

Welcome to the Town of Swampscott!

Here is some of the most commonly asked information from new residents.



Stay Informed:

Sign up for the Town's Community Notification System:

Connect-CTY is a mass notification system that allows the Town to contact all businesses and residents in the community within minutes in the event of an emergency. This system also allows us to notify businesses and residents about important community meetings or other community-related information, allowing us to improve communication with those we serve.

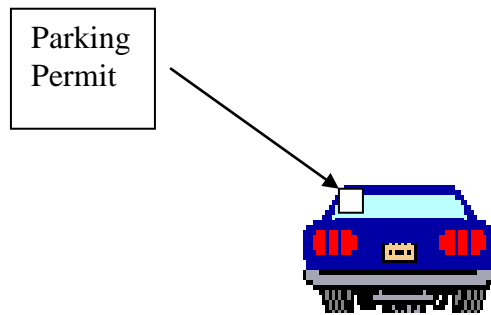
With this service, town leaders can send personalized voice messages to residents and businesses within minutes with specific information about time-sensitive or common-interest issues such as emergencies and local community matters. The Connect-CTY service will be used to supplement our current communication plans and augment public safety/first responder services. This system is used for emergencies, as well as community information, such as, weather advisories, parking notifications, significant traffic issues, Town events, such as fireworks, parades, and movie nights.



Parking Regulations:

Resident Parking Permit **Rules and Regulations**

The purpose of the resident parking permit is to allow Swampscott residents, who live in an area that is congested due to parking issues, to park in front of their house. Resident parking permits are issued to residents of streets where there is a resident permit parking regulation in place and are non-transferable. The resident of an address on one of these streets must have proof their vehicle is registered to that address in order to be eligible to receive a permit. Upon approval of a permit the resident will be issued a Town of Swampscott Resident Parking permit. There is no charge for a resident parking permit. The permit number will be logged into the resident permit logbook along with the owner's name and vehicle information. The registration number of the vehicle will be written on the permit upon issuance along with the address the vehicle is registered to. The vehicle owner will be instructed to place the sticker in the upper left corner of the rear windshield. See diagram below.



Two visitor passes may also be issued to each residence upon receipt of a resident parking permit. The purpose of the visitor pass is to allow guests of residents, where there is a resident parking regulation in place, to park temporarily for the purpose of visiting that resident. Visitor passes are restricted to guests visiting the resident the pass is issued to. The visitor passes are non-transferable. The visitor pass is valid for the year in which it was issued and expires on December 31 of that year. Upon issuance of the visitor pass, the address the pass is issued to will be noted on the pass and the OIC of the shift or his/her designee will sign the pass. Visitor passes shall be placed in the front left corner of the visitor's dashboard. Violations of this process may result in a parking violation for the offending vehicle, revocation of the visitor permits assigned to that household and review of the resident permit issued to the household. The Swampscott Police Department and the Parking Clerk will administer the revocation process. Appeals may be made to the Parking Clerk.

Beach Parking Stickers

Also covers parking on
Columbia Street Area near RR station

For: **Preston Beach:** Park on northbound side of Atlantic Avenue to Marblehead line.

Phillips Beach: Park on ocean side of the street on Ocean Avenue (between signs).

Whales/Eismans: Park in the parking lot next to Phillips Park (football field) and walk through trail to Puritan Road.

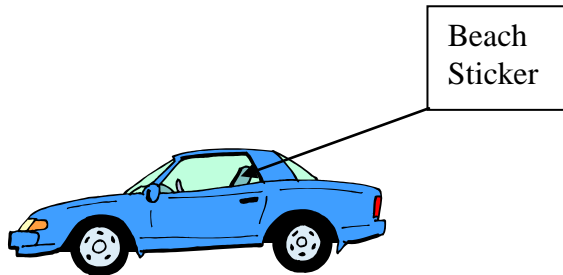
Beach Parking Stickers are NOT VALID where Resident Permit Parking is allowed.

No sticker needed for Fisherman's Beach or King's Beach on Humphrey Street

Resident may obtain stickers in person at the Town Hall and must provide auto registration and driver's license with Swampscott address. Stickers may also be obtained by mail by sending a copy of the license and registration along with a check and self-addressed stamped envelope.

Fee: \$15.00 \$7.00 Seniors over the age of 65

Placement of sticker: Driver's side window, near door lock so that it can be easily viewed by patrol from the street.



Trash & Recycling:

Solid Waste Limits

Beginning October 1, 2011 – Three (3) *acceptable waste disposal containers* (30 gallon bags or barrels up to 35 gallons in size) will be allowed per household per week for collection.

Beginning July 1, 2012 – Two (2) *acceptable waste disposal containers* (30 gallon bags or barrels up to 35 gallons in size) will be allowed per household per week for collection.

The weight of each disposal container and its contents shall not exceed 50 pounds.

One *bulky item* per week will be allowed for curbside collection.

Large barrels (exceeding 35 gallons) are allowed at this time, but are not encouraged. Large barrels may be prohibited from use in the future, so it is advised that new barrels purchased for curbside collection not exceed 35 gallons. Large barrels may be repurposed for recycling and yard waste collection.

Large barrels may not contain loose trash. All *solid waste* in large barrels must be contained in trash bags (30 gallon maximum). Each trash bag placed in a large barrel will be considered one (1) *acceptable waste disposal container*.

The experience of other towns has demonstrated that more than 95% of the time, the limits established by this regulation are adequate for solid waste disposal when recycling efforts are increased. The Board of Health recognizes, however, that there may be an instance when a household generates more solid waste than allowed. In such cases, a resident may purchase an overflow sticker to be applied to a plastic trash bag (30 gallon maximum), indicating that it may be collected. Stickers may be purchased at the Swampscott Town Hall for \$2.00 (two dollars)*.

Allowed small business owners who need more capacity than the allowed limit may apply for a variance from the Board of Health.

Solid Waste Acceptable Materials

Only materials included in the *solid waste* definition in this regulation may be placed curbside for collection. *Hazardous materials* and other material banned from regular solid waste collection must be handled in accordance with local, state and federal rules and regulations.

Recycling

Recycling is mandatory and necessary to reduce solid waste disposal amounts to a responsible and acceptable level.

Recyclable materials will be collected every other week, though it is the intention of the Board of Health, with reduced solid waste disposal costs, to implement a weekly recycling program in the near future.

There is no limit on the amount of *recyclable materials* collected curbside. *Recyclable materials* include *commingled material* (cans, glass, plastics #1-7), *mixed paper* and cardboard.

Recyclable materials must be placed in town-provided bins or other receptacles that are clearly marked for recycling. Barrels of any size may be used for recycling, as long as the barrel and its contents do not weigh more than 50 pounds, and it is clearly marked for recycling. (Recycle bins and recycle stickers are available for purchase at the Swampscott Health Department.)

Mixed paper must be separated from *commingled material*. Cardboard must be flattened into manageable pieces and may be placed under a bin or included with *mixed paper*. *Mixed paper* may be bundled with string, placed in paper bags or placed in recycle bins, and weigh no more than 50 pounds per bundle or bin.



Swampscott Recycles

Year 2012 Recycling Calendar

JANUARY	APRIL	JULY	OCTOBER
<u>M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 ④ 5 6 7	1 2 3 4 5 6
8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14	7 ⑧ 9 10 11 12 13
15 ⑩ 17 18 19 20 21	15 ⑩ 17 18 19 20 21	15 16 17 18 19 20 21	14 15 16 17 18 19 20
22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28	21 22 23 24 25 26 27
29 30 31	29 30	29 30 31	28 29 30 31
FEBRUARY	MAY	AUGUST	NOVEMBER
<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3 4	1 2 3 4 5	1 2 3 4	1 2 3
5 6 7 8 9 10 11	6 7 8 9 10 11 12	5 6 7 8 9 10 11	4 5 6 7 8 9 10
12 13 14 15 16 17 18	13 14 15 16 17 18 19	12 13 14 15 16 17 18	11 12 13 14 15 16 17
19 ⑩ 21 22 23 24 25	20 21 22 23 24 25 26	19 20 21 22 23 24 25	18 19 20 21 ⑫ 23 24
26 27 28 29	27 ⑬ 29 30 31	26 27 28 29 30 31	25 26 27 28 29 30
MARCH	JUNE	SEPTEMBER	DECEMBER
<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3	1 2	1	1
4 5 6 7 8 9 10	3 4 5 6 7 8 9	2 ⑭ 4 5 6 7 8	2 3 4 5 6 7 8
11 12 13 14 15 16 17	10 11 12 13 14 15 16	9 10 11 12 13 14 15	9 10 11 12 13 14 15
18 19 20 21 22 23 24	17 18 19 20 21 22 23	16 17 18 19 20 21 22	16 17 18 19 20 21 22
25 26 27 28 29 30 31	24 25 26 27 28 29 30	23 24 25 26 27 28 29	23 24 ⑮ 26 27 28 29
		30	30 31

HIGHLIGHTED = CURBSIDE RECYCLE P/U
 ○ = HOLIDAY
 ♻️ = YARD WASTE P/U WEEK

Hiltz Waste Disposal now offers a recycling center located at 24 Kondelin Road, Gloucester. Residents may bring paper, cardboard, commingled, metal, appliances, TVs, monitors, tires, concrete, gypsum board, yard waste and clean wood (some fees may apply). Call 1-877-998-7274 for information.

Curbside collection of appliances/white goods available. Call for an appointment 1-877-998-7274.

Christmas tree collection will be on the weeks of
1/9/12 and 2/6/12

No ornaments, plastic bags, stand, etc.

NEW TRASH REGULATIONS

- Each household is allowed up to three barrels or bags of trash for curbside collection per week. July 1, 2012 the allowance will be two containers.
- Barrels may not exceed 35 gallons, bags may not exceed 30 gallons, and the container and its contents may weigh no more than 50 pounds.
- A single bulky waste item is allowed per week, i.e. sofa, mattress and box spring.
- There is no limit on recycling! By increasing recycling, trash is reduced as well as associated disposal costs.
- If trash is produced above the allowance, a sticker is required for collection. Stickers are available at the Health Department, during business hours or by mail for \$2.

Blue recycle bins \$7
Trash over throw stickers \$2
Compost bins \$20

Available at the Health Department



Swampscott Recycles

Did You Know that all of these types of paper are Recyclable in Massachusetts?

YES
please recycle

- Booklets
- Books – soft cover
- Boxes – for office supplies, like paper clips
- Boxes – cereal, shoe, cracker, pasta, etc.
- Boxes – with plastic windows
- Brochures – including glossy
 - Calendars – wall type
- Cardboard – corrugated and paperboard
 - Catalogs
- Charlie cards – paper MBTA tickets
 - Clasp envelopes
 - Colored paper
- Construction and craft paper
- Cover and card stock, index cards
- Envelopes – with plastic windows and/or labels
 - File folders
 - Flyers
 - Glossy paper
 - Greeting cards
 - Hanging file folders
 - Lottery tickets
 - Mail
- Magazines
- Mat board – used in picture framing
- Math paper – graph and ledger, etc.
- Newspapers – with or without inserts
 - Newsprint
- Office and copy paper
 - Packing paper
- Paper – lined and white
 - Paper – fax
- Paper bags – brown and white
- Paper bags – with handles
- Paper towel and toilet paper tubes
- Pendaflex hanging file folders
 - Phone Books
 - Photocopies
 - Post-it notes
 - Receipts
- Shredded paper in paper bags
 - Spiral notebooks
 - Writing tablets

It's OK
to recycle
paper with

- Metal spiral notebooks
 - Paper Clips
- Plastic envelope windows
- Self-stick labels
- Staples

NO
thanks

- Candy wrappers
- Envelopes with bubble wrap
 - Label backings
- Paper cups or plates
- Paper towels, napkins, tissues
 - Photographs
- Tyvek® mailing envelopes

FREQUENTLY ASKED QUESTIONS:

Can I throw cardboard in the regular trash?

No, **all** cardboard must be recycled. Break down cardboard by cutting or tearing sides and taped or glued flaps, flatten and place under recycle bin. **Sections of pizza boxes with grease on them should be put into regular trash.**

Can I recycle grocery store plastic bags?

Although not recycled at curbside, most major groceries stores will recycle plastic grocery bags at their locations.

Can I recycle Styrofoam?

Although Styrofoam has a recycling symbol and number imprinted on it; it is **not** one of the materials recycled in Swampscott. Please dispose of all Styrofoam packaging and products (ie: cups or take-out containers) in the regular trash.

Can I combine glass, plastic, cans & paper together?

No, all paper and cardboard products must be separated from the rest. **Take plastic wrap off of cases of bottled water before recycling.** Glass, plastic & cans may be commingled.

Do I need a blue bin to recycle?

No, if you have a lot of recycling you can use a trash barrel no larger than 30 gallons and mark it as recycling. The Swampscott Health Department offers stickers for \$1 each that can be put on barrels to distinguish it as recyclable waste. **These barrels should be used for commingled materials only (cans, plastics & glass) as paper becomes too heavy.** You can also use paper bags to recycle paper products. Please, do **not** place any recyclables in plastic bags.

Where can I get a blue bin?

The Health Department located on the second floor of the Town Hall at 22 Monument Avenue has recycle bins for sale at \$7 each. These can be purchased during regular Town Hall operating hours (M-Th 8:00AM – 4:30PM and F 8:00AM – Noon)







Where can I recycle mercury containing products?

The Health Department located on the second floor of the Town Hall at 22 Monument Avenue will take thermometers, thermostats,

mercury switches and button cell batteries found in watches, cameras, calculators, hearing aids & etc. You may also bring in intact (not broken) Fluorescent bulbs under 4' in length.

For more information on yard waste pick-up, electronics disposal, household hazardous waste or metals drop-off contact the Health Department at 781 596 8864.

Swampscott Recycles

MATERIAL	WHAT TO RECYCLE	HOW TO PREPARE	DO NOT INCLUDE
 <p style="text-align: center;">PAPER</p>	<ul style="list-style-type: none"> * Newspaper/inserts * Magazines, catalogs, junk mail, glossy paper, high-grade paper, paper bags & phone books * Corrugated board * Chipboard, ie: cereal, pizza, food boxes (clean of all foods & oils) * Soft Cover Books * Aseptic juice boxes & milk cartons 	<ul style="list-style-type: none"> * Place in paper bag or tie with string * Set on top of, or beside, recycling bin * Flatten cardboard and place under bin * Junk mail & high grade in paper bag * Do not need to remove staples or paper clips 	<ul style="list-style-type: none"> * No plastic grocery bags * No cereal box liners * No soiled paper * No Styrofoam * No dirty food containers * No waxy paper
 <p style="text-align: center;">GLASS</p>	<ul style="list-style-type: none"> * Clear, green and brown containers 	<ul style="list-style-type: none"> * Rinse clean * Lids, neck rings, collars, corks, lead wine bottle sleeves etc. may be left on * Labels may stay on 	<ul style="list-style-type: none"> * No light bulbs, window glass, dishes, glasses, mirrors or other glass items * No broken glass
 <p style="text-align: center;">METAL</p>	<ul style="list-style-type: none"> * Deposit and non-deposit beverage cans * Metal food cans * Aluminum trays and foil * Empty aerosol cans 	<ul style="list-style-type: none"> * Rinse clean * Lids, caps and neck rings may be left on 	<ul style="list-style-type: none"> * No paint cans * No other metal items * No clothes hangers
 <p style="text-align: center;">PLASTIC</p>	<ul style="list-style-type: none"> * ONLY Plastic containers marked with numbers <p style="text-align: center;">  thru  </p>	<ul style="list-style-type: none"> * Rinse clean * Lids, caps and neck rings may be left on 	<ul style="list-style-type: none"> * No plastic bags (grocery or Ziploc) * No unmarked plastic * No motor oil containers

Electronics/Televisions:

Best Buy will recycle electronics including TVs and monitors up to 32 inches in viewable screen size for a fee of \$10 and they will give you a \$10 Best Buy gift card in return. Electronics and office technology (no televisions) can also be recycled at Staples for \$10 each machine.

Hiltz disposal can be contacted at 1-877-998-7274 to make arrangements for removal of products like appliances, tires, TVs, monitors, washers, dryers, hot water tanks and etc. There will be a fee attached to these removals.

Latex Paint Is Not Hazardous!

Latex paint can be disposed of as trash if dry/solid. To dry small amounts, remove lid and let the paint dry in the can. For larger amounts, mix in kitty litter or pour one-inch layer of paint in a cardboard box lined with a plastic bag. Stir the paint occasionally to speed drying. Commercial products are also available at hardware stores. Put completely dried paint in the trash.

Guidelines to Dispose of Prescription Medications:

Follow any specific disposal instructions on the drug label or patient information that accompanies the medication. Do **not** flush prescription drugs down the toilet unless this information specifically instructs you to do so.

If no instructions are given, throw the drugs in the household trash, but first: Take them out of their original containers and mix them with an undesirable substance, such as used coffee grounds or kitty litter. The medication will be less appealing to children and pets, and unrecognizable to people who may intentionally go through your trash. Put them in a sealable bag, empty can, or other container to prevent the medication from leaking or breaking out of the garbage bag.

Before throwing out a medicine container, scratch out all identifying information on the prescription label to make it unreadable. This will help protect your identity and the privacy of your personal health information.

Do **not** give medications to friends. Doctors prescribe drugs based on a person's specific symptoms and medical history. A drug that works for you could be dangerous for someone else.

When in doubt about proper disposal, talk to your pharmacist.

Yard waste collection

Curbside Collection 2012

Week of

APRIL 23

JUNE 11

AUGUST 20

OCTOBER 15

NOVEMBER 12

DECEMBER 10

Yard waste in plastic bags **WILL NOT** be picked up.

Yard waste is considered as leaf & grass clippings only. No brush over 1" in diameter.

To obtain a yardwaste permit sticker, allowing unlimited drop-off, please [click here](#)

Real Estate & Water Billing Schedule

(If the due date falls on a weekend, the bills will be due on the Monday)

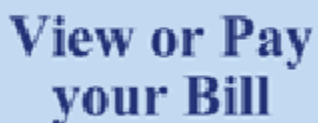
January 1 st – Real Estate Bills Mailed	June 15 th – Water/Sewer Bills Due
February 1 st – Real Estate Bills Due	July 1 st – Real Estate bills Mailed
February 1 st – Sprinkler Bills Mailed	August 1 st – Real Estate Bills Due
February 15 th – Water/Sewer Bills Mailed	August 15 th – Water/Sewer Bills Mailed
March 1 st – Sprinkler Bills Due	September 15 th – Water/Sewer Bills Due
March 15 th – Water/Sewer Bills Due	October 1 st – Real Estate Bills Mailed
April 1 st – Real Estate Bills Mailed	November 1 st – Real Estate Bills Due
May 1 st – Real Estate Bills Due	November 15 th – Water/Sewer Bills Mailed
May 15 th – Water/Sewer Bills Mailed	December 15 th – Water/Sewer Bills Due

Excise Bills are mailed out as the Registry of Motor Vehicles generates them. Please be advised, excise tax is paid to the City/Town you resided in as of January 1st.

If you are a new property owner and have not received your tax bill from the previous owner, you can request a statement as from the Tax Office at 781-596-8856, or look up the bill on our website: www.town.swampscott.ma.us.

Online Real Estate, Personal Property, Motor Vehicle, and Water/Sewer Bill Payments:

Securely view, print and pay personal property, real estate and motor vehicle taxes and water bills online.



**View or Pay
your Bill**

No signup cost or registration required

- Paying your bill online is faster and easier than writing a check and mailing it
- You can pay with electronic check or credit/debit card
- You have the option to pay immediately or schedule a payment

Town Addresses:



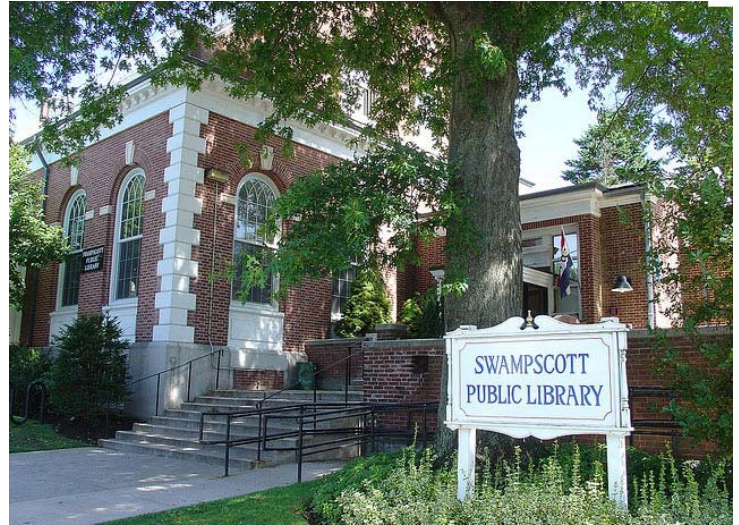
Swampscott Town Hall
22 Monument Avenue

Swampscott Police Department
86 Burrill Street



Swampscott Fire Department
76 Burrill Street

Swampscott Public Library
61 Burrill Street



Swampscott Senior Center
200 Essex Street