**Town of Poland Mailbox Repair/Replacement Policy**

During snowplowing/road maintenance operations, Town of Poland equipment may damage or destroy privately-owned mailboxes located in the street right-of-way. While there is no legal requirement for the Town to replace these boxes (the State of Maine and many municipalities do not), it has been the long-standing practice of the Town to do so. The purpose of this policy is to outline the circumstances under which the Town will replace a private mailbox

Eligibility for Replacement:

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

1. The damaged mailbox and/or post must meet the following requirements:

Wooden mailbox posts must not exceed 4” by 4” and must not exceed 2”by 2” if metal.

Unacceptable mailbox supports include but not limited to anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects. These are considered “Deadly fixed objects” and are prohibited within the town roadway.

Mailboxes must have a minimum of 44” clear space between the bottom of the mailbox and the ground to ensure plow truck wings have room to pass under them.

For uncurbed roads set mailbox back at far edge of the road shoulder to provide the maximum possible roadway clearance. Minimum of 24” from the front of the mailbox to the edge of the traveled way.

For curbed roads the face of the mailbox should be 8-12 inches back from the curb face.

When possible place the mailbox on the far side of your driveway away from all approaching traffic, this will allow our drivers to properly clear next to your mailbox as close as possible to reduce the amount of shoveling and to clear a path for the postal carrier.

If the mailbox is to be installed in an area with sidewalks, it is important to recognize that the sidewalks must continue to comply with ADA requirements: American Disabilities Act (ADA) The most current version of the ADA Standards for Accessible Design set forth the minimum requirements to ensure facilities are readily accessible to and usable by individuals with disabilities.

2. The damage must of have been caused by direct contact with Town equipment. The Town will not repair or replace mailboxes or posts damaged solely by snow thrown by plowing or removal equipment.

3. The property owner must notify the Town within 1 week from when the damage occurred for it to be repaired or replaced. Damages to a mailbox can be reported to the Public Works Department by emailing [astrout@polandtownoffice.org](mailto:astrout@polandtownoffice.org) or by calling 998-4601 extension 7

Town at its own discretion will repair damage to mailbox and or furnish and install a standard replacement post and/or mailbox as soon as convenient during regular scheduled Public Works hours.

All mailboxes eligible to be replaced by the Town shall be replaced with a standard metal mailbox and a 4”x4” wood post regardless of previous mailbox type and construction.

Under no circumstances with the Town pay for or offer reimbursement for mailbox damage.

When this work cannot be performed 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.