

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