

MEMORANDUM

To: Town of Spencer Property Owners
From: Steven J. Tyler, P.E., Superintendent, Spencer Utilities & Facilities Office
CC: Adam D. Gaudette, Town Administrator; Eben Butler, Highway Foreman;
Date: April 13, 2015
Re: **Town Wood Chips and Fill Availability and Delivery Distribution Sign-Up Procedure**

Introduction

The purpose of this procedure is to make wood chips and reusable miscellaneous fill from Town maintenance activities available for delivery to Spencer property owners/addresses based upon the closest location to an ongoing maintenance activity. From time to time Town forces generate excess wood chips or fill all over Town as part of our routine maintenance activities. Having private property owners/locations in Spencer interested in using excess woods chips or fill close to the maintenance activity saves the Town money by reducing transportation time and fuel cost. Under the conditions and procedures established herein Spencer property owners can sign-up in advance to be on a list for Town delivery of wood chips and fill when the Town is performing maintenance activities nearby.

Sign-Up List for Town Delivered Excess Wood Chips and Fill

Any Town of Spencer property owner may sign-up for Town delivered wood chips and/or fill by completing all the following requirements and submitting the required information to the Utilities and Facilities Office located at 3 Old Meadow Road (Water Dept. Building). Signing up does NOT guarantee that you will receive Town delivered wood chips or fill. It only puts you on a list for delivery in the event that Town forces are working nearby and have excess fill or wood chips available for delivery at a net cost savings to the Town. The following information and documentation is required to sign-up for Town delivered wood chips and/or fill:

1. Written request by property owner. Fill out page 2 of this memorandum and submit with a completed copy of property location map per #2 below.
2. Provide property location map. Map must be generated by the Town's on-line GIS mapping system with aerial photo base and wetlands overlay turned on. (link: <http://www.mapgeo.com/SpencerMA/>) After the map is printed, mark the location(s) where the fill and/or wood chips will be placed.
3. If possible, please provide a photograph of the delivery location.
4. List any permits or approvals obtained for the placement or use of wood chips and/or fill as appropriate.

Permitting Requirements

It is the responsibility of the property owner requesting wood chips and/or fill to determine any and all applicable permitting requirements for their placement and use this includes but is not limited to Wetlands permitting through the Spencer Conservation Commission, Zoning, Planning Board, Zoning Board of Appeals, etc. This office shall not be responsible for determining and/or advising on permitting requirements. We will however review the sign-up map specified above and may require that you verify with one or more permitting authorities as we deem appropriate prior to our delivery to the designated drop-off location.

Distribution Procedures

When we know beforehand that maintenance activities in a certain area will generate available wood chips / mulch or fill materials we will refer to the list of interested residents responding to this procedure and call one or more of them to confirm interest, delivery, location, and quantities. Calls to confirm delivery interest will be made based upon:

1. Type and quantities of material available.
2. Proximity to the maintenance location.

3. Date of formal completed request.

Once the materials are delivered to your property, you will be removed from the list. If you want to remain on the list for future deliveries you must renotify this office. Your request date will be reset to the current date.

DISCLAIMERS

The contents of Town wood chips / mulch is random and unknown. Generally it will consist of wood and other roadside vegetation materials. Town wood chips / mulch may contain poison ivy, poison sumac, leaves, insects, and/or other deleterious materials, invasive plant species, debris or unknown contaminants. Use at own risk. We strongly recommend that you do NOT use Town wood chips / mulch near any building or structures because it will attract termites, insects and other unwanted vectors. Do NOT use on playgrounds or play areas of any kind.

The Town of Spencer does not guarantee the contents or condition of any fill materials. It typically consists of left over fill from various Town roadway drainage or other roadway maintenance projects.

Anyone interested in these materials shall be fully responsible for evaluating and/or assessing material contents prior to delivery and shall be considered the sole owner of the material once it has been delivered to the requested location. Likewise, it is the responsibility of the property owner requesting wood chips and/or fill to determine any and all applicable permitting requirements for their placement and use as described above. The Town shall not be responsible for moving, relocating or removing any materials once it has been delivered to the requested location.

Relevant Information and Waiver

By filling out the information and request for materials below, I hereby acknowledge that I have read and understand all contents, requirements, disclaimers, and other information contained herein (2 pages). I also agree to allow representatives of the any concerned Town of Spencer permitting authorities or their representative to enter onto my property to verify the delivery and use location(s) with respect to permitting requirements. Further I agree to hold harmless the Town of Spencer and its employees and representatives harmless and free of any claims or other matters related to the delivery of the requested material to my property.

I hereby request that the following property be put on the Town’s list for free delivery of wood chips and/or fill (circle one or both) to my property address below at the location (s) shown on the attached map(s).

DATE: _____ PROPERTY OWNER PHONE: _____

PROPERTY ADDRESS: _____

PROPERTY PARCEL NO: _____

PROPERTY OWNER NAME: _____

PROPERTY OWNER SIGNATURE: _____

PROPERTY OWNER’S AUTHORIZED CONTACT NAME AND NUMBER (If different from above):

See Town of Spencer Highway Department web site for other available materials (link below).

http://www.spencerma.gov/Pages/SpencerMA_Highway/index

If any questions contact the Utilities and Facilities Office at (508) 885-7525.