

Town of North Yarmouth  
DISCRETIONARY HEATING FUEL FUND USE  
aka Keeping North Yarmouth Warm Heating Fuel Fund

**SECTION 1. PURPOSE & SCOPE**

This policy will provide guidance to the Town Manager and/or Assistant Town Manager in granting assistance from the Keep North Yarmouth Warm Heating Fuel Fund. The Town Meeting may appropriate an amount from the Undesignated Fund Balance to be placed into this fund. Donations are also accepted. These funds are for discretionary use by the Town Manager and/or Assistant Town Manager to insure that the citizens of the Town of North Yarmouth have a reasonable expectation of keeping warm during the heating season. Assistance from the Keep North Yarmouth Warm Fund is not guaranteed and can only be offered if money is available in the fund.

**SECTION 2. DEFINITIONS**

**A. Units of Heating Fuel - Amount of Assistance:**

A unit of heating fuel for the purpose of this policy shall be:

1. 200 gallons of #2 or K-1 heating fuel
2. 1.5 cord of seasoned wood
3. 200 gallons of liquefied petroleum (LP) gas
4. An equivalent amount (200 gals.) of coal or pellet fuel
5. \$300 toward a CMP bill for electric heat

An individual or family may be eligible for the assistance of one (1) unit of heating fuel during the months of October 1st through March 31st. A second unit of heating fuel may be granted if circumstances are determined to be critical and life threatening in nature. Both the Town Manager and Assistant Town Manager shall find that an emergency need exists to grant a second unit of heating fuel.

**B. Eligibility:**

The municipal General Assistance Ordinance and Appendices, along with other state and local agency programs shall be used as a guideline in granting assistance.

**C. Referrals**

The Town Manager and/or Assistant Town Manager shall respond to requests from applicants and referrals from members of the community who have knowledge of an individual or family in need. The referral will not be pursued if the individual or family who has been denoted does not wish to tender an application.

**SECTION 3. APPLICATION**

1. The Town Manager and/or Assistant Town Manager shall receive applications. Unless an emergent need is evident, applications will be reviewed within the first three (3) business days of receipt. The applicant(s) will be contacted and scheduled for a conference.
2. Applicants will complete an application for use in determining assistance eligibility from the fund.

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3. Decisions made in accordance with this policy will be made in writing to applicants in a timely fashion.
4. Deliveries of assistance will be to a physical address in the Town of North Yarmouth only.

Adopted: December 2, 2008  
AMENDED: November 2013  
AMENDED: June 2018

Select Board

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Jennifer Speirs, Chair

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Jeanne Chadbourne, Vice Chair

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Anne Graham

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Stephen Morrison