

## **Electric Bill Insert Policy**

Electric bill inserts, like tax bill inserts, may never be used to send statements of position on matters of public policy, or to advocate for or against any electoral question. To meet the requirements of the Tax Collector's office, which handles the preparation of electric bills, any inserts into Electric Bills must conform to the following:

- Be limited to a single page (letter size). Two sided copies are OK.
- Inserts to be on White paper or light colored paper only.
- Inserts to be made available at least two weeks prior to issuance of electric bills.
- Ample copies of insert must be made available to Tax Collector's Office.

As the costs of mailing electric bills to electric customers are paid for by the electric rate payers, top priority for inserts are those that are related to customers' electric service. Examples include:

- Notice of scheduled outages for voltage conversion project or other scheduled maintenance
- Information about programs and policies of the Municipal Electric Department, such as the Net Metering Policy
- Information from the Town's Energy Committee about energy saving devices.

Information about other Town services or policies, or other information about Wolfeboro's Town government may be approved, on a case-by-case basis by the Board of Selectmen. For instance, if the Town of Wolfeboro ever develops a Town newsletter, Electric bills may be an appropriate means of distribution, as they get sent to virtually every residence.