

## **Mailbox Replacement Policy**

The Town of Troy has many operations which require various types of vehicles and equipment to work on Town roads, including snow removal and plowing. The Town takes great care to not damage any property within the right-of-way, however, mailboxes do occasionally get damaged.

The Town has adopted this policy for mailbox repairs and installation. The Town will no longer repair or replace damaged mailboxes or support posts. Damages should be reported to the Town Clerk as soon as they are realized along with pictures of the damaged mailbox. Claims must be submitted by May 1<sup>st</sup> of each year. The following two (2) criteria need to be met for reimbursement up to a maximum of \$50.00:

1. It is determined by the Town that the Town damaged the mailbox or support post when struck by a snow plow; and
2. The mailbox had been properly installed (i.e. meeting U.S. Postal Service installation guidelines) and maintained prior to the damage occurring.

If both criteria noted above are met, you may repair/replace the mailbox/post at your own cost. The Town will then reimburse you up to a maximum of \$50.00. Any mailbox/post damaged by the weight of the plow windrow (snow exiting the end of the plow) shall not be covered under this policy and no reimbursement shall be offered.

The current guidelines established by the U.S Postal Service regarding mailbox installation are:

- Position the mailbox 41” to 45” from the road surface to the bottom of the mailbox or point of mail entry
- Place the mailbox 6” to 8” back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- The best mailbox supports are stable but bend or fall away if hit. A 4” x 4” wooden support or a 2” diameter steel or aluminum pipe is recommended.
- Please DO NOT use concrete to secure your mailbox post. Instead use 1/4” screenings (1/4” gravel with fines) or compacted sand.