

**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, which are available on the U.S. Postal Service website. This includes mailbox support posts as recommended by the Federal Highway Administration. Granite posts, stonework, or other similar installations are considered structures not subject to reimbursement.

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:

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Name

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Address

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Contact Phone #

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Date

Please describe the date/nature of the damage:

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**Office Use Only**

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**Review by Highway Agent**

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**Date**