

**Town of Mashpee Board of Selectmen
Policy 043**

Issuance and Use of Stickers and Passes

I. PURPOSE

The purpose of this policy is to establish eligibility criteria for issuance of Mashpee Beach Stickers, Boat Ramp Stickers, Transfer Station Stickers and Recycling Stickers, as well as Weekly Beach Passes and Transfer Station Single Trip Passes, and to outline the procedures for issuance and terms of use for each of these various stickers/passes.

II. POLICY

The Board of Selectmen is the governing authority for determining eligibility, distribution, regulations, and fees relating to all stickers/passes issued by the Town. Stickers/passes shall be issued in accordance with the provisions of this policy, and on the condition of full compliance with the terms herein. Failure to comply shall constitute sufficient cause for refusing to grant a sticker/pass, or for suspending, cancelling, or revoking a sticker/pass previously granted. This policy shall supersede all previous policies issued by the Town of Mashpee relative to the issuance and use of stickers/passes.

III. PROCEDURE

A. General Sticker Information

Transfer Station and Recycling Stickers are valid for the current fiscal year (July 1st through June 30th of the following year). Beach Stickers and Boat Ramp Stickers are required between the third (3rd) Saturday in June and Labor Day each year.

1. Resident stickers are sold at the Town Clerk's Office located at the Town Hall beginning June 1st.
2. If purchasing a resident sticker for the first-time, the vehicle registration and, for non-residents only, proof of Mashpee residential property ownership must be presented at the time of purchase.
3. Resident stickers may be renewed online or obtained through the mail by completing and returning the application, along with the necessary paperwork, as instructed on the Town website (www.mashpeema.gov).
4. Resident stickers are non-transferable.
5. At all times, the sticker remains the property of the Town of Mashpee. Sticker holders understand that they have purchased the "use privilege," not the sticker, and that the sticker (privilege) may be confiscated if it is misused. The sticker holder further agrees that the Town of Mashpee is the final judge as to whether a sticker was misused.
6. Stickers must be affixed to the lower driver's side corner of the windshield of the vehicle so that it is visible to the gate attendant (all stickers from prior years must be removed). Loose stickers shall not be honored. This provision shall be strictly enforced, though exceptions may be granted at the discretion of the Town Clerk.

7. Replacement of a sticker is permitted under appropriate circumstances, such as the sale of vehicle, and may be obtained at the Town Clerk's Office. The Town of Mashpee is not responsible for lost or stolen passes. Lost or stolen passes may be approved for replacement with reasonable proof of loss, as determined by the Town Clerk, and fees may apply.
8. The full price of the sticker shall be charged regardless of when during the year the sticker is purchased, except that, for the Transfer Station, stickers purchased beginning April 1st may be purchased at fifty percent (50%) of the full purchase price.
9. For visitors to Mashpee wishing to purchase a Weekly Beach Pass or a Transfer Station Single Trip Pass, a copy of a rental/lease agreement for the Mashpee property is required.

B. Eligibility

The following persons shall be eligible to purchase stickers:

1. A person listed as a year-round resident on the most recent Town of Mashpee census. If the applicant is a recent resident not yet listed on the census, he/she should bring a copy of a year-round lease for residential property in Mashpee when purchasing a sticker. Exceptions may be granted to the year-round residency requirement by the Town Clerk for persons renting a residential property for a continuous period of less than one year, but greater than three months.
2. A person listed as an owner of real property in the Town of Mashpee with a residential tax bill issued to him/her.
3. With respect to residential real property owned by a trust, the trustee(s) shall be deemed owner of said property. A trustee of any trust identified in the current Assessors' records as the record owner of residential real property in Mashpee or the holder of a beneficial interest in any such trust property, as certified by the trustee in a Certificate of Trustee or such signed document, shall be eligible for a sticker, provided, however, that beneficiaries of a trust who are not primary residents of Mashpee shall not be eligible for stickers. Such persons may purchase Weekly Beach Passes or Transfer Station Single Trip Passes.
4. With respect to residential property owned by a LLC or a LLP, the Managing Member or the Managing Partner, and his/her immediate family members with a matching address, respectively, shall be deemed owners of said property.
5. The dependent of a listed resident or residential property owner with the same year-round address as shown on a vehicle registration.
6. A person showing ownership of a timeshare residence in the Town of Mashpee may purchase Beach Sticker/Boat Ramp only.
7. Commercial property owners not meeting any of the criteria listed above may not purchase a sticker.

C. Required Documentation

Persons applying for a sticker shall provide the following documentation at the time of purchase:

1. Valid vehicle registration for each vehicle reflecting the ownership. For multiple sticker requests, the address on all vehicle registrations must match the Assessors' records (i.e. Mashpee residential or off-Cape tax billing address).
2. Vehicle leasing documents reflecting the applicant as the lessee and the VIN Number, where applicable.
3. A letter written on company letterhead and signed by an officer of the company, stating that the applicant has exclusive use of a company-owned vehicle, provided the applicant meets the other eligibility requirements reflected above.

D. Transfer Station Stickers & Passes

The Mashpee Transfer Station is open to Mashpee residents and residential property owners only for disposal of household trash and recycling. Access requires purchase of an annual Transfer Station Sticker or Recycling Sticker, or purchase of a Single Trip Pass. Stickers for the new fiscal year are accepted at the Transfer Station beginning June 1st. All vehicles must have stickers for the new fiscal year by July 1st. Disposal or recycling of certain items requires payment of a separate fee which shall be paid at the gatehouse upon entering the Transfer Station.

1. A maximum of two Transfer Station Stickers may be issued to a single household and/or residential property. The second sticker may be purchased at a reduced rate. The address on the vehicle registration for the second sticker must be the same as that for the first sticker. The Transfer Station Sticker allows use of the facility for trash disposal, recycling and composting. Use of a sticker for trash disposal or recycling from more than one household is not permitted.
2. Residents whose personal vehicles are commercial vehicles may affix a sticker to such a vehicle at the discretion of the Town Clerk or DPW Director. As stated above, only household trash or recycling may be disposed of. Use of the Transfer Station by commercial trash hauling businesses of any size is not permitted.
3. Residents or residential property owners may purchase a Recycling Sticker for use of the recycling and composting areas only.
4. A Single Trip Pass allows a one-time entry into the Transfer Station for trash disposal, recycling, and/or composting. Single Trip Passes are sold at the Town Clerk's Office. Proof of residency or residential property ownership may be required at the time of purchase. Passes may also be purchased by seasonal visitors by showing a copy of their rental agreement. Passes are valid for the fiscal year in which they are purchased and are non-refundable.
5. The "*Town of Mashpee Regulations for Use and Operation of Transfer Station*" explains the rules governing use of the Transfer Station and includes a list of the materials accepted and the current pricing schedule. Persons found to be in violation of these Regulations may have their stickers revoked.

E. Beach Stickers & Passes

1. Purchaser must be a year-round residential taxpayer and/or legal resident, with the following exceptions:

- a) A seasonal renter may purchase a weekly pass. Said pass shall be issued to a specific vehicle and must be kept in the vehicle.
 - b) Persons with a Wampanoag Tribal Identification Card issued to them shall also be granted access to the beaches without requirement for a further sticker or pass.
2. Motorcycles are required to have a sticker or pass. Bicycles and mopeds are not required to have a sticker or pass, but must park in designated spaces.

F. Handicapped/Non-Driving Residential Beach Stickers & Passes

1. Purchaser must be a year-round residential taxpayer and/or legal resident who does not hold a valid registration and/or does not drive.
2. Eligible purchasers must present their state-issued document or picture ID.
3. Eligible purchasers must apply in person so that a photo may be taken.
4. Handicapped/non-driving residents will be issued a laminated Town-issued photo pass, which must be displayed on the front dashboard or hung from the rearview mirror.
5. Handicapped/non-driving resident must be in the vehicle when the pass is in use.

G. Veteran's Lifetime Pass

The Veteran's Lifetime Pass grants access to South Cape Beach (Town side), Attaquin Beach, and John's Pond. This pass cannot be used at the Boat Ramp.

1. Purchaser must be a residential taxpayer and/or legal resident in Mashpee. Purchaser must also be a full-time resident and maintain up-to-date census information with the Town Clerk's Office. Timeshare owners do not qualify as they are not full-time residents.
2. Eligible purchasers must present their DD 214 Discharge Form under Honorable Conditions.
3. Lifetime Pass must be displayed on the front dashboard or hung from the rearview mirror.
4. Veteran must be in the vehicle when the pass is in use.
5. It will be necessary to renew the Lifetime Pass every five (5) years.

H. John's Pond Pass

1. Purchaser must be a Massachusetts resident.
2. This pass is only valid at John's Pond, and is good for seven (7) days from the date of issue.
3. The pass must be presented to the Gate Attendant upon entry, and must be displayed on the front dashboard or hung from the rearview mirror.

I. Boat Ramp Stickers

Any and all vehicles shall have the right to access the boat ramps located within the Town of Mashpee but must have a valid Transfer Station, Recycling, Beach **OR** Boat Ramp Sticker in order to park within the posted areas during the designated "boating season". Town boat ramps include 1) Edward A. Baker Boat Ramp at Pirates Cove, 2) Great River, and 3) Ockway Bay Boat Ramps.

J. Beach Violations

1. Only Police Officers, Town Clerk, or Recreation Department personnel are authorized to revoke a sticker or pass. Sticker/pass holders aggrieved by the revocation of a sticker or pass and/or the issuance of a fine may appeal the decision to the Town Manager. The following activities shall be considered to be a misuse of a beach sticker/pass:
 - a) Sticker/pass registration number does not match the registration number of the vehicle to which it is attached.
 - b) Sticker is not permanently affixed to the lower front driver's side windshield of the vehicle.
 - c) Sticker/pass has been altered, defaced or made unreadable.
 - d) Sticker/pass is being used to gain entry to the beach by persons other than those to whom it was issued.
 - e) Sticker/pass has been transferred to another person for unauthorized use.
2. Persons found to be misusing the beach sticker may have their sticker/pass revoked and/or issued a fine.
 - a) 1st Offense: Sticker/pass will be removed and returned to Town Clerk. Town Clerk's Office personnel will affix sticker on vehicle for a period of time.
 - b) 2nd Offense: Sticker/pass will be revoked for remainder of the season.
 - c) Any subsequent offenses shall result in a one-year suspension for the entire household, and a fine may be imposed.

***Adopted by the
Mashpee Board of Selectmen
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