APPENDIX D – Procedure for Handling Mailbox/Post Concerns

Damage Form

In accordance with Section VIII of the Town of Windham Right of Way Ordinance (WIN 2:03:05:92), an individual may erect and place a receptacle for receipt of U.S. Mail and motor or rural delivery of daily or weekly newspapers without permission of the Selectmen. All such installations shall be sufficiently off the traveled way so as to assure public safety and facilitate snow removal. Design criteria of the U.S. Postal Service shall be adhered to with respect to size and placement of mailboxes.

The Town assumes no liability with respect to loss or damage to mailboxes or newspaper receptacles placed in the right-of-way unless such loss or damage is the result of intentional or willful conduct, or gross negligence. It is the responsibility of the Highway Agent to determine whether any damage reported to the Town is a result of such negligence. Upon being reported to the Town, the Highway Agent will review the site within 3 (three) business days. If negligence is found to be the cause of damage, the Highway Agent is authorized to process reimbursement for replacement of a standard mailbox/post system, not to exceed $75. A decision by the Highway Agent, may be appealed to the Board of Selectmen.

A resident may submit a request for review by the Highway Agent by completing the following:

_____ _____
Name Address

_____ _____
Contact Phone # Date

Date Mailbox was Damaged (Please describe below):

_____

_____

Review by Highway Agent:

_____

_____

_____
Date