

POLICY: DAMAGED MAILBOXES

This policy establishes the procedures for repairing/replacing mailboxes damaged by snow plowing or other activities of the Charlestown Highway Department.

1. It is not the Town's responsibility to repair/replace mailboxes that are located within Town rights-of-way. Mailboxes placed in rights-of-way are tolerated as a convenience to the mail recipient.
2. If a mailbox is located outside the Town's right-of-way and it is damaged, either the Highway Supervisor or Town Administrator must be notified of the damage within 72 hours of the alleged incident. This will allow for timely verification of the incident and is required in order to qualify for repair/replacement.
3. No funds will be disbursed directly to the owner, except in accordance with paragraph five (5) below. Towns personnel will make a reasonable attempt to repair the damage to a qualifying mailbox in a timely manner. Town personnel will normally provide labor and materials. Town personnel will make the sole determination if a replacement mailbox is required based on the extent of the damage.
4. Regardless of construction type or value of a damaged mailbox, it is the Town's policy to replace it with a standard mailbox available at local hardware stores and mounted on a 4x4 post.
5. If the property owner does not desire a replacement as described in paragraph four (4) above, the Town will pay up to \$25.00 toward the replacement upon receipt of an itemized bill for materials.

Adopted Reaffirmed: 11-6-18

Town of Charlestown
Board of Selectmen



Steve Neill



Albert St. Pierre



Jeff Lessels