

Memo

To: John M. Flanders, First Selectman
Board of Selectman

From: Eric E. Hood, Director of Public Works

Re: Mailbox Installation and Damage Policy

Date: November 17, 2009

It shall be the policy of the Cromwell Department of Public Works that if any mailbox or post is damaged as the result of snow removal operations, the responsibility for making repairs shall be in accordance to the following established policy.

The Department of Public Works will not be responsible for mailbox damage from snow being discharged from snow removal equipment. When a mailbox or post is damaged by direct contact from our snow removal equipment, the following will occur.

- Inspection of mailbox and post to determine cause of damage.
- Inspector will determine who is at fault (improper installation of mailbox, or plow operator error).
- Following investigation, the mailbox or post will be repaired or replaced if the plow operator is at fault.

Any mailbox and post that receive direct contact from snow removal equipment will be replaced with a standard U.S. Postmaster mailbox and post.

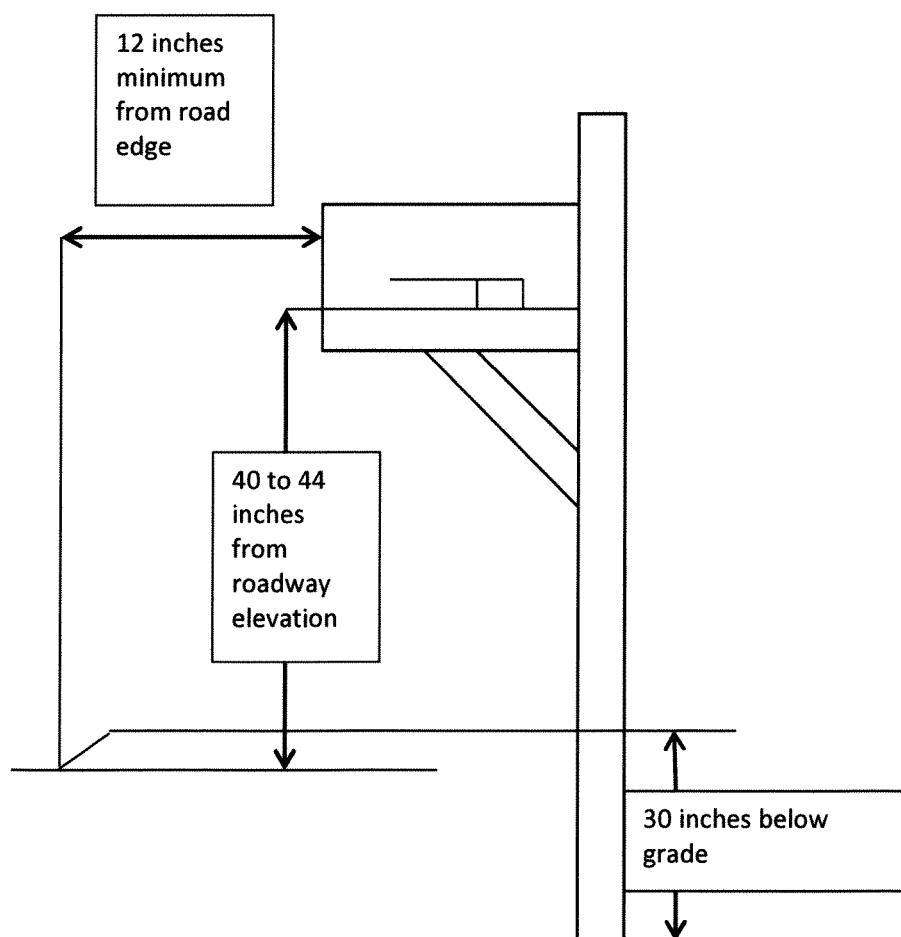
If the standard is not acceptable to the resident a claim will be submitted in the amount of \$50.00.

- The majority of mailbox and post damage is the result of improper installation or maintenance. A properly installed and maintained mailbox will withstand the snow removal operations that occur during the winter months.
- It is very uncommon that a mailbox is directly contacted with snow removal equipment.
- It is suggested that residents inspect the condition and location of mailboxes twice a year.

The Town of Cromwell & U.S. Postal Service mailbox Standard Installation Guidelines

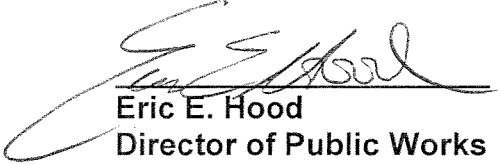
Mailbox and Post Installation:

- Front of mailbox must be 12 inches minimum to 18 inches maximum from curb line or edge of roadway.
- Bottom of mailbox must be 40 inches to 44 inches above roadway elevation.
- Post should be constructed of pressure treated wood, 4 inch by 4 inch minimum post size.
- #8 minimum size screws that are weather resistant should be used during assembly of mailbox and post. (Do not use nails)
- Proper installation and maintenance of your mailbox and post will help to prevent damage during snow storm removal operations.

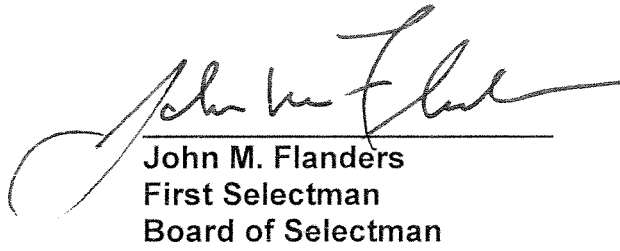


Approval:

Date: January 13, 2010



Eric E. Hood
Director of Public Works



John M. Flanders
First Selectman
Board of Selectman