

Meeting Minutes, Cluster Box Unit Committee

Date of meeting: September 9, 2020

Prepared by Maureen Patti

Meeting called to order at 6:34 p.m. at 42 Taylor Drive, Campton, NH.

Present: Sean Tole, Susan McDermott, Maureen Patti and Ken Michaud by phone.

Discussion began with Susan McDermott recounting the meeting with Postmaster assistant at Campton Post Office on September 1, 2020, attended by Susan McDermott and Maureen Patti. USPS representative was Tyler Baker. Campton Post Office Postmaster out of the office and Mr. Baker is filling in. We did not learn a great deal from the meeting. Need to have regular Postmaster available to make decisions regarding placement of CBUs as well as design.

Maureen Patti reported on her efforts to gather information from USPS regional area representatives. Ms. Patti sent an email to the Northern New England Manager in Consumer & Industry regarding USPS requirements for actual CBUs. After some technical difficulties, the Manager called Ms. Patti. From the manager, Ms. Patti learned the following:

1. For pedestal units, a concrete pad as well as a canopy with lighting are mandated.
2. If we build a structure, it must allow rear loading by the Postal employee. A structure MAY actually be cheaper than a concrete pad and canopy. The wall mount CBUs are cheaper and can be configured to include smaller mailboxes so less area overall. Also, we can design wall mounted CBUs with smaller parcel boxes. The CBUs are not exposed to the elements and hold up better. There is no additional cost for keeping the area immediately in front of CBUs clear of snow & ice.
3. Regional will agree to a mailbox to parcel ratio of 8:1 (fewer parcel boxes) because so many residences are second homes. (Some developers/HOAs are required to provide 1 parcel box for every 5 mailboxes.)
4. WE needs to get plans for the CBUs approved by both local Postmaster AND USPS Regional division. The location where CBUs to be installed also needs local Postmaster approval.
5. There can be issues with short-term renters seeking to have packages delivered during the time they are occupying the WE residence. It was suggested we discuss with HOA if they want to develop a By-Law which prohibits short term renters using CBUs. In the alternative, owners who rent out their properties must be very diligent about providing the mailbox key to renters. With the key, short-term renters can get into mailbox to get the key to the parcel box where their package has been left or to pick up the slip to allow them to get the package from the Campton Post Office. The post office will NOT open a box for a short-term renter.
6. The USPS will NOT agree to deliver to more than one location. They will not deliver to our larger condominium complexes. All 540 (or 560?) CBUs need to be in one place.

Discussion of this information followed. Ken Michaud shared a photo from the Massachusetts complex where he lives/lived. Mr. Michaud pointed out over 200 mailboxes fit in 15 linear feet. Suggestion was made to use an "L" shape and place CBUs in overflow parking lot. At the right angle, where no CBUs could be placed, construct two bulletin boards for official WEVD & WEA postings and/or community postings. Another question raised is whether licensed USPS CBUs include oversized parcel boxes so that large packages could be left at CBUs and owners need not travel to Campton Post Office during business hours armed with the package slip to retrieve their goods.

Question of who pays (WEA or WEVD or both) was discussed. Ms. Patti provided Ms. McDermott and Mr. Tole a copy of the WEVD meeting minutes from 06/27/19 in which the WEA CIF Mission Statement was shared with the Village District. (Ms. Patti could not find recitation of Mission Statement in WEA minutes.) No determination was reached. Ms. Patti said she would contact New Hampshire Municipal Association to get information regarding the following: 1. Whether, per NH statutes, the Village District COULD impose a special assessment for the cost of the CBUs and installation, 2. whether the Village District COULD impose a fee to be paid to CIF but designated for CBUs, etc. when WE property is sold.

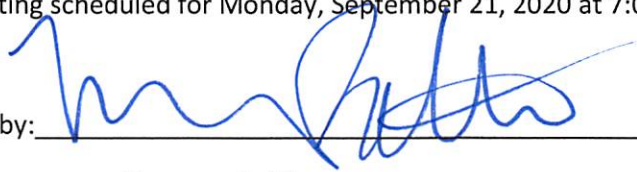
Committee in agreement that we will do the following before next meeting:

1. Compile a list of contractors and their contact information so we can seek bids once we have a better idea of design or designs.
2. Gather estimates from USPS licensed manufacturers for wall mounted CBUs including the dimensions for 540 up to 600 mailboxes.

Meeting adjourned at 8:00ish.

Next meeting scheduled for Monday, September 21, 2020 at 7:00 a.m.

Prepared by:



Maureen Patti

On:

9-13-2020



Carter Green

A B C D E F G H I J K L