

DRAFT

STREET NAMING TASK FORCE  
MEETING MINUTES  
November 29, 2010

The Londonderry Street Naming system Task Force held a business meeting on November 29, 2010 in the Sunnycrest conference room of the Londonderry Town Hall. The meeting began at 9:30 A.M.

Present: Task Force Members: Karen Marchant, Jim Bilodeau, John Vogl and Cindy McCann  
Jayne Gannon, Derry Fire Department, Keith Wilson, Derry Post Office, Paul MacDonald, Whispering Pines Mobile Home Park.

Meeting opened at 9:30 A.M.

**Discussions**

**Mailboxes**

Jim Bilodeau distributes a list of items that need attention by the park by January 4, 2011.

Jim Bilodeau asks how the mailbox changes will be handled.

Keith Wilson advises that the locks will need to be changed. Londonderry post office has a maintenance person to handle this type of thing. Derry does not. The changing of the locks will have to be arranged through Jay Hooley of the Londonderry post office. Keith Wilson assumes that residents would keep their current locks.

Karen Marchant and other task force members advise that the most ideal way to handle the mailboxes is to have them arranged in alphabetical order with each person's mailbox having the street name and individual street number on each mailbox.

Paul McDonald of WPMHP advises that this cannot be done. The mailboxes all have mailbox numbers which are engraved into the mailboxes. The park residents would have to have individual mailbox numbers which would not correspond to their new street numbers. Karen Marchant explained that this would defeat the purpose of the new addressing and would only add to the confusion of addresses within the park.

Paul McDonald emphatically states that it would be too cost prohibitive for the park owners to change the mailboxes due to the fact that the numbers are engraved upon the mailboxes. He stated that stickers could not be placed onto the mailboxes due to the vertical ridges in the mailbox doors. Stickers would not hold up in adverse weather conditions.

Task force members advised that they would take a field trip at the conclusion of the meeting to view the mailboxes to see what could be done about the issue. Keith Wilson and Paul McDonald to work out the logistics of changing the locks. Keith Wilson gives his email address to task force members.  
K.a.wilson@usps.gov

### **Resident Notification**

Jon Vogl asks Paul McDonald to have Donna Ball send him a list of renter's names & addresses in the park in order to merge into the spread sheet used by the task force. Jim Bilodeau advises that letters need to be sent to the individual renters. The Task force members in Londonderry are getting calls from renters within the park saying that they knew nothing about the proposed changes until they read it in one of the local newspapers. Paul McDonald advised that he posted a notice at the mailbox site. Jim Bilodeau and Karen Marchant advise that renters need to be individually notified by the park owners. Paul McDonald agrees to notify renters individually. John Vogl advises that letters notifying owners and renters need to go out by December 10, 2010.

### **Zip Codes**

Karen Marchant asks Keith Wilson if the zip code s issue has been decided. Keith Wilson advises that he was under the impression that the zip code of the residents of the portion of the park in Londonderry would be changed to a Londonderry Zip Code. He further explained that the delivery person from Derry would have to go to the Londonderry post office to get the mail to distribute to the mailboxes at the park.

Karen Marchant advises that the Town of Londonderry does not have control over City or Zip code designations. Keith Wilson to call the district office for further clarification. John Vogl stated that we needed a clarification in advance of December 10, 2010, when formal notification would go out. John Vogl said he would send a list of the address assignments for Keith Wilson to submit to the USPS mailing database. Keith Wilson asked for the list ASAP.

### **Meeting adjourned for field trip by task force members at 11:30 A.M.**

#### **Field Trip Results;**

Task force members Karen Marchant, Jim Bilodeau, John Vogl and Cindy McCann viewed the mailboxes at WPMHP. The numbers on the mailboxes were found to be stickers not engravings. Paul McDonald was called to the mailbox site by Jim Bilodeau. It was pointed out to him that the mailboxes did not have any engraved numbers. Jim Bilodeau advised Mr. McDonald that the park could obtain stickers that would adhere to the aluminum mailbox doors and hold up under adverse weather conditions.

A complete number review of the mobile homes and other buildings within the park was then conducted by task force members. John Vogl to discuss with Jayne Gannon of Derry that the model home needs a number. A sign & number need to be placed on the laundry mat of the Park.

#### **Bockmon's Mobile Home Park**

A quick field trip to Bockmon's MHP followed due to the fact the garage constructed in the park has not been assigned a number. John Vogl or Karen Marchant to advise Dan Bouchard that the garage needs to have a number.

#### **Next Meeting**

No date or time for a next meeting was set.

Minutes by C. McCann