

**TOWN OF BERLIN, VERMONT  
MAIL BOX REIMBURSEMENT POLICY**

**I. Policy Objectives**

The primary objectives of the Town of Berlin's Mail Box Reimbursement policy are as follows:

1. To provide for the fair and equitable reimbursement of the cost of a damaged mail box when damage is a result of direct contact from a Town vehicle.
2. To ensure that prior to the reimbursement of a damaged mail box, the cause of the damage is established.
3. To establish a maximum replacement cost, and standards for replacement of a damaged mail box.

**II. Mail Box Reimbursement Request Procedures**

All requests for reimbursement of a damaged mail box shall be in writing to the Town Administrator, and shall include the date, time, and location of the accident. The request shall also include the cause of damage.

Upon receipt of a written request for reimbursement, the Town Administrator or Highway Superintendent shall inspect the condition of the mail box and post, and determine the cause of the damage.

If the Town Administrator and Highway Superintendent determine that the mail box damage was a result of direct contact from a Town vehicle, and the not result of other factors, such as, a decayed post or the accumulation of snow, the owner of the mail box shall be entitled to a maximum reimbursement of \$40.00.

**III. Mail Box Standards and Specifications**

All new mail boxes installed under this policy shall be an approved US Post Office mail box and installed on a 4" by 4" post. The location of the mail box shall be approved by the Highway Superintendent.

Final reimbursement of a damaged mail box shall not be made until the new mail box is installed and the location is approved by the Highway Superintendent. The owner of the mail box shall provide a receipt of the purchase of the new mail box and all materials.

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**IV. Appeal**

If the Town Administrator denies a request for reimbursement of a damaged mail box, the owner of the mail box shall have the right to appeal to the Select Board within 30 days of the decision. The Select Board shall review the appeal request at the next regularly scheduled Board meeting.

**V. Inconsistent Policies Repealed**

This Policy shall amend and replace any provisions of any Policy of the Town of Berlin in effect at the time of enactment of this Policy governing any activity included in this Policy.

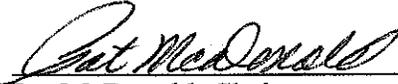
**VI. Severability**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

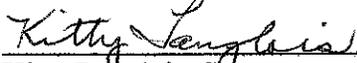
**VII. Effect**

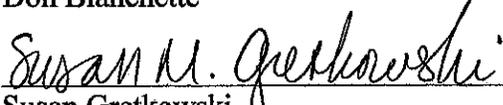
No section of this Policy shall be construed to supersede or replace any Vermont statute. This Policy shall be entered in the Minutes of the Select Board's meeting and be incorporated in the Town's Administrative Code.

The foregoing Policy is hereby adopted by the Select Board of the Town of Berlin, Vermont, this day of April 21, 2008 and is effective as of this date until amended or repealed.

  
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Pat McDonald, Chair

  
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Brad Towne, Vice Chair

  
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Kitty Langlois, Secretary

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Don Blanchette  
  
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Susan Gretkowski