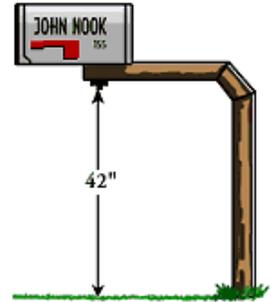


Town of Readfield Mailbox Guidelines

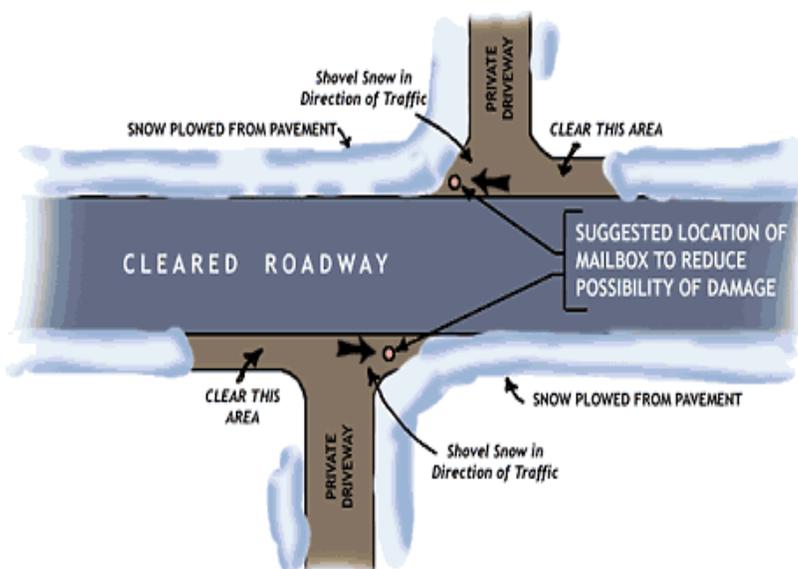
Readfield's snow plowing contractor will take all precautions to avoid striking mailboxes with the wing of the plow. Below are some tips for mailbox placement to help reduce the chances of damage during winter plowing:

- Mailbox post size must not exceed 4" by 4" for a wooden post or 2" diameter for a steel pipe post for roadside barrier safety. Posts that are more substantial in construction are considered "deadly fixed objects" and are not permitted within the Town's right-of-way..
- Mailboxes and any supports should be installed at least 42 inches high to provide clearance for the plow wing as shown in the picture. We recommend the use of 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 carrier and customers.
- Below you will find a sketch showing the recommended location for your mailbox. Placing the mailbox on the side of your driveway away from approaching traffic will allow plow truck drivers to properly clear the roadway and to get as close as possible to your mailbox to minimize the amount of shoveling you will have to do to clear the mailbox for the postal carrier.
- For uncurbed roadways set the mailbox back at the far edge of the road shoulder (at least 3 feet back from pavement edge, when possible) to provide the maximum possible roadway clearance. For curbed roads the face of the mailbox should be 8-12 inches back from the curb face.
- To assist emergency vehicles, please place reflective material on the side of the box visible to approaching traffic with 4" high letters to identify the address.



In the event you believe your mailbox has been damaged by the plow contractor we ask you do the following:

- Make note of the circumstances surrounding the damage and if possible take a picture of the mailbox and the area around it.
- Report the issue to the Town Office at 685-4939 or at www.readfieldmaine.org/maintenance-department/webforms/work-request-form
- Make any needed temporary repairs. If you are unable to make such repairs on your own please call our Snow Plow Contractor, Scott Horne at 242-6111 and his crew will attempt to repair or replace the mailbox when time permits.



Substantially damaged property will be replaced in the spring with a basic metal mailbox. Newspaper boxes will not be repaired or reset by the Town or plow contractor in any event. The Town and plow contractor will not replace or reimburse for custom made mailboxes, ornate posts or granite post, etc., existing mailboxes with rotted posts or in obviously poor condition, or any mailboxes that have not been located according to these guidelines. State of Maine law views mailboxes as an encroachment in the public way put there at the owner's risk and municipalities are not legally liable for any damage or repairs to mailboxes due to snow removal operations.