

**TOWN OF SOUTHBOROUGH
TRANSFER STATION**

FY 2026 Rules and Regulations

**John Boland Public Works Facility
147 Cordaville Road, Southborough, MA 01772**

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These Rules and Regulations were adopted on June 17, 2025 by the Southborough Select Board.

1. HOURS OF OPERATION

The Transfer Station is open Wednesday through Saturday, from 8:00 AM to 6:00 PM. The Swap Shop closes daily at 5:00 PM and may close earlier if conditions warrant. The facility closes promptly at 6:00 PM, at which time the entrance and exit gates are locked. Users must allow sufficient time to offload materials before closing. **Failure to leave the facility by 6:00 PM may result in revocation of the Transfer Station permit.**

2. CONTACT INFORMATION

Location: Southborough DPW
147 Cordaville Road
Southborough, MA 01772

Transfer Station: (508) 485-2511

DPW: (508) 485-1210

Website: www.southboroughma.gov

Email: dpwoffice@southboroughma.com

3. PERMIT REQUIREMENTS

3.1 Who May Use the Transfer Station

The Transfer Station is for use by Southborough residents only, for the disposal of residential refuse and recycling generated within Southborough. Disposal of commercial refuse is strictly prohibited. Users must have a current and valid Transfer Station permit (sticker) permanently affixed to the front bumper or windshield of the permitted vehicle. For the purposes of these regulations, the following definitions apply:

Residential waste: waste generated in households by residents.
Commercial waste: waste generated by businesses, institutions, contractors, or any non-residential source.

3.2 Obtaining a Permit

1. When to Purchase:

- a. Available starting on July 1 annually.
- b. Must be displayed on vehicle by September 15 or access will be denied.

2. How to Purchase a Permit:

Residents may purchase a Transfer Station permit online, by mail, or in person. To purchase online, visit www.southboroughma.viewpointcloud.com; note that transaction fees apply. To purchase by mail, submit a completed mail-in application along with a check payable to *Town of Southborough*, mailed to Southborough DPW, 147 Cordaville Road, Southborough, MA 01772.

Residents may also purchase permits in person at the DPW office, Monday through Friday, between 7:30 AM and 4:00 PM. Payments may be made by cash, check or credit/debit card. Additional Fees apply for use of credit/debit system. Residents must bring vehicle registrations for up to four vehicles. Please note: **permits cannot be purchased at the Transfer Station.**

3. Permit Fees (non-refundable):

For non-senior residents, the first permit is \$295.00 and each additional permit (up to three) is \$25.00. For senior residents (age 65 or older by December 31, 2025), the first permit is \$50.00 and each additional permit is \$25.00.

Pro-rated permits are available for new residents from November 1 to June 30, at a rate of \$24.58 per month from the month of home purchase through August 30.

Replacement permits are issued free of charge if the original permit is returned; otherwise, a \$10.00 fee applies.

Waiver of Permit Fee: The permit fee may be waived upon approval by the Select Board based on demonstrated financial hardship. Residents may apply for a waiver online at <https://tinyurl.com/TS-Waiver>. Waivers are valid for one permit year.

3.3 Permit Display & Validity

Permit must be permanently affixed to either: Driver's side front bumper OR Driver's side front windshield (outside of vehicle).

Permit must be visible at all times and match the vehicle license plate.

A permit becomes invalid if the resident moves from Southborough.

Vehicles with mismatched or improperly displayed permits are in violation.

3.4 Temporary Passes

Temporary passes are available to valid permit holders who need to use an unpermitted vehicle to access the Transfer Station. Each temporary pass is valid for up to two weeks and may be renewed once at the discretion of the DPW. To obtain a temporary pass, residents must provide the make, model, color, owner's name, address, and registration number of the alternate vehicle. Passes must be requested in person at the DPW Office.

4. VEHICLE REQUIREMENTS

4.1 Allowed Vehicles

Vehicles permitted to access the Transfer Station include passenger cars, station wagons, SUVs, minivans, and full-size window vans that are registered as passenger vehicles. Single rear axle pickup trucks and vans with a gross vehicle weight (GVW) rating of less than 11,500 pounds, and registered to a Southborough resident, are also allowed.

4.2 Prohibited Vehicles

Vehicles that are not permitted to access the Transfer Station include pickup trucks equipped with bed hoists or dump mechanisms, high cube vans or delivery box trucks, and utility trailers that exceed 10 feet in length. Additionally, any vehicle with a gross vehicle weight (GVW) rating of **11,500 pounds or more** is prohibited from using the facility, regardless of registration status.

5. RULES FOR USE

To ensure the safe and orderly operation of the Transfer Station, all users are expected to follow posted guidelines and comply with directions provided by Transfer Station staff. Misuse of the facility may result in revocation of permit privileges.

5.1 Conduct & Prohibited Actions

All users must follow the directions of Transfer Station attendants and present identification, proof of permit, or a temporary pass when requested. The following actions are strictly prohibited: removing materials from recycling bins, compactors, or designated donation areas such as Goodwill and Habitat ReStore; salvaging parts from the metal pile; and climbing over fences or into or onto any bins, compactors, or the metal pile.

6. WASTE DISPOSAL

Proper disposal of waste is essential to maintaining an environmentally responsible and legally compliant Transfer Station. Users must adhere to all applicable State and local regulations regarding waste handling and disposal. Failure to comply may result in fines or loss of Transfer Station privileges.

6.1 State & Local Regulations

Waste disposal at the Transfer Station is subject to Massachusetts General Laws and State Solid Waste Regulations. All users are required to comply with these laws when disposing of waste materials. Noncompliance may result in fines or revocation of Transfer Station permits.

- Massachusetts General Laws and Solid Waste Regulations apply:
 - MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; 310 CMR.
 - <https://www.mass.gov/lists/waste-recycling-laws-rules>
- Noncompliance may result in fines or permit revocation.

6.2 Unacceptable Waste

Certain materials are prohibited from disposal in the Transfer Station compactors and other disposal areas. These restrictions are required by State law and by the Town's disposal agreements. The following lists identify materials that must be recycled or that are otherwise prohibited from being disposed of at the facility. Failure to comply may result in fines levied against the Town.

(1) State Waste Ban (must be recycled)

The following items MUST be RECYCLED per Massachusetts State Regulations 310 CMR 19.017 and thereby are prohibited from disposal in the Transfer Station Compactor.

- Paper
- Glass containers
- Single polymer plastic containers
- Yard waste (leaves, grass clippings)
- Cardboard
- Metal containers
- Lead acid batteries
- White goods
- Textiles
- Mattresses, box springs (not accepted in Southborough, See Town website for nearby locations that do accept these items)

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other Prohibited Items

Other items in addition to (1) above that ARE PROHIBITED from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

<ul style="list-style-type: none">• Acids• Ammunitions, Explosives & Ordnance Material• Animal & Human Remains• Asbestos• Asphalt• Bath Tubs• Biological Waste• Brick• Cable• Cathode Ray Tubes (TVs and Computer Monitors)• Caustics	<ul style="list-style-type: none">• Cesspool or Other Human Waste• Chemicals Cleaning Fluids• Commercial Food Waste• Concrete• Drugs• Empty Chemical Containers• Fill• Firearms• Flammables• Fluorescent Bulbs• Gravel	<ul style="list-style-type: none">• Hazardous Waste• Hot Loads• Home Sharps• Insecticides• Liquid Waste• Loam• Non-burnable Construction Material• Oil Based Paint• Oils-Crankcase, Cutting, Drained• Paints (liquid)• Pathological Waste	<ul style="list-style-type: none">• Pesticides• Petroleum Products• Poisons• Radioactive Material• Scrap Metal• Sheetrock• Tree Logs, Stumps• Wallboard• Wire• Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)
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IT IS ILLEGAL to dispose of CRTs as refuse.

Household Hazardous Waste Day & CRT Collection Day: October 18, 2025

Valid permit required to participate — CRTs collected for a fee.

6.3 Acceptable Waste

The following materials may be disposed of in the Transfer Station compactor, subject to facility guidelines and attendant instructions:

<ul style="list-style-type: none">• Ashes & sawdust (cold & bagged)• Construction Debris (limit 2-32 gal barrels)• Demolition Debris, incl. carpet (limit 2-32 gal barrels)• <u>DRIED LATEX</u> Paint	<ul style="list-style-type: none">• Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds)• Garbage (wrapped, bagged – discard with household rubbish)• Miscellaneous hardware (screws, nails, bolts and nuts)	<ul style="list-style-type: none">• Non-recyclable plastics• Plastic toys• Pots and pans• Porcelain sinks	<ul style="list-style-type: none">• Small kitchen appliances (may also be left at Swap Shop if useable)• Toilets• Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32 gal barrels)
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7. VIOLATIONS & FINES

The Town of Southborough enforces the Transfer Station Rules and Regulations under the authority of Article III, Chapter 36 of the Code of the Town of Southborough. All users of the Transfer Station must comply with these rules; violations are subject to fines and enforcement action.

A valid Transfer Station permit is required for all use of the facility. Upon a first violation of the Rules and Regulations, the Superintendent of the Department of Public Works will issue a written warning to the resident. Subsequent violations will result in a fine of \$250 per violation. Fines must be paid within thirty (30) days of notification.

Residents may appeal a fine to the Select Board or their designee within thirty (30) days of the date of notification. No fine is considered delinquent while an appeal is pending. If an appeal is denied, the resident must pay the fine within ten (10) days of notification. No new Transfer Station permit will be issued to residents with delinquent fines. The Southborough Police Department is authorized to prosecute any unpaid fines in accordance with applicable state statutes.

Please note: The facility is under video surveillance.