



Town of Swansea

Office of the Town Administrator

Town Hall

81 Main Street

Swansea, MA 02777

TEL. (508) 678-2981

FAX (508) 324-6700

DEREK W. HEIM, *Chairman*
STEVEN H. KITCHIN, *Vice Chairman*
CHRISTOPHER R. CARREIRO, *Clerk*

MALLORY E. ARONSTEIN
Town Administrator

SOLID WASTE REGULATIONS AND PROCEDURES TOWN OF SWANSEA

Background

The Town of Swansea offers curbside recycling, curbside yard waste collection and Pay-As-You-Throw (PAYT) trash removal. This program is governed by Chapter 222 of the Town's General By Laws, most recently updated on June 14, 2021. The Solid Waste Program is funded through an Enterprise Fund, whereby the receipts received through user fees, trash bag receipts, penalties, and other charges fund trash removal services town wide.

The following rules and procedures shall serve to regulate this program in addition to the Town's General By Laws.

Annual Votes and Practices

No later than October 15 of each year the Board of Selectmen shall review the Enterprise Fund and vote to establish a fee. The Board of Selectmen shall also vote to establish a demand fee and to establish the rate of small and large trash bags.

Procedures and Regulations

1. Billing shall be conducted twice annually in accordance with the Town's by-laws. Each billing shall be one half of the total annual fee for trash removal. In the event that one of the two bills for the year was issued prior to the setting of the fee, the remainder of the fee shall be applied to the next bill in the billing cycle. For example, if the fee was increased by \$20 but the first installment was issued, the second installment will be one half of the annual user fee plus the \$20 increase.
2. Users who fail to pay their fees shall be subject to a 14% annual interest rate, which will be applied to outstanding balances starting the day after the due date. If payment hasn't been submitted before the second bill is mailed out, users will be billed the entire year's

annual fee, with the interest accrued on the outstanding balance from the first billing. After thirty (30) days from the due date of the second billing, users will be issued a demand fee for non-payment. Demand notices are due fourteen (14) days from the date of issue. If non-payment continues, a lien will be placed on the real estate tax bill sent out in January. By law, all payments for real estate taxes will be first applied to outstanding penalties, interests, and fees prior to being applied to the tax payment.

3. New users to the system must first order their recycling cart from the Highway Department. The fee for these new users will be prorated until the next billing cycle. Prorated payments are established by calculating the monthly cost and applying it to the number of months remaining in the billing cycle. New users will remit payment during their transaction with the Highway Department. They will then be entered into the general enrollment of households and billed with regular billing through the Treasurer's Office.
4. Abatements are only allowed within the time frame specified in the by-law. Abatements will not be accepted after the 30-day window and will not be issued for more than six-months' worth of the user fee. No exceptions. Those seeking an abatement must file the attached Abatement Form with the Highway Department.
5. Swansea's solid waste removal program consists of curbside recycling, curbside yard waste pickup, and pay-as-you-throw trash bags. Bags can be purchased at area vendors, a list of which is attached herein. All trash to be collected curbside by the Town's solid waste program must be contained in a Town of Swansea trash bag.
6. Recycling cannot be contaminated. Recycle bins that are contaminated will not be picked up by the solid waste collection vendor as they are a violation of our program. Recycling bins that are found to be contaminated will be left at the curb and flagged by the Town's Solid Waste Collection Vendor and/or a notice will be attached to the recycling cart notifying the household of the issue. Residents may contact the Highway Department for inquiries on the status of their non-pickup. All contamination will need to be removed from the bin prior to the next scheduled pickup. The Collection Vendor will not return for a contaminated bin until the next scheduled collection date.

The Town operates a **limited** recycling program that is a function of the Materials Recycling Facility (MRF) acceptance policies. Allowable recyclables are as follows:

- **Aluminum:** cans, beverage and food containers, coil (clean), and pie pans
- **Books:** paperback and soft cover books only!
- **Bottles:** narrow-neck bottles used for food, liquids, soap or water – (lightly clean if heavily soiled)
- **Cardboard and Paperboard boxes:** corrugated boxes, egg containers, food boxes (including cereal boxes and pizza boxes), frozen food packaging, mailing boxes, and shoe boxes.
- **Cartons (waxed):** used for liquids such as juices, milk or soups.

- **Glass Containers:** such as bottles and jars (brown, clear, or green – rinsed if heavily soiled)
- **Juice Boxes:** clean
- **Mail:** including envelopes with plastic windows
- **Metal and/or Steel:** beverage and food containers only! NO SCRAP METAL!
- **Paper (All Colors and Types):** catalogs, folders, junk mail, magazines, mixed paper, newsprint, non-metallic wrapping paper, office paper, printer paper, school paper.
- **Plastics:** bottles and jars (narrow neck and screw top – lightly clean if heavily soiled) #1 through #7 i.e. detergent /bleach bottles, juice bottles. Milk jugs, soda bottles, water bottles, containers (wide-mouthed) i.e. cottage cheese, margarine or butter, mayonnaise, sour cream and yogurt.
- **Tin:** cans and clean foil only

Any questions on Recycling, refer to www.recyclesmartma.org


7. White Goods (refrigerators, stoves, washer, etc.) and Electronics must be scheduled in advance with the waste collection vendor, currently Waste Management at 1-800-972-4545. Collection is typically every other Wednesday. Bulky items such as mattress and box spring, couches, chairs, etc. may be placed curbside during your weekly scheduled pickup, no more than two (2) each week. Bulky item/ white goods / electronics (Green Tags) tags are available at vendors throughout town, a list of which is provided herein. Green Tags are also available at the Board of Selectmen's office for purchase. They are \$10 each. Each item to be collected requires a separate tag affixed to the item. The waste collection vendor will only take two (2) items per pick up each week. Excess items must be scheduled and placed curbside accordingly.
8. Yard waste is a seasonal collection beginning the second week of April and continuing to the second week of December. There is an additional two (2) collection period for holiday trees only beginning the first full week of January approximately. Yard waste consist of leaves, grass clippings, and yard trimmings only! No lumber of any sort shall be collected as yard waste. Yard waste shall be placed loose in unlined barrels labeled as "YARD WASTE" or placed in biodegradable paper bags. Bags and/or barrels are limited to 60 lbs. Brush will also be collected curbside as long as it does not exceed 3" in diameter, 3' in length, tied in bundles, and weighs less than 60 lbs.
9. Complaints may be logged directly with the trash collection vendor at 1-800-972-4545. Should the issue remain after contacting the trash hauler, participants in the program may call the Highway Department for assistance at (508) 678-5615, but only after first making an attempt to resolve the issue with the trash collection vendor. Participants who have not contacted the trash collection vendor directly prior to calling the Highway Department will be redirected to do so.
10. The Town will host a Household Hazardous Waste Day, usually every two years, when fiscally feasible. Fees for participation in this program are outside of the user fees

charged for curbside recycling and trash pickup. Flyers are advertised in advance denoting acceptable items.

11. Trash amnesty week is typically the week between Christmas and New Years'. Residents in the program are allowed to place one (1) non-town trash bag for every town approved trash bag curbside for this week only. The Board of Selectman (BOS) approves all amnesty periods, therefore amnesty weeks may or may not occur depending on the findings of the BOS. Such approvals for amnesty weeks take place at public Board of Selectmen's Meetings which are posted in accordance with the Open Meeting Law.

Adopted this _____ day of _____, 2021.

BOARD OF SELECTMEN


Derek W. Heim, Chairman
Steven H. Kitchin, Vice Chairman
Christopher R. Carreiro, Clerk



Town of Swansea

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TOWN OF SWANSEA APPLICATION FOR ABATEMENT SOLID WASTE TRASH PROGRAM

Date: _____

A. INSTRUCTIONS

- a. Only property owners may apply for abatements.
- b. Those requesting an abatement must provide a signed, valid contract with a trash hauling company. Copy of valid contract must be attached to abatement form.
- c. File with the Highway Department no later than thirty (30) days after the billing.
- d. Maximum allowable abatement is one-half of the annual fee set by the Board of Selectmen.

B. INFORMATION

Name of Property Owner _____

Address _____

Mailing Address (if different) _____

C. PROPERTY INFORMATION

Bill No. _____ Location: _____
No. Street

D. TRASH HAULER CONTRACT INFORMATION

Company/Vendor: _____ Contract Expiration _____

Approved: ☐ Denied: ☐

Swansea Highway Department:

Date: _____

Signed _____

Printed Name _____

Title _____

Reason for denial:

