

Postage

1. Overview

This policy is set forth to provide for savings in postage and mailing expenses, improved accounting for postage costs among cost centers, and improved security over postage stamps.

2. Direction

All departments, boards, commissions, and officers are directed to use the automated postage metering system in the office of the Town Clerk for all mailings which:

- a. Originate from Town Hall regardless of the size of the batch or job;
- b. Exceed 100 pieces per batch or job regardless of location; or
- c. For batches or jobs which are 100 pieces or less and are not urgent, can be transported to the office of the Town Clerk such that the cost of transportation (including labor) does not overwhelm the cost savings realized with the automated postage metering system.

Postage users are directed to consider transportation costs, labor costs, and stamp security when executing this policy.

3. Coordination

The office of the Town Clerk will support the administration of this Policy. The Town Administrator will insure compliance with the policy.

4. Related Authority

RIGL § 45-5-1
Charter § 407(3), § 407(9)

Adopted by Tiverton Town Council on January 24, 2011