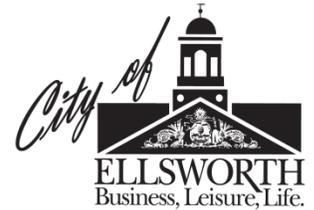


Mailbox Replacement Policy



During snowplowing operations, City of Ellsworth plows may damage or destroy privately owned mailboxes located in the street right of way. While there is no legal requirement for the City to replace these boxes, and the State of Maine and many municipalities do not, it has been the long-standing practice of the City to do so. In recent years, property owners have begun to install more expensive designer mailboxes and have asked the City to install similar replacement mailboxes at a higher cost. In addition, the use of plastic mailboxes that are more easily damaged has increased. The purpose of this policy is to outline the circumstances under which the City will replace private mailboxes or reimburse owners who wish to purchase more expensive replacements than the City will provide.

1) Eligibility for Reimbursement

In order to be eligible for replacement or reimbursement, the following conditions must be met:

- 1.1 The damaged mailbox and/or post must meet the requirements of the United States Postal Service in regard to construction and location.
- 1.2 The damage must have been caused by direct contact with City equipment. The City will not repair or replace mailboxes or posts damaged solely by snow thrown by City plowing or removal equipment.
- 1.3 The property owner must notify the City within 7 days of the date the damage occurred, unless the property owner/tenant/or individual responsible for the property was out of town at the time of occurrence. If the responsible party was out of town, the damage must be reported to the City within 7 days of the individuals return.

2) Policy

In the event that a mailbox and/or its support post is damaged or destroyed by City equipment engaged in snow plowing or snow removal operations, the City will offer the owner of the property the choice of one of the following options:

- 2.1 The City will furnish and install a standard replacement post and/or mailbox.
- 2.2 The City will reimburse the owner in an amount equal to the cost of the standard post and/or mailbox offered by the City.

3) Public Works Responsibilities

- 3.1 The Director of Public Works shall annually establish the dollar amount of reimbursement to be provided in accordance with section 1.2 above. This amount shall be based on the actual cost to the City of a standard post and/or mailbox.
- 3.2 The Public Works Department shall install a new box and/or post for those residents requesting this option. Where this work cannot be performed within seven days for any reason, including frozen ground, the Department shall either make temporary repairs or provide a temporary mailbox installation sufficient to allow the postal service to resume mail delivery.

3.3 The Department shall periodically review this policy and, when necessary, recommend changes or revisions to it to the City Manager and City Council.

Reimbursement amount is currently \$50.00.

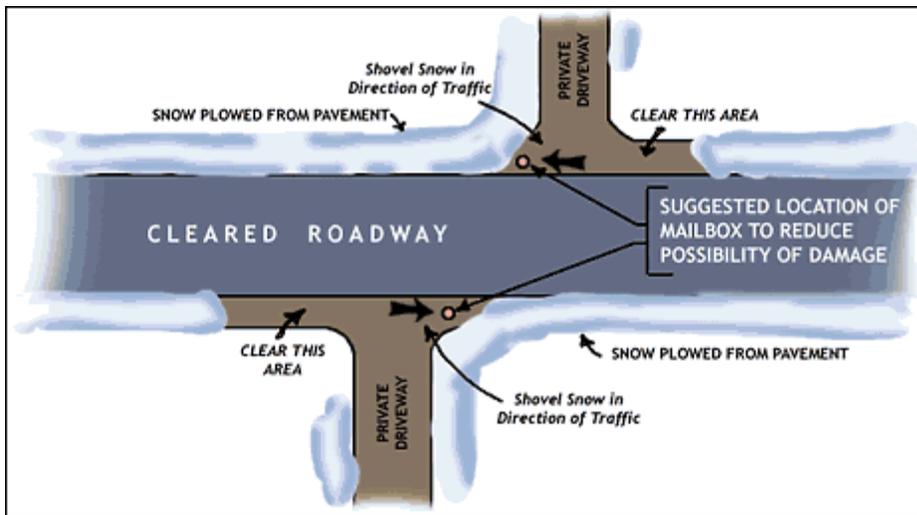
4) United States Postal Service Requirements

USPS regulations specify the location of mailboxes. Roadside mailboxes must be on the right-hand side of the road, determined by the direction the carrier will be traveling. The front of the mailbox must be set back from the shoulder of the road or curb by 12 inches.

4.1 Mailbox Installation Standards:

General Location:

Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for your mail carrier. The picture below further clarifies this preferred placement.



4.2 Mailbox Support Design:

It is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by the carrier and customers. The picture below shows a free-swinging suspended mailbox.



4.3 Offset:

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least one foot (1') back from the edge of the normally plowed surface of the highway or the face of the curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox. The picture below shows a mailbox with a reasonable offset.

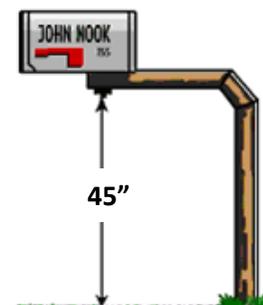
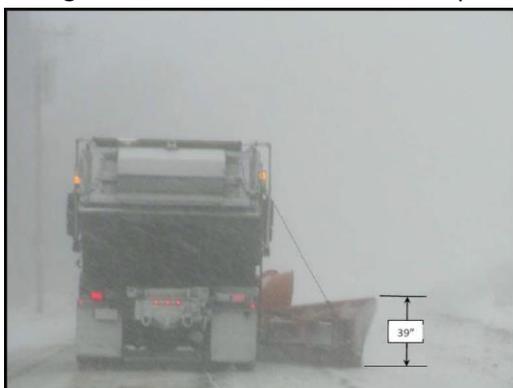


Mailboxes in sidewalk areas should leave at least 36" behind the back of the box or the post, whichever is located furthest from the road. The picture below shows a mailbox with a reasonable offset behind it.



4.4 Height:

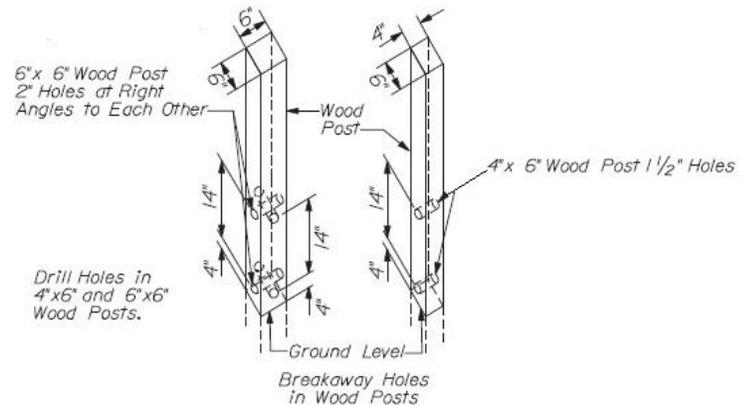
According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. We recommend that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during or between winter storms. The picture below shows the height of the plow wing to consider.



4.5 Post Size, Type and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions; however they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are deemed acceptable:

- 4" x 4" wooden posts embedded 2 feet into the ground. Larger wooden posts may be used only if the post is drilled through with an appropriate spade bit to create a shear plane that is no higher than 6" above the surface of the surrounding ground. The number and size of the drilled holes depends upon what is necessary to bring the cross-section of the larger post down to the equivalent cross-sectional area of a standard 4" x 4" post. (MaineDOT Standard Specification 606.06)



- 1" to 2" round diameter steel or aluminum pipe or standard U-channel post embedded 2 feet into the ground.
- Unacceptable mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (ex: antique plows, I-beams, and various other household tools and objects).

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered "Deadly Fixes Objects" (aka. "DFOs") and are in violation of 23 MRSA Â§1401-A on state and state aid roads. On local roads, they can be considered as "obstructions" and a number of statutes relate to these obstructions. As such, when these installations are recognized by the municipality, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the municipality may elect to remove the installation and seek reimbursement from the property owner for all costs incurred.