

# **TOWN OF BUCKLAND SELECTMEN'S POLICIES**

Revised October 11, 2016  
Amended February 28, 2017

## SELECTMEN'S POLICIES

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## **SELECTMEN'S POLICIES**

### **A: GENERAL POLICIES**

Each employee, appointee and elected official will be given a copy of these policies at the time of appointment or upon taking elective office.

#### **ALCOHOL AND SMOKING AT THE RECREATION AREA** (November 22, 1994)

Smoking and alcohol to be allowed at the designated picnic areas only. Other areas are restricted. Signs stating this to be posted at the proper areas.

##### **Specifically**

No smoking or alcohol will be allowed in the pool area, the basketball area or the ball field. These areas are to remain smoke and alcohol free for the benefit of the children and adults using these areas. No kegs of beer will be allowed at the Recreation Area.

#### **APPOINTMENTS**

Unless otherwise required by federal or state law, or Town By-law, terms for appointed positions will begin on July 1 and expire on June 30. Those appointed to fill out remaining time in an open position shall serve until the expiration date of that term.

#### **BLACKBOARD CONNECT NOTIFICATION PROCEDURE** (February 16, 2012)

It is the Town of Buckland's policy to use the Blackboard Connect Notification System for the Town of Buckland in accordance with the procedures set in this policy in order to maintain the integrity and usefulness of the system by the Town while limiting overuse of the database received through the emergency system.

The Emergency System Listing is a list of all telephone numbers that have been entered into the database. This is a protected list that may include published and non-published telephone numbers.

The primary use of this system is Emergency notification by Departments such as the Emergency Management, Police, Fire, Board of Health etc. for immediate danger to the public. There is no pre-approved non-emergency use of the Emergency Services Listing. All non-emergency use must be approved by the Selectboard. Non-emergency use will be restricted to matters the Selectboard deems to be of Town-wide interest. Examples include notification of the closure of Public Facilities or Town Roads. Notification for all Town-wide elections has been approved by the Selectboard as non-emergency use of the system.

When a department requires an emergency notification for life threatening emergencies the activation must be made by a member of the Selectboard, the Emergency Management Director or the Police Chief. The person activating the system must send an email informing of activation to the:

- Chief of Police
- Emergency Management Director

- Selectboard Members
- Town Administrator

**BOSTON POST CANE POLICY** (March 13, 2012)

It is the policy of the Selectboard to award the Boston Post Cane to the oldest living resident of Buckland at the time it becomes available. The holding of the cane will remain with that resident until such time as it is necessary to award the cane again—if the resident either moves out of Town or passes away.

Beginning in 2012 the recipient will no longer retain physical possession of the cane. The cane shall remain in the Town Hall where the resident’s name shall be displayed as the current holder of the honor. The recipient will be awarded a certificate commemorating the awarding of the cane.

**CERTIFICATE OF INSURANCE**

All vendors must provide the Town with a Certificate of Insurance before any work may be performed.

**CLOSING ROADS** (Revised October 25, 2016)

A written permit from the Town of Buckland will be required before any town road may be closed for any purpose. Such permit may be procured at the Town Office. A further requirement will be to restore the road to its prior condition.

**PARADE AND STREET USE PERMIT: APPENDIX E**

**CODE OF CIVIL CONDUCT** (October 13, 2015)

The Town of Buckland is committed to ensure that all who enter our buildings or Town owned property, gather at any Town-sponsored event and engage in public discourse, shall be treated with respect and professional behavior.

Respect and civility are expected of all employees, volunteers, those representing the Town, those interacting with any town employee or committee member, or those in attendance at any Town function, including and especially during public meetings.

All persons shall be treated in a fair and equitable manner without exception. No one at any time, or for any reason, shall raise his or her voice, demean, purposefully embarrass, or physically accost any person on or in any Town property or at any meeting, presentation or event sponsored by the Town.

The Town does not tolerate workplace violence, including the threat of violence, by anyone who conducts business on behalf of or with the Town. The Town will not tolerate harassing conduct that affects employment conditions, interferes unreasonably with an individual’s performance, or creates an intimidating, hostile or offensive work environment.

The following shall be posted in all Town buildings and on all Town property:

**Expected Conduct on Town Property:**

- **Use common courtesy when interacting with others.**
- **Show respect for building facilities, others and their property.**
- **Do not cause disturbances or disruptions.**
- **Do not engage in any lewd or offensive behaviors.**
- **Do not engage in any form of violence or threatened violence.** A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the ability to do so.
- **Do not smoke, drink alcohol or be under the influence of any illegal substance.** – per MGL, Chapter 270, Sec. 22

Any person failing to comply with this policy will be asked to leave the Town building or property immediately.

Repeated violations may result in a Notice of Trespass that will prohibit entrance to Town property except for the purpose of conducting official business. Copies of said Notice will be given to the Buckland Police Department.

BUCKLAND NOTICE OF TRESSPASS: APPENDIX A

**COMPLIANCE WITH THE COMMUNITY REINVESTMENT ACT** (July 3, 1996)

The Town of Buckland will give consideration to financial institutions which comply with the Community Reinvestment Act in the selection of such financial institutions doing business with the Town. This policy will not supersede the requirements of Chapter 44, Section 54, Section 55, or Section 55b of the General Laws of the Commonwealth of Massachusetts

**CURB CUT PERMIT** (May 30, 1995, revised December 27, 2011, May 22, 2012)

On May 22, 2012 the Buckland Board of Selectmen voted to amend the Buckland Selectmen's Policies to contain the following:

1. Definitions: These definitions are for the purpose of the policy only.

Public Way: A way accepted and maintained by a public agency

Driveway: Privately owned access to and from a public way

Landing: The first twenty (20) feet of a driveway adjoining a public way, measured from the edge of the traveled way.

2. Purposes:

A. To provide better protection of the public safety through the orderly

control of traffic entering and exiting a public way.

- B. To provide the necessary grade and drainage to protect the public way from damage.

### 3. Application for Permit:

Any property owner desiring to construct a driveway which accesses a public way shall do so only after securing a permit to do so from the Board of Selectmen in accordance with this policy. A Curb Cut Permit is required before construction of the driveway or before submission for any applicable building permit. Whomever by him/herself being the owner or occupant, or by his/her agents or servants, violates this regulation, may be punished by a fine not to exceed one hundred dollar (\$100.00) per day following certified notice, and shall be liable in total to the Town of Buckland for all damages caused thereby, and for the cost and expenses of removing the obstructing material and of restoring the said way to its former condition.

#### Exceptions:

- A. Driveways already in existence where the use remains the same.
- B. Driveways subject to Massachusetts General Laws Chapter 81, Section 21 (State Curb Cut Permit).
- C. Driveways reviewed by municipal boards under existing laws or bylaws to include but not limited to scenic roads bylaw or subdivision bylaw.

### 4. Review Procedures:

- A. The property owner seeking a curb cut shall make a written submission to the Board of Selectmen, including three (3) copies of the Application for Curb Cut Permit, including a plan showing: (1) Any driveway that is to be created, altered, or closed, and the relationship to the accessed public way. (2) Construction details described under Section V, Design Standards.
- B. The Board of Selectmen shall consult with the Highway Superintendent, Police Chief, and Fire Chief, and other interested Town Officials to obtain their comments on the plan.
- C. The Board of Selectmen will notify the property owner making the application within twenty-one (21) days, in writing, indicating: (1) The Curb Cut Permit is granted as it conforms to Town of Buckland standards; (2) Permit is granted with modifications, standards, and restrictions; (3) Permit is granted but not subject to the design standards set forth in Section 5 of the policy, and reasons thereto. (4) Permit is denied for the specified reasons.
- D. The Town will inspect the project during and after construction. The Board of Selectmen and the Highway Superintendent will have the authority to halt construction and/or to prohibit access to said driveway if construction is not in accordance with the approved plan until objectionable conditions are corrected.
- E. The Board of Selectmen will “sign off” on the Curb Cut Permit after satisfactory completion of construction.

### 5. Design Standards

- A. Driveways should be located to the best advantage with regard to alignment with the public way and intersect at as close to a right angle as feasible. The angle of

the intersection shall be between 60 and 120°. The curb-line radius of the landing to the edge of the traveled way shall be a minimum of ten (10) feet. The width of the landing shall be a minimum of fourteen (14) feet but shall not exceed twenty-four (24) feet. Unless conditions require it, a landing should not be located within twenty feet of a side property line.

- B. Sight Distances: No wall or other obstruction shall be planted, constructed, or maintained at the intersection of the driveway with the public way which causes danger to traffic on the public way or to users of the driveway by unreasonably obscuring a view. No new driveway should be located where the minimum sight distance at four (4) feet above the traveled road surface in each direction along the way is less than one hundred fifty (150) feet.
- C. Culverts and Drainage: Existing drainage ditches parallel to the public way shall not be obstructed by driveway construction. Culverts of appropriate size and durable material (such as asphalt-coated galvanized steel) shall be provided by the Applicant as determined by the Highway Superintendent. Culverts should be set back a minimum of four (4) feet from the edge of the traveled way. Culverts should be a minimum of twenty (20) feet in length.
- D. Gradients: The gradients of a new driveway must confirm to the following standards: The first six (6) feet of the driveway must have a minimum of 00.5% and a maximum 9% downgrade from the way; the next fourteen (14) feet of the driveway must not exceed a 9% downgrade or upgrade from the way.

The Board of Selectmen may modify these Design Standards based on sound engineering practice for the site's terrain and driveway usage.

CURB CUT APPLICATION: APPENDIX B

## **DESIGNER SELECTION PROCEDURES** (February 28, 2017)

### **INTRODUCTION**

The designer selection law, M.G.L. c. 7, §§44-57 ("Designer Selection Law"), requires municipalities and other local public agencies to adopt written designer selection procedures which must be used when contracting for design services whenever (1) the design fee is estimated to cost \$10,000 or more, or (2) whenever the estimated construction cost of a project is \$100,000 or more and design services are required.<sup>1</sup> These procedures must comply with the "purposes and intent" of the Designer Selection Law and must include certain required provisions. [M.G.L. c. 7C]

## **Town of Buckland Board of Selectmen ("Awarding Authority")**

### **Designer Selection Procedures**

Amended February 28, 2017

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7, §§44-57. Any other local law governing the procurement of services will be inapplicable to these procurements.

2. The Board of Selectmen ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
  - a. has a direct or indirect financial interest in the award of the design contract to any applicant;
  - b. is currently employed by, or is a consultant to or under contract to, any applicant;
  - c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
  - d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
  - a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
  - b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
  - c. when and where a briefing session (if any) will be held;
  - d. the qualifications required of applicants;
  - e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
  - f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
  - g. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current Massachusetts Designer Selection Board "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction." The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on the following criteria:
  - a. prior similar experience;
  - b. past performance on public and private projects;
  - c. financial stability;
  - d. identity and qualifications of the consultants who will work with the applicants on the project; and
  - e. any other criteria that the Committee considers relevant to the project.



8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body.<sup>2</sup> No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, §44C shall be included as a finalist on the list. The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.
10. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.
12. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body shall recommend that the Committee select additional finalists.
13. The Approving Authority may allow a designer who conducted a feasibility study to continue with the design of a project; and the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Approving Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7 of the General Laws, including those set forth in M.G.L. c. 7C, §54(a)(i).
14. Every contract for design services shall include the following:
  - a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
  - b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;

- c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

- 15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
- 16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
- 17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The Approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.  

The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.
- 18. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register*.
- 19. The following records shall be kept by the Awarding Authority:
  - a. all information supplied by or obtained about each applicant;
  - b. all actions taken relating to the project; and
  - c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts in accordance with M.G.L. c. 7, §38E(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C §48(g).
21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
22. For any municipal design or construction project that includes funding provided by the Commonwealth, in whole or in part (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements.

### **ENDNOTES**

1. Design services include the preparation of master plans, feasibility and other studies, surveys, soil tests, cost estimates and programs; preparation of drawings, plans, and specifications, including schematic drawings and preliminary plans and specifications; supervision or administration of a construction contract; and construction management and scheduling. M.G.L. c. 7, §38A½.
2. Alternatively, local procedures could require that the Committee select the designer and negotiate the fee, if necessary, and transmit its recommendation to the approving body.

### **ELECTED POSITIONS** (May 2, 1994)

Town voted that officials elected at Annual Town Election take office at the start of the fiscal year, which is July first.

### **FILM PERMITS** (April 23, 2013)

A film permit must be approved in advance by the Town Board of Selectmen in order to film or photograph any commercial, motion picture or advertisement within the Town of Buckland limits. The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization and/or a project with on-site personnel numbering 5 persons or less does not require a film permit.

The applicant must obtain, complete and sign the film permit application, including obtaining all the required approvals, before submitting the application along with the required fee to the Board of Selectmen for consideration. Forms may be obtained at the Town Hall. Non-profits or town residents may request to have the fee waived or reduced by the Select Board which may do so at its discretion.

## FILM PERMIT: APPENDIX C

### **MONUMENTS AND MEMORIALS** (February 28, 2012)

Purpose: To establish rules relating to the use of Town property for Monuments and Memorials

#### Policy:

This policy applies to all persons or groups who intend to use Town property for the placement of any monument or memorial. It is not the intent of this policy to dissuade groups from using the property, but rather to place all Town owned property use on equal footing with all users following the same rules. These rules are established through a combination of Massachusetts General Laws, Town By-laws, common sense, and to protect the Town from liability and increased expenses associated with the use of Town owned property. M.G.L. Chapter 40, Section 3 clearly states that property, other than (Veterans Organizations), comes under the control of the Board of Selectmen.

The procedure for the use of Town owned property is as follows and may require additional conditions from the users as determined by the Board of Selectmen.

1. Naming of Town Property and Placement of Memorials: The placement of memorials for a deceased Town resident or to commemorate a significant regional or national event, or to commemorate the history and contributions of any group with the Town of Buckland shall be done very sparingly and for compelling reasons. Memorials shall only be allowed for deceased residents who have made a significant contribution to the community. Before any permanent memorial may be placed on Town property, the proposed site shall be reviewed by the Police, Fire and Highway Departments for any public safety issues. Approval of any permanent memorial shall require a vote of the Town Meeting. All monuments or memorials shall become the property of the Town.
2. Roadside Memorials: In cases where a death is caused by a fatal accident or occurrence in or along a public street, sidewalk or walkway, a temporary "roadside memorial" may be left for a period of not more than 60 days from the date of accident or occurrence. The temporary memorial shall be within the boundary of the Town's property abutting the street, sidewalk or walkway, and not obstruct or hinder persons or vehicles traveling on the roadway, sidewalk, or walkway.
3. Application: Permanent placement of a monument or memorial on Town owned grounds, property or equipment shall be approved by the Board of Selectmen. Approval to use a portion of a facility does not imply permission to use any other portion of the property unless specifically stated.
4. Cost: Placement of a monument or memorial on Town property will not increase the cost to the Town in any way without payment to the Town to offset costs (i.e. utilities, repairs, use of supplies) as negotiated. The Board of Selectmen reserves the right to waive any costs associated with this provision or may require additional assurances not listed at their discretion.
5. Parking: If the proposed memorial will require parking in excess of the number of spaces located on the property, the applicant must consult with the Police Chief and may be asked to

provide supplemental information to the Board of Selectmen as to where off-premise parking will be provided and how pedestrian safety and vehicular circulation will be addressed.

6. Signage: No permanent signage will be allowed. Temporary signage for announcement of events may be granted by permission from the Board of Selectmen. Applications must indicate size, material and the exact message of the sign as well as the dates it will be erected and removed, and the exact location of the signage. Any signs are subject to the Zoning Bylaws of Buckland Section 8-3.

7. Music/Noise: No sound system may be installed at any Town Monument or memorial.

8. Lighting: Any outdoor lighting must not be excessively bright or shine onto areas that are not part of the area being used. Any proposed permanent lighting must be approved as part of the application.

9. Smoking: Smoking is not permitted on Town property.

The Board of Selectmen may support the use of Town property by any organization provided, in the opinion of the Board, the proposed monument or memorial on Town property would provide benefit to the Town of Buckland or its residents. Inversely, the Board may deny the use of any Town property to any organization which, in the sole discretion of the majority of the Board, it deems will not provide benefit to the Town of Buckland or its residents.

MONUMENTS AND MEMORIALS APPLICATION: APPENDIX D

### **NONVIOLENT CIVIL RIGHTS DEMONSTRATION** (March 18, 1997)

The Town will enforce within its jurisdiction applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of a nonviolent civil rights demonstration.

### **PARADE PERMITS**

All parades and similar public gatherings that will occupy any portion of any Town of Buckland roadways and/or sidewalks must be cleared in advance with the Town Board of Selectmen. The applicant must obtain, completely fill out and sign a permit application form, pay a \$5.00 fee, and obtain approval of the Chief of Police before the Board of Selectmen will consider granting a parade permit. Forms may be obtained at the Town Office.

PARADE AND STREET USE PERMIT: APPENDIX E

### **PARKING RULES**

#### **TOWN LOTS**

The following lots are located in the Village area in Buckland:

LOT A – Commonly called “The Long Lot” located just off the street passed the Eagles parking lot on State Street.

LOT B – The Eagles parking lot on State Street.

LOT C – Behind the Town Hall off William Street.

LOT D – The Town owned portion of the Salmon Falls Building parking area off Ashfield Street.

**RULES:**

- 1) Lots A, B and D are 24 hour Parking lots. Residents who use these lots as their primary parking should notify the Police Department if they will be parking vehicles in these lots for an extended period of time (i.e. they will be out of town), for the protection of the vehicle.
- 2) Lot C is a 2 hour lot between 8:00 a.m. and 7:00 p.m.
- 3) WINTER BAN: During the Ban period from December 1 through March 31 Town Lots are subject to the following restrictions: Overnight parking will be allowed in Town Lots A, B, D and in Lot C after 7:00 p.m. All vehicles must be removed from these lots between 8 a.m. and noon on days when precipitation has fallen, or the day following precipitation if plowing and sanding is necessary. Any vehicle left in these parking lots after 8:00 a.m. on such days will be subject to fines and towing. The removal of any vehicle and the total cost of such removal, including storage/garaging will be the responsibility of the registered owner of said vehicle.

Overnight municipal parking is available in designated Town Lots (A) the long lot, located just off the street past the Eagles parking lot; (B) the Eagles parking lot, adjacent to the Fraternal Order of Eagles building (in unmarked spots); (C) the Town Hall lot behind the Town Hall off William Street; and (D) the Salmon Falls lot behind the Salmon Falls building on Ashfield Street.

PLEASE NOTE: There will be no parking allowed in these lots from 8:00 a.m. through 12:00 noon after precipitation has fallen and the streets have been cleared, when plowing and/or sanding is necessary to clean the lot. Any vehicle left in these parking lots after 8:00 a.m. may be subject to fines and towing.

POLICY: Prior to snowstorms, the Buckland Police will check the town, with emphasis on the village, between the hours of 12:00 a.m. and 2:00 a.m. for cars parked in violation of the parking ban. To obtain this assistance, the Highway Superintendent must place a request to the Police Chief or his designee no later than 6:00 p.m. on the day of the storm.

A uniformed police officer shall be present when any vehicle is towed except in emergencies when police assistance is not available, or a problem arises between the hours of 2:00 a.m. and 6:00 a.m. when the Highway Superintendent shall call for towing.

**ON – STREET PARKING**

1) All on-street parking and parking in Town Lot C will be 2 hour parking.

Exceptions:

- (a) Employee parking in the first 4 spaces on William Street which is restricted from 8:00 a.m.– 4:00 p.m., unrestricted thereafter.
- (b) The 3 spots above the employee parking on William Street will be unrestricted except for the on-street parking rules of the Winter Ban.
- (c) The spots in front of the alley between 1-5 State Street and 9-13 State Street which shall have an early morning no-parking restriction from 8:00 a.m. – 11:30 a.m. to allow for morning deliveries Monday – Friday.

2) The 2 hour parking restriction will begin at 8:00 a.m. and end at 7:00 p.m.

**PRIVATE PROPERTY**

No work on private property will be done by Town Highway and/or Sewer department personnel without prior approval of the Board of Selectmen. Written permission must be obtained from the landowner before the Selectmen will grant permission.

**ROAD DISRUPTION/UNDERGROUND UTILITIES** (Updated October 25, 2016)

Any property owner desiring to lay utilities underground on a public way shall do so only after securing written approval from the Board of Selectmen and the Highway Superintendent. There will be a fee of \$50.00 if an Underground Utilities/Disruption Permit has not been filed with the Highway Department prior to the disruption. Verbal notice will be accepted only in case of emergencies.

**ROAD DISRUPTION/REQUEST TO LAY UTILITIES UNDERGROUND**

APPLICATION: APPENDIX F

**ROAD WEIGHT LIMITS**

Road weight limits will be enforced and posted on an as needed basis (respectively mud season) per recommendation of the Highway Superintendent. If the Highway Superintendent deems significant damage to have been done, the contractor or resident responsible for the damage to the surface of the Town road will be required to restore the road to its prior condition and to pay for all associated costs (clean up, seeding, berm drainage and potholes repaired). The Board of Selectmen will require a certified check in the amount of \$3,000 as a security deposit and placed in an escrow account until an estimate of the road damage and extent of damage and associated costs are procured by the Town. Any costs incurred above this sum will be billed to the contractor or resident. All work on the Town roads will be done by the Town of Buckland.

**SNOW ACCUMULATION POLICY** (December 13, 1994)

No snow may be pushed or deposited in or on a town road by individuals or private contractors. Violation of this policy may result in a \$25.00 fine per occurrence.

**TRANSFER STATION** (Revised April 8, 1997)

It is the policy of the Selectmen of Buckland that all items of trash and recyclable material deposited at the Transfer Station are the property of the Town of Buckland and may not be removed by anyone without the written permission of the acting or actual head of the Highway Department. If removal will be by the acting or actual head of the Highway Department, the Town Administrator or Board of Selectmen must be consulted for written permission. Copies of all documentation of permission will be kept in the Selectmen's files at Town Hall.

**VARIANCE COST**

Permits issued as a result of a variance will only be issued upon receipt of any cost incurred in advertising for the variance, in addition to the cost of the normal license fee.

**VOLUNTEER SERVICE AGREEMENT** (April 11, 1996)

In order to volunteer for service without compensation for the Town of Buckland, there must be a completed Volunteer Service Agreement on file.

APPLICATION: APPENDIX G

**B: EMPLOYEES**

**EMPLOYMENT IN HOUSE POSTING**

Available position notices shall be simultaneously posted internally and advertised publicly.

**IDLING REDUCTION POLICY** (Updated October 25, 2016)

**Purpose**

In order to reduce the health and environmental effects of vehicle exhaust, comply with the state's idling reduction regulation and law, and decrease use of fuel by reducing unnecessary idling, the Town of Buckland shall implement to the maximum extent practicable best management practices for municipal vehicle operations. In addition, Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11(1)(b)) both prohibit unnecessary vehicle idling by stating that the engine must be shut down if the vehicle will be stopped for more than five minutes.

**Scope**

This policy applies to municipal vehicles owned and operated by the Town of Buckland.

**Definition**



Idling means the operation of a vehicle or equipment while they are not in motion or being used to operate auxiliary equipment that is essential to the operation of the vehicle or the purpose of the vehicle, (i.e. dump bed on a truck).

Exemptions include:

- 1) the vehicle is being serviced and the idling is required to repair the vehicle; or
- 2) the vehicle is making deliveries and needs to keep its engine running; or
- 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, with the engine on.

### **Objectives**

- (1) To eliminate unnecessary idling of vehicles in order to reduce the community's exposure to exhaust from gasoline and diesel engines.
- (2) To educate and inform municipal employees about the health and environmental effects of gasoline and diesel exhaust.

### **MILEAGE REIMBURSEMENT** (Revised January 20, 1998)

Travel for official Town business in privately owned vehicles shall be reimbursed at a rate equal to the current Internal Revenue Service guidelines for mileage reimbursement.

### **DIRECT DEPOSIT** (September 6, 2016)

All employees will be paid via direct deposit.

### **RECYCLED PRODUCT PURCHASING POLICY** (December 23, 1997, Amended October 26, 1999)

WHEREAS, the Town recognized the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs; and

WHEREAS, the Town can support recycling activities by purchasing more products made of recycled materials when such products meet quality requirements and are available at reasonable prices and terms; and

WHEREAS, the Town and all Massachusetts municipalities should through cost-effective waste prevention, maximized recycling programs, and recycled product purchasing, serve as models for private and public institutions;

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF BUCKLAND adopts the following recycled product purchasing policy:

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, the head of each Town department shall incorporate waste prevention and recycling in daily operations by adhering to the following standards and practices:

- a) For all purchases of printing and writing paper for in-house use or custom printed

materials by professional printers, including copier paper, offset paper, forms stationary, envelopes, tablets, notepads, and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards

Any deviation from the standards above must be approved by the Town Administrator. The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist and that items are not available at an-a reasonable price.

- b) Each department shall become familiar with and utilize the Massachusetts Recycled Products Guide for State Contracts to make purchases whenever feasible.
- c) Each department shall implement paper reduction techniques such as double-sided copying and printing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
- d) Each department shall adjust bid guidelines and contracts as necessary to specify the use of recycled products by contractors and consultants in fulfilling contractual obligations. Said recycled projects must be competitively priced and of comparable quality, performance, and availability.
- e) For the purpose of measuring the success of this policy in meeting the recycling goals of the Commonwealth of Massachusetts, each department shall report purchases of recycled products to the Town Board of Selectmen on or before July 30 for the previous fiscal year.

**REQUIRED POLICE REPORTS POLICY** (May 12, 2015)

The Chief of Police for the Town of Buckland will submit the following reports to the Buckland Board of Selectmen on a basis as noted:

- a. The Police Department shall submit on a bi-monthly basis a patrol schedule, Sundays through Saturday outlining those times when a Buckland police officer is on duty in Town and can be reached in Town. Officers' names do not need to be included. The State Police are to be used for emergency backup only, not as substitutes so Buckland officers can accept private off-duty details.
- b. The Chief will maintain and submit a monthly report to the Board of Selectmen consisting of all calls and incidents to which Buckland police responded. Reports will include date, time and type of call. Names and details are not required. This report shall be in a format acceptable to the Board of Selectmen and receivable by the 15<sup>th</sup> of each successive month.
- c. The Chief will maintain and submit a monthly report to the Board of Selectmen detailing private duty, community policing and OUI/Speed enforcement assignments which shall include the type of detail, the date, the officer performing the detail, the number of hours

worked and the monies received. The OUI/Speed enforcement portion shall include the number of stops and any charges, but no names or addresses. This report shall be in a format acceptable to the Board of Selectmen and receivable by the 15<sup>th</sup> of each successive month. [Personnel Policy Section E(6)]

### **C: WASTEWATER TREATMENT PLANT POLICIES**

#### **Treatment of Abatements for Natural Disasters resulting in Disruption of Occupancy of Property (January 1, 2012)**

In the case of a natural disaster, i.e. flood, fire or wind, rendering property served by the Shelburne Falls Wastewater Treatment Facility, and located in the Town of Buckland, uninhabitable by determination of official Town personnel or their representative, it is the policy of the WWTF to assess the property for the Fiscal Year in which the damage occurred in the following way:

- 1) At the time of the annual assessment if it is determined that the property remained uninhabited for the above defined reasons resulting in a usage charge below the annual minimum of 3,400 units then the minimum charge will not apply.
- 2) In the place of assessing the minimum charge, the charge for the property will be assessed as follows:
  - a. The minimum charge will be divided by 12 for a total of 283.33.
  - b. The annual bill will be reduced starting from the minimum usage of 3,400 units, the amount of 283.33 units for each month in which the property was uninhabited for more than 15 days.
  - c. No abatements will be considered for properties that were uninhabited for less than 15 days.

**APPENDIX A**  
**NOTICE OF TRESPASS**

In accordance with Massachusetts General Law, Chapter 266, Section 120 (as amended), notice is hereby given to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

That you are hereby **BARRED AND PROHIBITED** from entering in or remaining upon the land or buildings owned by the Town of Buckland located at:

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(Name of town department and/or building and/or property—included street address)

Except for the purpose of conducting official business with the Town of Buckland. If you are not conducting official business, your presence shall be deemed a trespass upon such property herein described and the Town will take every measure permissible by law to prevent such trespass, which shall include arrest by a Police Officer.

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REMARKS/REASON FOR ISSUE:

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Effective Time

\_\_\_\_\_  
Initiating Town Official

\_\_\_\_\_  
Chair, Board of Selectmen

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This notice shall remain in effect from the date hereof, until such time as it has been canceled by the initiating Town official and the Board of Selectmen, or their designees.

***Note: A copy of this notice will be kept on file with the Buckland Police Department***

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Method of Service:

\_\_\_ 1. In Hand by: \_\_\_\_\_ / Date: \_\_\_\_\_ / Time: \_\_\_\_\_

\_\_\_ 2. By Certified Mail (attach copy of return receipt to the Police Department copy)

**APPENDIX B**  
**TOWN OF BUCKLAND**  
**APPLICATION FOR CURB CUT PERMIT**

**PURPOSE:** To provide better protection of public safety through the orderly control of traffic entering and exiting a public way and to provide the necessary grade and drainage to protect the public way from damage.

**APPLICATION INFORMATION:**

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Contractor (if any): \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

Road on Which Curb Cut to be Made: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

**You MUST:**

1) Submit a plan for any driveway that is to be created, altered, or closed, and the relationship to the access public way. Construction details are described under Section 5, Design Standards below. Attach a drawing/plan of the proposed curb cut or driveway and any necessary construction details. The curb cut and/or driveway must be designed in accordance with the provisions attached to this application. Any other information deemed necessary or applicable in the judgment of the Building Inspector or Highway Superintendent.

2) Receive written approval BEFORE BEGINNING ANY WORK. Any person who effectively creates or causes to be created a curb cut, without such authorization, may be subject to a fine or \$100.00 per day following certified notice, is liable for damages and cost of repair, and must restore the area to its original condition. Approval or denial must be rendered within forty (40) days of the submission date of the application. Incomplete applications do not initiate this deadline.

**REVIEW OF APPLICATION:**

Application must be submitted to: Board of Selectmen, Town of Buckland, 17 State Street, Shelburne Falls, Massachusetts 01370

Please submit one original and three copies of this application which must be signed at time of submission.

I have read the attached Curb Cut Policy and agree to abide by it when implementing and maintaining the above-referenced project. I understand that the driveway shall be designed and must receive approval from the Board of Selectmen before a building permit for a newly constructed building is approved and the driveway construction shall be completed before any occupancy or use of the premises is permitted.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Board of Selectmen must notify, in writing, the Applicant making the application within twenty-one (21) days, indicating whether the application is approved or not. The Highway Superintendent shall consult with the Police Chief and the Fire Chief and other interested Town Officials to obtain their comments on the curb cut.

Reviewed by:  
Highway Superintendent: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Police Chief: \_\_\_\_\_



Said permit for the above shall be under direct inspection of the Highway Superintendent, who will inspect the project during and after construction. The Highway Superintendent shall have the authority to halt construction and/or prohibit access to said driveway if construction is not in accordance with the approved plan until objectionable conditions are corrected.

Signatures of Buckland Board of Selectmen

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Date: \_\_\_\_\_

If approved:

Date Permit Released: \_\_\_\_\_



**APPENDIX C**  
Film Permit Guidelines  
Town of Buckland Location Filming Permit

Thank you for choosing the Town of Buckland for your upcoming film project. The Office of the Board of Selectmen will help make your job as easy as possible while you are visiting. This page is designed to assist you with the Film Permitting process for the Town of Buckland. Per the Town of Buckland Selectmen's policies, a permit is required to film or photograph any commercial, motion picture or advertisement within the Town limits. In this document, the filming entity may be referred to as, "The Production Company." The Production Company is responsible for a permitting fee of \$25.00 per day. Changes to an approved permit require proper local approvals with updated information.

The following types of filming are exempt from the permitting and/or fee process and structure:

- The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization and/or a project with on-site personnel numbering 5 persons or less.

Requirements for A FILM PERMIT:

- Please complete the following forms, being as specific as possible, and return them to the Town Administrator at Buckland Town Hall, 17 State Street, Shelburne Falls, MA 01370.
- Obtain General Liability Insurance in the amount of at least one million dollars per occurrence naming the Town of Buckland as an additional insured.
- The Production Company agrees to pay the Town of Buckland for any costs incurred in service to the production that are beyond the ordinary duties of town personnel and/or usage of town-owned equipment. This includes but is not limited to Town Employees' labor, and / or materials utilized in direct connection with the production. Labor will be charged at the benefited wage rate. In addition, the Production Company may incur costs payable to the Town Police Department for such services as providing traffic control, security work, etc. Other costs may occur and will be dealt with on a case by case basis between the Town and the Production Company with the understanding that the production will not create costs for the Town.
- **ADDITIONAL NOTE:** It is the responsibility of the Production Company to notify all business and residential tenants who will be affected in anyway by filming. Permission to use private property must be granted in writing by property owners/landlords/property management companies before filming commences.

The Applicant acting through its authorized agent, agrees to defend, protect, indemnify and hold the Town of Buckland harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the film permit unless the damage is caused by the Town of Buckland's gross negligence or willful misconduct. The bylaws of the Town of Buckland and the laws of the Commonwealth of Massachusetts shall govern this permit.

Along with your application, please submit:

- Proof of General Liability Insurance naming the Town of Buckland as an additional insured, in the amount of at least one million dollars.
- Also complete and sign an Indemnification Agreement.
- A check made payable to the Town of Buckland for the permitting fee.
- Should you have any questions regarding permits, fees, or jurisdictions, please call the Town Administrator at 413-625-6330x5.
- Once the Selectmen approve the permit, the Town will appoint individuals for the following roles
- Municipal Contact: A town representative that has the authority to make impromptu decisions if needed.
- Municipal Point Person: A person within the municipality that works for the town that can help with permits, connect with police, fire, and other departments.
- Film Liaison: A person who can assist as described above but also helps with locations, hotels, logistics, etc.

Town of Buckland Film Permit

Production: Company: \_\_\_\_\_

Production Title: \_\_\_\_\_

Applicant Name & Title: \_\_\_\_\_

Permanent Company Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Local Fax: \_\_\_\_\_

Location's Manager's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Type:

Feature Film

Television Film

Documentary

Commercial

Industrial

Still Photography

Music Video

Other (please specify): \_\_\_\_\_

Location: Please be as specific as possible. Provide street addresses, building names, etc. *The Town recognizes that these locations, dates, and times are subject to change. ALL changes must be made in coordination with the necessary town officials.*

Location 1: \_\_\_\_\_

Dates \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location 2: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity:

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Location 3: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description of Activity:

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Will streets be used? Circle: Yes or No If yes, please indicate below.

For filming

Parking

Will streets need to be closed / blocked to traffic? If yes, please indicate date(s) and time(s) below. If appropriate, attach separate sheet with diagram and map to illustrate. Streets and cross streets:

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Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Will any scenes involve the use of fire, smoke, rain, explosives, aircraft, or firearms? Circle: Yes or No

If yes, please describe:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will this Production involve extraordinary noise (over 55 decibels)? Circle: Yes or No

If yes, please describe:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will this Production require turning off street lights for any length of time? Circle: Yes or No

If yes, please describe and provide date(s) and time(s).

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Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Buckland as an additional insured party.

*The applicant agrees to comply with the applicable laws and to maintain town premises in good condition, and to return said premises to the same conditions before use for this film project.*

Production Company Agent

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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FOR TOWN USE ONLY

Approved by:

\_\_\_\_\_  
Board of Selectmen, Chair                      Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen Member                      Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen Member                      Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police                      Date: \_\_\_\_\_

\_\_\_\_\_  
Highway Superintendent                      Date: \_\_\_\_\_

\_\_\_\_\_  
Buckland Fire Chief                      Date: \_\_\_\_\_

\_\_\_\_\_  
Shelburne Falls Fire Chief                      Date: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_ DATE FEES PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_

DATE DEPOSIT PAID: \_\_\_\_\_ CHECK# \_\_\_\_\_

**APPENDIX D  
TOWN OF BUCKLAND  
APPLICATION FOR NAMING OF TOWN PROPERTY  
OR PLACEMENT OF A MEMORIAL**

All requests must be made by time requirements for inclusion on the next Town Meeting warrant. For more information please call the Selectmen's Office at 625-6330

ORGANIZATION OR GROUP: \_\_\_\_\_

LOCAL SPONSOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NON-PROFIT ORGANIZATION: YES \_\_\_\_\_ NO \_\_\_\_\_ IRS # \_\_\_\_\_

I have read the regulations and understand them with the acknowledgement that any additional expenses incurred will be paid by my organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

AREA OF NAMING/PLACEMENT REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE DESCRIBE THE SIGNIFICANT REGIONAL, NATIONAL OR HISTORICT EVENT OR CONTRIBUTION THAT WOULD JUSTIFY THIS NAMING/ MONUMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional sheets if necessary)

PLEASE OBTAIN SIGNATURES BELOW:

Buckland Police Chief: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Buckland Highway Superintendent: \_\_\_\_\_

ATTACH A PLAN OF THE PROPOSED MEMORIAL.  
ATTACH SKETCH OUTLINING LOCATION ON SITE.  
PLEASE INDICATE POINTS OF ACCESS AND EGRESS AND PARKING AREAS.

AUTHORIZATION:

This application is approved for inclusion on the next Town Meeting warrant

BUCKLAND BOARD OF SELECTMEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_



APPENDIX E

**Town of Buckland  
Parade Or Street Use Permit**

*This permit to be filled out in conjunction with the Town's written policy – see separate document.*

**DATE OF EVENT:** \_\_\_\_\_

Name of applicant or organization: \_\_\_\_\_

Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Description of activity and purpose of request: (including date, time location, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This permit must be completed in full and returned with a non refundable \$5.00 application fee to the Town of Buckland, no later than 30 days prior to date requested for the activity.)      Paid: Check # \_\_\_\_\_ /Cash \_\_\_\_\_

\_\_\_\_\_  
Print Name

Telephone Number

\_\_\_\_\_  
Signature

***Bill Police Services To:***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address

-----  
Date received by Town \_\_\_\_\_

Police Department: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date \_\_\_\_\_

Recommendation of Police Department: Traffic &/or crowd control  
assessment:

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Estimated cost to the Town: \_\_\_\_\_

Chief of Police

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Board of Selectmen: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_, Chair, Board of Selectmen,



CONDITIONS BY THE BOARD OF SELECTMEN:

1. The Highway Superintendent must be notified three days prior to any excavation of the Public Way and must be present to inspect the work in progress before it is covered.
2. Prior to any excavation within the Public Way, a sample excavation must be performed at the edge of the road to determine depth of ledge (if any).
3. Installation of any underground utility beneath a Public Way must be installed at least 30" under a road surface and shall extend over the entire width of the public right of way.
4. Any materials placed in the Public Way should be original or similar.
5. Any defect caused by the excavation will be the responsibility of the applicant for a period of over three winters. Such defects will be corrected by the Highway Department and paid for by the applicant.
6. A fee of \$50.00 (payable to the Town of Buckland) must be submitted with this application.

OTHER CONDITIONS APPLICABLE TO SITE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the above conditions and agree to abide by such when installing and maintaining the utility under the public way.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY:

HIGHWAY SUPERINTENDENT: \_\_\_\_\_

BOARD OF SELECTMEN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX G  
TOWN OF BUCKLAND  
VOLUNTEER SERVICE AGREEMENT**

I enter into this Agreement to volunteer uncompensated services to the Town of Buckland and acknowledge that:

1. I am over 18 years of age and know of no reason, medical or otherwise, which would prevent me from performing the required tasks; and that I have the necessary skill and ability to perform them.
  
2. I hereby assume full responsibility for my own safety. Except where resulting from the negligence of the Town of Buckland or its employees. I will hold the town harmless from any injury to me or damage to my property and from injury or damage resulting from my own negligence.
  
3. I will perform the volunteer service in compliance with the direction of Town Officials.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer print

\_\_\_\_\_  
Address