 Town of Allenstown New Hampshire	PUBLIC WAY POLICIES & PROCEDURES Town of Allenstown, NH			
	<i>Title</i> MAILBOX DAMAGE POLICY			
	<i>Policy No</i> #2013-002	<i>Original Adoption Date</i> 04/01/2013	<i>Revision – No. & Date</i>	<i>Page No</i> Page 1 of 3

Section 1.0: Purpose

The intent of this policy is to establish a uniform process to reimburse citizens for mailbox damage due to snow removal operations performed by the Town.

The Town's primary obligation is to ensure that its roadways are kept free of snow and ice. It is also understood that most mailboxes are located inside the public right of way, and therefore, damage to them is often unavoidable for various reasons. Therefore, this policy assumes there is a shared responsibility between the Town and homeowner when mailboxes are damaged during snow removal operations.

Section 2.0: Organization Affected

Highway Department

Section 3.0: Definitions

None

Section 4.0: Policy


The Town is not responsible for mailbox damage from snow being discharged by snow removal equipment if they are not properly installed. Homeowners erecting a mailbox or post in the public right of way shall ensure the mailbox is installed in accordance with the provisions of the Allenstown Code of Ordinances, CO 215 Mailbox-Installation.

Section 5.0: Procedures

5.1 Damage resulting from contact with Town equipment

When the damage to a mailbox or post is alleged to be the result of direct contact with town snow removal equipment, the following steps will be taken.

1. The Road Agent or his designee will inspect the mailbox/post to determine the cause of the damage.
2. The Road Agent will determine who is at fault (improper installation of mailbox, or Town employee error).

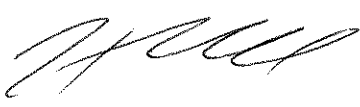
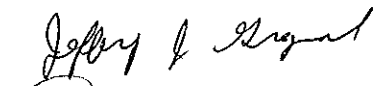
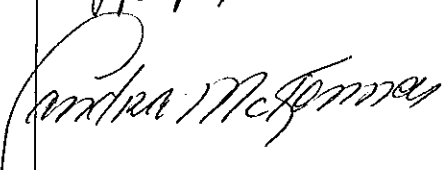
 Town of Allenstown New Hampshire	PUBLIC WAY POLICIES & PROCEDURES Town of Allenstown, NH			
	Title MAILBOX DAMAGE POLICY			
	Policy No #2013-002	Original Adoption Date 04/01/2013	Revision – No. & Date	Page No Page 2 of 3


3. If the Road Agent concludes that the damage is the result of the actions of a town employee, the Town shall either repair the damage or replace the mailbox and/or post. If the Road Agent concludes that the damage is the result of improper installation or maintenance then the homeowner shall be responsible for repair and/or replacement costs.
4. The homeowner shall have the right to appeal the decision of the Road Agent to the Board of Selectmen, whose decision shall be final.

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		04/01/2013
<u>Original Policy Reviewed & Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		04/01/2013
Jeff Gryval	Board of Selectman		04/01/2013
Sandy Mckenney	Board of Selectman		04/01/2013

 <p>Town of Allenstown New Hampshire</p>	PUBLIC WAY POLICIES & PROCEDURES Town of Allenstown, NH			
	Title MAILBOX DAMAGE POLICY			
	Policy No #2013-002	Original Adoption Date 04/01/2013	Revision – No. & Date	Page No Page 3 of 3

Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				04/01/2013
Amendment				
Amendment				
Amendment				

