



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY MAILBOX POLICY

*Adopted by the Board of Selectmen on September 28, 1982
Revised by the Simsbury Board of Selectmen on April 7, 2021*

I. Purpose

During the winter months, on occasion, mailboxes become damaged or broken as a result of snow being thrown against them by Town Public Works snow plows during snow removal. Occasionally, however, mailboxes are damaged by direct contact with Town Public Works snow plows.

The purpose of this policy is to inform Simsbury citizens of the correct location for mailboxes and to make it known under which conditions the Town will be responsible to replace mailboxes and/or mailbox posts.

This policy is based on the past practices of the Town of Simsbury Department of Public Works as well as those of surrounding municipalities.

This policy is adopted in order to provide a formal policy for the Town administration in dealing with damaged mailboxes.

II. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

III. Authority and Responsibility

1. *Authority*: The Director of Public Works or designee shall have the authority to make a determination as to whether a request for reimbursement meets the Mailbox Policy set in place.
2. *Responsibility*: It shall be the responsibility of the resident to report any damage to their mailbox within a reasonable frame of time from which the damage occurred. In this instance, a reasonable frame of time will be considered within 2 weeks.

IV. Policy

1. *Placement* – All mailboxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow. No part of a

mailbox arm or post may be closer than nine (9) inches from the face of the curb or edge of pavement to prevent contact by the plow. The attached sketch provides a demonstration of a typical installation.

2. Instances that Qualify for Reimbursement – In the event that a mailbox or post is physically struck by a Town of Simsbury Public Works snow plow, the Town will reimburse the owner \$25.00 for the mailbox and/or \$40 for the post.
3. Instances that Do Not Qualify for Reimbursement – No reimbursement will be made if the mailbox does not meet the *Placement* qualifications of this policy. The Town will not reimburse for damage done by private contractors or other non-Town of Simsbury entities. The cost of labor is not reimbursable.
4. Procedure – Upon receiving the report from the resident or taxpayer, a staff member will promptly investigate the damaged mailbox and determine if the damage is reimbursable under this policy.
5. Repairs – When possible, Town staff will make reasonable temporary repairs to allow residents to continue to receive mail. These repairs are not intended to be permanent and staff will not repeatedly repair deficient mailboxes. Repairs are done as a courtesy and have no bearing on the reimbursement.
6. Appeals – The Town Manager (or Director of Public Works) is authorized to interpret this policy and make reasonable decisions in order to equitably resolve unique situations.

Proper Installation:

SIMSBURY
CONNECTICUT

