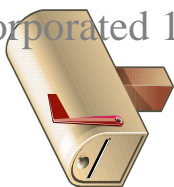


Town of Hampton, Connecticut

Incorporated 1786



JANUARY 2011

FROM KATE DONNELLY, FIRST SELECTMAN PROCEDURE FOR REIMBURSEMENT OF DAMAGED MAILBOX DUE TO SNOW PLOWING

1. Call the Selectmen's Office ***within 2 days*** of occurrence. You may leave a message at 455-9132 Ext. 2, send a mail notice to: Administrative Assistant, Town of Hampton, P O Box 143, Hampton, CT 06247, or send an e-mail notice to: adminasst@hamptonct.org. **NOTE:** If possible, please have photographic documentation of the damage available.
2. We will only replace/repair your mailbox when it is clear that the metal edge of the plow contacted your mailbox/post. We do not cover damage caused by snow/slush contact.
3. If you live on Route 6, or Route 97, please contact the State of Connecticut Department of Transportation, as we are not responsible for damage caused by state plows on State roads. You can contact them at 1-860-594-2000.
4. Please Do **NOT** repair or replace your mailbox until the Highway Foreman or the First Selectman has examined the damage.
5. If it is determined that the damage was caused by a direct blow from a Town plow, the Town of Hampton will replace your mailbox with a generic (metal) one, whether or not you had a custom designed, or other type of mailbox.

Thank you.

If you have any questions, please contact the First Selectman's Office at 860-455-9132- Ext. 2. Thank you.