

## **Mailbox Damage Policy** (Draft V2\_062926)

Approval date: June 29, 2026

Select Board adopted: June 29, 2026

### **Purpose**

This policy establishes a process by which the Town of Leyden's Highway Department and landowners can resolve any conflicts that may arise because of damage to one's mailbox pole and/or mailbox due to municipal department activities.

### **Process**

The following will help a landowner understand the process to follow to rectify any damage that occurs.

In the event that the landowner feels that a Highway vehicle has damaged a mailbox or mailbox pole, they should email or contact the Leyden Highway Department ([highwaydept@townofleyden.com](mailto:highwaydept@townofleyden.com) or 413-774-5520). The Highway Superintendent will arrange to do an on-site inspection to determine how the mailbox and/or mailbox pole was damaged.

- IF it is determined that it was struck by a town vehicle, the Highway Superintendent will replace the mailbox pole (if necessary) and the mailbox.
- IF it is determined that the mailbox pole and/or mailbox was not struck by a town vehicle by the Highway Superintendent, the landowner will be responsible for replacing the mailbox pole and/or the mailbox.
- IF the Highway Superintendent and the landowner do not agree on the initial determination - the Select Board, acting as Fence Viewers, will do an on-site visit with the landlord and Highway Superintendent in order to make a final determination.