

April 15, 2003

**Trash Removal and the Carry in, Carry out Policy**

To: All Affected Parties,

In an effort to regain work hours for the Park Division of the Highway Department, with cooperation of the Board of Selectmen, we have instituted the following policy for trash removal in various locations throughout Town.

**We will no longer place trash receptacles at sports fields.** It is the responsibility of the people using the facility to carry in and carry out any items they bring. Carry in-carry out signs will be placed at entrance areas.

With regards to the **concession stands**: we will provide each concession stand with the amount of receptacles and bags requested. It will be the organizations responsibility to put the receptacle out, with the bags provided, during hours of operation. At closing time, the receptacle should have the bag removed, tied, left for pick up near the concession stand and the empty receptacle stored inside the concession stand. If you need more bags you will need to let us know by calling (978) 486-3778 between the hours of 7:00 a.m. and 3:30 p.m. during the week.

**The Town Beach will have** trash receptacles during peak season. Trash will be removed on a regular basis. When the beach area officially closes for the season, the receptacles will be removed.

**The Castle in the Trees Playground will have** trash receptacles at this time. We will review the removal during this season may remove receptacles at this park next season.

**Fay Park will not** have Trash Receptacles. With proper time notification, “cardboard event boxes”, with bags, can be placed in the park for events hosted by the Town. **No receptacles will be provided for private functions.**

**The Littleton Commons will not be affected.**

If you should have any questions or comments on this policy, I can be reached at (978) 486-3778 ext. 306

Sincerely

Jim Clyde  
Highway Operations Manager

cc. Board of Selectmen  
School Business Manager  
Park and Recreation Director