



TOWN OF MERRIMACK, NH

PUBLIC WORKS DEPARTMENT

WASTEWATER TREATMENT FACILITY

36 MAST ROAD – P.O. BOX 235 – MERRIMACK, NH 03054
PHONE: 603-883-8196 – FAX: 603-886-1513 – WWW.MERRIMACKNH.GOV

Landscaping Companies Compost Purchase Procedure

- 1) The Town of Merrimack's WWTF will distribute compost to Merrimack only landscaping companies Monday thru Friday between the hours of 7:30 am – 2 pm.
- 2) The landscaping company must call at least 24 hours in advance of any requested purchase/pick up.
- 3) Contact the Town of Merrimack **Chief Operator**, Leo Gaudette, at 420-1621 or via email at lgaudette@merrimacknh.gov. Provide the following information:
 - a. Name of organization and contact email;
 - b. Date of pick-up;
 - c. Time of pick-up;
 - d. Number of yards to be picked up.
 - e. All purchases will be accommodated in 10-wheel dump trucks loads or smaller trucks (16 yards or less of compost). If the landscaping company is requesting to use a larger truck, then they will be directed to purchase compost from Agresource.
- 4) The Chief Operator will email the facility a Bill of Lading (BOL) which contains a unique ID number and the NH Compost label. An example BOL and label is attached to this email.
 - a. The landscaping company will be required to print the BOL and the two sided label.
 - b. A copy of the same BOL will be given to the Town of Merrimack Compost Operator.
- 5) On the date of the landscaping company is scheduled to pick up the compost , the driver will proceed directly to the compost area:
 - a. The landscaping company driver will not exit their truck.
 - b. The landscaping company driver will park their truck and wait for the Town of Merrimack Compost Operator who will be in a loader to approach the vehicle.
 - c. The landscaping company driver will show/display the BOL and the two-sided label to the Town of Merrimack Employee who will be in their loader through the windshield.
 - d. The Merrimack Compost Operator will compare the BOL with their paperwork and then proceed to load the truck.
 - e. At no time will the landscaping company be allowed to leave his vehicle, roll down his window to speak with Merrimack employees, or enter the WWTF Headworks building.
- 6) If the BOL information does not match, the Town or Merrimack Compost Operator will contact Leo Gaudette or Sarita Croce, Assistant DPW Director, should Leo Gaudette, Chief Operator, not be available.
 - a. Leo Gaudette or Sarita Croce will contact the landscaping company.
 - b. The landscaping truck will be asked to leave until the issue with the paperwork can be resolved.
 - c. At no time will the landscaping company be allowed to leave his vehicle, roll down his window to speak with Merrimack employees, or enter the WWTF Headworks building.
- 7) Invoicing
 - a. The landscaping company will be invoiced monthly for the quantity of compost purchased/picked-up.

- b. If the landscaping company fails to pay within thirty (30) days, then they will no longer be able to purchase compost until their account is paid in full.