

#13. TOWN OF LUNENBURG POLICY

INSERTIONS WITH ELECTRIC LIGHT BILLS

1. All requests from Town Departments, or from outside organizations to place insertions in with the Town's Electric Light Bills will be subject to approval by the Town Manager.
2. In considering requests the Town Manager shall be guided by the following policies:
 - a) Only insertions from local non-profit non-commercial organizations will be considered;
 - b) Requests must be made in writing and be accompanied by a copy of the insertion; and
 - c) Costs incurred by the Town for service to an outside organization must be recovered.
3. The Town Manager has the latitude to deny a request if he considers that staff resources cannot be made available or that the requesting organization is abusing the service.