

**Bottle Shed Committee  
DRAFT Minutes**

Meeting: Bottle Shed Committee  
Date: Thursday, January 28, 2016  
Time: 9:00 a.m.  
Location: Jordan Conference Room at Town Hall

Present: Debra Lane, Melanie Thomas, Adrienne Murphy, and David Galvan

**Review expectation of a member.** Debra Lane reviewed the expectations of the Bottle Shed Committee members and reviewed the State of Maine Freedom of Access Act Statutes and Guidelines and Responsibilities outline by the Town for boards and commissions.

Board members are asked to:

- Attend board meetings and participate
- Respect the views of other board members
- Reveal any potential conflict of interest to the board prior to the discussion and voting on the item. Board members shall abstain from discussion and voting on any item deemed to be a conflict of interest.
- Adhere to the State of Maine Freedom of Access Act statutes (FOAA) and conduct the transaction of the town's business in public.

**Select Chairperson:** Adrienne Murphy was selected as the Chairperson

**Secretary:** David Galvan was appointed as Secretary.

**Adopt Committee Rules for public comment:**

Public comments in Decorum are as follows: The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

After the public comment period has been opened, the chairman will recognize any person wishing to address the Committee on items appearing on the agenda or not on the agenda.

The speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making comments. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Committee members present.

The chairman may decline to recognize any person who has already spoken on the same topic.

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Once the Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

**Decorum**

Persons present at committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at a meeting may only address the Committee after being recognized by the chairman.

**History of Bottle Shed:** Debra Lane shared the history of the Bottle Shed, and explained the need for the change in Bottle Shed procedures.  
**See at the bottom of the minutes.**

**Policy for Proceeds eligibility:** The Committee discussed several ways groups would be eligible to collect proceeds. We narrowed it down to three possibilities: Lottery style, matching the amounts raised by the organization's existing fundraising, and Grant application process.

The committee decided to go with a Grant application.

The committee came up with several questions that needed to be on the application.

- Size of Organization.
- What the money will be used for.
- How much money are they requesting? (The amount awarded will never exceed more than \$2,000.00 to any one organization in an award cycle.)
- Number of years the organization has been established.
- Is the organization a Non-profit?
- Other fund raising efforts. Past experience with the bottle shed.
- Other funding sources.
- What percentages of your funds come from a non-fundraising source?
- The number of children impacted by your organization.
- Does your organization participate in Clynk?

The committee decided to accept the grant applications once a year and have the deadline for applications in October.

In 2015 no organization received money from the bottle shed therefore we will be accepting applications with the deadline of March 25<sup>th</sup>.

**Outreach to solicit beneficiaries:**

The committee agreed to use the Town of Cape Elizabeth's website, and Cape Courier to advertise the application process and deadlines.

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**Next Meeting**

Our next meeting will be on March 30<sup>th</sup> at 9am at the Cape Elizabeth Police Department.

There were no members of the public present for this meeting.

Adrienne Murphy adjourned the meeting at approximately 11:00 am.

“Groups” refer to Cape Elizabeth-based non-profit service clubs and organizations benefiting the youth of Cape Elizabeth.

The bottle shed was first opened in December 1992 and for many years administered by its’ visionary Rosemary Reid before turning it over to the town. Ms. Reid’s idea for a returnable bottle shed was a way in which to help financially support the non-profit, Cape Elizabeth groups benefiting youth. A garden shed from Ms. Reid’s yard was used until the success of the program required additional space and in 1996 a garage was built.

Groups were assigned the bottle shed for one month. Volunteers would sort and package the bottles and cans preparing them for pick up by a redemption company. A \$50.00 rental fee was charged and groups received all of the proceeds for the month.

For many years there were more groups than months available. The program became popular and groups depended on this fundraising effort. In the early years the monthly proceeds started at an average of \$700 and increased to \$2000. Since its inception in 1992 – August 30, 1998 a total of \$100,000 was raised. At the height of the fundraising the monthly average increased to approximately \$3000.

In recent years groups began having problems recruiting volunteers which left the task of sorting bottles to a few, resulting in fewer applications for the bottle shed. Volunteers not showing up when scheduled created a backlog of bottles and placed a burden on the town to deal with the overflow. Staff began to question whether the model was sustainable long-term.

Factors which have contributed to fewer groups applying:

- 1) Initially students were to be involved in working the shed however over time it became parents who took on the responsibility. With busy schedules fewer volunteers were available.
- 2) Groups created their own bottle return program through CLYNK which became an easier fundraising option.
- 3) Some groups provided an option of charging a fee in lieu of working the bottle shed reducing the volunteer pool even more.
- 4) Most groups wanted to be scheduled certain months e.g. within the sport or extracurricular season, during the school year or larger volume months. Scheduling became problematic as some months remained open.

In one last effort to retain the model, in March 2013 the town announced groups would be assigned months by a new lottery system and applications were drawn randomly. The first lottery on May 1<sup>st</sup> was advertised for the months of August 2013 – December 2014 however not enough groups applied to fill the season. A second lottery was held on April 30, 2014 for the months of June 2014 – May 2015 with the same results.

With the dwindling interest and the long-time provider of the redemption service retiring, the town reviewed options.

- 1) Close the bottle shed.
- 2) Continue with the current model leaving several months open.
- 3) Provide a CLYNK type of service.
- 4) Provide bins for single sort with proceeds retained by the town and distributed to qualified groups.

In February 2015 the town partnered with a new redemption company and moved to single sort. Bottles and cans no longer have to be sorted. Monthly proceeds are retained by the town with the intent to distribute funds to qualified groups. The program is not without problems. Not all residents are adhering to the signs asking for bottles and cans to be taken out of bags and dumped into bins. Bags are left full requiring staff to dump them out.

Since the town took over the program in February 2015, a total of \$20,218.30 (through 12/2015), an average of \$1838.00 per month, has been collected. To date the total amount of proceeds exceed \$600,000.