/debit card. Additional Fees apply for use of credit/debit system. Residents must bring vehicle registrations for up to four vehicles. Please note: **permits cannot be purchased at the Transfer Station.**

3. Permit Fees (non-refundable):

For non-senior residents, the first permit is ~~\$295.00~~ and each additional permit (up to three) is ~~\$25.00~~. For senior residents (age 65 or older by December 31, ~~2025~~2026), the first permit is ~~\$50.00~~ and each additional permit is ~~\$15.00~~.

Pro-rated permits are available for new residents from November 1 to June 30, at a monthly pro-rated amount of the full sticker fee, rounded up to the nearest dollar of \$24.58 per month from beginning with the month of home purchase through ~~August 30~~ July 31st.

Replacement permits are issued free of charge if the original permit is returned; otherwise, a \$10.00 fee applies.

Waiver of Permit Fee: The permit fee may be waived upon approval by the Select Board based on demonstrated financial hardship. Residents may apply for a waiver online at <https://tinyurl.com/TS-Waiver>. Waivers are valid for one permit year.

3.3 Permit Display & Validity

Permit must be permanently affixed to either: Driver's side front bumper OR Driver's side front windshield (outside of vehicle).

Permit must be visible at all times and match the vehicle license plate.

A permit becomes invalid if the resident moves from Southborough.

Vehicles with mismatched or improperly displayed permits are in violation.

3.4 Temporary Passes

Temporary passes are available to valid permit holders who need to use an unpermitted vehicle to access the Transfer Station. Temporary passes are intended solely for use by the permit holder and members of the permit holder's household. Each temporary pass is valid for up to two weeks and may be renewed once at the discretion of the DPW. To obtain a temporary pass, residents must

provide the make, model, color, owner's name, address, and registration number of the alternate vehicle. A temporary "day pass" is available for a specified date for \$15.00. A temporary "week pass" is available for a specified date range of 7 Calendar days ("one week") for \$25.00. The permit holder receiving the pass must accompany the temporary vehicle using the facility. Anyone using a temporary pass without the valid permit holder present will be denied access to the facility. Passes must be requested in person at the DPW Office.

4. VEHICLE REQUIREMENTS

4.1 Allowed Vehicles

Vehicles permitted to access the Transfer Station include passenger cars, station wagons, SUVs, minivans, and full-size window vans that are registered as passenger vehicles. Single rear axle pickup trucks and vans with a gross vehicle weight (GVW) rating of less than 11,500 pounds, and registered to a Southborough resident, are also allowed.

4.2 Prohibited Vehicles

Vehicles that are not permitted to access the Transfer Station include pickup trucks equipped with bed hoists or dump mechanisms, high cube vans or delivery box trucks, and utility trailers that exceed 10 feet in length. Additionally, any vehicle with a gross vehicle weight (GVW) rating of **11,500 pounds or more** is prohibited from using the facility, regardless of registration status.

5. RULES FOR USE

To ensure the safe and orderly operation of the Transfer Station, all users are expected to follow posted guidelines and comply with directions provided by Transfer Station staff. Misuse of the facility may result in revocation of permit privileges.

5.1 Conduct & Prohibited Actions

All users must follow the directions of Transfer Station attendants and present identification, proof of permit, or a temporary pass when requested. The following actions are STRICTLY PROHIBITED: removing materials from recycling bins, compactors, or designated donation areas such as Goodwill and Habitat ReStore; salvaging parts from the metal pile; and climbing over fences or into or onto any bins, compactors, or the metal pile.

6. WASTE DISPOSAL

Proper disposal of waste is essential to maintaining an environmentally responsible and legally compliant Transfer Station. Users must adhere to all applicable State and local regulations regarding waste handling and disposal. Failure to comply may result in fines or loss of Transfer Station privileges.

6.1 State & Local Regulations

Waste disposal at the Transfer Station is subject to Massachusetts General Laws and State Solid Waste Regulations. All users are required to comply with these laws when disposing of waste materials. Noncompliance may result in fines or revocation of Transfer Station permits.

- Massachusetts General Laws and Solid Waste Regulations apply:
 - MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; 310 CMR.
 - <https://www.mass.gov/lists/waste-recycling-laws-rules>
- Noncompliance may result in fines or permit revocation.

6.2 Unacceptable Waste

Certain materials are prohibited from disposal in the Transfer Station compactors and other disposal areas. These restrictions are required by State law and by the Town's disposal agreements. The following lists identify materials that must be recycled or that are otherwise prohibited from being disposed of at the facility. Failure to comply may result in fines levied against the Town.

(1) State Waste Ban (must be recycled)

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
- Single polymer plastic containers
- Yard waste (leaves, grass clippings)
- Cardboard
- Metal containers
- Lead acid batteries
- White goods
- Textiles
- Mattresses, box springs (not accepted in Southborough, See Town website for nearby locations that do accept these items)

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 Prohibited Items

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:

<ul style="list-style-type: none"> • Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bath Tubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics 	<ul style="list-style-type: none"> • Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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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IT IS ILLEGAL to dispose of CRTs as refuse.

Household Hazardous Waste Day & CRT Collection Day: October 18, ~~2025~~, 2026

Valid permit required to participate — CRTs collected for a fee.

6.3 Acceptable Waste

The following materials may be disposed of in the Transfer Station compactor, subject to facility guidelines and attendant instructions:

<ul style="list-style-type: none"> • Ashes & sawdust (cold & bagged) • Construction Debris (limit 2-32 gal barrels) • Demolition Debris, incl. carpet (limit 2-32 gal barrels) • <u>DRIED</u> LATEX Paint 	<ul style="list-style-type: none"> • Furniture (Some furniture may be left at Swap Shop (remove springs from sofa beds)) • Garbage (wrapped, bagged – discard with household rubbish) • Miscellaneous hardware (screws, nails, bolts and nuts) 	<ul style="list-style-type: none"> • Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks 	<ul style="list-style-type: none"> • 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 2-32 gal barrels)
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7. SWAP SHOP USE

Attachment A contains the Select Board policy and requirements for use of the Swap Shop.

78. VIOLATIONS & FINES

The Town of Southborough enforces the Transfer Station Rules and Regulations under the authority of Article III, Chapter 36 of the Code of the Town of Southborough. All users of the

Transfer Station must comply with these rules; violations are subject to fines and enforcement action.

A valid Transfer Station permit is required for all use of the facility. Upon a first violation of the Rules and Regulations, the Superintendent of the Department of Public Works will issue a written warning to the resident. Subsequent violations will result in a fine of \$250 per violation. Fines must be paid within thirty (30) days of notification.

Residents may appeal a fine to the Select Board or the Town Administrator acting as its ~~their~~ designee within thirty (30) days of the date of notification. No fine is considered delinquent while an appeal is pending. If an appeal is denied, the resident must pay the fine within ten (10) days of notification. No new Transfer Station permit will be issued to residents with delinquent fines. The Southborough Police Department is authorized to prosecute any unpaid fines in accordance with applicable state statutes. In addition to fines authorized under Chapter 36, the Superintendent may suspend or revoke Transfer Station privileges for repeated or egregious violations.

Please note: The facility is under video surveillance.

ATTACHMENT A

SELECT BOARD SWAP SHOP USE POLICY

TOWN OF SOUTHBOROUGH

SELECT BOARD POLICY — SWAP SHOP USE

1. Purpose

The Swap Shop at the Southborough Transfer Station provides a space for residents to exchange small, reusable household items in good condition, thereby reducing waste and supporting community reuse. This policy establishes rules governing what may and may not be left in the Swap Shop.

2. Authority

This Policy is adopted by the Select Board and enforced by the Department of Public Works (DPW), Transfer Station staff, and authorized volunteers. Use of the Swap Shop is a privilege that may be suspended or revoked for non-compliance.

3. General Rules

- Use of the Swap Shop is limited to residents with a valid Transfer Station permit.
- Items may be left only during posted Swap Shop hours and never outside the building, consistent with Transfer Station regulations.
- All items must be clean, safe, and in good working condition, and are subject to approval by staff.
- Staff have full discretion to refuse or remove any item due to condition, safety, space limitations, or operational needs.
- The Swap Shop is intended for non-commercial, personal use; use for regular resale is prohibited.

4. Acceptable Items (General Standard)

Items must be small, lightweight, non-hazardous, and safe to store and handle. Examples include:

- Small household goods (no glass—see prohibitions)
- Complete, working toys and games
- Books, decor, and other clean, intact small items

Approval is at staff discretion.

5. Prohibited Items

The following items may not be left at the Swap Shop under any circumstance. Many are prohibited due to safety, sanitation, regulatory, or disposal restrictions already present in the Transfer Station Rules and in state waste regulations (e.g., CRTs, mattresses, tires).

A. Hazardous or Hard-to-Manage Materials

- Paint (all types: latex, oil-based, stains, varnishes, sealers)
- Solvents, thinners, chemicals, or similar materials

B. Electronics & Technology

- Televisions and computer monitors (CRTs and flat screens banned from disposal per state law)

- **Electronics** (Obsolete, damaged, or non-functioning electronics), including:
 - Stereos, radios, DVD players
 - Computers, laptops, tablets
 - Game consoles, printers, and peripheral equipment

C. Glass & Breakable Items

(No glass of any kind, due to breakage risk)

- Mugs, drinkware, plates, vases
- Lamps or lamp bases with glass components
- Mirrors or picture frames with glass

D. Bulky or Unsuitable Household Items

- Mattresses or box springs (state waste ban items)
- Furniture of any kind (upholstered, wooden, metal, or composite)
- Tires (prohibited in disposal regulations)
- Large or heavy items that cannot be safely stored in the Swap Shop

E. Toys & Games

- Broken toys
- Toys or games with missing pieces
- Toys with sharp edges, damaged wiring, or safety hazards

F. Sports Equipment (including skis, ski boots, and helmets)

All used sports gear and protective equipment is prohibited, including:

- Skis and ski boots
- Helmets of any type (bike, hockey, football, lacrosse, ski, etc.)
- Shoulder pads, guards, and other protective gear
- Used sports equipment subject to sanitation or safety concerns
(At staff discretion, clean non-protective items such as balls may be refused or accepted.)

6. Enforcement

- Items left in violation of this Policy may be removed and disposed of at the owner's expense.
- Leaving prohibited items or leaving any items outside the Swap Shop is considered improper disposal and may result in fines or suspension of Transfer Station privileges, consistent with the enforcement provisions in the Transfer Station Regulations (Town of Southborough Code Chapter 36, Article III).

7. Amendments

DPW may adjust operational practices as needed. The Select Board may modify this Policy at any time, and the finalized version will be incorporated into the Transfer Station Rules during the next formal update.

ATTACHMENT 2

PROPOSED FY 27 TRANSFER STATION RULES AND REGULATIONS

(CLEAN VERSION OF PROPOSED REGULATIONS)

TOWN OF SOUTHBOROUGH
TRANSFER STATION

FY 2027 Rules and Regulations

John Boland Public Works Facility
147 Cordaville Road, Southborough, MA 01772

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These Rules and Regulations were adopted on June 16, 2026 by the Southborough Select Board.

1. HOURS OF OPERATION

The Transfer Station is open Wednesday through Saturday, from 8:00 AM to 6:00 PM. The Swap Shop closes daily at 5:00 PM and may close earlier if conditions warrant. The facility closes promptly at 6:00 PM, at which time the entrance and exit gates are locked. Users must allow sufficient time to offload materials before closing. **Failure to leave the facility by 6:00 PM may result in revocation of the Transfer Station permit.**

2. CONTACT INFORMATION

Location:	Southborough DPW 147 Cordaville Road Southborough, MA 01772
Transfer Station:	(508) 485-2511
DPW:	(508) 485-1210
Website:	www.southboroughma.gov
Email:	dpwoffice@southboroughma.gov

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1. When to Purchase:

- a. Available starting on August 1 annually.
- b. Must be displayed on vehicle by September 15 or access will be denied.

2. How to Purchase a Permit:

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3. Permit Fees (non-refundable):

For non-senior residents, the first permit is _____ and each additional permit (up to three) is _____. For senior residents (age 65 or older by December 31, 2026), the first permit is _____ and each additional permit is _____.

Pro-rated permits are available for new residents from November 1 to June 30, at a monthly pro-rated amount of the full sticker fee, rounded up to the nearest dollar beginning with the month of home purchase through July 31st.

Replacement permits are issued free of charge if the original permit is returned; otherwise, a \$10.00 fee applies.

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A permit becomes invalid if the resident moves from Southborough.

Vehicles with mismatched or improperly displayed permits are in violation.

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available for a specified date range of 7 Calendar days (“one week”) for \$25.00. The permit holder receiving the pass must accompany the temporary vehicle using the facility. Anyone using a temporary pass without the valid permit holder present will be denied access to the facility.

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5. RULES FOR USE

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5.1 Conduct & Prohibited Actions

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6. WASTE DISPOSAL

Proper disposal of waste is essential to maintaining an environmentally responsible and legally compliant Transfer Station. Users must adhere to all applicable State and local regulations regarding waste handling and disposal. Failure to comply may result in fines or loss of Transfer Station privileges.

6.1 State & Local Regulations

Waste disposal at the Transfer Station is subject to Massachusetts General Laws and State Solid Waste Regulations. All users are required to comply with these laws when disposing of waste materials. Noncompliance may result in fines or revocation of Transfer Station permits.

- Massachusetts General Laws and Solid Waste Regulations apply:
 - MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; 310 CMR.
 - <https://www.mass.gov/lists/waste-recycling-laws-rules>
- Noncompliance may result in fines or permit revocation.

6.2 Unacceptable Waste

Certain materials are prohibited from disposal in the Transfer Station compactors and other disposal areas. These restrictions are required by State law and by the Town's disposal agreements. The following lists identify materials that must be recycled or that are otherwise prohibited from being disposed of at the facility. Failure to comply may result in fines levied against the Town.

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- Glass containers
- Single polymer plastic containers
- Yard waste (leaves, grass clippings)
- Cardboard
- Metal containers
- Lead acid batteries
- White goods
- Textiles
- Mattresses, box springs (not accepted in Southborough, See Town website for nearby locations that do accept these items)

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 Prohibited Items

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:

<ul style="list-style-type: none"> • Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bath Tubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics 	<ul style="list-style-type: none"> • Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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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IT IS ILLEGAL to dispose of CRTs as refuse.

Household Hazardous Waste Day & CRT Collection Day: October 17, 2026

Valid permit required to participate — CRTs collected for a fee.

6.3 Acceptable Waste

The following materials may be disposed of in the Transfer Station compactor, subject to facility guidelines and attendant instructions:

<ul style="list-style-type: none"> • Ashes & sawdust (cold & bagged) • Construction Debris (limit 2-32 gal barrels) • Demolition Debris, incl. carpet (limit 2-32 gal barrels) • <u>DRIED</u> LATEX Paint 	<ul style="list-style-type: none"> • Furniture • Garbage (wrapped, bagged – discard with household rubbish) • Miscellaneous hardware (screws, nails, bolts and nuts) 	<ul style="list-style-type: none"> • Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks 	<ul style="list-style-type: none"> • 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 2-32 gal barrels)
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7. SWAP SHOP USE

Attachment A contains the Select Board policy and requirements for use of the Swap Shop.

8. VIOLATIONS & FINES

The Town of Southborough enforces the Transfer Station Rules and Regulations under the authority of Article III, Chapter 36 of the Code of the Town of Southborough. All users of the

Transfer Station must comply with these rules; violations are subject to fines and enforcement action.

A valid Transfer Station permit is required for all use of the facility. Upon a first violation of the Rules and Regulations, the Superintendent of the Department of Public Works will issue a written warning to the resident. Subsequent violations will result in a fine of \$250 per violation. Fines must be paid within thirty (30) days of notification.

Residents may appeal a fine to the Select Board or the Town Administrator acting as its designee within thirty (30) days of the date of notification. No fine is considered delinquent while an appeal is pending. If an appeal is denied, the resident must pay the fine within ten (10) days of notification. No new Transfer Station permit will be issued to residents with delinquent fines. The Southborough Police Department is authorized to prosecute any unpaid fines in accordance with applicable state statutes. In addition to fines authorized under Chapter 36, the Superintendent may suspend or revoke Transfer Station privileges for repeated or egregious violations.

Please note: The facility is under video surveillance.

ATTACHMENT A

SELECT BOARD SWAP SHOP USE POLICY

TOWN OF SOUTHBOROUGH

SELECT BOARD POLICY — SWAP SHOP USE

1. Purpose

The Swap Shop at the Southborough Transfer Station provides a space for residents to exchange small, reusable household items in good condition, thereby reducing waste and supporting community reuse. This policy establishes rules governing what may and may not be left in the Swap Shop.

2. Authority

This Policy is adopted by the Select Board and enforced by the Department of Public Works (DPW), Transfer Station staff, and authorized volunteers. Use of the Swap Shop is a privilege that may be suspended or revoked for non-compliance.

3. General Rules

- Use of the Swap Shop is limited to residents with a valid Transfer Station permit.
- Items may be left only during posted Swap Shop hours and never outside the building, consistent with Transfer Station regulations.
- All items must be clean, safe, and in good working condition, and are subject to approval by staff.
- Staff have full discretion to refuse or remove any item due to condition, safety, space limitations, or operational needs.
- The Swap Shop is intended for non-commercial, personal use; use for regular resale is prohibited.

4. Acceptable Items (General Standard)

Items must be small, lightweight, non-hazardous, and safe to store and handle. Examples include:

- Small household goods (no glass—see prohibitions)
- Complete, working toys and games
- Books, decor, and other clean, intact small items

Approval is at staff discretion.

5. Prohibited Items

The following items may not be left at the Swap Shop under any circumstance. Many are prohibited due to safety, sanitation, regulatory, or disposal restrictions already present in the Transfer Station Rules and in state waste regulations (e.g., CRTs, mattresses, tires).

A. Hazardous or Hard-to-Manage Materials

- Paint (all types: latex, oil-based, stains, varnishes, sealers)
- Solvents, thinners, chemicals, or similar materials

B. Electronics & Technology

- Televisions and computer monitors (CRTs and flat screens banned from disposal per state law)

- **Electronics** (Obsolete, damaged, or non-functioning electronics), including:
 - Stereos, radios, DVD players
 - Computers, laptops, tablets
 - Game consoles, printers, and peripheral equipment

C. Glass & Breakable Items

(No glass of any kind, due to breakage risk)

- Mugs, drinkware, plates, vases
- Lamps or lamp bases with glass components
- Mirrors or picture frames with glass

D. Bulky or Unsuitable Household Items

- Mattresses or box springs (state waste ban items)
- Furniture of any kind (upholstered, wooden, metal, or composite)
- Tires (prohibited in disposal regulations)
- Large or heavy items that cannot be safely stored in the Swap Shop

E. Toys & Games

- Broken toys
- Toys or games with missing pieces
- Toys with sharp edges, damaged wiring, or safety hazards

F. Sports Equipment (including skis, ski boots, and helmets)

All used sports gear and protective equipment is prohibited, including:

- Skis and ski boots
- Helmets of any type (bike, hockey, football, lacrosse, ski, etc.)
- Shoulder pads, guards, and other protective gear
- Used sports equipment subject to sanitation or safety concerns
(At staff discretion, clean non-protective items such as balls may be refused or accepted.)

6. Enforcement

- Items left in violation of this Policy may be removed and disposed of at the owner's expense.
- Leaving prohibited items or leaving any items outside the Swap Shop is considered improper disposal and may result in fines or suspension of Transfer Station privileges, consistent with the enforcement provisions in the Transfer Station Regulations (Town of Southborough Code Chapter 36, Article III).

7. Amendments

DPW may adjust operational practices as needed. The Select Board may modify this Policy at any time, and the finalized version will be incorporated into the Transfer Station Rules during the next formal update.

ATTACHMENT 3
FEE PROPOSAL CALCULATIONS

Transfer Station Sticker Fee Calculation / Justification

Employee Salary & Perks (FY27 Rates)

Employee	TS Time	FY27 Rate	Annual Salary	Uniforms
F/T Transfer Stn Operator	100%	\$ 36.90	\$ 77,047.20	\$ 1,000.00
F/T Asst Trans Stn Operator	100%	\$ 27.33	\$ 57,065.04	\$ 1,000.00
Hauler 1	25%	\$ 34.09	\$ 8,897.49	\$ 250.00
Hauler 2	15%	\$ 57.75	\$ 9,043.65	
OT Shift Coverage			\$ 14,100.00	
Admin 1	20%	\$ 37.75	\$ 15,764.40	\$ -
Admin 2	15%	\$ 38.50	\$ 12,058.20	\$ -
Director	2.5%	\$ 82.47	\$ 4,304.93	\$ -
Totals:			\$ 198,280.91	\$ 2,250.00
				\$ 200,530.91

Other Labor and Benefit Annual Expenses (FY26 Rates)

Health & Dental	\$ 29,748.89
Medicare	\$ 2,108.67
Pension	\$ 17,111.19
Workers Compensation	\$ 1,693.25
Treasurer Expense	\$ 3,057.39
Accounting Expense	\$ 1,959.78
TOTAL OTHER LABOR AND BENEFIT	\$ 55,679.17

Departmental Expenses (FY27 Est)

Training	\$ 5,600.00
Gen'l Repair and Maintenance	\$ 10,000.00
Snowmelt, and other misc supplies -paid DPW out of svc supplies	\$ 2,450.00
Other services (Fire alarm, Extermination, & cameras services) - DPW Cont Serv	\$ 3,900.00
Contracted Hauler to Wheelabrator	\$ 62,400.00
Portable Toilet - paid out of DPW (433)	\$ 1,100.00
Stickers - pd out of DPW Cont Serv	\$ 2,500.00
Postage and Mailings - Postage (122) run off central machine with code Mailings DPW	\$ 3,500.00
TOTAL DEPARTMENTAL EXPENSES	\$ 91,450.00

Disposal Costs - FY27 (Budgeted)

Disposal Costs (Refuse, Recycling, HHW, Brush)	
Wheelabrator	\$ 201,000.00
Harveys	\$ 90,000.00
Brush	\$ 19,000.00
HHWD	\$ 15,000.00
TOTAL DISPOSAL EXPENSES	\$ 325,000.00

Engineering Inspections:**\$ 7,000.00****Trash Trailer Debt****\$ 29,375.00****Total Expenses: \$ 709,035.08**

Transfer Station Sticker Fee Calculation / Justification

Category		FY26 (as of 5/1/26)			FY27 - Option 1		FY27 - Option 2		FY27 - Option 3	
		Quantity	Unit Price	Revenue	Unit Price	Revenue	Unit Price	Revenue	Unit Price	Revenue
Non Senior	1st Permit	1,479	\$ 295.00	\$ 435,691.12	\$ 295.00	\$ 436,305.00	\$ 320.00	\$ 473,280.00	\$ 300.00	\$ 443,700.00
	2nd+ Permits	979	\$ 25.00	\$ 24,425.00	\$ 25.00	\$ 24,475.00	\$ 25.00	\$ 24,475.00	\$ 25.00	\$ 24,475.00
Senior	1st Permit	868	\$ 50.00	\$ 43,555.00	50.00	\$ 43,400.00	\$ 75.00	\$ 65,100.00	\$ 150.00	\$ 130,200.00
	2nd+ Permits	538	\$ 15.00	\$ 8,040.00	\$ 15.00	\$ 8,070.00	\$ 25.00	\$ 13,450.00	\$ 25.00	\$ 13,450.00
Waived	1st Permit	50	\$ -		\$ -		\$ -		\$ -	
	2nd+ Permits	19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:			\$ 511,711.12		\$ 512,250.00		\$ 576,305.00		\$ 611,825.00	
Expenses:			\$ 596,460		709,035		709,035		709,035	
Delta:			\$ (84,749)		(196,785)		(132,730)		(97,210)	