

Town of Brookfield - Mailbox Repair Policy
(As it relates to snow plowing operations)

Adopted by Board of Selectmen on February 4, 2013

It is the policy of the Brookfield Public Works department to handle mailbox and/or post damage as the result of snow removal operations in the following manner:

- A. A representative of the Town will inspect the property to determine the cause of the damage.
- B. If it is determined that the damage was caused by snow being discharged or pushed from the plow as a result of routine municipal snow clearing operations, the Town will not be responsible for repairing the damage. It is strongly recommended that the homeowner install the new box and post in accordance with the United States Postal Service Guidelines.
- C. If it is determined that the mailbox or post was physically struck by the plow, the Town will select one of the following repair/replacement options:
 1. The Town will make the repair using a standard mailbox and wood post. The repair, which will be installed in accordance with "*United States Postal Service Guidelines*," will be performed in a timely manner as weather and conditions permit. Delays may occur, especially during times of heavy snow or extreme cold when the ground is frozen.
 2. The Town will pay the resident \$50 for a damaged mailbox, regardless of the original cost of the mailbox, and \$50 for a damaged post (\$100 combined). The resident will be responsible for making the repair. The Town will request that the repair/replacement conforms to *United States Postal Service Guidelines*.

United States Postal Guidelines

1. The bottom of the mailbox should be between 41-45 inches above the road surface elevation or 36-41 inches above the back edge of the curb when present.
2. The face of the front edge of the mailbox should be 12-inches minimum and 18 inches maximum behind the edge of the pavement edge or face of curb.
3. Support structure should be constructed of break-away material, either a 4x4 inch wood post or a 2-inch diameter, thin wall steel pipe with a wall thickness of less than 0.155 inches or another approved material as set by the USP service. Masonry structures are NOT an approved material.
4. When securing the box to the post it should be done with weather resistant (i.e. stainless steel, coated etc.) #8 minimum size screws. Nails are not acceptable.