

*Town of Orange*  
Mailbox, Mailbox Posts and Newspaper Box Policy

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**Article 1. Authority:** Under the authority granted by the Town of Orange Selectboard we hereby adopt the following policy concerning Mailboxes, Mailbox Posts and Newspaper Boxes

**Article 2: Purpose:** The purpose of this policy is to have a set of rules regarding mailboxes located within the Town of Orange.

**Article 3: Application:** The policy applies to all residents and landowners within the Town of Orange

**Article 4: Objective:** The principal objective of the Town of Orange mailbox policy is to replace damaged mailboxes caused by the Town vehicles.

**Article 5: Policy: The policy shall read as follows:** Although it is the Town's policy to use special care and consideration when plowing in the vicinity of mailboxes, the Town will not repair or replace, mailboxes and newspaper boxes or mailbox posts damaged by snow or ice clearing operations. Heavy snow coming off the plow blade will often knock over and damage mailboxes/posts that have not been adequately mounted and maintained or braced, or those mailboxes with doors left open. If you feel that your mailbox/newspaper box or mailbox post was adequately mounted and braced, please submit a written request for reimbursement. All requests for reimbursement of a damaged boxes/posts shall be in writing to the Select Board, and shall include the date, time, location and cause of the incident and submit photographs showing the damage. If the Road Foreman determines that the mailbox damage was a result of direct contact from a Town vehicle, and not the result of other factors, such as a decayed post or the accumulation of snow, the owner of the mailbox shall be entitled to a maximum reimbursement of **\$30.00**. All new mail boxes installed under this policy shall be an approved US Post Office mail box and installed per the US Post Office mailbox guidelines.

Final Reimbursement of a damaged mailbox shall not be made until the new mailbox is installed and the location is approved by the Road Foreman. The owner of the mailbox shall provide a receipt of the purchase of the new mail box and all materials associated.

**Article 6: Effective Date:** This policy shall become effective immediately upon its adoption by the Selectboard

Signatures: Sue Perreault  
[Signature]  
[Signature]

Date: 8/12/19