

**TOWN OF MANCHESTER, CONNECTICUT
SANITATION DIVISION**

TRANSFER STATION RULES AND REGULATIONS - RESIDENTS

These rules and regulations for the operation of the Town of Manchester's Landfill and Transfer Station are adopted by the Board of Directors pursuant to Chapter 200 of the Town of Manchester Code of Ordinances, Section 200-6 on June 3, 2014 to be effective as of July 1, 2014 and shall replace and supersede any and all previously adopted rules and regulations.

1. PURPOSE AND USE

The Sanitation Division of the Town of Manchester is responsible for the operation of the Manchester Landfill and the Manchester Transfer Station, which includes the Yard Waste disposal area. The Manchester Transfer Station is a residential disposal facility regulated by the State of Connecticut Department of Energy and Environment Protection. These rules and regulations are intended to set forth and explain the usage requirements, permits, fees and procedures regarding residential access and usage of the Transfer Station.

The Sanitation Division is an enterprise fund and the operation of the Landfill and Transfer Station is supported entirely by the fees collected from the residential and commercial users of these facilities; it is not funded by any taxpayer monies. In accordance with state regulations, the Town has designed these rules to ensure that the disposal of acceptable residential materials as set forth in Section 4 herein is kept separate from commercially generated materials and/or any materials that originate outside of the Town of Manchester.

LEGAL NOTICE: Residents who use the Transfer Station should be aware of the potential to encounter a variety of waste materials that may impact a user and/or their vehicle. When entering the Transfer Station, all users assume the risk of any damage or injury to themselves, their passengers and/or their vehicles. Users of the Transfer Station agree to indemnify and save harmless the Town of Manchester, its Sanitation Division, its agents, servants and employees, from and against all expenses, including but not limited to attorney's fees, for damages due to bodily injury, including death inflicted by any person or persons or damage to personal property, arising out of or in consequence of the use of the Transfer Station.

2. HOURS OF OPERATION

- a. The Transfer Station and Yard Waste area is open to Town of Manchester residents, Monday through Saturday, 7:15 a.m. to 3:15 p.m. and at such other times as may be determined by the General Manager of the Town of Manchester.
- b. The Landfill, Transfer Station and yard waste disposal areas are closed on the following six (6) holidays:

New Year's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Christmas Day

If any of these holidays fall on a Sunday, these facilities will be closed on the following Monday.

3. GENERAL RULES GOVERNING USAGE OF THE TRANSFER STATION

- a. The Manchester Transfer Station (hereinafter referred to as the "Transfer Station") is regulated by Connecticut's Department of Energy and Environmental Protection through the state's general permit for the operation of a municipal transfer station.
- b. The Transfer Station is designated for residents to dispose of acceptable materials as defined herein. This involves identifying materials and placing them into the appropriate area(s) for disposal.
- c. The Transfer Station is staffed by an attendant that examines the materials being disposed of to identify where these materials should be placed. Residents must follow the instructions of the attendant at all times.
- d. The attendant has full authority to examine materials, ask questions about materials, and may, with the approval of Sanitation Division staff, reject materials from being disposed of at the facility.
- e. The Transfer Station utilizes signage to identify the appropriate disposal area for the various materials it accepts. Residents must obey all signage.
- f. Residents delivering materials to the facility must be capable and equipped to offload these materials into the appropriate areas as directed by the attendant. Residents using the facility must be capable of unloading the materials that they are bringing to the facility. The facility and its staff are not equipped to provide additional labor or equipment to assist in the unloading of materials. Residents may not use any type of dumping vehicle or heavy equipment for unloading materials in the facility.
- g. The Landfill area is separate and distinct from the Transfer Station and access to the Landfill area is strictly limited to commercial customers. Residents who need to use the Landfill may do so only upon satisfying all of the requirements of a commercial user.

4. **MATERIALS ACCEPTED AT THE TRANSFER STATION FROM MANCHESTER RESIDENTS**

Note: Scavenging and removal of materials from the Transfer Station is strictly prohibited and may result in criminal prosecution.

A. The following materials may be disposed by residents at the Transfer Station:

1. Municipal Solid Waste
2. Oversized Household/Bulky Waste.
3. Construction and Demolition Debris.
4. Brush and Organic Yard Wastes.
5. Recyclables as identified in Section 4.

B. The following materials shall not be disposed by residents in the Town of Manchester Transfer Station:

1. Refuse or Waste of any kind generated and/or originating at any property other than the property in which the resident resides within the Town of Manchester.
2. Dangerous materials or substances defined herein as, but not limited to poisons, acids, caustics, infected materials including medical wastes, explosives, radioactive materials or any waste deemed hazardous by the State of Connecticut Department of Environmental Protection or the Federal Environmental Protection Agency.
3. Motor vehicle bodies and chassis.
4. Materials of any kind containing hot live coals.
5. Animal remains.
6. All other materials, the disposal of which are not or will not be in accordance with these rules and regulations

5. DISPOSAL OF RECYCLABLE MATERIALS

A. All Transfer Station users shall separate solid waste so as not to dispose of recyclable materials in any of the rolloff dumpsters that accept the wastes identified in Section 3 for disposal.

B. For the purpose of these rules and regulations “Recyclable Materials” shall be defined as follows:

1. Any material designated by the State of Connecticut, Department of Energy and Environmental Protection, or by the Director of Public Works of the Town of Manchester, as to be separated from the solid waste stream for reuse, sale, or any other alternative means.
2. “Recyclable Materials” mean at this time, and as amended from time to time by the State of Connecticut Department of Energy and Environmental Protection:
 - a. Newspapers, magazines and catalogs, which shall also include all inserts within any newspaper and magazine.
 - b. Corrugated cardboard and fiberboard/paperboard/boxboard containers (such as cereal boxes – without liner bag, food boxes, shoe and gift boxes, etc.)
 - c. Office Paper/Computer Paper/Junk Mail (junk mail includes all loose bulk mail received through the mail consisting of paper, including paper envelopes, flyers, office paper, computer paper, coupons, brochures, magazines, catalogs, stationery and bills, and shredder paper, in paper bags only).
 - d. Telephone Books.
 - e. Milk cartons, juice cartons, juice boxes (remove caps and straws) and other aseptic packaging.
 - f. Plastic food, beverage and household containers, #1 through #7, with the exception of Styrofoam materials.
 - g. Glass food, beverage and household containers.
 - h. Steel/Metal food, beverage and household containers.
 - i. Tin and aluminum cans and clean foils.

- j. Non Hazardous empty metal aerosol cans.
- k. Motor oil/Motor Oil Filters.
- l. Antifreeze.
- m. Lead-acid batteries.
- n. Scrap Metal.
- o. Used 20 gallon Propane Tanks.
- p. Electronic Waste, including, but not limited to Televisions, Computers, Computer Monitors and Printers.
- q. Leaves and Grass (loose or paper-bagged only).

C. Residents utilizing the motor oil/antifreeze recycling area of the Transfer Station must leave motor oil and antifreeze in non-breakable, sealed containers, not larger than 5 gallons, at the designated location. The containers will not be returned to the residents.

D. The scrap metal rolloffs at the Transfer Station accept metals of all types with the exception of pressurized tanks. All metal barrels must have the tops or bottoms removed. Oil tanks and gas tanks must be cut in half and wiped clean. All metal items must be placed in the designated rolloff container for metal recycling.

E. For all other Recyclable Materials, the Transfer Station Attendant or Sanitation Division staff will direct residents as where to place the items for proper recycling.

6. RESIDENTIAL ACCESS TO THE TRANSFER STATION

A. Manchester Resident –

The use of the Transfer Station is limited to Manchester residents only. The ownership of property in the Town of Manchester is not in and of itself proof of Manchester residency. For purposes of these rules and regulations, a Manchester resident is defined as follows:

- 1. An individual possessing a valid Connecticut driver's license showing a Manchester residential address; or

2. An individual having documentation which confirms a Manchester residential address, such as a lease or a utility bill and a government issued or other photo identification document confirming a Manchester residential address; or
3. A seasonal Manchester resident, which is an individual who has documentation verifying that there is a residential property tax bill for Manchester property in their name together with either a Manchester motor vehicle registration or a utility bill in their name indicating a Manchester residential address.

B. Residential Use Without an Annual Permit (Per-Trip)

Any full-time or seasonal resident of the Town of Manchester may access the Transfer Station during regular business hours.

Residents who access the Transfer Station without a Residential Permit will be charged on a “Per-Trip” basis. The fees are set forth on a separate schedule, attached, which fees are amended from time to time by the Board of Directors.

Residents using the Transfer Station may dispose of allowable materials as long as these materials originate from the residential property occupied by the residential user, and are consistent with those materials set forth in Sections 3 and 4.

Residents may utilize a rented or borrowed vehicle to deliver acceptable materials to the Transfer Station; however, the vehicle may not be a commercial vehicle and vehicles bearing the name of a business that would warrant frequent landfill disposal activity, such as landscaping, home repair, contracting, lawn care, property management AND is delivering wastes generated by that type of business activity, are not allowed.

Residents borrowing a vehicle that has a Manchester Landfill permit must enter the facility as a commercial customer. Residents may utilize commercially available rental vehicles (U-Haul, Home Depot, Budget Trucks, as examples) for residential use of the Transfer Station.

Residents may not travel to the Transfer Station with a contractor and/or other person, and pay for disposal of acceptable materials on their behalf.

C. Annual Residential Permits

Residents may obtain a Residential Permit which entitles the individual to access the Transfer Station for one year, with that year being defined as the Town’s fiscal year, from July 1st through the following June 30th, regardless of when you purchase a Residential Permit.

For example, if you purchase a Residential Permit on September 15th, it is valid through the following June 30th.

To obtain a Residential Permit, an individual must submit a written application on an annual basis, and be eligible as follows:

1. Must own and occupy the property in the Town of Manchester for which they are applying.
2. Must have a valid Connecticut driver's license issued to the same address as provided in paragraph 1 above.
3. A valid motor vehicle registration for the vehicle carrying the Residential Permit must be registered to the same address as provided in paragraph 1 above and may not be used for business purposes.
4. Only one Residential Permit will be issued per property address.
5. Residential Permits will not be issued to any motor vehicle bearing the name of a business or registered in the name of a business or any motor vehicle having dealer plates, repair plates or transportation plates.
6. In lieu of being a property owner, a Manchester resident who permanently occupies a residential home with the owner of the property shall be eligible to obtain a residential permit for his or her motor vehicle as long as Section 5, item B. conditions 2 through 5 are met and the following apply:
 - a. The resident provides a letter signed by the property owner indicating the resident is a permanent occupant of the home.
 - b. Only one Residential Permit may be issued per property address.
 - c. The Town reserves the right, in its sole discretion, to determine whether a non-owner of a residential property is in fact a permanent resident at a particular property.
7. Ownership and/or registration of a business at a residential address does not preclude the resident from obtaining a Residential Permit for a non-commercial vehicle so long as the criteria of conditions 1 through 5 of Section 5, item B. are satisfied and Landfill management determines that the type of business does not relate to activities that would have a direct relationship to warrant frequent landfill disposal activity, i.e. landscaping, contracting, rental properties, etc.

8. Manchester residents who own residential real estate units located in the Town of Manchester totaling more than four units are allowed to use the Transfer Station to dispose of materials originating from their primary residence only, on a Per-Trip basis as defined in Section 6.A. herein. They may also purchase a Commercial Permit in accordance with the rules and regulations applicable to commercial users.

“Manchester residents who own rental real estate units located in the Town of Manchester and totaling more than four units are required to purchase a Category I Commercial Permit for the disposal of bulky waste materials coming from those properties located in Manchester, provided the materials are brought to the Landfill in a vehicle with a gross vehicle weight of 5,000 pounds or less and which vehicle must be registered and taxed in the Town of Manchester.”

9. Residential Permits are not transferable between motor vehicles and must be permanently applied to vehicle listed in the application on the front windshield of the driver’s side. If the vehicle that has a permit applied to it is sold or scrapped, the Sanitation Division will issue a replacement permit.

The Residential Permit will be issued in the name of the individual shown on the driver’s license, which name and address must match the name and address of the motor vehicle. Multiple residents at one address, such as a husband and wife, may jointly use a Residential Permit so long as copies of their respective Connecticut Driver’s license are submitted with their application to verify their residence. The fees for the Residential Permit are set forth on a separate schedule, attached, which fees are amended from time to time by the Board of Directors. The Residential Permit is renewable on an annual basis, and proper documentation must be submitted with each application.

Residents using the Transfer Station with a Residential Permit may dispose of allowable materials, so long as those materials originate from the residential property owned and occupied by the Residential Permit holder, and are consistent with those materials set forth in Sections 3 and 4.

The Town reserves the right to monitor the use of the Transfer Station by residential permit holders to determine whether an individual’s use may be deemed excessive or not consistent with these rules and regulations. The Town may, at its sole discretion, suspend or revoke a Residential Permit for the delivery of materials from any other location, other than the address on file with the application. The Town also reserves the right, at its sole discretion, to require the purchase of a commercial vehicle permit for the use of the Transfer Station if a resident is documented to be delivering materials to the Transfer Station that are generated by any type of business activity. These include, but are not limited to, general contracting/construction activities, landscaping activities, and rental property management activities.

The Town reserves the right to reject an application for a permit, or suspend or revoke a permit if the applicant or permit holder is delinquent in the payment of any taxes or fees owed to the Town.

D. **Residential Usage on Behalf of Manchester Residents**

1. The Town of Manchester recognizes that there may be circumstances when family members or neighbors of certain residents, especially the elderly and/or disabled, may not be able to deliver materials to the Transfer Station due to a physical or medical hardship. Sanitation Division staff has the ability to grant limited access to the Transfer Station on behalf of these residents under the following conditions:
 - a. The resident comes to the Sanitation Division office in person, provides proof of residency, and verifies what materials that are being delivered on their behalf, the person delivering the materials, the relationship to that person, and, that the materials are originating from their residence.
 - b. If it is physically or medically impossible for the resident to appear in person at the Sanitation Division office, the resident must submit a written request that provides proof of residency, and verifies what materials that are being delivered on their behalf, the person delivering the materials and the relationship to that person, and that the materials are originating from their residence.
 - c. The Sanitation Division staff shall review the request for limited access to the Transfer Station and make a determination whether such limited access is granted.
 - d. If Sanitation Division staff determines the request is warranted, it will issue a letter granting limited access to the designated individual. Such limited access will not exceed two weekends per calendar year, and in no cases, will access be granted to individuals and/or business entities that are providing paid services to the resident. All such access will be on a Per-Trip basis.
 - e. All grants of limited access are determined by the Sanitation Division staff in accordance with these rules and regulations.

2. In the event that a Manchester resident passes away and there is a need to deliver materials from the deceased resident's residential property, Sanitation Division management may grant limited access to a person representing the deceased under the following conditions:
 - a. A copy of the death certificate and either the deceased driver's license or identification card is presented by an immediate family member or a person authorized pursuant to a Probate Court decree.
 - b. Access will not exceed two weekends per calendar year, will be on a Per-Trip basis and in no cases, will access be granted to individuals and/or business entities that are providing paid services to the deceased resident.
 - c. All such grants of limited access are determined by the Sanitation Division staff in accordance with these rules and regulations.

E. Delivery of Residential Construction Materials

Residents using the Transfer Station either on a Per-Trip basis or pursuant to a Residential Permit for the disposal of significant quantities of construction materials being generated by the resident at the location of their residency shall, upon the request of the Sanitation Division staff, in its sole discretion, be required to produce a copy of a building permit for qualified construction activities to be able to dispose of those materials at the Transfer Station.

Copies of the necessary building permits will be requested when the following construction activities are being conducted:

- a. Roof repair and replacement.
- b. Deck repair, replacement or demolition.
- c. House additions and new construction.
- d. Removal/demolition of any outbuildings, including sheds.

Any questions regarding the need for a building permit should be directed to the Building Department at 860-647-3052.

7. MISCELLANEOUS

- A. Children under the age of twelve (12) and all pets must remain in vehicles at all times and shall not be left unattended.
- B. There shall be no smoking in the Transfer Station.

- C. There shall be no scavenging in the Transfer Station.
- D. All users shall be bound and agree to all of the provisions of these rules and regulations, including the payment of any fees or charges as set forth herein, shall access and utilize the Transfer Station and Yard Waste areas in strict compliance with the instructions and directions of the Sanitation Division staff and shall be subject to an action at law or in equity to enforce any of these provisions.

8. RESIDENT PENALTIES FOR MISUSE OF THE TRANSFER STATION

The access to and use of the Transfer Station by residents is a privilege, not a right. The Transfer Station is strictly regulated by the State of Connecticut Department of Energy and Environmental Protection and the Town of Manchester is subject to penalties if materials are disposed of at the Transfer Station are in violation of the Town's permit to operate.

If a Manchester resident is deemed to have violated any of these rules and regulations, he or she will be subject to a denial of access to the Transfer Station, and/or fined in accordance with the following schedule:

- A. First time offender – will be warned and asked to immediately comply with these rules and regulations.
- B. Second time offender – shall have access or permit to the Transfer Station revoked for a period one year from the date of the offense.
- C. Third time offender - shall have access or permit to the Transfer Station revoked indefinitely.
- D. Any use of the Transfer Station by residents outside the regular business hours shall be subject to criminal prosecution at any time.
- E. Notwithstanding the progression of penalties listed in this section, any resident who at any time disposes of dangerous materials or substances as defined in Section 3.B.3. shall be subject to a fine of one thousand (\$1,000.00) for each occurrence, without warning.
- F. Where applicable, resident users of the Transfer Station are hereby warned that certain violations of these rules and regulations may result in criminal prosecution in addition to or separate from the penalties set forth in these rules and regulations. An example is the disposal of dangerous materials described in Section 3.B.3. and scavenging.

9. APPEALS PROCESS

- A. When a penalty is imposed upon a resident for violations of these rules and regulations, the resident has a right to an appeal. Residents have ten (10) days after the imposition of a penalty, whether verbal or written, to appeal the penalty. Appeals shall be made in writing to the General Manager. The appeal shall be decided within thirty (30) days of its receipt at the General Manager's Office by the General Manager or his designee. Notice of a decision upon the appeal shall be mailed by certified mail by the General Manager or his designee to the appellant. All decisions of the General Manager or his designee are final.

- B. While an appeal is pending, the appeal shall not suspend the obligation of the violator to pay any charges and/or fees as herein provided nor shall it cancel, annul, or revoke the suspension of any Landfill and Transfer Station permits.