



# 2007

## Town of Lexington

# GUIDELINES



## FOR CONTRACTORS' YARD WASTE DISPOSAL

**Purpose:** Private contractors can dispose of yard waste and/or brush at the Hartwell Avenue Compost Facility by purchasing an annual Yard Waste Permit sticker or Punch Cards.

The contractor annual Yard Waste Permit stickers are for approved yard waste only. Approved yard waste includes leaves, grass clippings, flower and vegetable plants, wood chips, pine needles/cones, and hedge clippings. The contractor permit is honored for yard waste only.

Contractors wanting to dispose of brush must purchase a Punch Card(s). Brush (defined as cut/broken branches up to 4 inches in diameter) cannot be mixed with other yard waste and will not be accepted in the yard waste drop-off area. Brush or branches must be disposed of in the designated brush pile.

Any and all yard waste material disposed of at the Hartwell Avenue Compost facility will be free from all forms of contaminants (rocks, metal, trash, paper, plastic, glass or other non-biodegradable materials) Any contractor who disposes of yard waste material containing contaminants is subject to having their disposal privileges revoked. For the first offense, the contractor will be given a verbal warning; for a second offense, the contractor will be issued a letter warning that a future violation will result in revocation of their disposal privileges. No refunds will be allowed under these circumstances.

**Permit Procedure:** The annual contractor yard waste permit fees are based on the cubic yard capacity (from 2-20 cubic yards) of the vehicle or container. In order to purchase a permit, the Contractor must follow these steps:

1. If contractor purchased a permit in 2006 go to number 2. If purchasing a permit for the first time or for a different vehicle the Contractor brings vehicle/container to the Hartwell Avenue site where the attendant measures the vehicle, determines its maximum cubic yard capacity, and signs the ORANGE Contractor Permit Registration Form. This form is also available at the Hartwell Avenue Facility. This procedure will need to be completed only once on each vehicle unless the vehicle capacity is altered or the vehicle is replaced. A digital photograph of the vehicle/container will also be taken at this time. See section on hours of operation for when vehicle can be measured.
2. To pay for the permit, refer to the signed Contractor Permit Registration (orange) Form, (on file) along with vehicle registration and license plate information, to the DPW Facility (open M-F 7:30 a.m. – 3:00 p.m.) located at 201 Bedford Street. Payment for the annual permit can be made by cash or check.
3. The permit rate is based on the cubic yard capacity of the vehicle/container using the Permit Fee Table on page 2. The contractor must pay for each vehicle or container that will be used to dispose of yard waste at the facility.
4. Upon payment for a new permit, the Contractor will receive 2 stickers: the first sticker (Vehicle Capacity sticker) is slightly larger than an auto inspection sticker and includes

information on the number of cubic yards the vehicle/container can hold. This YELLOW Vehicle Capacity sticker will be issued only once with the initial purchase of the annual permit, unless the cubic yard capacity of the vehicle or container is altered or the vehicle is sold. The yellow sticker is weather resistant and is to be placed on the exterior front, driver's side part of the truck bed or container.

The second sticker issued for new and a renewal, which is the Yard Waste Permit, is size of a large postage stamp. For 2007 it will be ORANGE (each year the color of the Yard Waste Sticker will change). This sticker includes the individual permit number. Bring the new ORANGE sticker to the compost facility. **The compost site attendant will place this sticker in the appropriate place**, please do not attempt to place this sticker on your vehicle.

**Permit Fees:** In April 2005, the Lexington Board of Selectmen approved new fees based on a volume-based rate schedule. See the following table for the permit rate that corresponds with the cubic yard capacity of your vehicle.

### Contractor Yard Waste Permit Fees Based on Capacity

Cubic Yard Capacity Of Vehicle	Permit Rate	Cubic Yard Capacity Of Vehicle	Permit Rate
2	\$600	12	\$1600
3	\$700	13	\$1700
4	\$800	14	\$1800
5	\$900	15	\$1900
6	\$1000	16	\$2000
7	\$1100	17	\$2100
8	\$1200	18	\$2200
9	\$1300	19	\$2300
10	\$1400	20	\$2400
11	\$1500		

**Punch Card Procedure:** Contractors who do not wish to purchase an annual permit can dispose of approved yard waste or brush/branches up to 4 inches in diameter by using two types of Punch Cards: A RED punch card is for approved yard waste and a GREEN punch card is for brush. The RED punch card for yard waste costs \$70, which is equivalent to \$7 per cubic yard/punch. Each RED punch card is good for up to 10 cubic yards of approved yard waste. The GREEN punch card for brush/branches up to 4 inches in diameter costs \$85, which is equivalent to \$8.50 per cubic yard/punch. Each GREEN punch card is good for up to 10 cubic yards of brush. All contractors wanting to dispose of brush up to 4 inches in diameter must purchase a GREEN punch card, whereas a contractor wishing to dispose of approved yard waste has the option of purchasing an annual Yard Waste Permit or yard waste Punch Cards. To purchase a yard waste or brush Punch Card, the Contractor must follow these steps:

1. Contractor brings vehicle/container to the Hartwell Avenue site where the attendant measures the vehicle and determines its maximum cubic yard capacity and signs the YELLOW Contractor Punch Card Registration Form. The Punch Card Registration Forms is available at the Hartwell Avenue Facility. This procedure will need to be completed only once on each vehicle unless the vehicle capacity is altered or the vehicle is replaced. A digital photograph of the vehicle/container will also be taken at this time. See section on hours of operation for when vehicle can be measured.

2. To pay for a Punch Card, the contractor brings the signed YELLOW Punch Card Registration Form along with the vehicle registration and license plate information to the DPW Facility (open M-F 7:30 a.m. – 3:00 p.m.) located at 201 Bedford Street. Payment for Punch Cards can be made by cash or check.
3. Upon payment for the Punch Card(s), the Contractor will receive a WHITE Vehicle Capacity sticker that is slightly larger than an auto inspection sticker and includes information on the number of cubic yards the vehicle/container can hold. This WHITE sticker will be issued only once with the initial purchase of a Punch Card, unless the cubic yard capacity of the vehicle or container is altered or the vehicle is replaced. The white sticker is weather resistant and will be placed on the exterior front, driver's side part of the truck bed or container by DPW staff. The Contractor will also receive the Punch Card(s). Once the truck is registered with a Vehicle Capacity sticker, subsequent Punch Cards may be purchased at 201 Bedford Street as needed.

**Time Period:** The annual Yard Waste Permit is valid from the third Monday in March thru the 3<sup>rd</sup> Friday in December. The Punch Cards for yard waste or brush have no expiration date.

**Hours of Operation:** In 2007 the Compost Facility is scheduled to open Monday March 19 through Friday December 21, 2007.

**The following 2007 schedule includes the extended seasonal hours (in bold):**

**Weekday Hours**

Monday thru Friday 7:30 a.m. – 3:00 p.m.	March 19 – March 30
<b>Monday thru Friday 7:30 a.m. – 4:30 p.m.</b>	<b>April 2 – June 8</b>
Monday thru Friday 7:30 a.m. – 3:00 p.m.	June 11 – September 28
<b>Monday thru Friday 7:30 a.m. – 4:30 p.m.</b>	<b>October 1 – December 7</b>
Monday thru Friday 7:30 a.m. – 3:00 p.m.	December 10 – December 21

**Weekend Hours**

Sunday 8:00 a.m. – 4:00 p.m.	March 25 – December 16 (except 4/8)
<b>Saturday 8:00 a.m. – 4:00 p.m.</b>	<b>April 7 - June 16 and Oct. 6 - Dec. 8</b>

**Access to Site:** The Town reserves the right to close the Lexington Compost Facility due to severe weather or for other operational issues without notice. The Town also reserves the right to sell a limited number of permits as space at the compost site allows.

**Altered Capacity:** Contractors who alter the capacity of a vehicle after a Vehicle Capacity Sticker has been applied need to fill out a new Registration Form and the vehicle will need to be measured and photographed as noted previously. If a Yard Waste Permit was purchased, a payment that is equivalent to the difference between the original and new permit fee will be charged.

**Replacement Sticker:** A contractor who replaces a vehicle (with a Vehicle Capacity Sticker on it) with a new vehicle must turn in the old valid sticker in order to receive a replacement sticker. A new Registration Form will need to be completed and the new vehicle will need to be measured and photographed as noted previously. If the capacity changed, a fee adjustment may be necessary.

**Compliance:** Contractors who fail to follow these Guidelines will be subject to a verbal warning for the first offense, a written warning for the second offense, and revocation of their disposal privileges on the third offense. No refunds will be granted for any Permit or Punch Card privileges that are revoked for cause.

**Information:** For further information, contact the Department of Public Works at (781) 861-2757.