

Town of Lamoine, Maine

606 Douglas Hwy.

Lamoine, ME 04605

207-667-2242

e-mail town@lamoine-me.gov,

website www.lamoine-me.gov



RETURNABLE CONTAINERS PROGRAM

Purpose

The purpose of this program is to, 1) provide an outlet for citizens of Lamoine to donate returnable containers to various non-profit organizations or entities based in Lamoine that directly benefit Lamoine and/or its citizens, and 2) to ensure that such organizations or entities have an equal opportunity to participate in the program.

Roles of Involved Parties

The Town of Lamoine, through its Select Board, has ultimate oversight of the program. It shall provide a collection location at the Lamoine Transfer Station. The Transfer Station Attendant shall be responsible for proper maintenance of the collection area and will assist the general public by instructing them where to place returnable containers. The Town Treasurer shall collect the funds from a redemption center that will be periodically selected by the Select Board and shall distribute the funds to the appropriate beneficiary as described in this Agreement.

The Redemption Center shall remove the returnable containers on at least a monthly basis and will provide a receipt and check to the Lamoine Town Treasurer once the containers are processed. Any processing fees shall be deducted from the payment to the Town.

Beneficiary – Eligible non-profit organizations or entities shall make application to the Town of Lamoine for the proceeds of the returnable container receipts accumulated for a one-month period of time. Applications shall be turned in at the Lamoine Town Office. The Treasurer shall review applications for eligibility. The application shall consist of at least the following:

- Organization or Entity Name.
- Explanation of affiliation with the Town of Lamoine.
- Tax ID number.
- A statement that the organization is based in Lamoine, a non-profit entity, and proof, if requested.
- The name, mailing address, and telephone number of the person within the organization responsible for receiving the donation.
- The date of the application.
- A statement of specific purpose for the use of the funds and resulting benefit to the Town and/or its citizens, in whole or in part.

Selection Criterion

The Select Board shall pre-assign redemption receipts accumulated for a one-month period of time to a non-profit organization or entity on a first-come, first-served basis.

Such assignment of receipts will be for a period of not more than 12-months at one time. The Administrative Assistant shall present the applications of first time applicants to the Select Board at an open meeting following receipt. The Select Board shall approve the eligible non-profit organizations or entities, in keeping with this paragraph, and the decision of the Select Board is final – no appeals are allowed. No organization may apply more than once during a 12-month period unless there are fewer than 12-months worth of eligible applicants. Once an applicant is approved by the Select Board, the Administrative Assistant is authorized to approve applications based on the procedures outlined in this program.

The intent of this paragraph is to ensure that all eligible applicants have an equal opportunity to participate in the program.

Eligibility Standards

To be an eligible beneficiary, the receiving non-profit organization or entity must:

1. Present a completed application to the Lamoine Town Treasurer.
2. Present evidence that it is based in Lamoine; directly affiliated with the citizens of the Town of Lamoine, an affiliate of the Lamoine Town Government or Lamoine Consolidated School, or that its' purpose is to provide a direct benefit to the Town or its' citizens, in whole or in part.
3. Be a non-profit organization or entity, or an affiliate of a non-profit organization, an affiliate of Lamoine Town Government, or the Lamoine Consolidated School.

The intent of this paragraph is to ensure that the Town of Lamoine or its' residents, in whole or in part, benefit directly from the participating non-profit organization or entity.

Process

Returnable Collection - At least monthly, the selected redemption center shall remove the returnable containers from the designated collection area for processing. A receipt shall be given to the Transfer Station attendant indicating the pickup date. Once the returnables are processed, the selected redemption center shall provide a receipt and proper payment to the Treasurer of the Town of Lamoine at the Lamoine Town Hall.

Payment - Upon receipt of the payment from the Redemption Center, the Treasurer of the Town of Lamoine will determine which beneficiary is due to receive the payment by reviewing the monthly list of applicants selected by the Select Board. A payment to the beneficiary shall be included on the next Select Board's Warrant. In the event that the beneficiary no longer exists, the payment shall be made to the next beneficiary on the list.

Applications – Application forms will be made available at the Lamoine Town Office and at the Lamoine Transfer Station for organizations that might wish to participate in the program. Completed application forms shall be turned in, by the applicant, at the Town Office to an office employee. Completed applications will be reviewed and considered for selection by the Select Board.

Publicity – The Town Office staff will maintain a list of each non-profit organization or entity that is selected to receive redemption proceeds and the month during which it will be eligible to receive them. This list will be posted at the transfer station and on the Town of Lamoine website.

The beneficiary organization may also publicize the fact that returnable redemption proceeds will benefit that organization through posters that may be placed at the designated returnable area at the Transfer Station. The transfer station attendant will determine the appropriate placement of any additional posters.

Contract – The Select Board will periodically select a redemption center to collect the returnable containers on an at least monthly basis and will enter into a contractual arrangement with that center for a period of time not to exceed five years. The redemption center shall state the amount paid per container, and the amount of any processing fee to be deducted from the service, as a condition of the contract,.

Review

This program shall be reviewed at least every 5-years by the Select Board in order to ensure its smooth operation. Changes to the program shall be made by a majority vote of the Select Board at a duly advertised open meeting.

Signature

Approved this 21st day of September, 2023 by:

S. Josephine Cooper

Larissa Thomas

Nathan Mason.

Gary McFarland

Kathleen Rybarz

The Lamoine Select Board

Attest: A True Copy

_____, Deputy Town Clerk
Stuart Marckoon

Seen & Agreed to by: _____, Treasurer

_____, Transfer Station Attendant



Town of Lamoine Returnable Containers Program Application

Organization's Name			
Describe Affiliation with Town of Lamoine			
Tax ID #			
Is this organization a non-profit entity?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "NO" is this program affiliated with a non-profit entity?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "YES", the name and address of the parent organization			
Is the organization based in Lamoine?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person:			
Contact Address:			
Contact Phone Number(s)			
Email Address			
What will the funds raised by this program be used for?			
Signature of Person submitting application:			
Title:		Date Signed:	

For Lamoine Town Office Use Only:

Date Received at Town Office			
Date Considered by Select Board or Adm. Asst.			
Approved?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Month Assigned for Proceeds			
Followup: Amount Received from Redemption Center			
Warrant		Voucher	Check #

By signing this application, the person above named indicates they have read and understand the Returnable Containers Program of the Town Of Lamoine. Completed applications should be returned to the Lamoine Town Hall, 606 Douglas Hwy., Lamoine, ME 04605.