

**TOWN OF SOUTHBOROUGH
TRANSFER STATION**

FY 2027 Rules and Regulations

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

Table of Contents

Contents

1. HOURS OF OPERATION.....	1
2. CONTACT INFORMATION	1
3. PERMIT REQUIREMENTS	1
3.1 Who May Use the Transfer Station.....	1
3.2 Obtaining a Permit	2
3.3 Permit Display & Validity.....	2
3.4 Temporary Passes.....	3
4. VEHICLE REQUIREMENTS.....	3
4.1 Allowed Vehicles	3
4.2 Prohibited Vehicles	3
5. RULES FOR USE.....	3
5.1 Conduct & Prohibited Actions	3
6. WASTE DISPOSAL	4
6.1 State & Local Regulations	4
6.2 Unacceptable Waste	4
(1) State Waste Ban (must be recycled).....	4
(2) Other Prohibited Items	5
6.3 Acceptable Waste	5
7. SWAP SHOP USE	6
8. VIOLATIONS & FINES.....	6

These Rules and Regulations were adopted on August 11, 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.**

DPW may temporarily close the Transfer Station or any portion of the facility, including the Swap Shop, recycling areas, brush area, or disposal containers, due to weather, staffing, equipment failure, capacity, safety, contamination, traffic, construction, or other operational needs.

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

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 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 \$320.00 and each additional permit (up to three) is \$25.00. For senior residents who are owners of record of the Southborough property for which the permit is issued (age 65 or older by December 31, 2026), the first permit is \$75.00 and each additional permit is \$25.00.

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 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.

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. 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. Temporary passes are for short-term household use only, such as use of a rental vehicle, borrowed vehicle, or vehicle temporarily replacing a permitted vehicle. Temporary passes may not be used by contractors, landscapers, haulers, businesses, non-residents, or for commercial waste.

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. Users must not loiter, block traffic, interfere with staff or volunteers, engage in abusive, threatening, or disruptive conduct, dump after hours, leave materials outside designated containers or buildings, or remove items from areas not expressly designated for public reuse.

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:

• 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 Waste • 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)
--	--	---	---

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.

Rejected or prohibited materials remain the responsibility of the resident who brought them. Such materials may not be abandoned at the Transfer Station, and must be removed from the facility or disposed of in the proper designated area with any applicable fee.

6.3 Acceptable Waste

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

• 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	• Furniture (Some furniture may be left at the Swap Shop. Sleeper sofas are accepted only after the mattress has been removed; sleeper sofa mattresses are not accepted.) • Garbage (wrapped, bagged – discard with household rubbish) • Miscellaneous hardware (screws, nails, bolts and nuts)	• Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks	• Small kitchen appliances (working items may be left at the Swap Shop only if allowed by the current Swap Shop policy and approved by staff) • 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)
---	---	---	---

7. SWAP SHOP USE

Attachment A contains the Select Board policy and requirements for use of the Swap Shop. Rejected Swap Shop items remain the responsibility of the resident and may not be left in or near the Swap Shop. Rejected items must be removed from the facility or disposed of in the proper designated area with any applicable fee.

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 the Select Board's 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. The Town may recover costs incurred to remove, handle, transport, recycle, or dispose of improperly placed, abandoned, rejected, or prohibited materials. No new Transfer Station permit will be issued while fines or assessed disposal costs remain delinquent.

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 encouraging community reuse. This policy establishes rules governing what may and may not be left in the Swap Shop and is intended to maximize community reuse while maintaining a safe, clean, and orderly operation.

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. Residents are expected to comply with this Policy and the directions of Transfer Station staff and authorized volunteers. Continued non-compliance may result in suspension or revocation of Swap Shop privileges.

3. General Guidelines

1. Use of the Swap Shop is limited to residents with a valid Transfer Station permit.
2. Please leave only items that are clean, dry, safe to handle, and suitable for reuse.
3. Items may only be left during posted Swap Shop hours and within the designated Swap Shop sheds.
4. Please do not leave items outside the Swap Shop Sheds or after hours.
5. Transfer Station staff and authorized volunteers have final discretion to accept, decline, remove, or dispose of any item based on safety, condition, available space, weather, staffing, or operational needs.
6. If an item cannot be accepted, it remains the responsibility of the resident to remove it from the facility or dispose of it in the appropriate designated area.
7. The Swap Shop is intended to benefit the Southborough community through the exchange of reusable household items. Please be courteous to other residents and follow the directions of Transfer Station staff and authorized volunteers.

4. Acceptable Items

Items should be small, lightweight, non-hazardous, and safe to store and handle, and in good working condition where applicable. Examples may include:

1. Books, puzzles, games, and complete toys
2. Household décor and decorative items
3. Kitchenware and small household goods (excluding glass items prohibited under Section 5)
4. Working small household appliances (subject to staff approval)
5. Seasonal decorations
6. Clean craft and hobby items
7. Other reusable household items approved by Transfer Station staff or authorized volunteers

Small furniture and other bulky reusable household items may be accepted when space allows and Transfer Station staff determine that they are clean, safe, and suitable for reuse.

To maximize opportunities for community reuse while maintaining adequate space within the Swap Shop and minimizing weather-related damage, bulky items may generally be accepted:

- Wednesday through Friday during posted Swap Shop hours.
- Saturday until 11:00 a.m.

Transfer Station staff may decline any item, including bulky items, at any time due to available space, weather, staffing, safety, condition, or other operational needs.

Approval of all items is at the discretion of Transfer Station staff.

5. Items Generally Not Accepted

The following categories and examples are intended to provide general guidance. They are not intended to be an all-inclusive list. Transfer Station staff may decline any item they determine is unsafe, unsuitable for reuse, prohibited by law, or inconsistent with the purpose of the Swap Shop.

A. Hazardous Materials

Examples may include:

1. Paint, stains, varnishes, or sealers
2. Chemicals, solvents, fuels, pesticides, or other hazardous materials
3. Batteries or any item containing hazardous waste
4. Flammable, corrosive, or otherwise dangerous materials

B. Electronics

Examples may include:

1. Televisions and computer monitors
2. Broken or non-functioning electronics
3. Electronics prohibited by Massachusetts waste regulations

C. Glass & Breakables

Examples may include:

1. Glassware
2. Mirrors
3. Picture frames with glass
4. Lamps with glass components

D. Furniture & Bulky Items

Examples may include:

1. Upholstered furniture that is torn, stained, wet, moldy, or infested
2. Mattresses and box springs
3. Furniture too large or heavy to be safely handled or stored
4. Furniture that staff determine is unsuitable for reuse

E. Toys & Children's Items

Examples may include:

1. Broken toys
2. Toys or games with missing pieces
3. Toys with sharp edges, damaged wiring, or safety hazards
4. Child passenger safety restraints, including car seats, booster seats, infant carriers, and child restraint bases.

F. Sports Equipment

Examples may include:

1. Protective sporting equipment (e.g., helmets, pads, guards, etc.) is prohibited.

Certain other sporting goods that are clean, safe, and suitable for reuse may be accepted at the discretion of Transfer Station staff or authorized volunteers.

G. Unsanitary or Unsafe Items

Examples may include:

1. Dirty or moldy items
2. Smoke-damaged items
3. Items with strong odors
4. Items contaminated by pet waste or bodily fluids
5. Infested items

H. Other Items

Examples may include:

1. Any item that Transfer Station staff determine is unsafe, unsuitable for reuse, prohibited by law, or inconsistent with the purpose of the Swap Shop.

6. Use of the Swap Shop

The Swap Shop is provided as a community service to encourage the reuse of household items and reduce waste. Residents are encouraged to inspect all items carefully before taking them.

All items are accepted and made available on an "as is" basis. The Town of Southborough makes no representation or warranty regarding the condition, safety, functionality, or suitability of any item left in or taken from the Swap Shop.

Residents assume all responsibility and risk associated with accepting or using items obtained from the Swap Shop.

To ensure the safe and efficient operation of the Swap Shop, Transfer Station staff or authorized volunteers may temporarily limit the acceptance of specific categories of items, suspend acceptance of bulky items, or temporarily close all or a portion of the Swap Shop due to weather, staffing, available space, safety concerns, or other operational needs.

7. Administration & Enforcement

The Department of Public Works is responsible for administering this Policy. Residents are encouraged to work with Transfer Station staff to ensure that items placed in the Swap Shop comply with these guidelines.

If an item cannot be accepted, it remains the responsibility of the resident to remove it from the facility or dispose of it in the appropriate designated area.

Leaving prohibited items, or leaving any items outside the Swap Shop, may be considered improper disposal and may result in enforcement action in accordance with the Transfer Station Rules and Regulations and Chapter 36 of the Town Code.

Transfer Station staff may remove or dispose of items left in violation of this Policy as necessary to maintain a safe and orderly facility.

8. Amendments

The Department of Public Works may adjust day-to-day operational practices as needed to administer this Policy and maintain the safe and efficient operation of the Swap Shop, provided such adjustments are consistent with this Policy.

The Select Board may amend this Policy from time to time as operational needs, experience, or community interests warrant. Any amendments shall be incorporated into the Transfer Station Rules and Regulations during the next formal update.