

Town of East Windsor
Board of Selectmen
Policy Resolution

Re: Mailbox Repairs

Whereas, during the winter months on occasion, mailboxes are damaged or broken as a result of snow being thrown against them by Town Public Works snowplows during snow removal; and

Whereas, on occasion, mailboxes are damaged by being accidentally struck by the Town's snowplows;

Now, therefore, be it resolved that the East Windsor Board of Selectmen establish this Policy Resolution concerning mailboxes:

- A. Residents and taxpayers are advised of the importance of proper placement and anchoring of their mailboxes and posts so that damage does not result from winter snow removal operations.
- B. All mailboxes should be installed according to Federal Postal regulations and securely anchored in the ground to resist the impact of plowed snow.
- C. In the event that a mailbox or post is damaged by direct impact from a snowplow, the Town will reimburse the owner twenty dollars (\$20.00) for the post and/or fifteen dollars (\$15.00) for the mailbox. The cost of labor is not reimbursable.
- D. There is no reimbursement for mailboxes that are damaged by the snow load.
- E. The First Selectman or designated representative will promptly investigate all reports and will advise the resident or taxpayer of the decision to reimburse the cost of the mailboxes and/or post.
- F. The First Selectman is authorized to interpret this policy and make reasonable decisions in order to equitably resolve unique situations.
- G. Reports of damage must take place with 48 hours of occurrence.**

Receipts for a new mailbox and/or post must be submitted to the First Selectmen's Office prior to reimbursement.

This policy resolution is adopted in order to provide a formal policy for the Town administration in deal with damaged mailboxes.

In addition, this policy is set forth to inform East Windsor citizens under what conditions the Town will be responsible to replace mailboxes and/or mailbox post

MAILBOX DAMAGE FORM

Date Reported: _____ Date Received: _____

Last Name

First Name

Street, No.

Town

Phone

Date of Incident: _____

Post

Mailbox

Do Not Write Below this Line. Office Use Only

APPROVED: _____

DENIED: _____

REASON _____

Director of Public Works: _____ Date: _____

Leonard Norton

Mail Completed Form and Receipts to:

Town of East Windsor
Attn: Public Works Department
11 Rye St.
Broad Brook, CT 06016

Amount of Payment

\$20.00 Post (maximum amt.) \$ _____

\$15.00 Mailbox (maximum amt.) \$ _____

TOTAL (to be paid) \$ _____

Approved for Payment _____

The following are State of Connecticut maintained roads. If resident experiences mailbox damage, do not use this form, please contact:

CT DOT
Transportation Maintenance Director
1107 Cromwell Ave.
Rocky Hill, CT 06027
(860) 258-4501

State Roads:

North Main St. - Route 510
Prospect Hill Rd - Route 5
Bridge St. - Route 140
Broad Brook Rd. - Route 191/140
Mill St. - Route 191
Main St. between Mill St. and Broad Brook Rd. - Route 191

South Main St. - Route 5
North Rd. - Route 140
Melrose Rd. between #189 and 249 - Route 140
Phelps Rd. - Route 191
Scantic Rd. between Mill St. and Phelps Rd. - Route 191