



SPENCER OFFICE OF UTILITIES & FACILITIES

MEMORANDUM

To: Town of Spencer Residents
From: Steven J. Tyler, P.E., Superintendent, Spencer Utilities & Facilities Office
Date: January 3, 2013
Re: Town of Spencer Mailbox Standards

Steven J. Tyler
1/3/2013

The purpose of this memo is to provide guidelines on the installation of mailboxes within the Town of Spencer road layout. This includes all mailboxes located along to the edge of road. Authorization and direction for development of these standards is provided by the Town of Spencer Select Board as voted at their March 26, 2012 meeting enacting the Winter Plowing Damage and Mailbox Policy.

Winter Plowing Damage and Mailbox Policy

The Winter Plowing Damage and Mailbox Policy includes the following provisions:

General:

1. The Town is not responsible for damage to, repairing or replacing private property including, but not limited to, signs, vehicles, landscaping, fences, mailboxes and other structures, etc. placed within Town owned road right-of-way (ROW) / layout. The Town owns the roadside right-of-way (i.e., the land areas adjacent to the road pavement) and must retain all rights to maintain these areas for clear visibility, snow storage and public safety or public need purposes.
2. The construction/placement of walls, fences or other structures within Town owned right-of-way is already prohibited by existing laws. The purpose of this policy is to clarify Town and private property owner responsibilities.

Mailboxes:

1. The construction/installation of concrete, granite post, brick, block or other unyielding or other unsafe mailboxes or other structures that pose a hazard to traffic as determined by the Superintendent of Utilities and Facilities within Town owned right-of-way is further prohibited by this policy.
2. The Utilities and Facilities Superintendent shall be responsible for establishing standard requirements for type of construction and placement of mailboxes within Town owned road right-of-way (ROW) / layout which may reference common accepted safe practices; and/or FHWA, AASHTO, MassDOT, USPS or other applicable requirements.

Spencer Mailbox Construction Standards

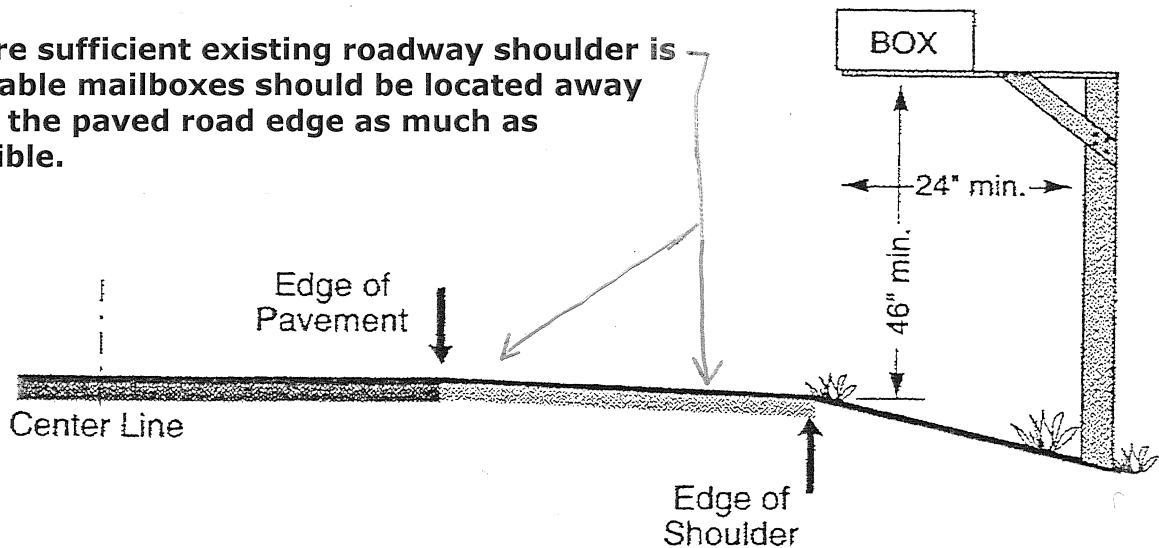
The Town has developed mailbox construction standards consistent with AASHTO and USPS recommendations and guidelines. The attached AASHTO and USPS mailbox details are considered acceptable and in conformance with the Town of Spencer standards.

The Spencer Highway Department is available to meet with you at your property and to provide recommendations for locating and constructing mailboxes. Please feel free to call our office for assistance or if questions. Phone: (508) 885-7525 or (508) 885-7515.

Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.

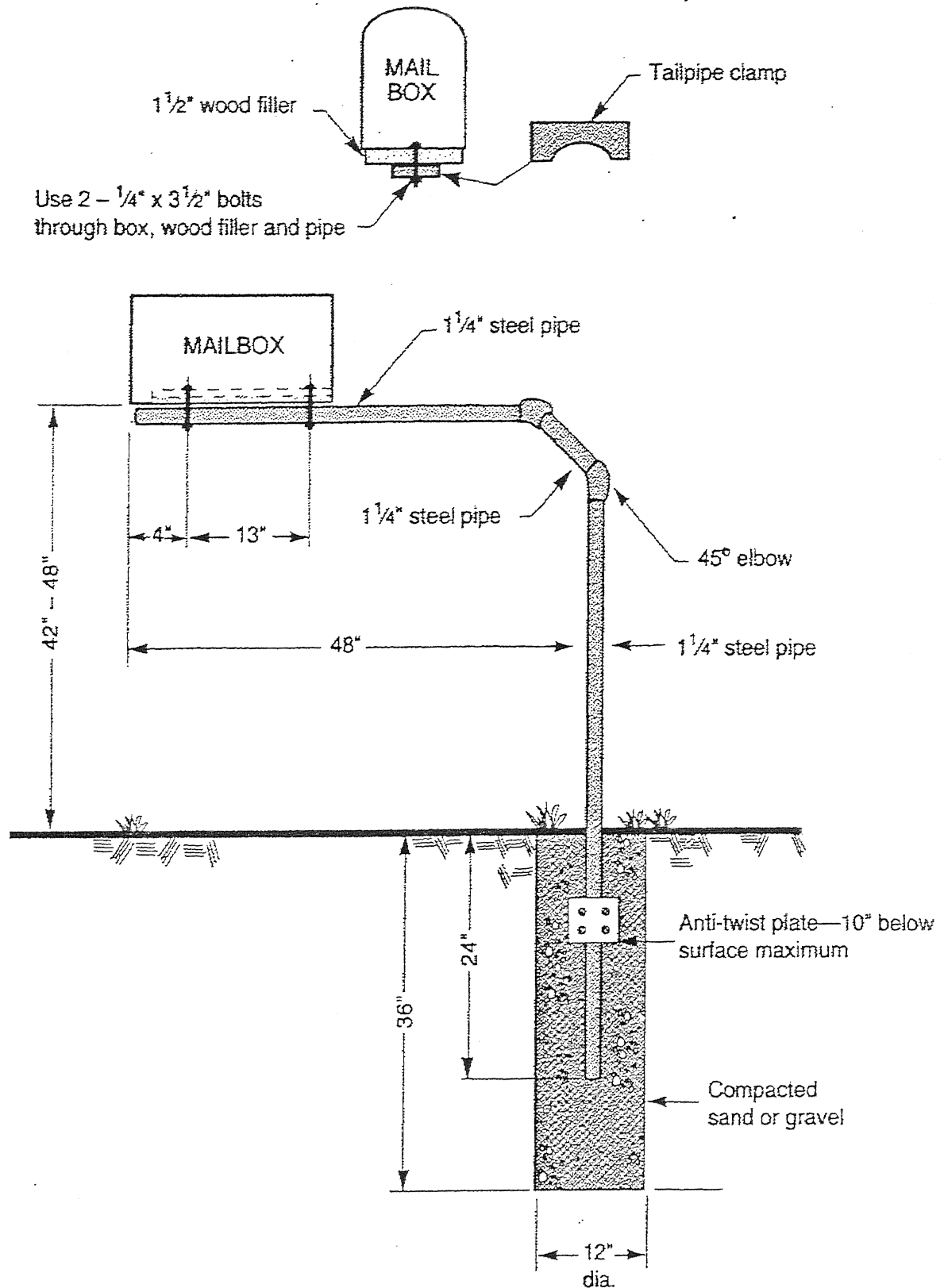
Where sufficient existing roadway shoulder is available mailboxes should be located away from the paved road edge as much as possible.



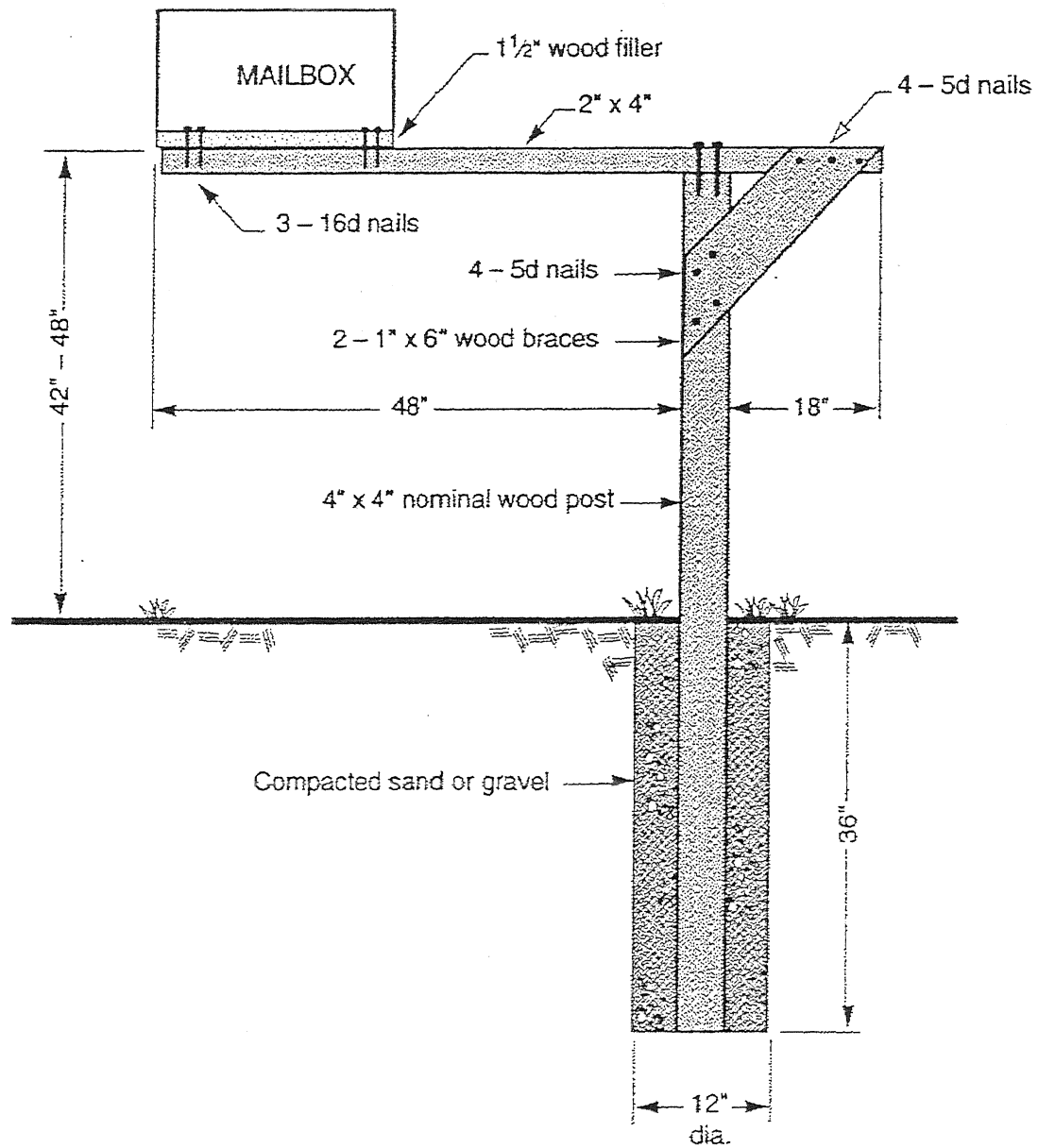
Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

Refer to attached Mailbox Construction details for further information.

USPS Standard



Example of a steel pipe cantilever mailbox support



Example of a wood cantilever mailbox support

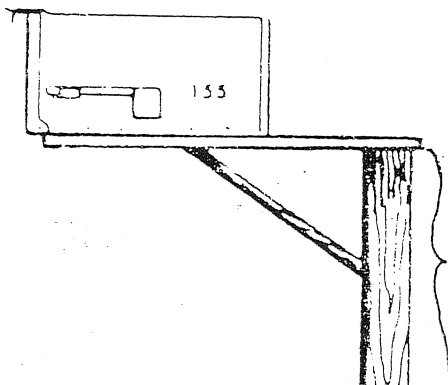
AASHTO Detail

MAILBOX INSTALLATION

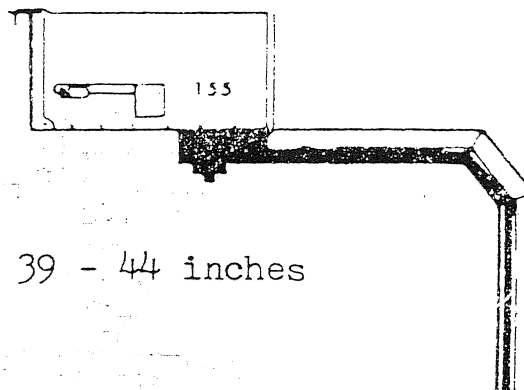
Where heavy traffic conditions or limited visibility exist, mailbox should be located so carrier's vehicle is off pavement. A hard surface (tar, gravel, stone, cinder) should be provided for carrier's vehicle to approach and exit from mailbox. Where traffic is not a problem, your mailbox should be located no more than 1 foot from the road. Mailbox support or post may be set further back where snow removal is a problem.

- The box should be 39 - 44 inches high from ground to base of box*
- Approved mailboxes may be purchased at hardware or other stores that supply them
- Larger mailboxes are recommended if you receive a large volume of mail and larger size parcels.
- Box number or name must be painted not less than 1 inch high on side facing carrier's approach
- Mailbox support or post must be neat and of adequate size and strength
- Mailbox door should open freely and signal flag should be in good working condition.

Suggested installation
of a single box.



Suggested installation where snow removal
is a problem.



* 39 - 44 inches

Refer to attached Mailbox Construction details for further information.



Extend box beyond end of post. Attach board holding box to post with screws or doubleheaded nails, permitting easy removal if necessary to adjust box height.

USPS Standard