

December 15, 2016

### Mailbox Replacement Policy

During the winter months, when plowing and sanding is a necessity, and mailboxes and/or posts have been damaged from snow removal operations, the following procedures shall be followed for replacement or repair of said damage:

1. The Town shall make every effort to replace or repair mailbox and/or post damage within two weeks of the original complaint.
2. If the mailboxes and/or posts cannot be repaired or replaced within the two week time frame due to inclement weather such as substantial amounts of snow, ice or frozen ground conditions, the Town shall make all repairs as soon as weather conditions allow.
3. When replacing mailboxes and/or posts that have been damaged, the Town shall, to the best of its ability, restore the damaged items to their original condition (ie: location, height, etc.)
4. All damaged mailboxes shall be replaced with plain white or black plastic mailboxes provided by the Town.
5. All damaged posts shall be replaced with 4 X 4 Pressure Treated lumber provided by the Town, as long as the original post was not rotted.
6. When posts must be replaced, they shall not be any higher than 42" from the ground to the mailbox, and no lower than 39" from the ground to the mailbox.
7. All mailboxes should be placed in a location so the mailbox face is either plum with the back side of the curbing or at least 6" back from the pavement.
8. The above procedure shall be followed when and if possible: if a situation occurs in which there is no curb or pavement, the mailbox and post shall be erected in such a way that is clear from traffic but close enough for Postal workers to reach from their vehicles. If it occurs that there is a drainage ditch or culvert in the same location that the mailbox was placed, it is the judgement of the employee as to the best suitable location for the box and post.
9. Whenever possible, especially in the above noted case, the employee replacing and/or repairing boxes and posts, shall try to contact or work with the homeowner as to the details of replacing and repairing boxes and posts.