

**OPERATIONAL STANDARDS AND PRACTICES FOR  
THE WAKEFIELD TRANSFER STATION AND RECYCLING CENTER**

**I. TITLE AND AUTHORITY**

This ordinance shall be referred to as "Town of Wakefield Transfer Station and Recycling Center Ordinance" ("Ordinance"). It is adopted pursuant to the authority conferred upon the Town by RSA 149-M:17, II.

**II. SCOPE AND LOCATION**

These rules and regulations cover the collection, separation and disposal of all solid waste generated in the Towns of Wakefield and Brookfield and establish a fee system for the disposal of selected solid wastes at the Transfer Station and Recycling Center (hereinafter "Facility") located on 330 Rines Road, Wakefield, New Hampshire.

**III. PURPOSE**

The purpose of this Ordinance is to:

- A. Ensure efficient and economical disposal of solid waste.
- B. Ensure compliance with all environmental laws.
- C. Minimize solid waste that must be transferred or disposed of at an approved facility by maximizing recycling.

**IV. POLICIES**

A. **Hours of Operation**: The Facility shall be open during such other times as the Wakefield Board of Selectmen shall determine after public hearing. The current standing schedule is set forth below:

<b>Days</b>	<b>Hours</b>
<b>Monday</b>	<b>8:00 a.m. to 3:00 p.m.</b>
<b>Tuesday</b>	<b>Closed</b>
<b>Wednesday</b>	<b>Closed</b>
<b>Thursday</b>	<b>Closed</b>
<b>Friday</b>	<b>8:00 a.m. to 3:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. to 3:00 p.m.</b>
<b>Sunday</b>	<b>8:00 a.m. to 3:00 p.m.</b>

**Commercial haulers may dispose of solid waste during normal business hours or**

**such other times as a commercial hauler may pre-arrange with the facility manager or the Wakefield Board of Selectmen.**

B. **Holidays:** The Facility shall be closed on the following holidays: New Year's Day, Easter, Fourth of July, Columbus Day, Day after Thanksgiving and Christmas Day.

C. **Safety:** Disposing of solid waste can be a dangerous job. Splinters from wood, broken glass, rusting scrap metal, sharp objects, etc. are potentially dangerous and shall be handled with care. No person shall loiter in the vicinity of the Trash Compactor. All persons using the Facility shall follow the directions of the attendant and adhere to the following safety procedures:

1. All persons shall wear appropriate footwear while on site. Bare feet are absolutely prohibited.
2. All children (under the age of 16) shall be accompanied by an adult.
3. No person is allowed to enter any prohibited, restricted or closed area, or climb onto any drop off container or wall.
4. Vehicles within the Facility shall obey the posted speed limit.
5. Removal of items from the Facility or "dump picking" is prohibited. Except from an authorized area.
6. Persons entering the Facility do so at their own risk.

D. **Transfer Station Permits:** All vehicles entering the Facility are required to display a *current* transfer station permit.

1. Permits can be purchased at the Facility. **Brookfield residents must purchase permits from the Brookfield Town Clerk.**
2. Permits are for two (2) years and expire on January 31 in any even numbered year.
3. Permits shall be issued only to residents or taxpayers upon presentation of a current proof of residency or tax bill and the required fee in accord with Schedule "A."
4. The permit **SHALL** be permanently affixed to the lower corner of the passenger side of the vehicle's windshield and shall be visible at all times.
5. Extended-stay renters (such as year-round residential tenants) shall show proof of residency from their landlord in order to obtain a permit.
6. Temporary permits (valid for 1 week) for out-of-town contractors hauling solid waste generated within the Town boundaries are available at the Facility. Temporary permits for non-residential tenants (such as seasonal renters, etc.) are available at the Facility up

to the duration of the renter's stay in the Town. In either event, the owner of the property must obtain the permit or provide a letter allowing the user to obtain the temporary permit.

7. If a vehicle to which a permit was affixed is traded or sold, or if the owner wishes to affix a permit to a different vehicle, a new permit will be issued to the vehicle's owner provided the owner continues to be a resident and/or taxpayer of the Town and the old permit is turned in. Otherwise, a replacement fee will be assessed in accord with Schedule "A."

## **V. ACCEPTABLE MATERIALS AND SEPARATION PRACTICES**

The items set forth under Schedule "A," Category I & II shall be separated (this is mandatory) and placed in designated containers or locations after payment of any required fee. Unseparated materials will be refused.

Disposal of any items at the Facility except during hours of operation is prohibited (except when commercial haulers are specifically authorized under Section IV.A above). Any person leaving items at the gate or when the Facility is closed shall be prosecuted in accord with section IX "VIOLATION AND PENALTIES".

## **VI. UNACCEPTABLE MATERIALS**

The following materials will not be accepted at the Facility:

1. Tree trunks and limbs or brush. (size shall be determined in the Schedule "A").
2. Industrial waste, household hazardous waste, asbestos, medical and veterinarian waste, liquids of any kind, radioactive waste, explosives, or toxic substances, except as listed on Schedule "A".

(The Town provides for disposal a household hazardous waste day set by the Wakefield Board of Selectmen. Residents are encouraged to safely store their waste and dispose of it during this event).

(Industries generating solid waste are responsible for legally disposing of these wastes on their own.)

3. Dead animals or carcasses of any kind.
4. Stumps.
5. Junk cars, engines, chassis, transmissions, axles, etc.
6. Acetylene and oxygen tanks.

7. Unseparated trash (commingled household trash and recyclables)
8. Any material which in the opinion of the Solid Waste Attendant constitutes a serious hazard to other users, to the property of the Town or to the operation of the property of the Town, or to the operation of the Facility.
9. Paint that has not been dried out completely.

## **VII. PAYMENT OF FEES**

A. **Permits:** Fees for permits are payable to the Town of Wakefield upon receipt of permit. See Schedule "A" for applicable fees.

B. **Disposal and Payment Procedures:**

For those items that require the payment of an additional fee as set forth on Schedule "A", the following procedures shall be followed:

1. The attendant shall inspect items to be disposed.
2. The item(s) shall be disposed of in the designated area.
3. The required fee is to be paid at time of disposal.
4. The attendant shall give a validated, numbered receipt upon presentation of payment.

## **VIII. SEPARABILITY**

The invalidity of any provision of this regulation shall neither affect the validity of any other provision hereof, nor the validity of the regulation as a whole.

## **IX. VIOLATION AND PENALTIES**

The Wakefield Board of Selectmen is authorized to levy civil penalties up to \$3,000 for each act which violates this Ordinance. For violations for which any penalty assessed is \$500 or less, the Wakefield Board of Selectmen or its official designated as the enforcement authority may issue a summons and notice of fine as provided in RSA 502-A:19-b, except that a copy of the fines for violations of the Ordinance shall be substituted for the New Hampshire Court's Uniform Fine Schedule. Defendants who are issued such summons and notice of fine may plead guilty or nolo contendere by mail by entering a plea as provided in RSA 502-A:19-b. If the plea is accepted by the court, the defendant shall not be required to appear unless directed by the court.

All fines and penalties collected shall be payable to the Town of Wakefield and deposited in the general fund.

## **X. AMENDMENT**

This ordinance may be amended from time to time in accordance with New Hampshire law.

## **XI. APPEAL**

Any person aggrieved by application of this Ordinance shall apply to the Wakefield Board of Selectmen in writing within ten (10) days of the occurrence giving rise to the complaint. Otherwise the complaint shall be deemed waived. The Selectmen may take whatever action, or no action, the Wakefield Board in its sole discretion deems appropriate.

## **XII. EFFECTIVE DATE**

This Ordinance shall be effective on its date of passage.

Approved: March 18, 1995

Amended: June 14, 1995

Amended: May 2000

Amended: July 2000

Amended: June 13, 2001

Amended: May 22, 2002

Amended: March 14, 2006

Amended: April 8, 2009

Amended: May 12, 2010

Amended: February 23, 2011

Amended: April 8, 2015 Clear Bags as of July 1, 2015

Revisited Clear bags on April 20, 2015- rescinded Clear Bag decision

**Approved by the voters on March 8, 2016**

**Approved by the Voters on March 10, 2020**

## SCHEDULE "A"

### **I. ACCEPTABLE MATERIALS/RECYCLING & SEPARATION/SCHEDULE OF FEES**

Transfer Station permits will be issued to residents and taxpayers only, upon presentation of vehicle registration and payment of \$20. No fee will be required for replacement permits provided the old permit is returned prior to issuance of a replacement permit. The fee for temporary permits is \$20.00.

The fee for a commercial and curbside pick-up hauler permit is \$100.00. Haulers will be required to submit a customer list and pickup schedule prior to obtaining a permit. All businesses subject to the \$100 permit fee shall be required to utilize use of the scale and pay the Town's per pound disposal cost. [There will be no charge for separated recyclable material.]

Recycling is **Mandatory** for all persons using the facility. The following items shall be accepted only if separated and placed in the appropriate containers and/or areas in accord with the procedures set forth below:

#### **A. CATEGORY I - NO FEE**

1. **Aluminum Cans:** Rinsed clean.
2. **Batteries:** Vehicular batteries.
3. **Cardboard:** All corrugated cardboard which is clean, dry and not waxed
4. **Clean Wood, Brush, Slash, Clippings and Leaves:** Lawn clippings, garden waste, leaves, twigs, and tree limbs less than Twelve (12) inches in diameter. No commercial contractors allowed.
5. **Fluorescent light tubes and CFL's**
6. **Glass:** (Bottles and jars should be rinsed and clean)
  - a. Clear bottles
  - b. Brown bottles
  - c. Green bottles
  - d. Blue bottles

**Note:** Small quantities of other glass, such as windows, light bulbs, ceramics, etc. shall be discarded with household waste.

7. **Cardboard/Magazines:** All non-corrugated paper magazines and cardboard shall go in household trash until notified that we have a market for them.
8. **Plastics:** Rinsed and clean with caps removed. Numbers 1-7 with code HDPE, no plastic bags or black plastic.

9. **Scrap Metal:** All scrap metal should be free of plastic, rubber, wood or other contaminants.

10. **Tin Cans:** Rinsed and Clean

11. **White Goods – Non Freon Appliances**

12. No separation will be done on trays. An area will be provided for this purpose.

## **B. CATEGORY II - FEES REQUIRED**

1. **White Goods:** A \$15 disposal fee will apply to any white good/appliance that contains Freon.

2. **Bulky Waste:**

Stuffed chairs	\$ 6.00
Stuffed recliners	\$ 9.00
Couches	\$ 9.00
Couches w/built-in recliners	\$12.00
Sofa beds	\$14.00
Mattresses	
Twin	\$ 5.00
Full	\$ 6.00
Queen/King	\$10.00
Small rugs (less than 100 sq. ft)	\$7.00
Large rugs (more than 100 sq. ft.)	\$10.00

**Note:** Not all bulky items requiring a fee are listed.

3. <b><u>Tires:</u></b>	Passenger tires up to 20" diameter	\$ 5.00
	Passenger tires up to 20"with rim	\$15.00
	Commercial tires	\$40.00
	Commercial tires with rim	\$60.00
	Tractor Tires	\$60.00

4. **Asphalt Shingles and Construction Debris/Demolition:**

Acceptable items are building materials, including but not limited to painted, stained or pressure treated wood and asphalt shingles. Unacceptable items are specified in Article VI.A.5. All vehicles/trailers delivering the acceptable items shall be weighed on the truck scale before and after depositing the material at the facility. The cost for depositing these materials will be \$0.10 per pound of actual material weight to be paid at the office. Minimum weight will be 200 lbs. It is understood that the calculated cost of disposal will be rounded down (if less than \$0.50) or up (if \$0.50 or greater), to the nearest dollar. All asphalt shall be clean of any other debris.

**5. Computers and televisions:**

Computer Monitors and Televisions less than 18” (includes flat screens)	\$13.00
Computer Monitors and Televisions more than 18” (includes flat screens)	\$19.00
Large Console & Projection TV’s	\$39.00
Stereos and Printers	\$ 5.00

**6. Porcelain:**

Toilets	\$5.00
Sinks	\$3.00

**7. Miscellaneous**

Water Skis	\$2.00/pr
Snow Skis	\$1.00/pr
Stereo Speakers (larger than 10”x12”)	\$2.00 each

8. **Antifreeze:** Used antifreeze or antifreeze/water mixture, provided it contains no other contaminants, Five (5) gallon limit per visit \$1.00/gal

9. **Waste Oil:** Used oil from a motor vehicle which is Not contaminated with other liquids or substances, such As antifreeze or water, Five (5) gallon limit per visit \$1.00/gal

**Note:** Large commercial haulers may be redirected, at the discretion of Transfer Station staff, to facilities more able to accommodate their needs.

**C. CATEGORY III COMPOST PILE**

The Town shall accept the following materials for the compost pile: leaves and yard waste. Material must be removed from bags and bags discarded in the trash.

**D. CATEGORY IV WASTE TO BE TRANSFERRED**

Residual solid waste: solid waste and household trash/garbage which is not listed above for recycling/separation or prohibited. The Board of Selectmen shall alter the hours of operation and/or the schedule of fees only after holding a public hearing thereon, with notice thereof to be in accord with the requirements of RSA 675:7 (i.e. newspaper advertisement, posting in two public places).

This Schedule "A" shall be effective after a duly scheduled Wakefield Board of Selectmen Public Hearing.

Note: the intention is to recycle as much as practical. The Board of Selectmen shall consider available markets, cost of disposal and will adjust this ordinance as needed.

**Approved: June 8, 2016**

**Approved: March 25, 2020**

**Revised: July 22, 2020**

**Revised: May 1, 2022**