

TOWN COUNCIL POLICY

Approved April 20, 2021

MAILBOX AND/OR POST DAMAGE BY TOWN SNOWPLOWS

In order to provide fair and uniform resolutions to disputes involving mailbox and/or post damages inflicted by Town snowplows, the Berlin Town Council, at its April 20, 2021 meeting, approved the following policy concerning a reimbursement:

- A. All mailboxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow. Information on proper installation from the United States Postal Service, and the Public Works Department, is available at the Town Hall.
- B. In accordance with current postal guidelines, the mailbox should be nine (9) inches from the curb or edge of the pavement in order to prevent contact by the plow, itself. The height of the bottom of the mailbox should be between 42" and 48" from the road surface.
- C. If the mailbox and/or post is actually struck by a Town snowplow, the Town will reimburse the Owner \$50.00 for the post, and/or \$50.00 for the box, as applicable.
- D. Request for reimbursement must be within 45 days after the incident causing mailbox and/or post damage.

The Town Manager, or designated representative, is authorized to use reasonable discretion in resolving disputes involving unusual circumstances.

INSTRUCTIONS

(Provided by U.S. Postal Service. Questions regarding mail service should be directed to your Post Office)

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

Post must be neat and of adequate strength and size.

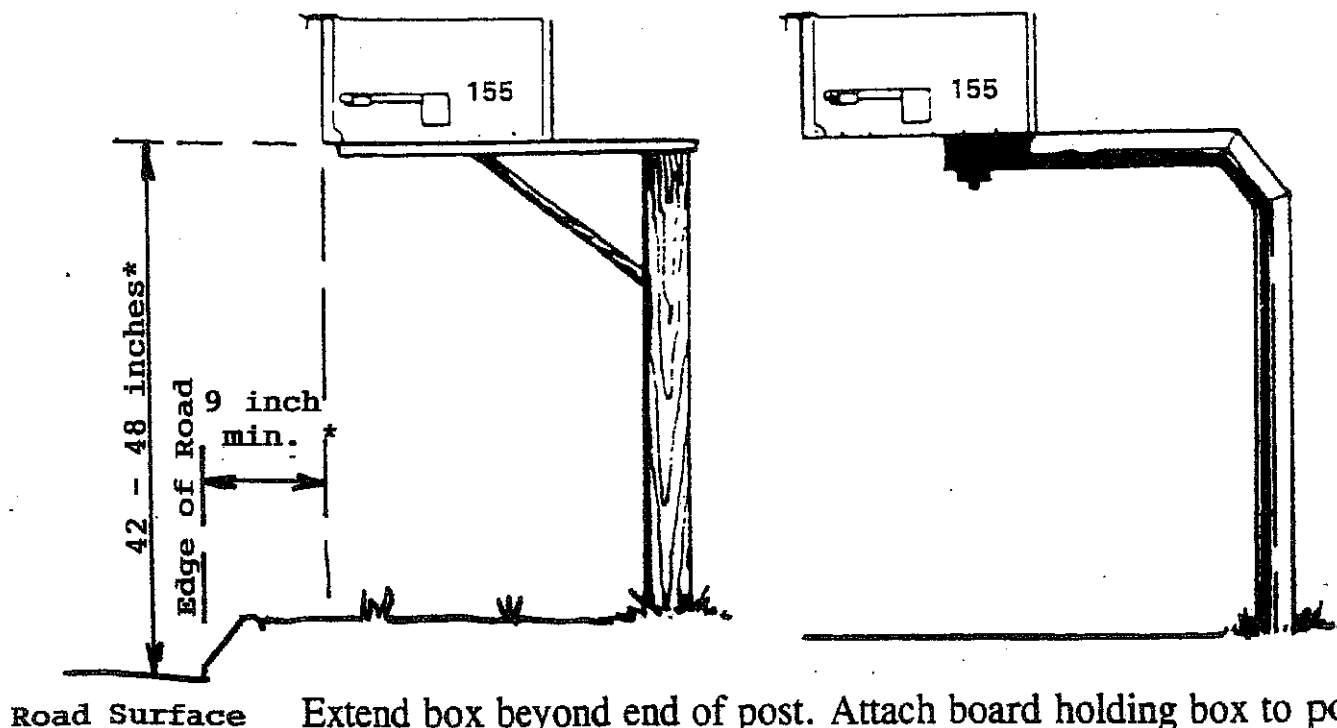
Approach to box should be a hard level surface (gravel, cinders, stone).

Boxes must be placed to conform with state laws and highway regulations.

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Suggested installation
of a single box.

Suggested installation where snow removal
is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.

* established by Berlin Town Council 04/20/21, as recommended by U. S. Postal Service

PS Form 4056, Sep. 1987 (Reverse)

★U.S.GPO:1987-0-181-700/64788

(Enlarged and copied by Town of Berlin Public Works Dept.)