



**TOWN OF CASTLETON**  
**Town Office Building**  
**263 Route 30 N**  
**Bomoseen, Vermont 05732**

MEMORANDUM FOR RECORD

21 February 2022

FROM: Board of Selectman

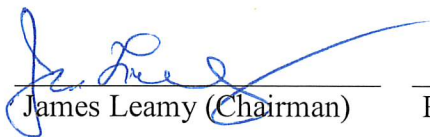
SUBJECT: Damage Policy for Mailbox and Other Structures Following Winter Weather Events

1. It is the Town's intent to plow, salt, sand, and otherwise always keep the Town roads in good operable condition. While the Highway Crew will try not to damage any mailboxes or other structures in the Town's right-of-way, there will be times when damage gets done.
2. The most common cause of damage has been found to be that the mailbox or other structure has been improperly installed and/or is too close to the traveled portion of the road. Sometimes the snow coming off the plow will knock down a loose or improperly installed mailbox or structure. Most contact damage occurs when a mailbox or structure that has been installed is too close to the traveled portion of the road.
3. It is the policy of the Town of Castleton to replace a mailbox or other structure that has been damaged by the highway crew only after proof of physical contact by an instrument of the Town's equipment. If the damage is caused by snow coming off the plow, the Town will not repair or replace the damaged mailbox or structure. Additionally, the Town will not replace plastic mailboxes located in the right-of-way. Plastic mailboxes degrade due to ultraviolet rays from the sun and become brittle during the cold weather months and are therefore easily damaged due to a variety of factors.
4. If the owner of a mailbox or other structure feels that the Town is responsible for the damage, that person must contact the Town Highway Foreman or other town official within forty-eight (48) hours following a weather event to report any damage they believe was done by the Town. You must prove that there was physical contact, and the mailbox or structure was properly installed in accordance with Enclosure 1 of this memorandum. The Town Highway foreman will inspect the damage and decide if the Town is responsible for the damage.
5. If the damage is proven to be done by the Town, the mailbox or structure will be repaired and put back to its current condition. If the damage is such that repair is not possible, the Town will replace the mailbox or structure with a similar product to the existing mailbox or structure. There may be times when it is not possible to install a post in the ground. If that occurs, the Town will install a temporary box until the installation of the post is possible.
6. Point of contact for this memorandum is the Town Manager at (802) 468-5319 or [manager@castletonvt.org](mailto:manager@castletonvt.org) or the Public Works Director at (802) 468-2459 or [cas\\_higway@myfairpoint.net](mailto:cas_higway@myfairpoint.net).

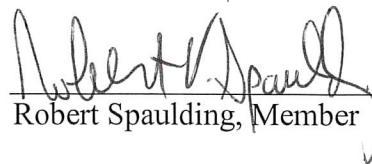
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SUBJECT: Damage Policy for Mailbox and Other Structures Following Winter Weather Events

Adopted by the Select Board on: February 21, 2022

  
James Leamy (Chairman)

Richard Combs (Vice Chair)

  
Robert Spaulding, Member

Joe Mark (Member)

  
Michael Holden, Member

ENCLOSURE(S)

1 – Mailbox Suggested Installation

DISTRIBUTION

1 – For Public Release (Town Website)

1 – Highway Department

1 – Police Department

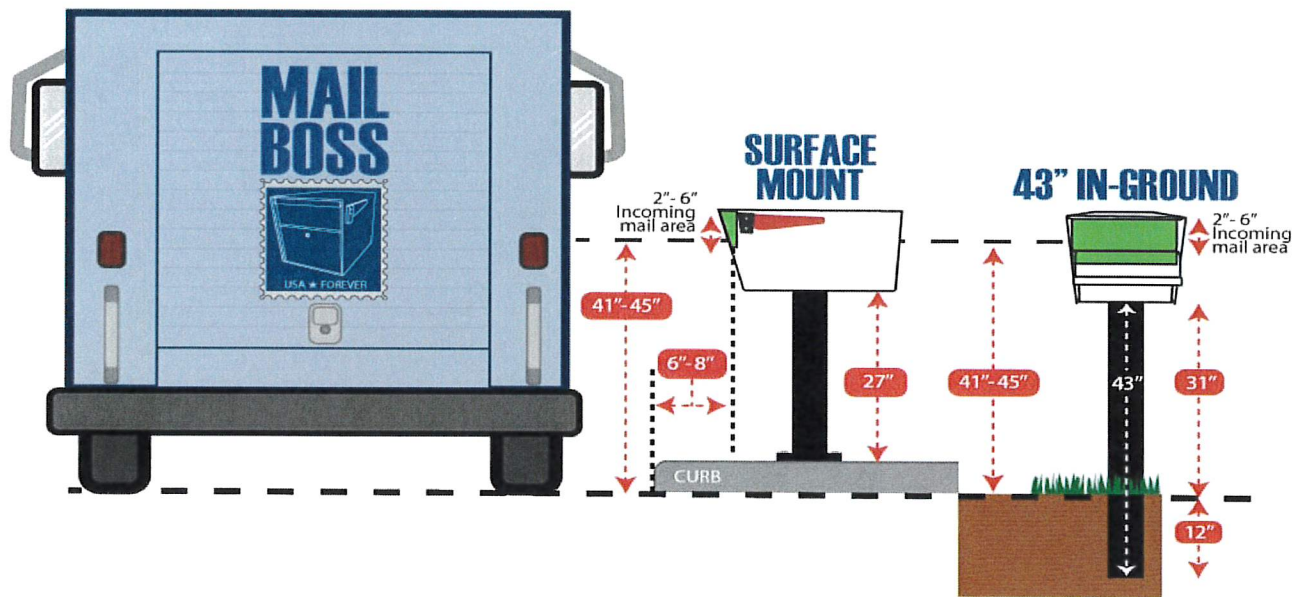
1 – Town Clerk

1 – File Copy (Town Office)



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## General USPS Requirements for Curbside Residential Mailboxes



### Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, use your full street address.

### Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.