

TOWN OF CONWAY
OPERATION POLICY – MAIL BOXES
Adopted December 15, 1994

Mail box replacement policy for winter operations:

- 1) For mail boxes within Town rights-of-way, it is not the Town's responsibility to replace.
- 2) If the mail box is outside the Town's right-of-way and is damaged, either the Public Works Director or Town Manager must be notified of the damage within 72 hours to allow for timely verification of the incident and to qualify for replacement.
- 3) No funds will be disbursed directly to owner, except in accordance with paragraph 5) below. Town personnel will normally provide labor and materials.
- 4) Regardless of value of damaged mail box, it is the Town's policy to replace it with a 4x4 post in a bucket with concrete and a standard mail box mounted on the post that is normally purchased at a hardware store.
- 5) If the property owner does not desire a replacement as described in 4) above, the Town will pay up to \$25 toward the replacement upon receipt of an itemized bill for materials.