

TOWN OF BUCKFIELD  
**CULVERT PLACEMENT POLICY**

*When a driveway entrance/curb-cut is to be established along a Town road:*

1. It shall be the responsibility of the property owner or his/her agent to notify the Buckfield Road Commissioner.
2. It shall be the responsibility of the property owner or his/her agent to clearly mark the area where the driveway entrance/curb-cut is to be established.
3. It shall be the responsibility of the Road Commissioner and/or the Road Foreman to determine if a culvert is needed. If so, the length, diameter and type of culvert shall be determined by the Road Commissioner and/or the Road Foreman. Said determinations shall be based on the existing drainage system for that road.
4. It shall be the responsibility of the Road Commissioner to order the culvert in accordance with the Towns' purchasing policy.
5. It shall be the responsibility of the property owner or his/her agent to pay the Town of Buckfield for the cost of the culvert installation materials. The property owner or his/her agent shall be notified of the cost by an invoice issued by the Town Manager.
6. Upon receipt of payment, the Buckfield Road Crew shall install the culvert in a timely and proper fashion.

*When a driveway culvert needs to be replaced:*

1. It shall be the full responsibility of the Town to do so in a timely and proper fashion.

This Policy was approved by the Board of Selectmen at a Meeting duly called on December 9, 2003.

REVISIONS:

This Policy was amended by the Board of Selectmen at a Meeting duly called on May 3, 2022.