

TOWN OF STRATHAM
SELECT BOARD

Mailbox Damage Repair and Replacement Policy 2026

Purpose

This policy establishes the procedures for repairing or replacing mailboxes damaged by the Town of Stratham Department of Public Works (DPW) or its contractors during snow removal or other DPW operations.

Policy

1. Mailboxes within the Town Right-of-Way

Mailboxes located within the Town right-of-way are placed there for the convenience of the property owner and are permitted at the owner's risk. The Town is not responsible for damage caused by snow discharged from a plow (snow windrow), normal snow removal operations, or other routine maintenance activities.

2. Damage Eligible for Repair or Replacement

The Town will repair or replace a mailbox only when it has been damaged by **direct physical contact** from a Town vehicle or equipment operated by the Town or its contractor.

3. Reporting Damage

Property owners must report alleged mailbox damage to the DPW within **five (5) business days** of the incident. Reports may be made by phone or email. The mailbox and post must remain available for inspection until the Town has completed its investigation. Claims submitted after five business days may be denied.

4. Repair or Replacement

If the Town determines that it is responsible for the damage:

- DPW will make a reasonable effort to repair the existing mailbox and post; or
- If repair is not practical, the Town will either:
 - install a standard mailbox mounted on a 4x4 post, or

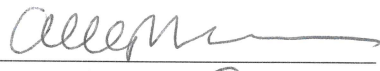
- reimburse the property owner for replacement materials, up to a maximum of \$60, upon submission of an itemized receipt.

5. Limit of Responsibility

The Town's maximum responsibility is \$60 per mailbox, regardless of the original cost, style, size, or decorative features of the mailbox, post, or mounting hardware. Reimbursement is limited to the cost of replacement materials and will not include labor or upgrades beyond a standard mailbox installation. Any request for reimbursement must be supported by an itemized receipt for the replacement materials. No reimbursement will be issued without an itemized receipt.

Adopted/Reaffirmed: 8/17/26
date

Town of Stratham
By Its Selectmen


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