



## CITY OF MELROSE

## PUBLIC WORKS DEPARTMENT

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June 17, 2010

Dear Victorian Fair Vendor:

I want to take this opportunity to introduce myself. My name is Mary Beth Calnan and I am the Recycling Coordinator for the City of Melrose. This letter is being sent to inform you about the City of Melrose's position on recycling during this event. Last year was the first time the City put out recycling bins for the fair with very little notice. With that being said, everyone did well, but we can do better. Just last month Melrose, one of 34 communities, was designated by the state as a 'Green Community' and we would like to live up to that distinction.

**Instructions for all vendors.** Please note that there will be:

**Trash barrel size recycling containers** for glass, plastic containers (1-7) and aluminum  
**14 gallon recycling bins** for paper.

**Disposing cardboard** flatten and place behind your booth.

**Fliers from vendors** make sure patrons want them before handing out. Many of these are left in the street as litter at the end of the day.

There will be a station that contains a trash barrel, container recycling bin and paper recycling bin. Please place appropriate items in the correct bin and encourage your workers and patrons of your booth to do likewise. City employees will be monitoring and disposing both trash and recycling all day to help keep the fair neat and tidy.

**Special instructions for vendors that are selling food.** Please call me directly. The city would like to know what type of food waste you will have and how you will be disposing it.

Thank you for your time and consideration in this matter. I look forward to speaking to you. Feel free to call with any questions or suggestions.

Mary Beth Calnan  
Melrose Recycling Coordinator  
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