Policy regarding Street Grindings, Street Sweepings, Gravel, Sand and Other Materials

This policy, as adopted by the Select Board and effective August 27, 2018 updates and clarifies the Town policy for surplus materials generated by the Highway Department. The materials included in this policy and their definitions follow:

GRINDINGS: Damaged asphalt removed during road repair and pavement processes, which can be used as base material for application to dirt roads or filling potholes.

STREET SWEEPINGS: Sand, salt and debris removed from town roads every spring. The street sweepings are considered hazardous materials and must be processed according to DEP policies and cannot be made available to the public.

GRAVEL: An unconsolidated mixture of rock fragments that is coarser than sand. As gravel is purchased specifically for particular projects, it is anticipated that there would not be surplus.

COMPOST: Compost is available at the Town’s composting site and is excluded from this policy.

SAND: Fine rock and mineral which may be spread on roads and driveways for traction during the winter. Sand is not distributed pursuant to this policy as it is generally available to residents in small quantities every winter.

OTHER RAW MATERIAL: Any other surplus material used by the Highway Department in the course of its duties.

DISPOSITION OF SURPLUS MATERIALS
The Highway Superintendent, when appropriate, will determine and declare which amounts of the materials defined above (with the exception of street sweepings) are surplus to the needs of the Town of Leicester. Disposition of this surplus will be made complying with the following procedure:

1.) If the value of the surplus material exceeds $10,000, said material will be disposed of pursuant to M.G.L. 30b, Section 15 and The Town’s written rules for disposition of excess supplies.

2.) If the value of the surplus material does not exceed $10,000, said material will be available to Town of Leicester residents and organizations at the Leicester Highway garage. Announcement of availability of materials will be posted on the Town website. Materials will be made available on a first come-first served basis, and will be distributed at a date and time chosen by the Superintendent.
3.) Residents requesting materials will be required to fill out and sign a request for surplus materials form (Attached to this policy) before receiving materials. The form may be filled out in advance of materials becoming available.

LIMITATIONS OF AVAILABILITY; USE OF HIGHWAY PERSONNEL/VEHICLES

Under no circumstance will the Town offer to set aside quantities of material, as the intent of the policy is to allow the surplus materials to be used by as many residents as possible.

Under no circumstances will Leicester Highway personnel or vehicles be used to deliver materials to non-town owned properties once the materials have been brought to the Highway Garage.
Town of Leicester
Request for Surplus Materials

Submit request to:
Town of Leicester Highway Superintendent
59 Peter Salem Rd
Leicester, MA 01524

Name: _______________________________________________________
Address: _______________________________________________________
Phone: ___________________(Business) _______________________ (Cell)

Materials requested: _____ Grindings _____ Other

Date Needed: _________________________________________________
Location Needed: ______________________________________________

Amount Needed: _____________

RELEASE OF LIABILITY
I acknowledge, by my signature on this form, I release from liability and waive all rights regarding legal action against the Town of Leicester, its’ employees, officers, volunteers and agents (collectively “the Town”) from any and all claims, including claims of the Town’s negligence, resulting in any physical injury, illness (including death), property or economic loss I may suffer or which may result from my participation in this Activity, or any events incidental to this Activity

____________________
REQUESTER

To Be Completed By Highway Superintendent:

Date Received: ________________________________________________

Date material will be available: _________________________________

Note: Pickup is at the Leicester Highway Garage