



Transfer Station Sticker Policy

Purpose This policy has been adopted in order to clarify the purpose of Transfer Station access stickers and temporary permits, to create a uniform system for issuing and maintaining records of the stickers and to ensure only residents and property owners of Denmark use the facility for its intended purpose.

The Transfer Station is funded by the taxpayers and was established to meet the Maine State requirements of MRSA Title 38, §1305 Municipalities; powers and duties 1. Disposal services. The Transfer Station is not licensed to and does not accept industrial waste or sewage treatment plant sludge. Use of the Transfer Station is restricted to the residents and property owners of Denmark for the disposal for waste generated within the physical borders of the Town of Denmark. All residents and property owners are expected to follow the Town of Denmark Transfer Station Operating Rules and Procedures, a copy may be found on the Town's website and at the Town Office. Access to the Transfer Station is restricted to vehicles with an appropriately issued and attached Transfer Station sticker or a temporary permit.

Two (2) Transfer Station Stickers will bill issued per physical address. The first two (2) stickers are issued at no cost, there may be a charge imposed for replacement stickers per the Town Fee Schedule. Temporary permits will be issued per the criteria listed below. Stickers may be obtained at the Town Office during normal business hours.

Criteria for Obtaining a Sticker

1. A sticker or temporary permit shall be issued to those who can show proof that they own, reside, lease or rent property within the Town.
2. Acceptable forms of identification are: driver's license showing physical address, utility bill with current postmark, currently dated state or federal forms showing physical address or current vehicle registration with physical address.
3. Applicant must provide office staff with the plate number of the vehicle the sticker is going to be affixed to and that vehicle must be owned by the property owner, family member, or renter.
 - a. Stickers shall be displayed in the right-hand lower corner of the vehicle described with the registration number written on the sticker.
 - b. If the vehicle is no longer owned by the applicant, the sticker must be removed.
 - c. The sticker may be attached to another vehicle if the registration number is transferred to the new vehicle after registering the change with the town office.
4. Temporary Vehicle Passes: Temporary vehicle passes are \$10.00 and the following applies:
 - a. Short-term home rentals- A Temporary Vehicle Pass, usable only on dates specified on the Pass, will be issued to a renter only if a yearly sticker has been issued to the homeowner. The renter must show proof of rental and a valid vehicle registration.
 - b. Short-term home rentals Cleaning Services – A Temporary Vehicle Pass will be issued to a Cleaning Service only if a yearly sticker has been issued to the homeowner. One pass will be issued per residential address for a period of six months. The homeowner shall verify or the cleaning service shall show proof of hire before the pass is issued. The employee of the cleaning service when using the Transfer Station

will need to place the Temporary Pass on the dashboard of the vehicle. If the cleaning service is found to abuse the use of the pass, such as disposal of waste not from the issued address on the pass, the pass will be revoked. If the pass is revoked, there will be a probationary period of 6 months prior to the issuance of another Temporary Pass to either the cleaning service or the homeowner.

- c. Residents without a pick-up may obtain a Temporary Vehicle Pass for specified dates, for a borrowed vehicle or commercial rental vehicle (such as a Home Depot or U-Haul pick-up) as long as the vehicle is a regular pick-up with a bed of no more than 8 feet.
- d. Contractors working on a property in Denmark may obtain a Temporary Vehicle Pass, useable only on dates specified on the Pass. Contractors must show proof of a valid registration. The property owner must obtain a yearly sticker prior to the issuance of a temporary vehicle pass for a contractor.
- e. Temporary Vehicle Pass will be issued for a period of two weeks. If a situation is needed where a longer period is required, the Town Manager or the Town Clerk may approve a longer period.
- f. Temporary Vehicle Pass shall be placed on vehicle dashboard.
- g. Temporary Vehicle Pass shall not be copied, duplicated, shared or re-used.
- h. If Temporary Pass Holders abuse the use of the Transfer Station Rules and Regulations or this Policy the Transfer Station Attendant shall notify the Town Manager, who has the right to revoke the Temporary Vehicle Pass.
- i. All Temporary Pass Holders must check in with the Transfer Station Attendant prior to the first use of the facility.

5. Commercial trash haulers are prohibited and may not be issued stickers or Temporary Vehicle Passes.

6. Vehicles without a sticker or a Temporary Vehicle Pass will not be allowed access to the Transfer Station.

Procedure

The town office shall issue stickers to residents and property owners in accordance with this policy. Each sticker shall be recorded on a Town Sticker Log and an electronic version shall be maintained. The Transfer Station Attendant shall receive a copy of the log and updates thereafter.

The Log shall record:

1. The sticker number,
2. Name of person to whom issued,
3. Local street and town address,
4. Registration plate number and the initials of the state issuing the plate,
5. A brief description of the transaction shall be included.

Responsible Town Official

The Town Manager may be contacted for further information about this Policy or its applicability.

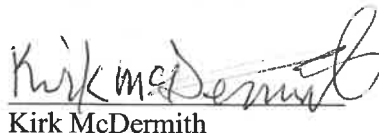
Effective date

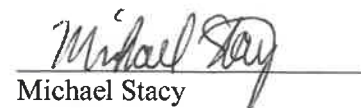
This policy shall be become effective 11/28/2023. If this policy is in conflict with any other policies of the Town of Denmark the stricter policy shall apply.

Amendments and Interpretation

The Town of Denmark reserves the right to unilaterally amend, delete, modify or change this policy at any time for any reason. The Town Manager and Board of Selectmen shall have the exclusive and final authority to interpret this policy.


Andrew Kruczek


Kirk McDermith


Michael Stacy