

**TOWN OF MANCHESTER, CONNECTICUT  
SANITATION DIVISION**

**LANDFILL RULES AND REGULATIONS - RESIDENTS**

These rules and regulations for the operation of the Town of Manchester Sanitary Landfill are adopted by the Board of Directors pursuant to Chapter 200 of the Town of Manchester Code of Ordinances, Section 200-6 on June 12, 2007 and shall replace and supersede any and all previously adopted rules and regulations.

**1. PURPOSE**

The Sanitation Division of the Town of Manchester is responsible for the operation of the Manchester Landfill, which includes all recycling areas, the leaf composting area and the transfer area. The Manchester Landfill is a bulky and special waste disposal facility regulated by the State of Connecticut Department of Environment Protection. These rules and regulations are intended to set forth and explain the permit requirements, fees and procedures regarding access, use and operation of the Landfill.

The Sanitation Division is an enterprise fund and the operation of the Landfill is supported entirely from the fees collected from the residential and commercial users of the Landfill and is not funded by taxpayer monies.

**NOTE:** Residents are strongly encouraged to use curbside pick up of bulky materials and recycling collection in lieu of the Landfill, whenever possible.

**LEGAL NOTICE:** Residents who use the Landfill should be aware that the Landfill areas contain trash, broken glass, metals, sewer sludge and other potentially dangerous or harmful materials. In entering the Landfill, all users assume the risk of any damage or injury to themselves, their passengers and/or their vehicles, occurring in the Landfill. Users of the Landfill 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 Landfill.

**2. HOURS OF OPERATION**

- a. The Landfill is open Monday through Saturday, 7:15 a.m. to 2:30 p.m.
- b. The transfer area (including recyclables) and composting areas are open to Town of Manchester residents only, Monday through Saturday, 7:15 a.m. to 3:15 p.m.
- c. The Landfill, transfer area and composting area are closed on the following holidays:

New Year's Day  
Memorial Day  
July 4<sup>th</sup>

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. **MATERIALS ACCEPTED AT THE LANDFILL FROM MANCHESTER RESIDENTS**

**Note: Residents should use the Landfill for the disposal of those bulky waste items that cannot be left for curbside collection. Residents are strongly encouraged to dispose of all allowable materials at curbside collection or at the household hazardous waste collection facility. Scavenging and removal of materials from the Landfill is strictly prohibited and may result in criminal prosecution.**

- A. The following materials may be disposed by residents in the Town of Manchester Landfill:
  - 1. Bulky waste.
  - 2. Construction debris.
  - 3. Brush and yard waste.
  
- B. The following materials shall not be disposed by residents in the Town of Manchester Landfill:
  - 1. Refuse or wastes of any kind generated and/or originating outside the limits of the Town.
  - 2. Logs, wooden poles, lumber, pipes or girders in excess of six (6) feet in length.
  - 3. 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.
  - 4. Motor vehicle bodies and chassis.
  - 5. Materials of any kind containing hot live coals.
  - 6. Animals (live or dead).

7. Recyclable materials as defined herein.
8. All other materials, the disposal of which are not or will not be in accordance with these rules and regulations.

4. **DISPOSAL OF RECYCLABLE MATERIALS AT THE LANDFILL BY RESIDENTS**

**Note: Residents are strongly encouraged to dispose of their recyclable materials at curbside collection. Residents disposing of recyclables at the Landfill must do so at the areas specifically designated for each category of item and in accordance with the following:**

- A. All Landfill users shall separate solid waste so as not to dispose of recyclable materials within the working face of the Landfill.
- 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 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 Environmental Protection:
    - a. Newspapers, magazines and catalogs, which shall also include all inserts within any newspaper and magazine.
    - b. Corrugated cardboard and fiberboard containers (such as cereal boxes – without liner bag, food boxes, shoe and gift boxes).
    - c. Milk cartons, juice cartons, juice boxes (remove caps and straws) and ice cream cartons.
    - d. Glass jars and food containers.
    - e. Tin and aluminum cans.
    - f. Motor oil.
    - g. Automobile batteries.

- h. Bulk metals which cannot be left at curbside collection. Residents should note that metal items such as refrigerators, freezers, stoves, washing machines, dryers, air conditioners and tire rims can all be left for curbside collection. Residents bringing metal items for disposal at the Landfill will be charged on a per item basis for those metal items which could be collected at curbside.
- i. Leaves and grass clippings (loose or paper-bagged only).
- j. 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).
- k. Clean shredded paper, in paper bags only.
- l. Paper bags.

C. Residents utilizing the Oil Recycling Area of the Landfill must leave the oil 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 Metal Recycling Area of the Landfill will 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 area for metal recycling.

**5. RESIDENT PERMIT OR ACCESS TO LANDFILL**

**A. Resident use without a permit (per trip)**

Any resident of the Town of Manchester may access the Landfill during regular business hours. Proof of residency is required in the form of an identifying document which has a current photo. A current, valid Connecticut driver's license showing a Manchester residence is sufficient to establish residency. In lieu of the Connecticut driver's license, other documentation which establishes current Manchester residency (examples: leases, utility bills) accompanied by a photo identification will be accepted. Residents who access the Landfill without a resident permit (as described in Section 5.B. herein) will be

charged on a “per trip” and/or “per item” 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 Landfill may dispose of allowable materials in the Landfill as long as these materials originate from the residential property occupied by the resident, and are consistent with those materials set forth in Section 3.

## **B. Resident Permits**

Residents may also obtain a **Resident Permit** which entitles the individual to access the Landfill for one year, with that year being defined as the period from July 1 through the following June 30, regardless of when you purchase your Resident Permit. For example, if you purchase your Resident Permit on September 15, it is valid through the following June 30 and not the following September 15.

To obtain a Resident Permit, an individual must submit a written application and be eligible as follows:

1. Must own and occupy that property in the Town of Manchester.
2. Must have a valid Connecticut driver’s license issued to the same address as provided in Section 5.B.1.
3. The motor vehicle registration for the vehicle carrying the Resident Permit must be registered to the same address as provided in Section 5.B.1 and may not be used for business purposes.
4. Only one Resident Permit will be issued per property address.
5. Resident 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.

The Resident Permit will then 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. The Resident Permit must be affixed on the driver’s side of the vehicle. The fees for the Resident Permit are set forth on a separate schedule, attached, which fees are amended from time to time by the Board of Directors. There are certain items that residents must pay an additional charge for over and above the Resident Permit fee or the per load fee. These items are also listed on the fee schedule. The Resident Permit is renewable annually.

Residents using the Landfill with a Resident Permit may dispose of allowable materials in the Landfill, as long as those materials originate from the residential property owned and occupied by the holder of the Resident Permit, and are consistent with those materials set forth in Section 3.

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.

The Town reserves the right to monitor the use of the Landfill by residents to determine whether any individual's use may be excessive or not consistent with these rules and regulations.

### **C. Residential Construction Materials**

Residents using the Landfill with or without a permit for the disposal of construction materials coming from the residential property owned and occupied by the resident, and which requires a building permit issued by the Town's building department, must produce a copy of that building permit before entering the Landfill to dispose of only those materials which directly relate to the building permit activities. Building permits are required for such construction activities as roof repair and replacement, deck repair and replacement, house additions and new construction. Any questions regarding the need for a building permit should be directed to the Building Department at 647-3052. If the contractor working on the site brings the construction materials to the Landfill, the contractor must have a current commercial permit and will be charged based upon the weight and type of the materials being disposed.

## **6. 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 nor allowed to wander in the Landfill.
- B. There shall be no smoking in the Landfill.
- C. There shall be no scavenging in the Landfill.
- 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 use the Landfill in strict compliance with the instructions and directions of the Sanitation Division personnel and shall be subject to an action at law or in equity to enforce any of these provisions.

**7. RESIDENT PENALTIES FOR MISUSE OF THE LANDFILL:**

The access to and use of the Manchester Landfill by residents is a privilege, not a right. The Landfill is strictly regulated by the State of Connecticut Department of Environmental Protection and the Town of Manchester is subject to severe penalties if materials are disposed of at the Landfill in violation of state regulations.

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 Landfill, Landfill privileges 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 be fined \$50.00 and asked to immediately comply with these rules and regulations.
- C. Third time offender – shall have his or her permit revoked or access to the Landfill denied for a period one year from the date of the offense.
- D. Any use of the Landfill 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 Landfill 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.

**8. 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 permits.

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