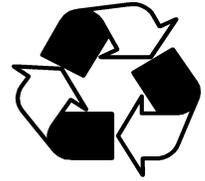




# 2016 Town of Lexington GUIDELINES



## CONTRACTORS' YARD WASTE DISPOSAL AT THE LEXINGTON COMPOST FACILITY

- Purpose:** Private contractors can dispose of yard waste and/or brush at the Lexington Compost Facility at 60 Hartwell Avenue 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 disposal 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, will not be accepted in the yard waste drop-off area, and must be disposed of in the designated brush pile.
- Contaminates:** Any and all yard waste material disposed of at the Lexington 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.** Contractors are responsible for policing each load for contaminants and removing them from each load. **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 disposal privileges; and a third offense will result in revocation of disposal privileges for the vehicle with this permit for the remainder of the year. 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 to 20 cubic yards) of the vehicle or container using the Permit Fee Table 1 on page 2. To purchase a permit, follow these steps:
1. **If purchasing a permit for the first time or for a different vehicle than a previous permit:** the Contractor must bring the vehicle/container to the compost site where the attendant measures the vehicle, determines its maximum cubic yard capacity, and signs the Contractor Permit Registration Form. This form is also available at the DPW 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 on page 3 for when vehicle can be measured. Contractor then proceeds to number 3 to pay for the permit.
  2. **If contractor is purchasing a permit for the same capacity vehicle permitted in 2015:** go to number 3 to pay for the new permit.
  3. **To pay for the YW Permit:** The Lexington Department of Public Works (DPW) is located at 201 Bedford Street, the Samuel Hadley Public Services Building. Bring your vehicle registration and Contractor Permit Registration Form to the 1<sup>st</sup> floor DPW Operations Office (open M-F 7:00 a.m. - 3:30 p.m.). Payment can be made by cash or check. **The Town reserves the right to limit the number of permits sold during 2016.**
  4. **YELLOW Vehicle Capacity Sticker:** 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 by DPW staff.

5. **Yard Waste Permit:** The second sticker issued for new and renewal is the Yard Waste Permit, which is the size of a large postage stamp. For 2016 it is Blue (each year the color of the Yard Waste Permit sticker will change). This sticker includes the individual permit number. Bring the new Blue 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:** The Lexington Board of Selectmen approved the following fees in April 2005 based on a volume-based rate schedule. See the Table 1 below for the permit rate that corresponds with the cubic yard capacity of your vehicle or container.

**Table 1 Annual Contractor Yard Waste Permit Fees**

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		

**Seasonal Permit:** The Lexington Board of Selectmen in April 2016 approved a new seasonal yard waste permit for contractors. This seasonal permit is for yard waste disposal during October 1, 2016 – December 16, 2016. Please refer to **Permit Procedure** section above on getting your vehicle measured at the Lexington Compost Facility and completing the Contractor Seasonal Permit Registration Form. The seasonal permit can be purchased at 201 Bedford Street. See Table 2 below for the seasonal permit rate that corresponds with the cubic yard capacity of your vehicle or box/container.

**Table 2 Seasonal Contractor Yard Waste Permit Fees**

Cubic Yard Capacity Of Vehicle	Permit Rate	Cubic Yard Capacity Of Vehicle	Permit Rate
2	\$300	12	\$800
3	\$350	13	\$850
4	\$400	14	\$900
5	\$450	15	\$950
6	\$500	16	\$1000
7	\$550	17	\$1050
8	\$600	18	\$1100
9	\$650	19	\$1150
10	\$700	20	\$1200
11	\$750		

**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, equivalent to \$7 per cubic yard/punch, and 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, equivalent to \$8.50 per cubic yard/punch, and 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. **Punch Card Registration:** Contractor brings vehicle/container to the Compost Facility where the attendant measures the vehicle and determines its maximum cubic yard capacity. The contractor signs the YELLOW Contractor Punch Card Registration Form, which is available at the Compost 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 to the DPW Facility (open M-F 7:00 a.m. – 3:30 p.m.) located at 201 Bedford Street. Payment can be made by cash or check.
3. **WHITE Vehicle Capacity Sticker:** 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/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.

**Time Period:**

The 2016 Yard Waste Permit is valid from Monday March 21, 2016 thru Friday December 16, 2016. The Punch Cards for yard waste or brush have no expiration date.

**Hours of Operation:**

The 2016 the Compost Facility is scheduled to open Monday, March 16, through Friday, December 18, 2016. **The following schedule includes the extended seasonal hours (in bold):**

**2016 Weekday Contractor Hours**

Monday thru Friday	7:30 a.m. – 3:00 pm	March 21 – April 1
<b>Monday thru Friday</b>	<b>7:30 a.m. – 4:30 p.m.</b>	<b>April 4 – June 17</b>
Monday thru Friday	7:30 a.m. – 3:00 p.m.	June 20 – September 3
<b>Monday thru Friday</b>	<b>7:30 a.m. – 4:30 p.m.</b>	<b>September 5 – December 2</b>
Monday thru Friday	7:30 a.m. – 3:00 pm	December 5 – December 16

**2016 Saturday Hours**

<b>Saturday</b>	<b>8:00 a.m. – 4:00 p.m.</b>	<b>Open Spring Saturdays: April 9 – June 25 Open Fall Saturdays: September 5 - November 26</b>
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Note: \* Closed Easter Sunday 3/27/16 but open Saturday 3/26/16

## 2016 Sunday Hours

Sunday	8:00 a.m. – 4:00 p.m.	Open Sundays: Starting March 20 thru December 18, 2016
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Note: \* Closed Easter Sunday 3/27/16 but open Saturday 3/26/16

- 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 photo-graphed 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 (see “Contaminants” section for details).** No refunds will be granted for any Permit or Punch Card privileges that are revoked for any cause.
- Information:** For further information, contact the Department of Public Works at (781) 274-8300 and press 1.