

Town of Bethel

Mailbox Reimbursement Policy

I. Policy Objectives

The primary objectives of this policy are as follows:

1. To provide reimbursement for the cost of a damaged mailbox and post when the damage is a direct result of Town actions.
2. To ensure that prior to reimbursement, the cause of the damage is properly verified and documented.
3. To establish a maximum replacement cost and standards for replacement of a damaged mailbox and post.
4. To promote shared responsibility between the Town and property owners in maintaining mailboxes that are properly installed, visible, and structurally sound.

II. General Policy

Most mailboxes are located within the public right-of-way and may occasionally be damaged during snow removal operations. The Town and property owners share responsibility for ensuring mailboxes are properly installed and maintained. Untreated wooden posts typically last only 2–3 years and can weaken or rot at ground level, making them more susceptible to damage from snow or ice. Mailboxes and posts should be checked annually by the property owner, to ensure they are sturdy and set far enough back from the road so snow banks will not cause damage.

Replacing a rotten or deteriorated post is the property owner's responsibility.

III. USPS Standards

All mailboxes installed under this policy must meet U.S. Postal Service (USPS) requirements for placement, model and height. The approach to and exit from the mailbox must be kept clear of snow and obstructions. Clearing snow around the mailbox is the property owner's responsibility. The Highway Department and its contractors are not responsible for clearing access to mailboxes. For more information, visit www.usps.com/manage/mailboxes.htm.

IV. Eligibility for Reimbursement

If a Town or Town-contracted plow or truck directly contacts a mailbox or post, causing damage, the property owner may submit a reimbursement request. Damage resulting from snow load, snow discharge (windrow) from plows, or poor post condition will not be covered. The property owner is responsible for replacement or repair.

V. Reimbursement Request Procedure

1. The property owner must notify the Town Manager's Office or Highway Department within five (5) business days of the alleged damage.
2. The request must include:
 - Date, time, and location of the incident
 - Description and photos of the damaged mailbox and post
 - Copies of receipts if seeking reimbursement for replacement
3. The damaged mailbox and post must remain available for inspection by the Road Foreman or Town Manager, for fifteen (15) days following notification to the Town.
4. The Town Manager or designee will review the claim, consult the plow operator and Road Foreman, and determine the cause of the damage.
5. If damage is determined to be the result of direct contact by Town equipment, the property owner will be eligible for reimbursement.

VI. Reimbursement Amount

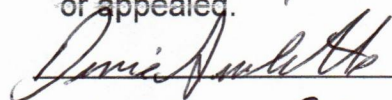
The Town will provide reimbursement up to a maximum of \$100.00, following submittal of receipts and photos, as outlined above. If determined this was a result of direct contact by Town equipment, they will mail the property owner a check up to \$100.00, within thirty (30) days. This amount covers the cost of a standard mailbox and a 4x4 post. The Town of Bethel will not cover installation costs. Reimbursement exceeding \$100.00 will not be provided regardless of the mailbox's size, design, or original cost.

VII. Appeal Process


If a reimbursement request is denied, the property owner may appeal in writing to the Select Board within 30 days of the denial notice. The Select Board will review the appeal at the next regularly scheduled meeting, and its decision will be final.

VIII. Effective Date

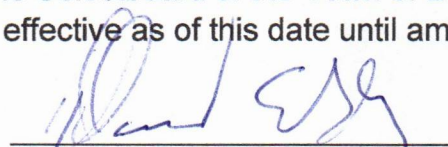
The foregoing policy is hereby adopted by the Selectboard of the Town of Bethel, VT, this 10th day of November, 2025, and is effective as of this date until amended or appealed.



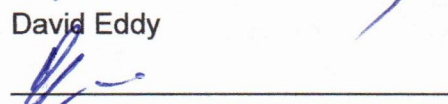
Denise Guilmette



Jordan Garrow



David Eddy



Ben Roberts