

# Town of Moultonborough Public Works Department

## Suggestions to Homeowners for Placement of Roadside Mailboxes

Please be assured that our crews try to avoid damaging any mailboxes. However, during long winter storms and especially during heavy accumulations it may unavoidably occur. We don't want this to happen and neither do you.

The following suggestions may be helpful to property owners to increase their awareness of the placement of mailboxes to avoid the possibility of damage by Town Snow Plowing Equipment during winter road plowing and road maintenance operations:

1. **Location is Key!** The placement of mailboxes close to the road, near the ditch line, pavement edge and/or next to culverts that must be kept open may unavoidably lead to mailbox damage or destruction. RSA 41.11 and RSA 47.17 give cities and towns a broad range of authority to regulate the placement of structures of any kind in the right of way.
2. **We Suggest Mailboxes Should Be:**
  - a) Hung by chains from an overhead structure
  - b) Placed so the entire structure is on the furthest side of any ditch line or at least a three foot minimum back from the edge of the pavement.
  - c) At least 42" from the bottom of the mailbox above the road surface to allow the plow wing blade to clean the surface of the road under it.
  - d) See typical mailbox installation guideline and layout attached.
3. **Reimbursement:** The Moultonborough Public Works Department cannot monetarily reimburse all citizens for the damage to their mailboxes that occur during normal, routine winter snow plowing operations.
4. **Placement of Mailbox:** It is the homeowner's responsibility to place their mailboxes in the proper locations and to construct them in a manner to avoid interfering with snowplow operations and keep out of the roadway. Summer residents should remove their mailboxes prior to their leaving for the season. This would be extremely helpful.
5. **Damages:** Please be aware that we have received calls complaining that our snow plow operators have damaged a mailbox and then found out it was either vandalism or as a result of the private plowing contractor hitting it. Make sure your private plow operator knows the location of your mailbox, the edges of the roads and driveway and location of culverts and any other obstructions he needs to drive around or avoid hitting.
6. **Heavy Snow:** Unfortunately, pushing heavy amounts of snow off of the road with enough force to clear the roadways may cause the heavy snow to hit a mailbox situated too close to the road and damage it by the sheer weight of the snow.
7. **Snow Removal:** All jokes aside, Town snow plow operators and sidewalk tractor operators do not intentionally wait at the end of the road and come plowing past your residence just as you finish cleaning it out! We have to keep the roads and sidewalks open and cleaned off. Unfortunately, it does not always coincide with your schedule for removing snow from your driveway or mailbox.
8. **Where's the Mailbox?** We appreciate your understanding regarding mailbox placement, especially during heavy snowfalls. Keep your mailbox dug out and visible so you get your mail and we can see where it is. It may be helpful to mark your mailbox on top with some kind of a marker extending up and above the snow bank to aid the snowplow operator in seeing that a mailbox is there under that snow bank!

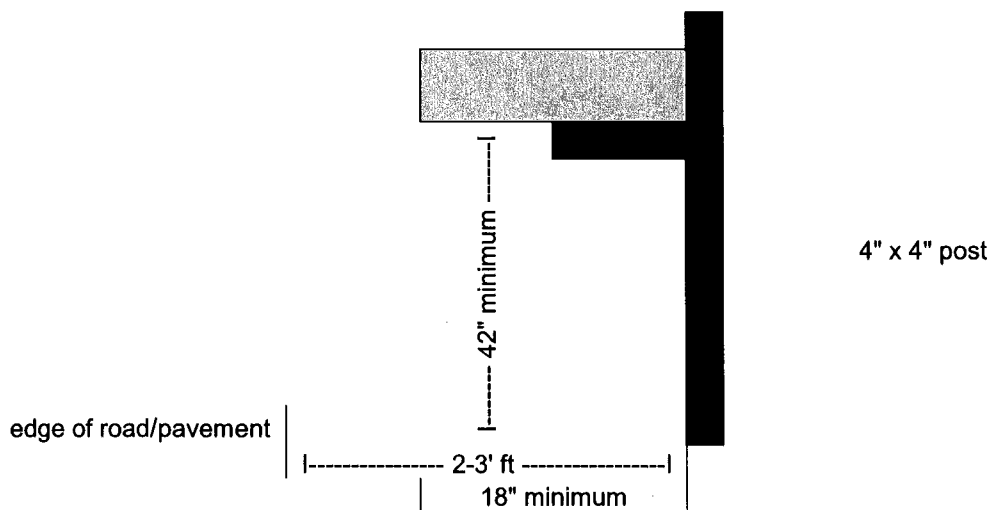
*If you have any questions or concerns please feel free to call us at  
The Moultonborough Public Works Department office at 253-7445. Thank you for your cooperation.*  
**Chris Theriault, Public Works Director**

## Town of Moultonborough MAILBOX INSTALLATION GUIDELINES

The Town of Moultonborough will NOT replace your mailbox and/or post if damaged by town equipment during road maintenance or snow plowing operations. The town does not reimburse residents for any type of custom mailbox set up either.

The following detail provides guidelines to be used in determining the proper distance and height requirements for mailbox installations. Please note that the minimum height from the lowest part of the mailbox post to the ground should be 42 inches or greater.

### Typical Mailbox Installation Guideline Detail



#### MAILBOX SUPPORTS:

Supports for mailboxes should be of adequate strength and size to support the box properly. However, customers should avoid the use of massive mailbox supports that, when struck, could damage vehicles and cause serious injury to any vehicle operator and occupants. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away from a striking vehicle.

#### POST SIZE & BREAKAWAY:

The Federal Highway Administration has determined that mailbox supports no larger than 4 inches by 4 inches, a 4-1/2" diameter wood post or a 2" diameter standard steel or aluminum pipe buried no more than 24 inches should safely break away if struck by a vehicle. The mailbox must also be securely attached to its post to prevent separation when struck.

Although snow plow truck drivers are well trained and use caution when operating the large vehicles, it is inevitable that damage will occur to some mailboxes. Property owners must realize that extravagant and expensive mailbox installations are installed at their own risk.