



## DEPARTMENT OF PUBLIC WORKS

22 Dodge Road

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June 14, 2021

### Swap Shop Shed operating policy.

The Swap Shop Shed operates for the benefit of the residents of the Town of Amherst so as to have a facility where items may be left for other residents to take for personal use at no cost. The Town of Amherst takes no responsibility or warrants any item for suitability or fitness of purpose for any item left or taken from the Swap Shop.

The hours of operation are normally: Tues. & Thurs. 12-4pm, Sat. 8am – 2pm.

In order to provide this service while adhering to current health and home safety guidance, this policy is hereby updated and the guidance will be prominently posted both at the Swap Shop Shed and on the Town website.

- The Swap Shop Shed will be open only when staffed. There shall be no drop-off or pickup of materials at any time the Swap Shop Shed is closed.
  - Transfer Station Attendants shall take notice of unauthorized drop-off and notify the Amherst Police to compel removal of material.
- All material brought to the Swap Shop shall be inspected by a Swap Shop Volunteer.
  - Prohibited items shall be rejected and the resident instructed to take it off site.
    - In the event prohibited material is left on site contrary to instructions to take it off site, the Amherst Police shall be notified and the offending person compelled to remove the material.
- The following materials are prohibited from exchange at the Swap Shop Shed:
  - Liquids of any kind.
  - Goods of any kind that plug into an electrical outlet.
  - Goods of any kind that contain a lithium ion battery.
  - Textile goods of any kind. (Apparel, Toys, Blankets, Towels, etc.)
  - Weapons of any kind.
  - Chemicals of any kind: (Fertilizer, Pesticides, Herbicides, Cleaners, etc.)
  - Construction & Demolition Debris.
  - Any material weighing more than 30 lbs. each piece.
  - Any material otherwise acceptable that is moldy, mildewed or malodorous.
  - Any material or device containing a hazardous material: Lead, Mercury, etc.
- The Swap Shop inventory will be discarded each Tuesday.

BOS Approval:

Chair:

*[Signature]*

Secretary:

*[Signature]*

Date:

June 14, 2021

*[Signature]*

Vice Chair:

*[Signature]*

Member:

*[Signature]*

Member:

*[Signature]*