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# **\*\*Town of Tunbridge**

## **Transfer Station Access Policy\*\***

### **1. Purpose**

The purpose of this policy is to ensure that the Tunbridge Transfer Station is used only by individuals who contribute to the Town's solid waste program through property ownership or residency. Limiting access protects the Town from unauthorized use, reduces costs, and ensures compliance with regional and state solid waste requirements.

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### **2. Eligibility for Use**

Access to the Tunbridge Transfer Station is limited to:

- **Tunbridge property owners**, regardless of whether they reside full-time in Town
- **Residents whose primary dwelling is located within the Town of Tunbridge**
- **Tenants living in Tunbridge**, with proof of residency
- **Authorized Town departments or contractors** performing municipal work

Individuals who do **not** own property in Tunbridge or do **not** reside within Town boundaries are **not permitted** to use the facility.

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### **3. Proof of Eligibility**

Transfer Station staff may request proof of eligibility at any time. Acceptable documentation includes:

- Vermont driver's license or state ID with a Tunbridge address
- Property tax bill
- Utility bill showing a Tunbridge service address
- Lease agreement for a Tunbridge residence

Failure to provide proof may result in denial of access.

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## 4. Stickers (Required for All Users)

The Town of Tunbridge requires **all eligible users** to display a valid **Transfer Station Vehicle Sticker** to access the facility. Stickers serve as proof of residency or property ownership and help prevent unauthorized use.

### 4.1 Eligibility for Stickers

Stickers may be issued only to:

- Tunbridge property owners
- Residents whose primary dwelling is within Tunbridge
- Tenants living in Tunbridge (with proof of residency)
- Authorized Town departments or contractors performing municipal work

### 4.2 Sticker Requirements

- Stickers must be **affixed to the vehicle's windshield** or another clearly visible location as directed by the Town.
- Stickers must be **displayed at all times** when using the Transfer Station.
- Each household may receive the number of stickers set by the Selectboard.
- Stickers may **not** be shared, transferred, or used by non-residents.
- Replacement stickers require proof of eligibility.

### 4.3 Enforcement

Transfer Station staff are authorized to:

- Verify that a sticker is present and valid
- Request proof of residency or property ownership if needed
- Deny access to vehicles without a valid sticker
- Report repeated violations to the Selectboard

Unauthorized use of the Transfer Station may result in enforcement under Vermont solid waste laws.

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## 5. Enforcement

Transfer Station staff may:

- Request proof of eligibility
- Deny access to individuals or vehicles that do not meet requirements
- Document and report repeated violations to the Selectboard

Unauthorized dumping may result in enforcement under Vermont law.

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## 6. Special Circumstances

The Selectboard may grant temporary or case-specific exceptions for:

- Estate cleanouts
- Property transitions
- Emergency situations
- Town-approved contractors

All exceptions must be documented.

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## 7. Policy Review


This policy will be reviewed periodically by the Selectboard and updated as needed to ensure compliance with state regulations and local operational needs.

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The foregoing Policy is hereby adopted by the Selectboard of the Town of Tunbridge, Vermont the 10<sup>th</sup> day of March 2026 and is effective as of this date until amended or repealed.

Town of Tunbridge Selectboard

  
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