

15

Danbury Common Council.
Joe Cavo, President

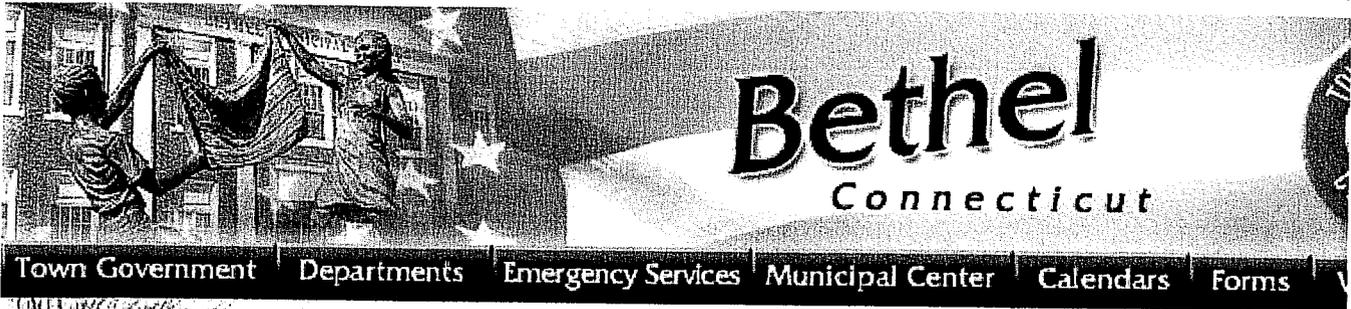
Dear Joe ,

I would like an adhoc committee formed to look into having proper installation of mailboxes on the road side, as each year the city has to replace many that are taken down during snow storms because they are improperly installed. Enclosed is a copy of the Bethel directions and they seem to work.

Pauline R. Basso

Majority Leader

15-1



Additional Information

Please see diagram below for proper mailbox installation

Mailbox Replacement Policy

It shall be the policy of the Bethel Department of Public Works that if a mailbox or post, is damaged as the result of snow removal operations, the responsible repairs shall be borne by the property owner. The Department of Public Works will not be responsible for mailbox damage from snow being dropped from snow removal equipment.

When a mailbox or post is damaged by **direct contact** from our snow removal equipment, the following will occur.

1. Inspection of mailbox and post to determine cause of damage.
2. Inspector will determine who is at fault (improper installation of mailbox or plow operator error).
3. Following investigation, the mailbox or post will be repaired or replaced if the plow operator is at fault.

Decorative mailboxes and posts that receive direct contact from snow removal equipment will be replaced with a **standard mailbox and post**.

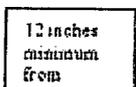
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***The majority of mailbox and post damage is the result of improper installation or maintenance. A properly installed and maintained mailbox will withstand the snow removal operations that occur during the winter months.**

*It is very uncommon that a mailbox is directly contacted with snow removal equipment. The average number of mailboxes that receive contact from snow removal equipment during a snow storm is less than one percent. Non contact mailbox knockdowns may average more than one hundred or more per snow storm.

*The Public Works Department will assist elderly or impaired property owners with repairing damage to their mailbox or post.



Mailbox and Post Installation

15-2

1. Front of mailbox must be 12 inches minimum 18 inches maximum or edge of roadway.
2. Bottom of mailbox must be 40 to 44 inches above roadway elevation
3. Post should be constructed of pressure treated wood, 4 inch by 4 inch post size.
4. #8 minimum size screws that are weather resistant should be used in assembly of mailbox and post.
(Do not use nails)

Proper installation and maintenance of your mailbox and post will help to damage during snow removal operations.

THANK YOU

