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MAINE STATE GOVERNMENT ANNUAL REPORT 1985-1986



**A Compilation of
Annual Reports of
State Departments and Agencies**

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Bureau of the Budget**

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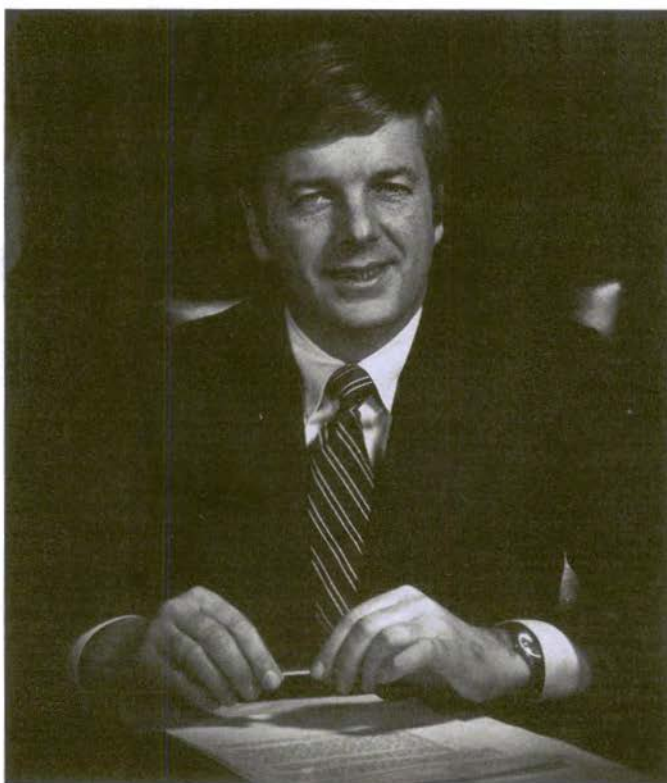
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

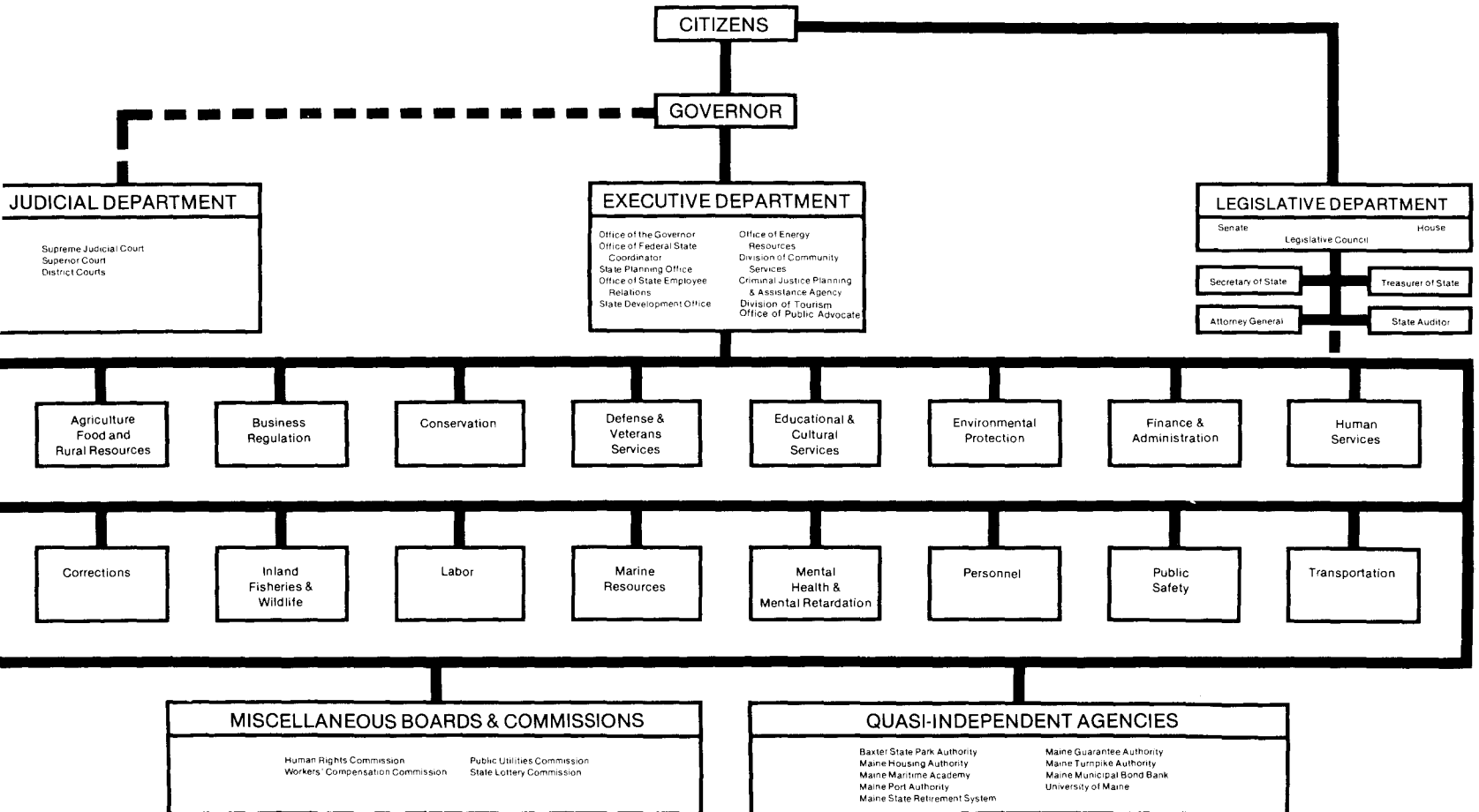
**MAINE STATE
GOVERNMENT
ANNUAL REPORT
1985-1986**



Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT
Based on Elective or Appointive Line of Authority

Major State Agencies



FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

- | | |
|--------------------------|----------------------|
| 00 General Government | 04 Manpower |
| 01 Economic Development | 05 Natural Resources |
| 02 Education and Culture | 06 Public Protection |
| 03 Human Services | 07 Transportation |

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each *State Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different 2 digit number and each unit which was, by law, determined to be a part of one of these was assigned to that 2 digit "umbrella" number. Thus all units carrying an "01" in front of their 3 digit unit number are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

- 01 Department of Agriculture, Food and Rural Resources
- 02 Department of Business, Occupational & Professional Regulation
- 03 Department of Corrections
- 04 Department of Conservation
- 05 Department of Educational and Cultural Services
- 06 Department of Environmental Protection
- 07 Executive Department
- 08 Department of Finance and Administration
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 14 Department of Mental Health and Mental Retardation
- 15 Department of Defense and Veterans Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 26 Department of Attorney General
- 27 Department of Audit
- 28 Treasury Department
- 29 Department of The Secretary of State
- 30 Legislative Department
- 40 Judicial Department
- 60 (Office of) Commissioner of Personnel
- 65 Public Utilities Commission
- 75 Maine Maritime Academy
- 78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned to one of 5 two digit umbrella numbers which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella “90” identifies those that “Regulate”, “92” those that “Advise”, etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

- 90 Independent Agencies—Regulatory
- 92 Independent Agencies—Advisory
- 94 Independent Agencies—Other
- 98 Independent Agencies—Interstate Compact
- 99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent’s 3 digit unit number PLUS a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and Permanent Legislative Count. One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency’s original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count*, where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

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This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES: Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units and, through the umbrella/unit number, provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index.

Organizational Units Which Have Been Recently Created or Renamed. These units are included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

Organizational units whose names have been changed are listed in the Index by the new name.

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date is found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

<i>Um-Unit</i>	<i>Name</i>	<i>Act</i>	<i>Citation</i>
30-261P	Office of President of the Senate	Administrative Decision	3 MRSA, 2
30-261S	Office of the Secretary of the Senate	Administrative Decision	3 MRSA, 22
30-262C	Office of the Clerk of the House	Administrative Decision	3 MRSA, 42
30-262S	Office of the Speaker of the House	Administrative Decision	3 MRSA, 2
30-263J	Special Commission to Study the Implementation of Educational Reform	PL 1985, Ch. 505	20A MRSA, 13510
30-265	(Office of) Legislative Finance Officer	PL 1985, Ch. 501	3 MRSA, 163
30-266	(Office of) Legislative Assistants	PL 1985, Ch. 501	3 MRSA, 163
30-267	(Office of) Director of Legislative Research	PL 1985, Ch. 501	3 MRSA, 163
30-267I	Legislative Information Office	PL 1985, Ch. 501	3 MRSA, 163
94-458	Division of Natural Resources Financing and Marketing (FAME)	PL 1985, Ch. 344	10 MRSA, 984
94-459	Division of Maine Business Development and Finance (FAME)	PL 1985, Ch. 344	10 MRSA, 1002

NEWLY CREATED OR RENAMED ORGANIZATIONAL UNITS

<i>Um-Unit</i>	<i>Name</i>	<i>Act</i>	<i>Citation</i>	<i>Date</i>
02-032	Securities Division (Business Regulation)	PL 1985, Ch. 389	9B MRSA, 212A	9-19-85
02-343	Board of Respiratory Care Practitioners	PL 1985, Ch. 288	32 MRSA, 9703	9-19-85
02-344	Board of Registration of Dietetic Practice	PL 1985, Ch. 389	32 MRSA, 9903	9-19-85
02-387	Maine State Pilotage Commission	PL 1985, Ch. 389	(Name Change)	9-19-85
04-064	Section of Geographic Based Information Services	PL 1985, Ch. 457	12 MRSA, 1752	7-01-85
04-240	Vehicle Rental Agency	PL 1985, Ch. 453	12 MRSA, 5031	7-01-85
05-074	Arts Bureau	PL 1985, Ch. 763	(Name Change)	7-01-86

05-088	Maine Arts Commission	PL 1985, Ch. 763	(Name Change)	7-01-86
05-480	Board of Trustees of the Maine Vocational- Technical Institutes	PL 1985, Ch. 497	20A MRSA, 12702	6-28-85
06-481	Board of Underground Oil Storage Tank Installers	PL 1985, Ch. 496	32 MRSA, 10003	6-28-85
07-102N	Governor's Task Force on High Level Nuclear Waste	Executive Order 9, FY 86		1-16-86
10-144P	Division of Health Promotion and Education	Administrative Decision	22 MRSA, 251	7-01-85
10-160	Division of Deafness (Human Services)	PL 1985, Ch. 160	22 MRSA, 3071	9-19-85
10-161	Advisory Committee for the Division of Deafness	PL 1985, Ch. 160	22 MRSA, 3074	9-19-85
27-244U	Unorganized Territory (Audit)	PL 1985, Ch. 459	5 MRSA, 246	6-27-85
90-484	Children's Residential Treatment Committee	PL 1985, Ch. 274	22 MRSA, 8151	9-19-85
90-486	Work Center Purchases Committee	PL 1985, Ch. 359	5 MRSA, 1826C	6-14-85
90-487	Joint Committee of Licensure-Certification for School Psychological Services	PL 1985, Ch. 481	32 MRSA, 3840	7-01-85
90-491	Office of Employment Rehabilitation	PL 1985, Ch. 491	39 MRSA, 82	1-01-86
90-493	Office of Employee Assistants	PL 1985, Ch. 372	39 MRSA, 92	7-01-85
92-177	Citizens' Forestry Advisory Council	PL 1985, Ch. 488	12 MRSA, 5101B	9-19-85
92-482	Maine Advisory Committee on Children with Special Needs	PL 1985, Ch. 503	34B MRSA, 6241	9-19-85
92-485	Residential Treatment Centers Advisory Group	PL 1985, Ch. 274	22 MRSA, 8154	9-19-85
92-488	Occupational Safety Loan Review Panel	PL 1985, Ch. 372	26 MRSA, 63	7-01-85
92-489	Commission on Safety in the Maine Workplace	PL 1985, Ch. 372	39 MRSA, 194B	7-01-85
92-490	Apportionment Review Panel	PL 1985, Ch. 372	39 MRSA, 57B	1-01-86
92-492	Employment Rehabilitation Advisory Board	PL 1985, Ch. 372	39 MRSA, 89	1-01-86
94-175	Board of the Maine Children's Trust Fund	PL 1985, Ch. 441	22 MRSA, 4083	9-19-85
94-433	Advisory Commission on Radioactive Waste	PL 1985, Ch. 309	(Name Change)	9-19-85
94-483	Pine Tree Partnership Fund Board	PL 1985, Ch. 468	10 MRSA, 353	9-19-85

INACTIVE UNITS

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>
02-036	State Running Horse Racing Commission	8 MRSA, 321
04-065	Maine Trails System Advisory Committee	12 MRSA, 602
05-092	Maine Education Council	20A MRSA, 651
07-102B	Governmental Metric Policies Committee	Exec. Order 1, FY 77
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec. Order 11, FY 75
07-102K	Governor's Council on Physical Fitness and Sports	Exec. Order 1, FY 81
07-102T	Governor's Advisory Committee on World Trade	Exec. Order 7, FY 80
07-102V	Maine Consumer Coordinating Council	Exec. Order 4, FY 81
07-112	Maine Criminal Justice Planning and Assistance Agency	5 MRSA, 3350
07-413A	Advisory Committee to Public Advocate	Res. 1983, Ch. 48
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	29 MRSA, 2246
30-263C	Unemployment Compensation Fund Study Commission	P&S 1983, Ch. 46
30-263D	Commission on Local Land Use Violations	PL 1983, Ch. 458
30-263E	Commission to Study Child Custody	PL 1983, Ch. 564
30-263H	Citizens' Civil Emergency Commission	37A MRSA, 56A
30-273	Commission on Intergovernmental Relations	3 MRSA, 271
92-139	Criminal Law Advisory Commission	17A MRSA, 1351
92-301	Advisory Committee on State Telecommunications	5 MRSA, 350
92-406	Advisory Committee on Maine Public Broadcasting	20A MRSA, 801
92-418	Ground Water Protection Commission	P&S 1979, Ch. 43
94-319	Board of Emergency Municipal Finance	30 MRSA, 5301
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA, 453
98-394	New England Interstate Planning Commission	10 MRSA, 304

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

<i>Um-Unit</i>	<i>Name</i>	<i>Citation</i>
02-032	Securities Division (Business Regulation)	9B MRSA, 212A
05-071D	Office of the Deputy Commissioner (Education)	20A MRSA, 202
05-089H	Bureau of Historic Preservation (See Maine Historic Preservation Commission)	27 MRSA, 505
10-144C	Office of Public Affairs and Communications (Human Services)	22 MRSA, 3
30-263B	Joint Select Committee on Interagency Information Processing	Res. 1983, Ch. 41
30-263F	Maine Sentencing Guidelines Commission	P&S 1983, Ch. 53
30-263G	Committee to Study the Equity of the Minimum Provisions of the Local Road Assistance Program	PL 1983, Ch. 53
30-264	(Office of) Executive Director of the Legislative Council (See Legislative Council)	3 MRSA, 163
30-268	Law and Legislative Reference Library (See Legislative Council)	3 MRSA, 171
90-469	Professional Advisory Committee (MHCFC)	22 MRSA, 396P
90-470	Hospital Advisory Committee (MHCFC)	22 MRSA, 396P
90-471	Payor Advisory Committee (MHCFC)	22 MRSA, 396P
90-484	Children's Residential Treatment Committee	22 MRSA, 8151
94-216	Maine Veterans' Small Business Loan Board	10 MRSA, 1100A
94-468	Natural Resource Financing and Marketing Board	10 MRSA, 985
94-483	Pine Tree Partnership Fund Board	10 MRSA, 353

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333

Telephone: 289-3626

Established: 1968

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 00; Umbrella: 94; Unit: 352; Citation: 5 M.R.S.A., Sect. 285-286

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program, including health and dental.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees extended contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Prudential Insurance Company of America for major medical coverage for the policy year ending April 30, 1987. The Board of Trustees awarded dental insurance coverage to Northeast Delta Dental for the policy year ending June 30, 1987.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,746		62,746			
Health Benefits	4,360		4,360			
Retirement	11,838		11,838			
Other Fringe Benefits	186		186			
Other Contractual Service	44,535		44,535			
Commodities	851		851			
Equipment	1,139		1,139			
TOTAL EXPENDITURES	125,655		125,655			

ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

DEAN CROCKER, CHIEF EXECUTIVE
RALPH NEWBERT, Deputy Chief Executive

Central Office: 2 Mulliken Court, Augusta
Mail Address: P.O. Box 5341, Augusta, Maine 04330
Established: October 1, 1977

Telephone: 289-5755
1-800-452-1948

Reference: Policy Area: 03; Umbrella: 99; Unit: 475; Citation: 22 M.R.S.A., Chapter 961
Average Count—All Positions: 18
Legislative Count: 0

PURPOSE: To provide protection and advocacy services for people of all ages who are developmentally disabled and persons with mental illness residing in facilities for their care and for treatment including persons on aftercare status. Specifically ADD provides:

1. Information and referral for advocacy services to people who are elderly, handicapped or low income.
2. Information and referral for handicap rights and services.
3. Training in handicap rights for parents and consumers.
4. Direct advocacy assistance for:
 - a. handicapped children outside their own homes;
 - b. handicapped clients of the Bureau of Rehabilitation;
 - c. all persons who are developmentally disabled;
 - d. persons with mental illness residing in facilities for their care and/or treatment and persons released from such facilities within 90 days.

ORGANIZATION: ADD is a private non-profit agency with a governing Board of Directors. It is directly responsible to the Governor and Legislature and is annually certified by the Governor to act as the State Protection and Advocacy Agency. It has a staff of 18 people including (9) Field Advocates, (3) Attorneys, (1) Assistant Director, (2) Administrative Assistants, (2) Secretaries and (1) Executive Director.

PROGRAM: In FY 1986 ADD served approximately 1,800 people. Mental health clients and children with learning disabilities and behavioral handicaps continue to increase their relative proportion of the caseload.

The Board of Directors completed planning for and began to implement a new Mental Health Protection and Advocacy Program (passed by Congress on May 23, 1986). The new program includes a modest increase in ADD staff and a new grassroots parent and consumer advocacy network.

Parent training will continue as before. Consumer training was deleted due to funding cuts from the Bureau of Rehabilitation. Some consumer training will be initiated under the new Mental Health Protection and Advocacy Program.

PUBLICATIONS:

Rehabilitation Services Manual
Parent Information Packet
Social Security/Supplemental Security Income Manual
504 Manual
ADD (Bi-monthly) Newsletter

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

FINANCIAL STATEMENTS THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED FOR THE MONTH ENDED JUNE 30, 1986

	MONTHLY			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
INCOME							
Fed P & A	\$14,666.67	\$ 12,500.00	\$ 2,166.67	\$120,666.67	\$112,500.00	\$ 8,166.67	\$150,000.00
State (DD)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State (MR/MH)	0.00	0.00	0.00	27,183.00	28,120.50	(937.50)	37,494.00
State (Educat.)	0.00	0.00	0.00	30,253.00	30,650.00	(397.00)	40,866.00
State (Direct)	12,289.07	0.00	12,289.07	22,324.07	10,134.75	12,189.32	13,513.00
FY 83-84 Carry	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State (VR)	30,637.00	0.00	30,637.00	91,911.00	112,500.00	(20,589.00)	150,000.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc. Income	111.75	0.00	111.75	944.30	0.00	944.30	0.00
TOTAL INCOME	\$57,704.49	\$ 12,500.00	\$45,204.49	\$293,282.04	\$293,905.25	\$ (623.21)	\$391,873.00
EXPENSES							
Personnel	\$17,806.71	\$ 20,284.91	\$ (2,478.20)	\$179,925.26	\$182,564.19	\$ (2,638.93)	\$243,419.00
BC/BS Med. Insurance	791.01	1,008.00	(216.99)	7,262.92	9,072.00	(1,809.08)	12,096.00
FICA Taxes—ER	1,273.19	1,430.08	(156.89)	12,821.17	12,870.72	(49.55)	17,161.00
Unemp. Taxes	0.00	341.25	(341.25)	2,729.05	3,071.25	(342.20)	4,095.00
Staff Travel	2,956.27	3,000.00	(43.73)	26,464.54	27,000.00	(535.46)	36,000.00
Agency Insurance	0.00	107.91	(107.91)	4,850.00	971.19	3,878.81	1,295.00
Workmens Comp	0.00	0.00	0.00	0.00	668.00	(668.00)	668.00
Rent, Heat, Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	573.55	2,833.33	(2,259.78)	18,722.17	25,499.97	(6,777.80)	34,000.00
Postage	511.00	441.66	69.34	3,512.44	3,974.94	(462.50)	5,300.00
Equipment & Supplies	839.60	536.33	303.27	8,023.41	4,826.97	3,196.44	6,436.00
Advertising Expense	734.65	0.00	734.65	1,729.96	0.00	1,729.96	0.00
Copier Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supp. (Capital Equip.)	0.00	41.66	(41.66)	0.00	374.94	(374.94)	500.00
Auditor	243.75	225.00	18.75	5,567.13	2,025.00	3,542.13	2,700.00
Training Expense	0.00	667.00	(667.00)	3,015.15	6,000.00	(2,984.85)	8,000.00
Legal Services	6,910.64	1,667.00	5,243.64	17,889.39	14,999.00	2,890.39	20,000.00
Loan & Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expense	186.00	0.00	186.00	2,302.54	0.00	2,302.54	0.00
TOTAL EXPENSES	\$32,826.37	\$ 32,584.13	\$ 242.24	\$294,815.13	\$293,918.17	\$ 896.96	\$391,670.00
SURPLUS (DEFICIT)	\$24,878.12	\$(20,084.13)	\$44,962.25	\$ (1,533.09)	\$ (12.92)	\$ (1,520.17)	\$ 203.00

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, CHAIRPERSON
ROMAINE M. TURYN, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #127, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; Umbrella: 92; Unit: 159; Citation: 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: It is the goal of the Maine Committee on Aging to advocate for the rights of older citizens and to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services; and to provide public information on the rights and benefits available to older citizens. The Maine Committee on Aging advises the Governor, Legislature, and state and federal government on policies and programs affecting older people in Maine.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program access to investigate complaints made on behalf of residents in adult foster homes. Legislation enacted by the Second Regular Session of the 112th Legislature expanded the scope of the Ombudsman Program to include elderly consumers of home based care services and provided funds to support an additional position for the program.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 199,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 15 volunteer ombudsman and may empower up to 25 volunteer ombudsman statewide. This Program now investigates complaints made regarding adult foster homes and home based care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 200 cases involving 600 complaints and participated in several major long term care education programs.

AGING

The Committee investigates issues in long term care and advocates for appropriate changes with state and federal agencies and the long term care profession.

The Maine Committee on Aging co-sponsors with the Bureau of Maine's Elderly a two-day Blaine House Conference on Aging which is attended by hundreds of elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative changes to benefit older people. The 112th Legislature enacted the following proposals: An Act to Index Eligibility Levels for the Elderly Householder's Tax and Rent Refund Program to Conform to Increases in Social Security Benefits, An Act to Conform Maine Committee on Aging Legislation with the 1981 Older American's Act Amendments, An Act to Amend the Probate Code to Improve Guardianship and Conservatorship Proceedings, An Act to Protect Applicants for Admission to Nursing Homes from Unfair and Illegal Trade Practices, An Act Concerning Living Wills, An Act to Expand the Number of Elder Volunteers in the Retired Senior Volunteer Programs, Foster Grandparent Programs and the Senior Companion Program, A Resolve Concerning the Establishment of a Social Services Transportation Review Committee, and Increased Funding (\$500,000) for the Home Based Care Program.

Proposals passed by the Second Session of the 112th Legislature include: funding to include antiarthritic drugs in the Low Cost Drug Program, to increase the Home Based Care Program, to continue the adult day care program in nursing homes, and to provide for a Home Care Ombudsman within the Maine Committee on Aging's Long Term Care Ombudsman Program; L.D. 1742 An Act to Fund Elderly Legal Services in Northern and Eastern Maine Communities; L.D. 2055 An Act to Permit Mobile Banking in Rural Maine; L.D. 2068 An Act to Authorize Preferred Provider Arrangements in Maine and to Establish a Cash Reserve Requirement for Health Maintenance Organizations; L.D. 2202 A Resolve to Establish a Commission to Study the Integration of the Maine State Retirement System with the Social Security System; L.D. 2226 An Act to Insure Fair Practices in the Sale of Health Insurance Policies to Elderly Consumers; L.D. 2253 An Act to Enhance the Protection of Mental Health Recipients' Rights; L.D. 2258 An Act to Authorize the Establishment of Veterans' Homes in Northern and Southern Maine; L.D. 2280 An Act to Authorize Additional Facilities for Long Term Care; and L.D. 2401 An Act to Protect the Public Health and Safety of Residents in Boarding Care Facilities.

Throughout the year, the Committee holds meetings on the third Monday of each month. Subcommittees meet more frequently, particularly the seven-member Technical Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older American's Act. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a Committee on Health Care which has met since September, 1981. This Committee is reviewing ways to improve understanding of the Medicare system and hospital care and is developing a system to assist consumers with Medicare denial of care. The Maine Committee on Aging convened a task force with the Maine Hospital Association and developed a brochure outlining the rights of Medicare beneficiaries. The Health Care Committee also developed a proposal to create a Legal Assistance Program for Medicare Patients.

From March to December, 1985, the committee produced with WGME-TV in Portland, a weekly TV series "Gray Matters" to explore aging issues. Guests on the program discussed topics such as Living Wills, Medicare Supplemental Insurance, Guardianship, Social Security and health issues.

We are planning a Blaine House Conference on Aging for October 1 and 2, 1986.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing homes, boarding homes, and adult foster homes, to follow-up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Choosing a Nursing Home (free) Revised 1985

Informational pamphlet on *Nursing and Boarding Home Ombudsman Program*, available in French and English (free)

1982 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

1984 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Senior Citizen's Consumer Health Pocket Guide (free)

AGING

1986 Medicare Supplemental Insurance Comparison Chart

1986 Maine Committee on Aging Final Legislative Update June, 1986

Knowing Your Rights When Living in a Nursing or Boarding Home (large print—free)

Temporary Leave from a Nursing Home—Reserving Your Bed (free)

Forms for Living Will (free)

If Medicare Will Not Pay for Some of Your Hospital Care, There is Something You Can Do About It (free)

Annual Report, Long Term Care Ombudsman Program, October 1984—September 1985 (free)

Consumer Long Term Care Insurance Comparison Chart, June 1986 (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	100,793	100,793				
Health Benefits	6,271	6,271				
Retirement	17,214	17,214				
Other Fringe Benefits	291	291				
Other Contractual Service	30,088	29,000	1,088			
Computer Services—Comm.	240	240				
Computer Services—State	668	668				
Rents	6,892	6,892				
Commodities	589	589				
Equipment	6,117	6,117				
Transfers to Other Funds	42		42			
TOTAL EXPENDITURES	169,205	168,075	1,130			

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BARBARA S. GOTTSCHALK, COMMISSIONER

JOHN T. FOGLER, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3871

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001; Citation: 7 M.R.S.A., Sect. 1

Average Count—All Positions: 244

Legislative Count: 108.5

Organizational Units:

Administrative Services Division
Bureau of Agricultural Marketing
Division of Market Development
Division of Quality Assurance
Maine Potato Commission
Maine Dairy and Nutrition Council
Maine Dairy Promotion Board
Maine Agricultural Bargaining Board
Bureau of Agricultural Production
Division of Veterinary Services
Division of Plant Industry
(Office of) State Horticulturist
Seed Potato Board
State Board of Veterinary Medicine

Bureau of Agricultural and Rural Resources
Division of Resource Development
Board of Pesticides Control
State Harness Racing Commission
State Soil and Water Conservation
Commission
Bureau of Public Service
Division of Regulation
(Office of) Sealer of Weights
and Measures
Animal Welfare Board
Maine Milk Commission
Commissioner's Office
Research Unit
Office of Public Information

PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

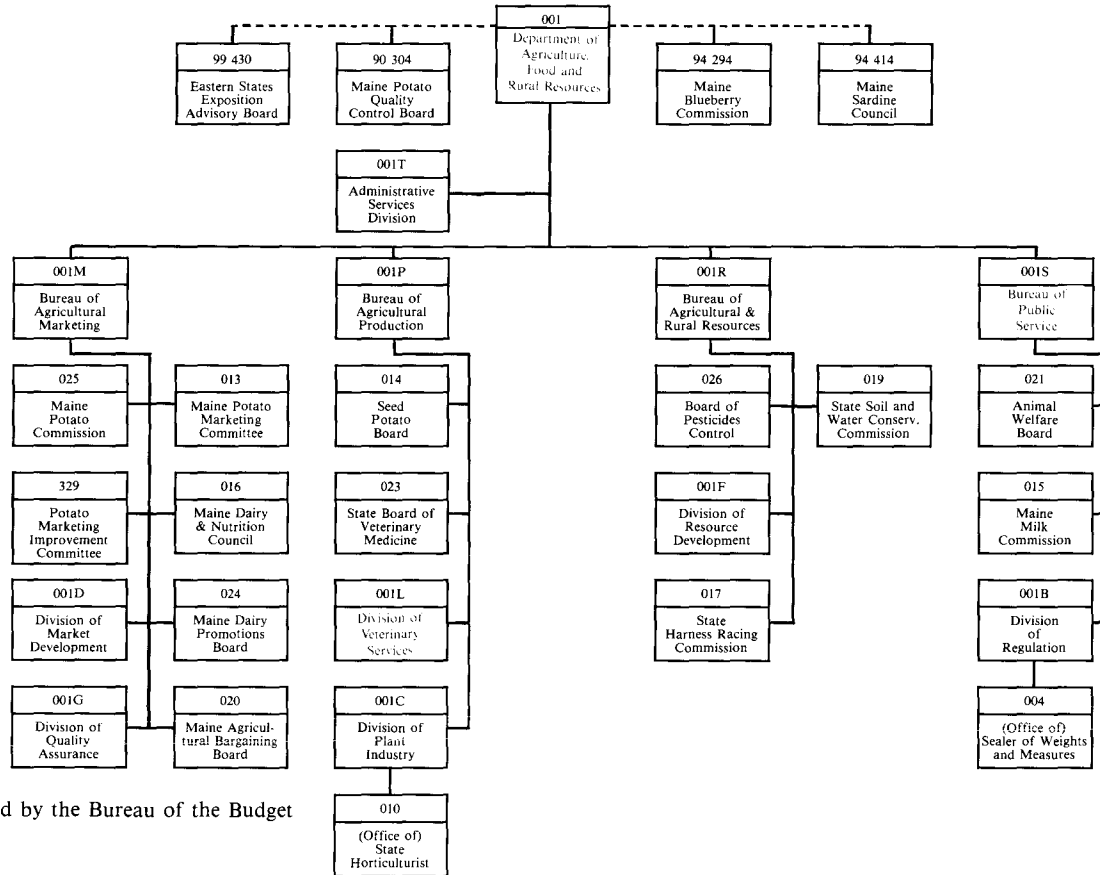
Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural

ORGANIZATIONAL CHART

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

UMB 01



Approved by the Bureau of the Budget

AGRICULTURE, FOOD AND RURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,288,618	2,251,382	1,370,592		362,513	304,131
Health Benefits	249,718	131,059	77,389		23,090	18,180
Retirement	721,203	380,068	230,300		59,577	51,258
Other Fringe Benefits	17,988	9,735	6,081		1,320	852
Computer Services—State	9,817	4,564	5,253			
Other Contractual Service	2,816,810	1,257,690	1,209,983		41,134	308,003
Rents	122,187	68,698	42,207		772	10,510
Commodities	482,270	129,782	108,609		1,485	242,394
Grants—Subsidies—Pensions	4,201,034	281,536	3,846,227		24,336	48,935
Equipment	68,357	41,706	26,651			
Interest—Debt Retirement	10	16	2			2
Transfers to Other Funds	1,270,358	420,750	808,840		19,503	21,265
TOTAL EXPENDITURES	14,248,370	4,976,976	7,732,134		533,730	1,005,530

AGRICULTURE, FOOD AND RURAL RESOURCES

Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: Specific activities of the department during FY 85-86 are discussed in the individual reports of the various units within the department.

LICENSES, PERMITS, ETC.:

(Listed under the appropriate program units in following reports.)

PUBLICATIONS:

Maine Agricultural Statistics (annual), single copies free

Farming in Maine, free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2001

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001T; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 9

Legislative Count: 8

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner, bureau and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration, originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit. The Division of Administration consists of a Personnel Unit directed by a Personnel Specialist and Finance Unit directed by an Accountant III.

PROGRAM:

Finance. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It maintains centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records.

Personnel. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, and advises staff at all levels on personnel rules and regulations.

(The Finance section financial display includes expenditures of both the Office of the Commissioner and the Administrative Services Division.)

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	379,831	379,831				
Health Benefits	19,889	19,889				
Retirement	61,469	61,469				
Other Fringe Benefits	1,279	1,279				
Computer Services—State	3,592	3,592				
Other Contractual Service	226,420	146,099	10,905			69,416
Rents	11,431	8,829				2,602
Commodities	48,424	48,424				
Grants—Subsidies—Pensions	406,898	2,904	358,994			45,000
Equipment	533	533				
Interest—Debt Retirement	2					2
Transfers to Other Funds	3,056		354			2,702
TOTAL EXPENDITURES	1,162,824	672,849	370,253			119,722

MAINE AGRICULTURAL BARGAINING BOARD

JOHN R. HANSON, Chairman

Central Office: Deering Bldg., (AMHI), Augusta

Telephone: 289-3871

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1973

Sunset Termination Starting by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 020; Citation: 13 M.R.S.A., 1956

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purpose of bargaining with handlers of those products with respect to price and other terms and conditions of their sale. The Act provides for the certification of those producer organizations which meet the statutory criteria for qualification and requires qualified associations and handlers to bargain in good faith. When an association and a handler cannot reach agreement, the statute provides for non-binding final offer arbitration.

ORGANIZATION: The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three are public members.

PROGRAM: From the enactment of the statute in 1973 until 1984 only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. The poultry handlers subsequently filed suit against the Board, alleging procedural error and the unconstitutionality of one provision of the statute. In December 1985, the Superior Court upheld the Board on the procedural allegations but found the statutory section to be unconstitutional. The case is presently before the Maine Supreme Court on cross-appeals by the handler and the Board. Also in 1985, the Board recertified the organization that had previously been certified to represent producers of processing potatoes and certified that organization to represent producers of peas for processing. The Board held a hearing on the allegation of the association of poultry growers that the handler refused to bargain and decided that the allegation was not supported by the evidence.

AGRICULTURE, FOOD AND RURAL RESOURCES

The Second Regular Session of the 112th Legislature amended the provisions of the Agricultural Marketing and Bargaining Act covering annual recertification and extended the arbitration provisions, previously available only to associations and handlers of potatoes, to all agricultural products. Discussions with the Legislature's Joint Standing Committee on Agriculture led to the formation of a Working Group of interested persons to discuss various concerns with the statute and to formulate ways to make it more workable and more effective.

LICENSES, PERMITS, ETC.:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$1,632 in FY 86 and are, by administrative decision, included with those of the Administrative Services Division.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3846

toll-free 800-462-3202 (in-state only)

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 021; Citation: 17 M.R.S.A., Sect. 1051-A

Average Count—All Positions: 24

Legislative Count: 4

PURPOSE: The Animal Welfare Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody. **Part-time agents are appointed on a geographic basis** to supplement the activities of the full-time agents throughout the state. The 3 District Agents (full-time) cover the Southern District which includes York and Cumberland Counties, Central District including 7 counties and the Northern District which includes 7 counties. Fourteen part-time Agents are supervised by the District Agents with overall division supervision/administration coordinated through the Executive Director.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial and one (1) district humane agent position.

AGRICULTURE, FOOD AND RURAL RESOURCES

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

**THE ANIMAL WELFARE BOARD MEETS THE 2ND TUESDAY OF EACH MONTH.
(MEETING PLACE DESIGNATED IN PUBLIC ADVERTISEMENT).**

PROGRAM: During FY 86, the Animal Welfare Board staff investigated in excess of 1,600 cases of reported cruelty to animals matters. The investigations performed by full-time agents and part-time personnel resulted in approximately 50 cases being referred to either the office of the Attorney General, in civil cases, and/or to the District Attorney in the jurisdiction involved.

Staff responsibility includes the inspection and licensing of 57 Animal Shelters, 122 Boarding Kennels and 45 Pet Shops.

The Animal Welfare Board staff reviews and authorizes Drug Enforcement Administration permits for the purchase of barbiturates and paraphenelia used in the euthanasia of dogs and cats.

During FY 1986 euthanasia practices at shelters certified by the Animal Welfare Board continued to be monitored to ensure compliance with accepted practices including lethal injection, as opposed to gunshot, which is confined to emergency situations only.

Dog Licensing Administration became a responsibility of the Animal Welfare Board resulting from the Agricultural Development Act of 1980. Funding from dog licensing is utilized in administering the dog licensing statutes, inspections noted above and the purchase and provision of necessary materials provided to in excess of 500 municipalities and unorganized territories throughout the State.

New Initiatives F.Y. '86

<i>Records/Report:</i>	Formalized retrievable system for informational needs. More accurate record of activities statewide.
<i>Recodification:</i>	The Animal Welfare Board authorized staff to proceed with plans to recodify existing laws/rules/regulations relating to animal welfare and all related regulatory responsibilities under the jurisdiction of the Board. The project will begin at the onset of the fiscal year with the project to be completed for presentation to the first session of the 113th Legislature in January of 1987. The project will be completed by legal professionals in concert with staff from the board. Ultimate presentations to the appropriate legislative committees will be made by staff personnel. The process will prepare a basis for the setting of minimum standards for shelters, pet shops and boarding kennels which has been a long standing need.
<i>Training:</i>	A follow-up of formalized training for all humane agents is ongoing. Yearly sessions and specialized training will be provided.
<i>Communications:</i>	Full-time agents are equipped with mobile radios on the State Police frequency and are dispatched/contacted throughout the state as needed.
<i>Answering Service:</i>	The Animal Welfare Board office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on holidays). An electronic answering service is available at all (other than above) times to accept complaints on the toll-free WATS line only. Messages will be monitored and return calls made and/or complaints investigated.

AGRICULTURE, FOOD AND RURAL RESOURCES

Records/Reports: A public service film describing the Animal Welfare Board function and activities was presented through Public Television and is now available from the State Film Library for schools and other interested parties.

The board and staff will continue to develop public service announcements, periodicals, radio and T.V. spots in promoting animal welfare/citizen interaction.

Resource Development: The Board is cooperating with municipal clerks in development of statewide animal control training, shelter management, seminars and interpretation of applicable laws.

It prepared and forwarded to all municipal clerks a manual explaining the applicable laws relating to dog licensing, shelters (local level) license requirements and other information in loose leaf format for additional information that will be provided.

LICENSES, PERMITS, ETC.:

- Certificate of Approval (drug administration)
- Animal Pulling Contest Permit
- State Approved Certificate issued to Animal Shelters
- Licenses issued to pet shops and boarding kennels
- Dog license (tags and forms supplied to municipalities)
- Kennel Tags

PUBLICATIONS:

- Laws Relating to Animal Welfare (free)
- Animal Welfare Newsletter (published 3 times a year—free)
- Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
- Laws Relating to Dogs (free)
- Brochures relating to Animal Care. (free)
- Cards/Posters re leaving animals in closed vehicles during warm weather (free)
- Posters identifying procedure for reporting abuse/neglect of animals (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	142,006	107,862	34,144			
Health Benefits	7,144	5,041	2,103			
Retirement	21,620	15,958	5,662			
Other Fringe Benefits	1,317	1,198	119			
Other Contractual Service	183,007	30,511	152,496			
Computer Services—State	462		462			
Rents	4,213	205	4,008			
Commodities	13,019	435	12,584			
Grants—Subsidies—Pensions	259	49	210			
Equipment	1,146		1,146			
TOTAL EXPENDITURES	374,193	161,259	212,934			

MAINE DAIRY AND NUTRITION COUNCIL

ADRIAN WADSWORTH, CHAIRMAN

WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta

Telephone: 289-3621

Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 016; Citation: 36 M.R.S.A., Sect. 4523

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 June 84. On 1 June 85, the assessment became 2 cents per hundredweight of milk, regardless of market. The dairymen have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council is funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

Professional staff for the Council is comprised of two nutritionists supervised by the Director. Overall supervision is provided by the Director of the Bureau of Agricultural Marketing.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops is highly effective and has been continually expanded to include various other segments of the society such as Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

AGRICULTURE, FOOD AND RURAL RESOURCES

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Response to this program has been excellent not only in Maine, but across the country. Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

In January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It is designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	69,422		69,422			
Health Benefits	2,718		2,718			
Retirement	11,272		11,272			
Other Fringe Benefits	235		235			
Other Contractual Service	21,263		21,263			
Rents	1,570		1,570			
Commodities	39,190		39,190			
Grants—Subsidies—Pensions	9,569		9,569			
Transfers to Other Funds	1,989		1,989			
TOTAL EXPENDITURES	157,228		157,228			

MAINE DAIRY PROMOTION BOARD

PRISCILLA ROWBOTHAM, CHAIR
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Telephone: 289-3621

Established: 1953

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

Dairy farmer assessment for promotion is established at \$.10/cwt., of which \$.02/cwt. is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the \$.15/cwt. assessment established by Federal law.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which it is an affiliated member, implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of its advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and, therefore, has been used only for the promotion of special merchandising support. For such support, all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

MAINE DAIRY PROMOTION BOARD	TOTAL		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FOR ALL	FUNDS					
EXPENDITURES							
Salaries and Wages	57,754			57,754			
Health Benefits	2,958			2,958			
Retirement	9,259			9,259			
Other Fringe Benefits	175			175			
Other Contractual Service	208,200			208,200			
Rents	1,500			1,500			
Commodities	555			555			
Grants—Subsidies—Pensions	323,018			323,018			
Transfers to Other Funds	7,752			7,752			
TOTAL EXPENDITURES	611,171			611,171			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN

THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3221

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: April 4, 1935

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 017; Citation: 8 M.R.S.A., Sect. 261

Average Count—All Positions: 5

Legislative Count: 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed \$10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of five members appointed by the Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standard Bred horses. The Commission feels improvement of the breed, and a desire of persons in other areas to breed to Maine studs will guarantee future

AGRICULTURE, FOOD AND RURAL RESOURCES

State incomes from this source, a healthy expanding industry, and encourages involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races exceed \$300,000 annually.

LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
 - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission, Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	172,914	172,914				
Health Benefits	7,752	7,752				
Retirement	29,800	29,800				
Other Fringe Benefits	516	516				
Other Contractual Service	144,864	114,863	30,001			
Rents	1,279	1,279				
Commodities	10,502	10,320	182			
Grants—Subsidies—Pensions	648,935		648,935			
Transfers to Other Funds	307		307			
TOTAL EXPENDITURES	1,016,869	337,444	679,425			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1907

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 010; Citation: 7 M.R.S.A., Sect. 2201

Average Count—All Positions: 5

Legislative Count: 5

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Additionally, the State Horticulturist administers the bee inspection and licensing program.

AGRICULTURE, FOOD AND RURAL RESOURCES

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the Office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Professional staff in this office includes the State Horticulturist, two Assistant Horticulturists and the State Apiarist, under the direct supervision of the Director of the Division of Plant Industry. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, and under the 1980 reorganization of the Department, the horticulture staff was authorized to carry out developmental and extension activities.

Bee inspection and licensing of beekeepers are handled by a full-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board.

LICENSES, PERMITS, ETC.:

License:

Nurseryman

Beekeepers

Certificate:

Phytosanitary

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)

List of Registered Beekeepers—annual (free)

The Maine Leaf—six copies per year (free)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Plant Conservation List for the State of Maine (free)

Nature of Weeds (free)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

DIVISION OF MARKET DEVELOPMENT

JOHN K. JONES, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3491

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001D; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 10

Legislative Count: 9.5

PURPOSE: The purpose of the Division of Market Development is to develop and expand markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments;

AGRICULTURE, FOOD AND RURAL RESOURCES

collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests statewide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division Director supervises professional staff comprised of three Marketing Specialists.

PROGRAM:

Direct marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together.

The **informational services** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **promotion** of Maine agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. This campaign also makes use of special events to increase public awareness of Maine products. Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long standing function of the Department. The Division of Market Development coordinates the Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

LICENSES, PERMITS, ETC.:

The Division of Market Development licenses use of the "Maine Produces" symbol to identify fresh or processed agricultural products in the State of Maine.

PUBLICATIONS:

- Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
- Farming in Maine
- Maine Agricultural Products Buyers Guide
- Motion Pictures from Maine

AGRICULTURE, FOOD AND RURAL RESOURCES

Promotional fliers on various agricultural commodities.
Above publications are free.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

DALE D. GULLICKSON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2167

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau re-establishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Quality Assurance, Potato Marketing Committee, Maine Potato Commission, Potato Marketing Improvement Committee, Agricultural Bargaining Board, Dairy and Nutrition Council and Dairy Promotion Board.

PROGRAM: The following programs are the specific responsibility of the Director:

Broccoli Market Order: Aroostook County broccoli growers voted to approve a market order in a referendum held in July, 1984. Provisions of the order include quality standards, shipping specifications and authorization for a promotion assessment.

Export Promotion: The Bureau aids potential exporters of agricultural and agriculturally related products to find and utilize international markets. For maximum effect it joins other Northeastern states in a regional approach through membership in Eastern United States Agricultural and Food Export Council, Inc. (EUSAFEC).

Marketing Orders: Marketing Orders and Agreements are designed to improve returns to growers through orderly marketing. They are programs through which producers of agricultural products can work together to solve marketing problems that they cannot solve individually. The Bureau holds hearings and referendums on behalf of, and at the request of, producers, producer groups, and processors to determine if specific orders shall become law. In 1985 a referendum was held on a fresh blueberry order but failed to be ratified.

Other activities are included separately in the reports of the Bureau's sub-units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,147,869	452,699	465,555		229,615	
Health Benefits	68,893	27,948	24,989		15,956	
Retirement	191,099	75,458	78,171		37,470	
Other Fringe Benefits	5,081	1,996	2,342		743	
Other Contractual Service	603,198	413,098	171,593		18,507	
Rents	32,187	26,810	5,377			
Commodities	28,687	25,548	2,472		667	
Grants—Subsidies—Pensions	121,017	23,796	73,885		23,336	
Interest—Debt Retirement	6	6				
Transfers to Other Funds	80,558	35,924	31,514		13,120	
TOTAL EXPENDITURES	2,278,595	1,083,283	855,898		339,414	

MAINE MILK COMMISSION

RICKY L. BRUNETTE, CHAIR

ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3741

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 015; Citation: 7 M.R.S.A., Sect. 2952

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and insuring an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

Effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundredweight fee assessment on industry members and receives no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM: In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies are being conducted to determine the cost of handling milk in retail food stores, cost of the most efficient delivery of packaged product and cost of operating the most efficient processing plant.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Additional funds were made available to the Commission by passage of emergency legislation in 1981 (Public Law 1981, Chapter 481) re-establishing minimum prices. Fees were increased from 3¢ per hundredweight to 5¢ per hundredweight, following the two week de-controlled period in May, 1981. This 2¢ increase enabled the Commission to defray the added expenses inherent with carrying out the provisions of the 1975 law as interpreted by the courts. The assessment is equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in Maine markets.

The Commission faced a public referendum in November of 1982 which, if successful, would have limited the Commission's minimum price setting to only the producer level rather than at wholesale and retail as well. The Maine public voted to defeat this referendum.

The Commission's most recent price order, Order #85-2, became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7, and 15, 1985 which invalidated the volume delivery pricing schedule adopted by the Commission. This Order establishes dealer margins and sets the minimum wholesale and retail prices based on the lowest achievable costs. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order #1. Order #85-2 resulted from Commission studies, collection of data and scheduling of extensive informational meetings in 1983 and 1984. Formal rulemaking proceedings began in mid-1984. Order #85-2 is an advancement and refinement of the procedures and analysis that went into the previous pricing order.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool by which it intended to "smooth out differences in milk prices" (7 M.R.S.A. Section 3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors appealed the Superior Court's decision to the Maine Supreme Court which overruled the lower court decision in December, 1984. A subsequent challenge in federal court was also unsuccessful. The Pool became operational in January, 1985 and during the first year of operation had accounted for 650 million lbs. of milk and redistributed 1.2 million dollars to Maine producers at a cost of 37 thousand dollars.

By the enactment of P.L. 1983, c. 484 the Maine Legislature enacted an emergency Destructive Competition Law which becomes effective in the event minimum wholesale or retail prices are not in effect. The Commission has adopted rules to govern the operation of the below cost law.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Milk Commission Order #85-2. Effective January 1985 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (Mimeographed—free)

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	94,096		94,096			
Health Benefits	5,922		5,922			
Retirement	16,589		16,589			
Other Fringe Benefits	322		322			
Computer Services—State	879		879			
Other Contractual Service	66,680		66,680			
Rents	7,867		7,867			
Commodities	1,350		1,350			
Grants—Subsidies—Pensions	2,032,182		2,032,182			
Equipment	737		737			
Interest—Debt Retirement	1		1			
Transfers to Other Funds	668,941		668,941			
TOTAL EXPENDITURES	2,895,566		2,895,566			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D., CHAIRMAN

ROBERT I. BATTEESE, JR., ACTING DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2731

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 026; Citation: 7 M.R.S.A., Sect. 601 et seq. and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-T

Average Count—All Positions: 8

Legislative Count: 1.0

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary.

AGRICULTURE, FOOD AND RURAL RESOURCES

The Board's professional staff is comprised of a Director, Chief of Certification and Enforcement, Pesticides Registrar, and three Pesticides Inspectors. Overall supervision is provided by the Director.

PROGRAM:

Registration. In 1985 the Board registered 4,122 products which represented a 6.9% increase over 1984. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, these funds were used to continue having hazard assessments conducted on selected pesticides, so that the Board could determine if their registration status needed to be reviewed. During the fiscal year two public hearings were held and decisions were reached to place chlordane on the limited use list and daminozide (Alar) on the restricted use list.

Licensing. The Board certifies and licenses private and commercial pesticide applicators and all dealers selling restricted use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1985 there were 3,020 private applicators licensed for a three year period, and 887 commercial applicators and 100 pesticide dealers licensed on an annual basis. The Board also responded to legislative action and revised its rules so that all spray contracting firms will have to hold a business license in 1986.

In addition, the Board held both an emergency and a regular public hearing to consider changes in the insurance requirements for commercial applicators after they had been notified by their agents that chemical or pollution liability coverage was no longer available.

Monitoring and Enforcement. The Board monitors the sale and applications of pesticides and investigates complaints of misuse. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

The Board also expended considerable time and effort in bringing proposed drift regulations to public hearing in November and, after receiving considerable opposition, initiated development of a new proposal which will offer an applicator several options to follow so that drift onto abutting properties will be minimized.

Returnable Pesticide Containers. In 1985 the Board implemented the returnable container law which required deposits on glass, metal and plastic restricted use pesticide containers that would only be refunded after the containers had been triple rinsed and returned for disposal. Thirty-four collection dates were scheduled throughout the state when the staff were present to verify triple rinsing. Over 12,000 containers were returned for inspection and only 4% were rejected, mainly because the applicators had failed to even rinse them once.

Obsolete Pesticide Pickup. The 112th Legislature appropriated \$30,000 so the Board could continue to collect and dispose of obsolete or otherwise unuseable pesticides being held by homeowners, farmers and small businesses. Over seven tons of material were picked up and delivered to a contractor for proper disposal in out-of-state incinerators and hazardous waste landfills. Although this activity has never been advertised, the number of requests continues to exceed the Board's ability to provide this necessary service to insure that these materials do not end up contaminating the environment.

LICENSES, PERMITS, ETC.:

License:

- Commercial Pesticide Applicators
- Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms

Permit:

- Limited-Use Pesticide

AGRICULTURE, FOOD AND RURAL RESOURCES

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free
Maine Pesticide Control Act of 1975, Free
Pesticide Dealers Manual, 1986, Free
Monitor and Spotter Training Manual for Forest Insect Aerial Spray Programs, 1985, Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	229,660	30,545	115,213		83,902	
Health Benefits	11,536	1,104	5,917		4,515	
Retirement	37,641	5,140	18,672		13,829	
Other Fringe Benefits	1,079	162	482		435	
Computer Services—State	3,912		3,912			
Other Contractual Service	184,303	71,976	95,809		16,518	
Rents	11,120	6,337	4,206		577	
Commodities	20,680	6,056	13,902		722	
Grants—Subsidies—Pensions	3,000		3,000			
Equipment	3,367		3,367			
Transfers to Other Funds	15,166		11,374		3,792	
TOTAL EXPENDITURES	521,464	121,320	275,854		124,290	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001C; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 37.5

Legislative Count: 5.5

Organizational Units:

(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes to the state's commercial seed potato producers; to inspect nurseries, orchards, fields and gardens; and to license beekeepers and inspect their hives. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers, small fruit and vegetable growers.

AGRICULTURE, FOOD AND RURAL RESOURCES

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

In 1981 an Entomologist III was added to the Department with the assignment of working on Integrated Pest Management (IPM).

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit. P.L. 731 also required this division to report to a Bureau Director rather than directly to the Commissioner.

The Division's professional staff is comprised of a state apiarist, state horticulturist and two assistants, entomologist III, twelve seed potato inspectors (one inspector also serves as a grain inspector), and one inspector supervisor. Immediate supervision is provided by the Division Director with overall supervision by the Director of the Bureau of Agricultural Production.

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected slightly more than 35,400 acres of potatoes in 1985. Of this total, 30,754 acres were certified. The Superior was the leading variety in acres certified, followed by Katahdin, Ontario, Atlantic and Russet Burbank.

The certification staff also inspected approximately 2,000 acres of grain, certifying 1,280 acres. Oats comprised a large majority of this acreage, with buckwheat and winter rye making up the remainder.

Beekeeping. The State Apiarist licensed 715 beekeepers and inspected approximately 3,000 hives for American Foulbrood and Tracheal Mite. Additionally, 10,124 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites.

Integrated Pest Management. The Division's IPM Specialist continued work with vegetable and small fruit growers to optimize their use of agrichemicals. Projects were conducted on biological controls for imported cabbage worm and Colorado potato beetle, various pest surveys and nuisance control from insect infestations.

The ongoing goal of IPM is more efficient use of pesticides resulting in less total pesticides used overall.

Horticulture. Horticulture activities involved inspection and licensing of approximately 425 greenhouses and 90 nurseries.

Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

Additionally, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and counties.

LICENSES, PERMITS, ETC.:

License:

Nurseryman
Beekeepers

Certificate:

Phytosanitary
Certified Seed

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Seed Potato Growers—annual (free)

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)

List of Registered Beekeepers—annual (free)

List of Licensed Small Fruit Plant Growers—annual (free)

AGRICULTURE, FOOD AND RURAL RESOURCES

The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

SEED POTATO BOARD

BARBARA S. GOTTSCHALK, COMMISSIONER OF AGRICULTURE
TERRY L. BOURGOIN, Secretary

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1945

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 13

Legislative Count: 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes. The Board operates a 7-acre variety and seedling evaluation program for new varieties located in Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chairman. Membership has been expanded to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as Secretary to the Board.

PROGRAM: In FY 86, the Maine Seed Potato Board sold over 19,600 hundredweight (cwt.) of seed to Maine potato growers. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

The addition of a new potato storage at Porter Farm, equipped with an electronic thermometer-thermocouple system to monitor storage temperatures and a ventilation/humidification system to control the storage environment, has greatly improved the quality of the crop.

AGRICULTURE, FOOD AND RURAL RESOURCES

Nearly 2,200 samples of seed potatoes were grown at the Board's Florida Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 70 percent of the samples had a total virus content of less than 0.5 percent and 95 percent had a total virus content of less than 5.0 percent, demonstrating the overall quality of the Maine seed potato industry.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	336,053	31,922				304,131
Health Benefits	19,629	1,449				18,180
Retirement	56,614	5,356				51,258
Other Fringe Benefits	960	108				852
Other Contractual Service	238,587					238,587
Rents	7,908					7,908
Commodities	242,394					242,394
Grants—Subsidies—Pensions	3,935					3,935
Transfers to Other Funds	328,389	309,826				18,563
TOTAL EXPENDITURES	1,234,469	348,661				885,808

MAINE POTATO COMMISSION

RICHARD KNEELAND, CHAIRMAN

STANLEY P. GREAVES, Executive Director

Central Office: 744 Main St., Presque Isle

Telephone: 769-5061

Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769

Established: August 20, 1955

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 025; Citation: 36 M.R.S.A., Sect. 4563

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research for better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Commission is a seven-member group, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commissioner selects a chairman and vice-chairman from its members, and appoints an Executive Director to administer programs and policies established by the Commission.

PROGRAM: During fiscal year 1985-86 the Maine Potato Commission income was the highest in history due to a combination of the increase in potato tax rate two years ago and the extremely high potato yields. Potato tax revenue for the 12-month period ending June 30, 1986 was \$977,140.67.

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The crop reporting service indicated that from 97,000 harvested acres Maine growers produced 27,166,000 hundredweight of potatoes in 1985 which is a 27% increase over the previous year.

High yields experienced in Maine also occurred in most other production areas causing a large oversupply of potatoes in the total free world and prices far below production costs. Additionally, it reflected large losses to Maine potato producers. Plantings in 1986 were greatly reduced because of changes in financing policies by Farmers Home Administration and other lending institutions and many growers leaving farming. The planted acreage in 1986 was comprised of 68% round whites and 32% Russet-type potatoes. Approximately 27,000 acres of production was entered for seed certification which is slightly less than the previous year due mostly to reduced total acreage.

The tax revenues of the Maine Potato Commission in 1985-86 season were used as follows:

Administration (Commission)	10%
Advertising and Production	41%
Maine Potato Council Grant	20%
Research	24%
Other	5%

Promotional Events: The Commission had market support radio advertising in New York City, Philadelphia, Boston and Hartford during the recent marketing season. It also participated in store advertising efforts through newspapers, flyers and ads featuring Maine potatoes. An expanded effort was made to enter the foodservice markets with special emphasis directed toward small size product under the name "Baby Maine Potatoes." The growth area in food marketing appears to be through foodservice sales. Therefore, the Maine Potato Commission is directing increased effort to securing a share of the nontraditional foodservice market through adoption of new product presentation and promotion direction change.

Research Programs: The Maine Potato Commission financed research through the Maine Agricultural Experiment Station, the Northern Maine Regional Planning Commission, and the Maine Seed Board. The greatest amount of research money was directed toward a Maine potato variety breeding program. The newest item of research needs was under the label of Water Management with special emphasis on the benefits and costs associated with crop irrigation.

Other Activities: Special emphasis was directed toward combining the Maine Potato Commission, the Maine Potato Council, and the Maine Potato Sales Association into one organization representing all segments of the potato industry. Legislation was passed, by-laws were written and industry acceptance was obtained to create a new all encompassing organization to represent the industry under the name of the "Maine Potato Board". This board is expected to be functioning prior to April 1987.

During the past year the Maine Potato Commission has developed new quantity cookbooks, a tabloid for information and promotion, and several other information and marketing pieces.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
MAINE POTATO COMMISSION						
EXPENDITURES						
Salaries and Wages	78,052		78,052			
Health Benefits	4,049		4,049			
Retirement	14,235		14,235			
Other Fringe Benefits	232		232			
Other Contractual Service	320,457		320,457			
Rents	7,117		7,117			
Commodities	1,925		1,925			
Grants—Subsidies—Pensions	395,177		395,177			
Transfers to Other Funds	53,902		53,902			
TOTAL EXPENDITURES	875,146		875,146			

MAINE POTATO MARKETING COMMITTEE

BARBARA S. GOTTSCHALK, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3491

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district from which selected officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

An amendment to the marketing order was adopted during the 1982-83 shipping season which clarified certain definitions and permitted packaging and marketing of size "B" russets in consumer packages on an experimental basis.

An attempt to amend the Marketing Order was made in FY 86 to include long white potatoes in the Order and make inspection of potatoes covered by the Order mandatory. The referendum of producers failed by a slim margin.

FINANCES, FISCAL YEAR 1986: This unit did not receive or expend funds in FY 86.

POTATO MARKETING IMPROVEMENT COMMITTEE

BARBARA S. GOTTSCHALK, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle

Telephone: 764-6119

Mail Address: 744 Main Street, Presque Isle, Maine 04769

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities, and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

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ORGANIZATION: The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; one member represents the Maine Potato Council; one member represents the Maine Potato Commission; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

DAVID F. DINEEN, D.V.M., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 9

Legislative Count: 8

PURPOSE: The purpose of the Division of Veterinary Services is to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to encourage practices in those transactions which will eliminate diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock in the Bureau of Agricultural Production. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

In 1985, the Division was renamed as Veterinary Services.

Professional staff is comprised of two Lab Technicians and three Veterinarians supervised by the Division Director. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Disease control through education is this Division's objective. Its program is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Veterinary Services personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. In 1986, the mandatory pre-importation Brucellosis test age was reduced to 14 months to guard against infected vaccinates. A policy requiring all cattle imported or sold within Maine be vaccinated for Brucellosis is in effect. Bovine Leucosis, Anaplasmosis and Blue tongue testing is

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conducted in the State Laboratory. Swine herds are surveyed for Brucellosis, African Swine Fever, Hog Cholera, Pseudorabies and Trichinosis.

Maine poultry remains free of Avian Influenza. Surveillance of animals for sale in pet shops is carried out.

Agricultural Fairs. Animals at fairs are monitored for the presence of disease and the illegal use of drugs.

Livestock Promotion. The Division provides technical and professional direction to promote animal husbandry in the State, as disease free animals will always be in demand.

LICENSES, PERMITS, ETC.:

License:

Swine Garbage Feeders

Livestock & Poultry Dealers

Permit:

Importation

Certificate:

Veterinary Inspection

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 17.5

Legislative Count: 17.5

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer its programs, the Bureau is organized into three divisions: the Division of Veterinary Services, the Division of Plant Industry and the Division of Production Development. The Division of Veterinary Services is responsible for the prevention of contagious diseases among domestic animals, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has four major activities: certification of seed potatoes, production of nuclear seed, horticulture programs and crop development. The Division of Production Development is responsible for the Technology Transfer and Special Projects Program, as well as crop and livestock development programs. Approved by the 112th Legislature, this new division will be staffed and operating in August, 1986.

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PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	720,051	354,044	324,691		41,316	
Health Benefits	41,815	18,190	21,021		2,604	
Retirement	123,139	61,138	55,024		6,977	
Other Fringe Benefits	3,145	1,317	1,686		142	
Computer Services—State	20	20				
Other Contractual Service	196,988	127,511	69,343		134	
Rents	26,069	17,284	8,785			
Commodities	53,414	24,581	28,833			
Grants—Subsidies—Pensions	74,853	74,356	497			
Equipment	45,528	24,127	21,401			
Interest—Debt Retirement	1		1			
Transfers to Other Funds	99,364	75,000	22,177		2,187	
TOTAL EXPENDITURES	1,384,387	777,568	553,459		53,360	

BUREAU OF PUBLIC SERVICE

ROBERT C. DEIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3219

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001S; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers a number of regulatory programs aimed at protecting the public welfare by ensuring a safe, adequate and economical supply of food; assuring producers and purchasers that they will receive proper grades and weights for foods, feeds, seeds, fertilizers and fuel; and enforcing the "branding" or labeling laws of the State. In addition, this Bureau administers the returnable container law, and the animal welfare laws.

ORGANIZATION: The Bureau includes the Division of Regulation, the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF PUBLIC SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	660,807	533,440	127,367			
Health Benefits	46,691	38,979	7,712			
Retirement	112,553	91,137	21,416			
Other Fringe Benefits	3,002	2,514	488			
Other Contractual Service	350,495	295,880	54,615			
Computer Services—State	940	940				
Rents	4,007	4,007				
Commodities	19,478	11,890	7,588			
Grants—Subsidies—Pensions	865	105	760			
Equipment	16,846	16,846				
Transfers to Other Funds	9,251		9,251			
TOTAL EXPENDITURES	1,224,935	995,738	229,197			

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2161

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1917

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001G; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 78

Legislative Count: 10

PURPOSE: The Division of Quality Assurance was established to provide a voluntary quality control service for members of Maine's agricultural industries on a fee basis, and to regulate the quality of certain agricultural products not utilizing the voluntary quality control service.

ORGANIZATION: The Division's internal organization is comprised of Produce Inspectors, who work under the supervision of Produce Inspection Supervisors. Overall supervision is provided by the Director. A specific count of professional staff is included in the program description of this Division.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Quality Assurance maintains an office in Presque Isle where 98% of the Shipping Point Inspection program on potatoes is carried out. This office is staffed by a chief potato inspector, two supervisors, one clerk, and 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. The Division also has several inspectors in the various processing plants located in Aroostook County, and it uses six inspectors on peas and one on broccoli in Aroostook County during the processing season. The Division has one inspector on apples in the Central and Southern parts of the state. This person checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. He also handles all Terminal Market Inspections on fruits and vegetables at the various markets in the state on request by the applicant and is the only licensed grader of live lambs in the state.

Poultry and Egg Grading. The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the USDA for grading service and the State is reimbursed by a Federal Trust Agreement. It is the poultry grader's responsibility to see that

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all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

The Division also enforces the Federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Potato Licensing Law. The Division enforces the Maine Potato Licensing law and Dry Bean law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the state to determine if products being packaged meet certain minimum State or Federal standards. Commodities covered in 1985-86 included apples, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Four violations resulted in court action during 1985-86.

Minimum Standards for Planting—Potatoes. The Division enforces the Minimum Standards for Planting law. This is accomplished by Branding Law inspectors performing audits on forms submitted by growers to certify that certified seed has been planted. The intent of the law is to improve the overall quality of the potato crop by reducing disease content in potato seed.

Objective Yield on Potatoes. Four people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

LICENSES, PERMITS, ETC.:

License:

- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Dealers
- Dry Bean Dealer's

Registration

- Controlled Atmosphere Apple Storage

PUBLICATIONS:

- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
- Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
- Maple Regulations
- Maple Standards
- Maine Apple Grading Law
- Maine Potato Branding Law

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to approximately \$1,310,464 in FY 86 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3841

Established: 1919

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 60

Legislative Count: 29

Organizational Units:

(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division answers consumers complaints on food items, and analyzes all suspicious products.

The Division researches regulations and consumer concerns about new food processing technology and biotechnology influence on food. It is also responsible for assessing evidence received from other agencies, public hearings and industry in order to determine if given levels of carcinogenic properties are potentially harmful to the public food supply.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911 the Commissioner of Agriculture was named to serve as the State Sealer.

The Division of Regulation is comprised of professional staff as follows: Supervisor of Seed, Feed and Fertilizer and two inspectors; Supervisor of Consumer Foods with six inspectors and a seasonal blueberry program with 5 inspectors; Supervisor of Weights and Measures, one Metrologist and eight inspectors; Supervisor of Dairy Inspection and four inspectors; two Supervisors of the Sardine Inspection Program and four seasonal inspectors; and Supervisor of Sardine Grader and one grader.

PROGRAM:

Food Program. The program administers and enforces the inspection and licensing of retail food stores, home food processing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants, bottle redemption centers, apple cider plants, bakeries, and maple syrup processing plants. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance.

Sardine Program. This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk

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milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program to determine any adulteration and/or misbranding of products being distributed in the state.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer. It responds to consumer complaints regarding food establishments and products, recalls food products, and investigates food product damage incurred in fires, floods, extended power outages or damage in transit. Additionally, under Maine's Branding Law, it inspects potatoes, apples, eggs and maple syrup for compliance with labeling requirements (variety, grade, volume/quantity, size and producer).

LICENSES, PERMITS, ETC.:

License:

- Seed
- Weighmasters
- Weighing Device Dealers & Repairmen
- Wood Scaler
- Milk Dealers
- Babcock Testers
- Food Establishment
- Beverage Plants
- Wholesale Frozen Dairy Products
- Redemption Centers
- Sardine Packers

Registration:

- Fertilizer Products
- Feed Products

Certificate:

- Certificate of Competency

Permit:

- Blueberry Processors and Packers

PUBLICATIONS:

Laws:

- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)
- Consumer Information Bulletins
- Seed Report (annual), free
- Recognizing Can Defects, free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Service.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 89-3511

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001F; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 5

Legislative Count: 5

PURPOSE: The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic and social development is its human and natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the state and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm management, small scale appropriate technology, cooperative formation, agricultural education, energy issues, and regional agricultural development.

The Division is charged with developing programs and services to meet the following objectives: to identify, support, and develop those measures and programs which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to encourage the conservation and development of both conventional and alternative energy by providing technical assistance, exchange of information, and funding assistance; to expand public education and appreciation for the importance of agriculture, food production systems, and rural society; to improve skills of practicing farmers by instituting agricultural education K-12 and increasing the secondary and post-secondary vocational education; to encourage and participate in regional development projects with benefit to Maine; to respond to the needs of farmers by cooperating with other organizations or otherwise in responding with resource coordination or program development activities.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to a Planning and Research Associate II, numerous volunteers and students periodically work with the Division on various projects. This special staff has included two part-time positions from the Senior Community Service Project, one project position through the Public Service Fellows Program, and one intern from the Environmental Intern Program/Northeast.

PROGRAM:

Energy Use in Agriculture.

Energy Audits—In cooperation with the Office of Energy Resources, Cooperative Extension Service, and Central Maine Power Company, the Division completed development and testing for a two-stage computerized dairy audit which is currently being delivered to Maine farms by Central Maine Power Co.

Catalogs and Slide Shows—Two slide shows, one outlining energy use and auditing on Maine dairy farms, and the other presenting the latest innovations for producing and conserving energy on Maine farms are available to various organizations including community groups.

Methane Digester Handbook—Construction of the first digester in Maine was documented. The digester functions were monitored and the findings documented with a slide show and handbook. The handbook was made available this past year and was particularly helpful to farmers and service people interested in learning about building digesters. It includes an outline of the

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construction process, digester costs, and a resource directory.

Statewide Conference—The Division is cooperating with a planning group that includes Cooperative Extension Service, Resource Conservation and Development Projects, Maine Organic Farmers and Gardeners Association, Farm Bureau, and Maine Small Farm Association to organize a statewide conference on Energy Use in Agriculture. The conference will focus on the latest developments in energy production and conservation.

Small Farm Development.

Small Farmers—The Division continues to work with numerous small farm groups, e.g., Maine Small Farm Association, Small and Part-time Farmers Advisory Committee, Maine Organic Farmers and Gardeners Association, Cooperative Extension Service in developing small farms programs in management and technical training, organizational development, and research.

The Division has cooperated with numerous groups in organizing various training and educational programs including the first annual Small Farm Day in October of 1984. The Division is presently actively engaged with other groups in organizing the third event which will include demonstrations, exhibits, and workshops.

Small Farm Business Management Course—In continuing its work with Small Farm Management Training, the Division formed a planning team with representatives from Maine Small Farm Association, Cooperative Extension Service, Small Business Administration, and Farmers Home Administration and prepared a proposal for a comprehensive Small Farm Business Management course, which was funded by the Finance Authority of Maine.

The planning team hired a consultant to develop the course and prepare an instructor's manual. The course was delivered in Augusta and Lewiston to a total of 40 students. A course evaluation will be completed by an independent researcher in the summer of '86.

The course will be repeated in 1986-87.

Ag in the Classroom—This division cooperated with the State Agricultural Education Advisory Committee in establishing the Governor's Task Force on Ag Ed in the Classroom. The task force was formed in response to a perceived lack of appreciation among public school students for the importance of agriculture to our society and economy. The task force was charged with assessing the present condition of Ag Ed in the Classroom and making recommendations to the Governor for improving ag-awareness.

This division functioned as staff for coordinating task force activities which included public hearings, a state-wide survey of public schools, and a national assessment of ag in the classroom activities.

Recommendations will be submitted to the Governor in the fall of '86.

Division staff functions as Maine's liaison in a national network for coordinating program development. Maine hosted a Northeast Conference in cooperation with the USDA and the Division was responsible for organizing the event.

Waste Utilization—The Division published *Useable Waste Products on the Farm* and received national recognition for this comprehensive study, possibly the first of its kind in the nation.

As a result of the study the Division formed a special committee to investigate the utilization of kiln dust.

The Division has also cooperated with various agencies and municipalities in exploring the feasibility of using other waste products in agriculture, including sludge, fish waste and food processing waste.

Farm Apprenticeship—Although the Division no longer operates a formal apprenticeship program, it continues to provide a referral service.

Maine Rehabilitation Scholarship Fund—In 1984, the Division assumed responsibility for the coordination of the scholarship program which provides post secondary scholarships to sons and daughters of Maine farm families. A concerted effort was made in 1985 to promote the program statewide and scholarship applications for the '85-'86 school year nearly doubled those received in previous years.

Forty-seven scholarships were awarded. The Division worked throughout 1985 to improve the program by expanding the committee, resolving legal questions regarding eligibility, revising application procedures, and promoting the program statewide.

New Programs—This Division cooperated with the 4 Resource Conservation and Development offices investigating successful vacation programs in other states. An educational program including speakers, panels and video tapes was organized for the Trade Show and interested

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farmers were invited to attend. Based on a favorable response, the Maine Farm Vacation Association was initiated.

Small Farm Development—The Division coordinated Council activities in cooperation with Canadian staff from the P.E.I. Ministry of Agriculture. Activities included organizing a regional planning system, hiring a coordinator and planning a regional conference.

Farmers in Crisis—This Division and the Division of Community Services worked with a broad-based committee which examined the crisis among Aroostook County potato farmers. A proposal to Farm Aid was drafted for a crisis outreach worker and stress management training. The Division also provided primary staff support to a planning committee developing a state-wide farm crisis hotline.

PUBLICATIONS:

“Report of Energy Use in Agriculture Task Force”

“Farm Financing in Maine”

“Saving Energy in Rural Maine, or Who is Doing What on The Farm”

“Maine Small Farm Statistics”

“Useable Waste Products for the Farm”

“Agricultural Education in the Classroom: A Resource Guide for Maine Teachers (K-12) and Other Educators”

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3511

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 001R; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 12

Legislative Count: 2

PURPOSE: Since three of the divisions are concerned with some aspect of the natural resource base, it is accurate to represent this Bureau as being primarily concerned with the conservation and sound utilization of the resource base in order to assure sustained agricultural productivity.

The Bureau Director also has responsibility for coordinating the Agricultural Fairs Stipend Fund and for developing programs responsive to the changing needs of agriculture.

ORGANIZATION: The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Pesticides Control Board, the Harness Racing Commission, and the Division of Resource Development. The specific functions and programs of each are described separately in this report.

PROGRAM: In addition to a supervisory role, the Bureau Director has administrative and program development responsibilities, some of which change from year to year.

A continuing responsibility is the administration of the Agricultural Fairs Stipend Fund, which includes the staffing for the Fair Evaluation Commission. The Annual Report and a revised Fair Evaluation Form were prepared by this Bureau.

In the Agricultural Viability Act of 1985, the Legislature authorized the Commissioner of Agriculture to establish a pilot agricultural viability program. It is a ground breaking experiment in developing a grassroots program for monitoring and expanding the contribution of agriculture to Maine's economy, simultaneously enhancing agriculture's profitability. The pro-

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gram requires a cooperative effort between the Department and local lead agencies which were selected on a competitive basis to carry out the program at the local level.

The Commissioner delegated the authority to conduct this program to this Bureau's director. Activities establishing this program have included the following: establishing and staffing monthly meetings of the Ag Viability Advisory Committee required by this Act; promulgating rules for conducting the program; selecting four pilot projects out of 9 applicants; preparing survey instruments, computer software, methodology to assist local lead agencies in gathering data; and preparing profiles on selected commodities.

We have been assisted in these critical administrative functions by a coordinator hired with funds made available by the State Office of the Soil Conservation Service.

The Bureau Director's participation on the Land and Water Resources Council and its standing committee on groundwater is taking up more time as concern for groundwater pollution from pesticides and other non-point sources increases. This issue is related to programs in all three agricultural divisions, Pesticides Control Board, Soil and Water Conservation Commission, and Resource Development. The Bureau Director chaired the classification subcommittee. Review of early draft reports indicates that it will need testing on the local level and it may serve as the policy framework for the State's groundwater protection strategy.

LICENSES, PERMITS, ETC.:

Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:

Peat Task Force Report, 1981 (free)

How to Organize Agricultural Marketing Cooperatives (free)

The Relationship Between Harness Racing And Agricultural Fairs in Maine, January, 1982 (free)

Report on the State-owned Dam on the Dead River, Androscoggin County, 1985 (free)

Annual Report on the Maine Agricultural Fairs, 1984 (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	121,754	114,074			7,680	
Health Benefits	6,107	6,092			15	
Retirement	22,097	20,796			1,301	
Other Fringe Benefits	394	394				
Other Contractual Service	41,942	31,931	4,036		5,975	
Computer Services—State	12	12				
Rents	2,991	2,796			195	
Commodities	1,746	1,650			96	
Grants—Subsidies—Pensions	44,100	43,100			1,000	
Transfers to Other Funds	581		177		404	
TOTAL EXPENDITURES	241,724	220,845	4,213		16,666	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BARBARA S. GOTTSCHALK, STATE SEALER
BERNARD AUSTIN, DEPUTY STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3841

Established: 1839

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Sect. 2401

Average Count—All Positions: 10

Legislative Count: 10

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws and to determine that equity prevails in all commercial transactions involving determinations of quantity.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as supervisor to the Weights and Measures section within the Division of Regulations. This section's professional staff consists of one Metrologist and eight Weights and Measures inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation. Overall supervision is provided by the Director of the Bureau of Public Service.

PROGRAM: The Division of Regulation's Weights and Measures section is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the State and local police to monitor excessive speeding.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen
Wood Scaler

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)
Wood Measurement Rules (free)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Service.

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN P. FOGLER, CHAIRMAN

FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2666

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; Umbrella: 01; Unit: 019; Citation: 12 M.R.S.A., Sect. 51

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies; to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; and to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed to the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio: Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I

Central Aroostook SWCD, Presque Isle

Southern Aroostook SWCD, Houlton

St. John Valley SWCD, Fort Kent

Area II

Washington County SWCD, Machias

Hancock County SWCD, Ellsworth

Area III

Penobscot County SWCD, Bangor

Piscataquis County SWCD, Dover-Foxcroft

Somerset County SWCD, Skowhegan

Area IV

Kennebec County SWCD, Augusta

Knox-Lincoln SWCD, Rockland; and

Waldo County SWCD, Belfast

Area V

Androscoggin Valley SWCD, Auburn

Franklin County SWCD, Farmington

Oxford County SWCD, South Paris

Area VI

York County SWCD, Sanford

Cumberland County SWCD, Westbrook

Professional staff for the Commission is comprised of an Executive Director and a Soil Scientist.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 11,874 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 86, 4,410 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were

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formulated for 88,352 acres of land, raising the total State acreage covered by conservation plans to 2,010,426 acres.

The Commission and Districts reviewed and evaluated over 552 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W) during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Soil Suitability
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 9 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 45 applications for special projects during the 1985-86 Fiscal Year. The Commission awarded Challenge Grant monies to 14 Districts to fund 27 of those projects. The \$98,826 of Challenge Grant Funds generated \$148,365 matching funds and in-kind services. This shows that the Districts are generating about 1.5 matching dollars for every Challenge Grant dollar requested. The Commission has published a report of the 1983-84 Challenge Grant Program and distributed it to the Legislature and other interested groups and individuals. The Program and Audit Committee in their report directed the Commission to make an oral and written report to the JSC on Agriculture on the Challenge Grant Program during the 1987 session of the Legislature.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook—Revised 1986
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure
Alternatives to Topsoil Mining
The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
All above publications are free.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	74,051	74,051				
Health Benefits	4,615	4,615				
Retirement	13,816	13,816				
Other Fringe Benefits	251	251				
Other Contractual Service	25,821	25,821				
Rents	1,151	1,151				
Commodities	878	878				
Grants—Subsidies—Pensions	137,226	137,226				
Equipment	200	200				
TOTAL EXPENDITURES	258,009	258,009				

STATE BOARD OF VETERINARY MEDICINE

DONALD COLLINS, DVM, PRESIDENT

ALLAN R. COREY, DVM, Secretary

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; Umbrella: 01; Unit: 023; Citation: 32 M.R.S.A., Sect. 4854

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Veterinary Services has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met five times between July 1, 1985, and June 30, 1986 and conducted examinations consisting of a two-day National written section and three days of a State oral-practical section. Thirty applicants sat for the examination; of this number three failed. Of the twenty-one animal medical technicians that wrote the examination, one failed. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered, as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

LICENSES, PERMITS, ETC.:

Registration:

Animal Medical Technicians

License:

Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,298		4,298			
Other Contractual Service	4,585		4,585			
Rents	1,777		1,777			
Commodities	28		28			
Transfers to Other Funds	1,102		1,102			
TOTAL EXPENDITURES	11,790		11,790			

AFDC COORDINATING COMMITTEE

DEBORAH LEIGHTON, Division of Welfare Employment, Department of Human Services

Central Office: 32 Winthrop St., Augusta

Telephone: 289-2636

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; Umbrella: 94; Unit: 402; Citation: 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services, or their designees.

PROGRAM: The three Commissioners meet periodically, and their designees meet as needed, to discuss and facilitate the coordination of existing resources and institutions.

PUBLICATIONS:

A Report on the Implementation of Maine's Job Opportunities Act of 1981 submitted to the 112th Maine State Legislature, June 1985.

FINANCES, FISCAL YEAR 1986: No funds are appropriated or expended by the AFDC Coordinating Committee.

APPORTIONMENT REVIEW PANEL

APPORTIONMENT REVIEW PANEL

Central Office: Deering Bldg., A.M.H.I.

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1986

Sunset Termination Starting by: July 1, 1988

Reference: Policy Area: 01; Umbrella: 92; Unit: 490; Citation: 39 M.R.S.A., Sect. 57B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The panel is designed to help resolve disputes which may arise regarding the apportionment of liability in cases of reduced earning capacity resulting from two separate injuries, when reimbursement from the Employment Rehabilitation Fund for such additional losses are being requested.

ORGANIZATION: Panel made up of two employee representatives, two employer or insurer representatives, and one representative of the medical or rehabilitation profession; all are appointed by the Governor.

PROGRAM: Panel has not yet been appointed.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN

EDITH HARY, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine *Telephone:* 389-1141
Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562

Established: 1965

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96

Average Count—All Positions: 0

Legislative Count: N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 72 Winthrop St., P.O. Box R, Augusta, Maine 04330

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 136; Citation: 36 M.R.S.A., Sect. 486

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board had 3 new applications during FY 86 and 9 appeals were considered and disposed of during FY 86.

It should be noted that 1 of the appeals were settled after the mechanics of setting up the hearing had been established and all parties had been notified of the actual hearing date. Prior to setting up the hearing there would have been considerable correspondence and telephone conferences. The Board, more times than not, would be notified of settlement on the eve of the hearing dates.

The Board also is asked to send a petition because the correspondent wishes to file an appeal. The Board, deeming the request to be an informal petition, would set up a file only to not hear again from the party.

All cases have been either heard or withdrawn.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,700	3,700				
Other Contractual Service	1,270	1,270				
TOTAL EXPENDITURES	4,970	4,970				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5330

Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 Sunset Termination Scheduled to Start by: June 30, 1985

Reference: Policy Area: 05; Umbrella: 98; Unit: 290; Citation: 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine shell and anadromous—through an interstate compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS and USF&WS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1985 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the

ATLANTIC STATES MARINE FISHERIES

National Marine Fisheries Service (NMFS), particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200-mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans and joint venture proposals that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the State/Federal Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation, and fish/shellfish disease control. During the past year, the major focus of the Commission's interstate program has continued to center around the striped bass resource. A number of bills have been introduced in Congress to amend and extend P.L. 98-613, the Atlantic Striped Bass Conservation Act of 1984, which expired on April 30, 1986. This act is expected to be reauthorized, with minor changes, prior to the ASMFC annual fall meeting. The original act established a mechanism for federal preemption of striped bass management in state territorial waters. Reauthorization legislation continues to require the ASMFC to determine at its annual meeting whether or not participating states are in compliance with the interstate striped bass plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance are allowed 30 days to respond to deficiencies or be subject to a federal moratorium on the taking of striped bass in that state's waters. Such a moratorium would remain in effect until the subject state was determined to be in compliance with the interstate plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. These actions are considered necessary because of continued low levels of striped bass production in Chesapeake Bay and the continued state closures to all sport and commercial fishing for striped bass in Maryland and Delaware waters. These closures have been in effect since January 1, 1985. Amendment #3 to the Interstate Striped Bass Plan, adopted by the Commission in October, 1985, requires all states involved in the striped bass interstate plan to increase the minimum size of striped bass to 33 inches total length by January 1, 1987. The Maine Legislature has passed appropriate legislation that becomes effective on July 16, 1986. Based on recent interstate reports, the District of Columbia, Potomac River Fisheries Commission, and the State of New Jersey must take substantive action to be in compliance prior to the ASMFC October annual meeting. All other states have taken or are preparing appropriate measures to be in compliance with Amendment #3 prior to the 1986 annual meeting of the Commission. The Commission

ATLANTIC STATES MARINE FISHERIES

will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs.

Whereas the Fisheries Conservation Management Act clearly defines management responsibility of the Regional Councils only in the Fisheries Conservation Zone, territorial sea fisheries management authority resides clearly with the states. The ASMFC was recognized by the federal government as the appropriate institutional mechanism to assure that such authority was retained collectively by the states, provided the states acted responsibly in matters of resource conservation.

The ASMFC has completed Phase I of the Shad and River Herring Plan which identifies the current status of alosid stocks on the Atlantic coast. Phase II of the plan was completed in September, 1985, and accepted by the full Commission at its annual meeting in October, 1985.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding, as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act that was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell-Johnson Sport Fish Restoration Act expansion that will provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 87-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	13,330	13,330				
TOTAL EXPENDITURES	13,330	13,330				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 120 *Legislative Count:* 72

Organizational Units:

Administration District Attorneys
Office of Chief Medical Examiner of the State of Maine

Divisions:

Consumer & Anti-Trust	Litigation
Commercial Regulation & General Government	Natural Resources
Criminal	Opinions/Counsel
Human Services	

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

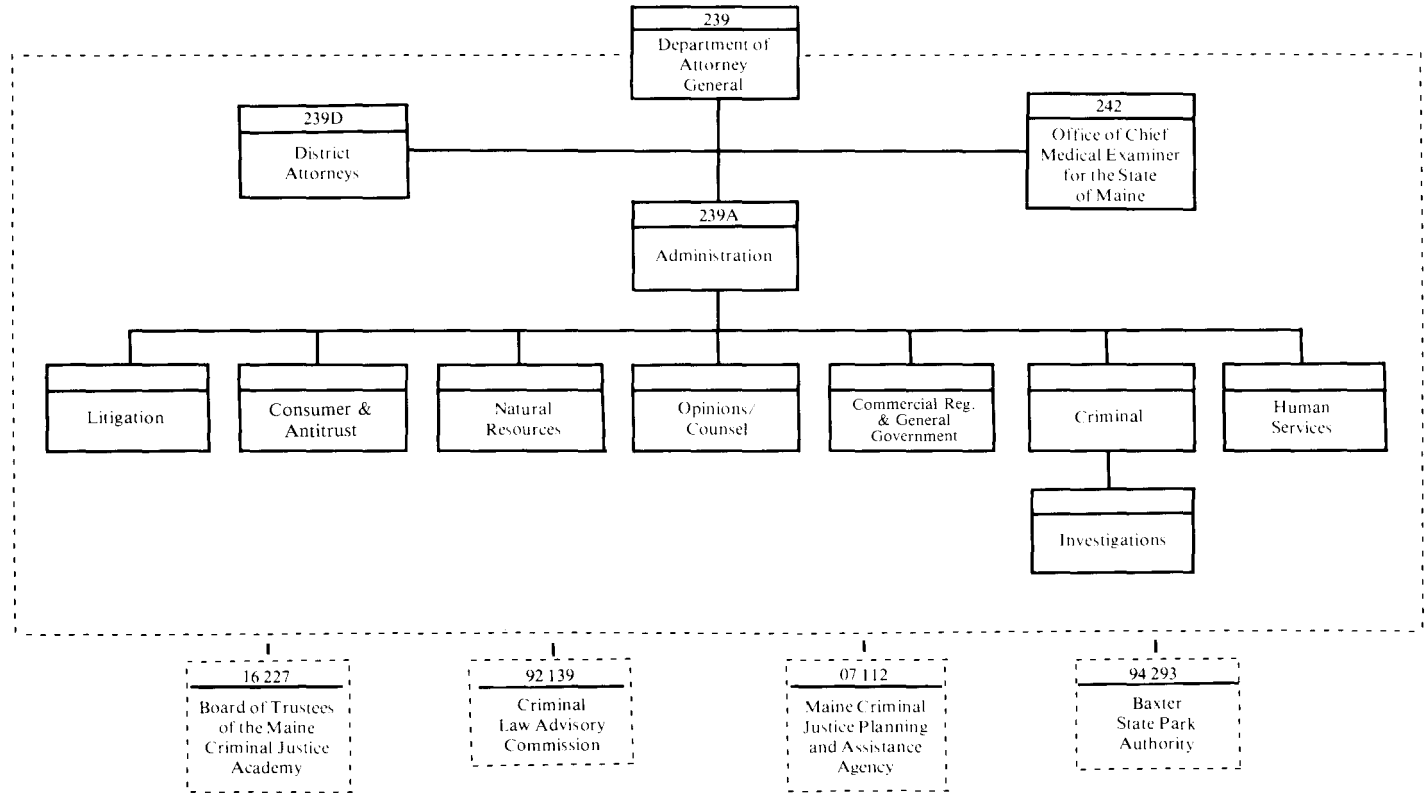
Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. Reporting to the Attorney General are 7 operating units containing anywhere from

**DEPARTMENT OF ATTORNEY GENERAL
UMB 26**



ATTORNEY GENERAL

Approved by the Bureau of the Budget

ATTORNEY GENERAL

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,842,575	3,322,338	258,548		261,689	
Health Benefits	150,183	126,404	10,714		13,065	
Retirement	445,206	375,047	29,842		40,317	
Other Fringe Benefits	12,935	10,956	765		1,214	
Computer Services—State	2,442	2,442				
Other Contractual Service	588,543	517,525	59,187		11,831	
Rents	97,701	92,514			5,187	
Commodities	30,247	28,028	972		1,247	
Grants—Subsidies—Pensions	2,275	2,275				
Equipment	66,124	54,329	4,398		7,397	
Transfers to Other Funds	33,149		15,001		18,148	
TOTAL EXPENDITURES	5,271,380	4,531,858	379,427		360,095	

ATTORNEY GENERAL

6 to 13 Assistant Attorneys General each. Each Division is presided over either by an experienced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Criminal, Human Services, Litigation, Opinions/Counsel, and Natural Resources.

Supporting the professional legal staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1985-1986.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of four and one-half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes.

The Division staff in 1985-1986 responded to approximately 8,700 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately \$400,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division is comprised of twelve lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State, and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases but also, on request, of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 32 homicides which occurred during the fiscal year and continued the investigation of 43 homicides which had occurred in previous years. During the fiscal year 1985-86, 17 homicide cases were tried, 15 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 197 cases in addition to homicides during the fiscal year 1985-86. These cases involved a variety of offenses, both felonies and misdemeanors. The Criminal Division handled a total of 40 cases on appeal to the Maine Supreme Court. Eighteen appeals were initiated by defendants during the year; the State initiated appeals in 5 cases, and the balance were cases carried over from previous years.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1985-86, 106 cases were initiated, 84 were closed, and 82 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies. Among other actions brought in state courts were petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicaid, and Medicare programs. The Medicaid Fraud Control Unit, a subsection of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State.

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The Medicaid Fraud Control Unit statistics for the fiscal year include: 73 investigations; 8 criminal prosecutions and civil recovery litigation cases; overpayment identified and reported to the Department of Human Services for collection, \$39,688; restitution paid to the State, \$6,765; fines paid to the court, \$1,750; civil penalties paid to the General Fund, \$10,500. During the same period, 13 AFDC and Food Stamp fraud cases were opened and investigated. Prosecution was initiated in 1 case. Overall, 23 cases were closed, 10 of them following prosecution and conviction. In addition to imposing fines and incarceration, the courts ordered \$19,076 in restitution to the State.

During the second part of fiscal year 1985-86, the Criminal Division worked with the Enforcement Division of the Bureau of Taxation in prosecuting businesses and individuals who were in violation of State tax laws.

In addition, members of the Criminal Division handled approximately 299 liquor law violations with the total fines recovered in this area surpassing \$80,350.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published, with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also, attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division is comprised of 19 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Mental Health and Mental Retardation, Corrections, Education, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 41 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior and District Court levels. Division attorneys also prosecuted an unusually large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, optometrists, and other licensed professionals.

The Division also collected several hundreds of thousands of dollars in tax litigation, collected over one million dollars in unpaid unemployment compensation taxes, and handled the legal work for the issuance of hundreds of millions of dollars in general obligations of the State.

The Division expects that its workload, especially in the areas of occupational licensing enforcement and mental health and mental retardation, will expand during the next fiscal year.

Human Services. The Human Services Division consists of twenty-two (22) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1986, more than 4,000 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of six experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either

ATTORNEY GENERAL

not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. The Division successfully defended a suit brought against the State and Bath Iron Works by Common Cause challenging the Portland drydock project, defended a suit brought in the United States District Court by religious schools seeking an exemption from the State's compulsory education requirements, a suit brought by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case, a suit by the Penobscot Indian Tribe challenging the State's right to regulate beano in the Tribe's reservation, and is currently representing the Department of Transportation in two major suits involving the Sears Island cargo port and the Wiscasset bridge. The Division recently defeated a challenge to the State's severance pay statute. The Division is also responsible for defending suits against the Judiciary and for various affirmative litigation, examples of which are a suit brought on behalf of the Maine Human Rights Commission against the City of South Portland for discrimination against physically handicapped citizens and an unfair trade practices suit against Sears, Roebuck and Co.

Opinions/Counsel. This division of four lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Departments of Finance, Administration, the Department of Defense and Veterans' Services, and portions of the Executive Department and the Office of the Secretary of State. Finally, the Division also assists the Attorney General in discharging his common law responsibilities for the supervision and administration of charitable trusts.

Natural Resources. During the 1986 fiscal year, the Natural Resources Division consisted of 8 lawyers whose time was spent advising and representing several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Harness Racing Commission, Maine Milk Commission, Soil and Water Conservation Commission, and Pesticides Control Board); Department of Inland Fisheries & Wildlife; Office of Energy Resources; Advisory Commission on Radioactive Waste; and the State Planning Office.

During the 1986 fiscal year, this Division pursued more than 80 enforcement actions to judgment resulting in the imposition of more than \$500,000 in damages, fines and civil penalties. The Division represented agencies in the State's Administrative Court, District Court, Superior Court and Supreme Judicial Court, as well as the United States District and Circuit Courts.

Noteworthy cases during the course of the year included litigation against the Department of Energy regarding its listing of Maine as a possible site for the disposal of high-level radioactive waste; accomplishing significant clean-up of Maine's two highest-ranked Superfund sites; continued litigation against the Environmental Protection Agency to force it to address the problem of acid rain; defending the public's rights, under the public trust doctrine, in a lawsuit involving Moody Beach; reimbursement to the Maine Coastal Protection Fund of \$175,000 for third-party damage claims, costs of arbitration and costs incurred by the DEP relating to a leaking underground storage tank; issues surrounding the so-called Big A licensing hearings before the Land Use Regulation Commission and the Board of Environmental Protection; significant judicial and administrative actions against several large wastewater discharge violators resulting in significant penalties and improved wastewater treatment facilities to protect Maine's waters; the first major judicial enforcement under the Great Ponds Act; and increased enforcement efforts in cases under the authority of the Department of Agriculture.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATTORNEY GENERAL

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,650,952	3,130,715	258,548		261,689	
Health Benefits	143,916	120,137	10,714		13,065	
Retirement	424,154	353,995	29,842		40,317	
Other Fringe Benefits	12,031	10,052	765		1,214	
Computer Services—State	2,442	2,442				
Other Contractual Service	369,364	298,346	59,187		11,831	
Rents	80,836	75,649			5,187	
Commodities	25,508	23,289	972		1,247	
Grants—Subsidies—Pensions	2,275	2,275				
Equipment	64,757	52,962	4,398		7,397	
Transfers to Other Funds	33,149		15,001		18,148	
TOTAL EXPENDITURES	4,809,384	4,069,862	379,427		360,095	

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; Umbrella: 26; Unit: 239A; Citation: 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; Umbrella: 26; Unit: 239D; Citation: 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50

Legislative Count: 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

ATTORNEY GENERAL

District One—York—Mary Tousignant, District Attorney
District Two—Cumberland—Paul Aranson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1986: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta

Telephone: 289-2993

Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 5

Legislative Count: 6

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical Examiner cases include deaths due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of inquiry, investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and or legal proceedings.

ORGANIZATION: In 1968 the Office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate legislation was passed to affect this change. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor.

The system is supported by licensed physicians serving as Medical Examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources. Two Medical Examiners, the Chief and Deputy Chief are salaried.

ATTORNEY GENERAL

PROGRAM: In fiscal year 1986, 1,725 cases were reported and 1,133 were accepted. Nine proved to be animal remains. 302 autopsies were performed, 404 scene visits were made and, up to May 20, 1986, 407 tests for alcohol and 135 other toxicology tests were ordered.

The services of expert consultants were employed for neuropathology, forensic physical anthropology, forensic dentistry and forensic entomology as needed.

The office moved to a new location with greater space in January 1986 and the potential for establishing a state autopsy facility is planned for fiscal 1987.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,623	191,623				
Health Benefits	6,267	6,267				
Retirement	21,052	21,052				
Other Fringe Benefits	904	904				
Other Contractual Service	219,179	219,179				
Rents	16,865	16,865				
Commodities	4,739	4,739				
Equipment	1,367	1,367				
TOTAL EXPENDITURES	461,996	461,996				

DEPARTMENT OF AUDIT

ROBERT W. NORTON, STATE AUDITOR

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 27; Unit: 244; Citation: 5 M.R.S.A., Sect. 241

Average Count—All Positions: 44

Legislative Count: 27

Organizational Units:

Departmental Bureau

Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

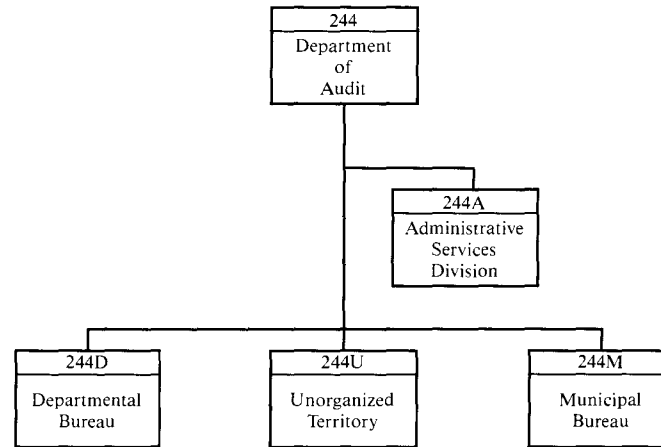
PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 86 totaled 120. These 120 audits consisted of 50 departments, bureaus, agencies, and/or commissions, 12 institutions, 6 vocational technical institutes, 36 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 86 expenses.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns. Revenue from this program is expected to remain constant for the next biennium at \$300,000 per year.

**DEPARTMENT OF AUDIT
UMB 27**



Approved by the Bureau of the Budget

AUDIT

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	707,365	527,787	179,578			
Health Benefits	40,016	28,729	11,287			
Retirement	125,255	92,640	32,615			
Other Fringe Benefits	2,465	1,856	609			
Computer Services—State	22,355	22,355				
Other Contractual Service	83,516	41,457	42,059			
Commodities	4,754	4,452	302			
Equipment	999	999				
Transfers to Other Funds	8,272		8,272			
TOTAL EXPENDITURES	994,997	720,275	274,722			

AUDIT

PUBLICATIONS:

State Auditors Annual Report

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Departmental Bureau.

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 27; Unit: 244A; Citation: 5 M.R.S.A., Sect. 242

Average Count—All Positions: 6

Legislative Count: 6

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981 and Chapter 477, Public Laws of 1983, allowed an additional position and related expenses respectively to audit the courts.

Chapter 63, Public Laws of 1985 provided funds for 2 positions and related expenses to establish an electronic data processing function in order to perform systems reviews as well as other auditing procedures utilizing computers. EDP audits will be performed on the various departments, institutions and agencies which have computers.

ORGANIZATION: The Administrative Services Division is headed by a Chief Executive. Authorized personnel in the division total 6, consisting of one Assistant Director of Audits, one Legislative Auditor III, three Legislative Auditors II and one Legislative Auditor I.

PROGRAM: Court audits scheduled for completion during the 1985-86 fiscal year consist of 9 complete counties, 3 separate superior courts and 5 separate district courts for a total of 12 Superior Courts and 19 District Courts. The major goal of this Division is to reach an annual postaudit of all courts in the court system.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$177,056 in FY 86 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 27; Unit: 244D; Citation: 5 M.R.S.A., Sect. 243

Average Count—All Positions: 19

Legislative Count: 19

AUDIT

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 19, including two Assistant Directors, four Legislative Auditor III's, eight Legislative Auditor II's and two Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 86 totaled 120. These 120 audits consisted of 50 departments, bureaus, agencies and/or commissions, 12 institutions, 6 vocational technical institutes, 36 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

PUBLICATIONS:

State Auditors' Annual Report

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	512,567	512,567				
Health Benefits	28,135	28,135				
Retirement	90,048	90,048				
Other Fringe Benefits	1,803	1,803				
Computer Services—State	22,355	22,355				
Other Contractual Service	38,942	38,942				
Commodities	4,032	4,032				
TOTAL EXPENDITURES	697,882	697,882				

MUNICIPAL BUREAU (AUDIT)

MAURICE R. DUBOIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 27; Unit: 244M; Citation: 5 M.R.S.A., Sect. 243

Average Count—All Positions: 16

Legislative Count: 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 16, consisting of 1 director, 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's and 3 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 86 municipalities and municipal districts, 29 school districts and 142 special audits for the fiscal year ending June 30, 1986. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of

AUDIT

Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 11 counties during the fiscal year.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	194,798	15,220	179,578			
Health Benefits	11,881	594	11,287			
Retirement	35,207	2,592	32,615			
Other Fringe Benefits	662	53	609			
Other Contractual Service	44,574	2,515	42,059			
Commodities	722	420	302			
Equipment	999	999				
Transfers to Other Funds	8,272		8,272			
TOTAL EXPENDITURES	297,115	22,393	274,722			

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1985

Reference: Policy Area: 00; Umbrella: 27; Unit: 244U; Citation: 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the 4 state agencies and 9 counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision (for FY 86 only), included with those of Municipal Bureau (Audit).

BAXTER STATE PARK

BAXTER STATE PARK AUTHORITY

GLENN H. MANUEL, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME
Mail Address: 64 Balsam Drive, Millinocket, ME 04462

Telephone: 723-9616

Established: 1933

Sunset Review Required by: June 30, 1984

Reference: Policy Area: 05; Umbrella: 94; Unit: 293; Citation: 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21

Legislative Count: 56

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park “. . . shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state . . . shall forever be kept and remain as a sanctuary for beasts and birds.”

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name “State”, it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry, Maintenance; Public Relations; North District, and South District.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,067 for the 1986 season with a potential seasonal capacity of 154,530. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

BAXTER STATE PARK

Statistical Use Information:	1985	1984	1983	1982	1981
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	40,613	41,727	38,137	40,892	34,631
Transient	10,501	8,903	9,923	11,860	10,150
Camper	21,033	18,819	20,975	22,098	24,788
Lodge Guests	666	726	449	1,281	718
TOTAL PEOPLE	72,813	70,175	69,484	76,131	70,287
MISCELLANEOUS:					
Camper Days	56,627	54,808	57,814	56,982	58,184
Average Stay (Days)	2.69	2.9	2.40	2.58	2.35
Number of Vehicles	24,966	23,450	24,110	25,062	25,963
Recreational Visitor Days	107,741	105,438	105,874	109,734	102,965
WINTER SEASON (12-1—4-1)					
	1985/86	1984/85	1983/84	1982/83	
USE—BY TYPE:					
Day Use	1,126	1,573	977	594	
Campers	810	439	1,549	1,070	
TOTAL PEOPLE	1,936	2,012	2,526	1,664	—
MISCELLANEOUS:					
Technical Climbing	585	1,026	867	770	
General Climbers	818	548	682	300	
CAMPER DAY TOTAL	1,403	1,574	1,549	1,070	—
Skiing/Snowshoeing	26	207	77	83	
Snowmobiling	1,100	1,366	900	511	
DAY USE TOTAL	1,126	1,573	977	594	—
Recreational Visitor Days	2,529	4,721	4,075	2,734	—
Financial Information:					
	1985/86	1984/85	1983	1982	1981
REVENUE:					
Net from Operations	\$ 284,335	\$267,447	\$263,475	\$269,527	\$196,802
Trust Fund	635,028	495,000	500,000	586,269	651,741
Miscellaneous	11,752	10,713	17,485	8,248	5,483
Forestry	156,773	61,817	4,726	—	—
TOTAL	\$1,087,888	\$834,977	\$785,686	\$864,044	\$854,026
EXPENDITURES:					
Personal Services	\$ 617,734	\$569,007	\$546,760	\$599,355	\$496,046
All Other	266,299	225,612	\$246,216	\$184,590	\$270,622
Capital	214,084	31,067	43,769	50,829	74,315
TOTAL	\$1,098,117	\$825,686	\$836,745	\$834,774	\$840,983

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

BAXTER STATE PARK

PUBLICATIONS:

1	Baxter State Park Hiking Guide	\$.50
2	Baxter State Park Guide50
3	DELORME Map	4.15
4	Guide to Baxter State Park and Katahdin by Stephen Clark	9.40
5	Clark Map	4.15
6	Patches	3.00
7	Behold the Mountain	5.20
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	10.45
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	15.25
13	Map #1	2.65
14	Map #2	2.65
15	Map #3	2.65
16	Topographic Maps	2.00
17	Animal Tracks25
18	Don't Die on the Mountain (Safety)	1.65
19	Eastern Birds of Prey	7.30
20	Frostbite (Safety)	1.65
21	Katahdin Skylines and Geology	7.30
22	Maine Atlas	10.45
23	Mountain Flowers of New England	6.85
24	River Guide, AMC	8.35
25	Track Finder	1.60
26	Legacy of a Lifetime	16.80
27	Decal	1.00
28	Remote Trout Pond	8.35
29	Guide to Cross-Country Skiing	9.40
30	Pocket Guide to the Maine Outdoors	10.45

(All prices include tax)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	499,289		499,289			
Health Benefits	31,276		31,276			
Retirement	83,748		83,748			
Other Fringe Benefits	3,421		3,421			
Other Contractual Service	185,396		185,396			
Rents	5,077		5,077			
Commodities	61,460		61,460			
Buildings and Improvement	145,267		145,267			
Equipment	68,817		68,817			
Interest—Debt Retirement	24		24			
Transfers to Other Funds	14,612		14,612			
TOTAL EXPENDITURES	1,098,387		1,098,387			

MAINE BLUEBERRY COMMISSION

J. BURLEIGH CRANE, CHAIRMAN

EDWARD H. PIPER, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono

Telephone: 581-1476

Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 94; Unit: 294; Citation: 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of ½ cent per pound from blueberry growers and ½ cent from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to an average of 38 million pounds for the 3 years 1983, 1984, and 1985.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national advertising for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include a direct mail campaign with Maine restaurants and exhibits at trade shows, fairs, and shopping malls. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

PUBLICATIONS: Bulletins and Newsletters published by the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

BLUEBERRY COMMISSION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,050		7,050			
Health Benefits	27		27			
Retirement	1,522		1,522			
Other Fringe Benefits	26		26			
Other Contractual Service	85,895		85,895			
Commodities	4,951		4,951			
Grants—Subsidies—Pensions	307,850		307,850			
Transfers to Other Funds	5,338		5,338			
TOTAL EXPENDITURES	412,659		412,659			

BLUEBERRY ADVISORY COMMITTEE

THOMAS RUSH, CHAIRMAN

Central Office: Coburn Hall, UMO, Orono

Telephone: 581-1476

Mail Address: Coburn Hall, UMO, Orono, Maine 04469

Established: 1945

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

DEPARTMENT OF BUSINESS, OCCUPATIONAL AND PROFESSIONAL REGULATION

HARVEY E. DEVANE, COMMISSIONER

Central Office: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 289-3915

Established: October 3, 1973

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 027; Citation: 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 2

Legislative Count: 2

Organizational Units:

Divisions:

Administrative Services Division
Licensing and Enforcement Division

Bureaus:

Bureau of Banking
Bureau of Insurance
General Lines Agent Examination
Advisory Board
Life Agent Examination Advisory
Board
Bureau of Consumer Credit
Protection
Home Repair Advisory Board

Commissions:

Maine Athletic Commission
Real Estate Commission
Continuing Education Committee
State Running Horse Racing
Commission
Maine State Pilotage
Commission

Boards:

Arborists Examining Board
Auctioneers Advisory Board
Board of Certification of Geologists and
Soil Scientists
Board of Commercial Driver Education
Board of Dietetic Practice
Board of Examiners in Physical Therapy
Board of Funeral Services
Board of Hearing Aid Dealers and Fitters
Board of Registration of Professional
Foresters
Board of Registration of Substance Abuse
Counselors
Board of Respiratory Care Practitioners
Electricians Examining Board
Manufactured Housing Board
Nursing Home Administrators Licensing
Board
Occupational Therapy Board of Practice
Oil and Solid Fuel Board
Plumbers Examining Board
State Board of Examiners of Psychologists
State Board of Examiners on Speech
Pathology and Audiology
State Board of Social Worker Registration

AFFILIATED BOARDS:

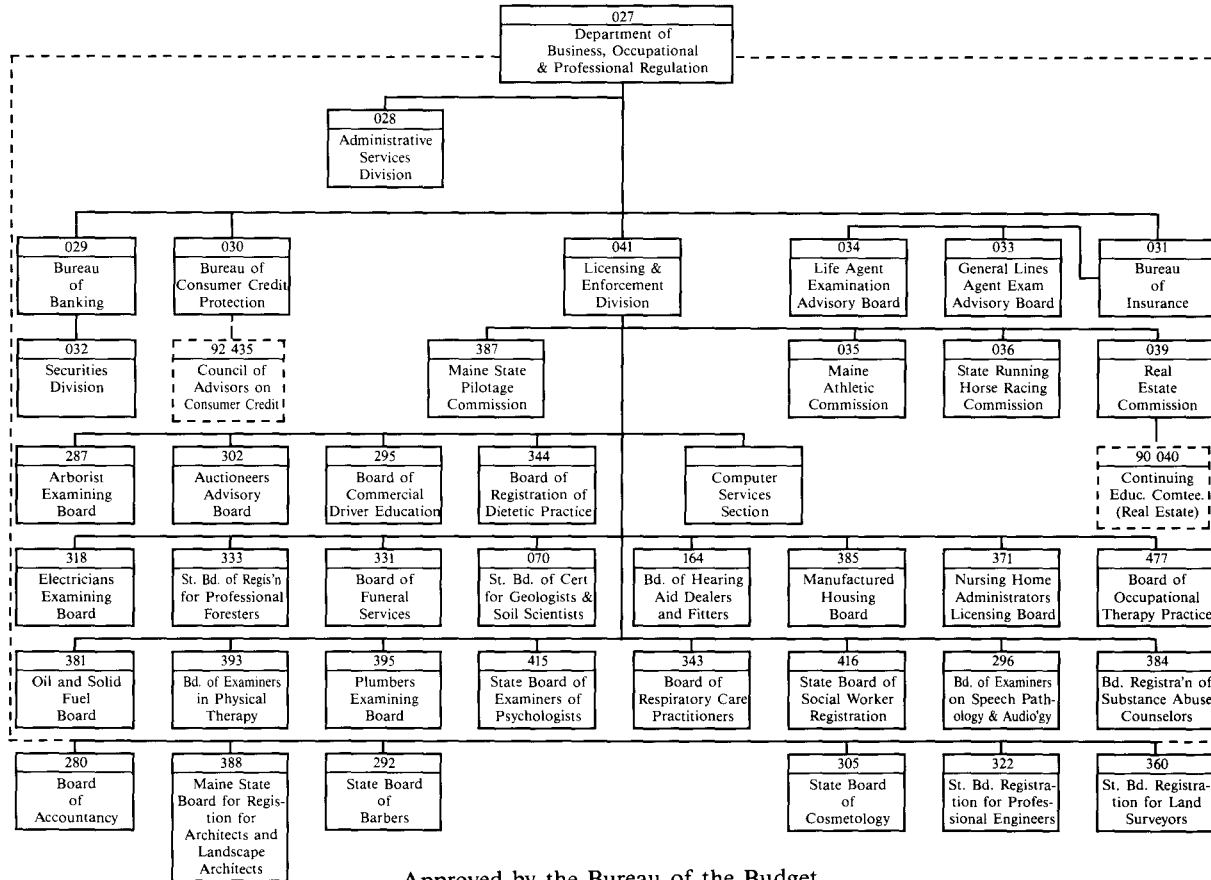
Board of Accountancy
Maine State Board for Registration of Architects and Landscape Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Land Surveyors
State Board of Registration for Professional Engineers

*Changed 7/16/86 to: Department of Professional and Financial Regulation

PURPOSE: The Department exists to examine and oversee all state-chartered financial institutions of every type, to regulate bank holding companies, to regulate insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, to approve the sale in Maine of oil and solid fuel heating equipment, and to license and regulate numerous professions and occupations.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdic-

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION
UMB 02



Approved by the Bureau of the Budget

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,452,723	297,197	2,155,526			
Health Benefits	137,355	13,084	124,271			
Retirement	422,727	56,069	366,658			
Other Fringe Benefits	8,692	972	7,720			
Computer Services—Comm.	2,069		2,069			
Computer Services—State	4,710		4,710			
Other Contractual Service	1,760,642	60,438	1,700,204			
Rents	45,573	50	45,523			
Commodities	39,094	3,086	36,008			
Equipment	83,241	634	82,607			
Interest—Debt Retirement	518		518			
Transfers to Other Funds	158,319	749	157,570			
TOTAL EXPENDITURES	5,115,663	432,279	4,683,384			

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tion of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board) now transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation to reflect the fact that fifty percent of Maine's occupational and professional licensing are within this Department.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It permitted the Department to lease purchase additional computer capacity and to retain auctioneers licensing fees which had previously gone to the General Fund. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985; and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process revealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Department put before the Session a proposal to put all licensing boards within a single Bureau of Professional Regulation. The proposal did not pass but the Legislature did all of

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the following, effective July 16, 1986: took the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capitol area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transferred to the Securities Division of the Bureau of Banking.

PROGRAM: The Commissioner is the Administrative head of the Department; and, as such, budgets for the entire department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and is to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central computer services.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 86 are discussed in the following reports of its component parts.

LICENSES, PERMITS, ETC.:

See individual agencies.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS OCCUPATIONAL AND PROFESSIONAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,227	61,227				
Health Benefits	2,546	2,546				
Retirement	12,375	12,375				
Other Fringe Benefits	169	169				
Other Contractual Service	35,035	35,035				
Rents	50	50				
Commodities	1,655	1,655				
Transfers to Other Funds	749	749				
TOTAL EXPENDITURES	113,806	113,806				

BOARD OF ACCOUNTANCY

WILLIAM L. RANDALL, CPA, CHAIRMAN

LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor

Telephone: 942-6702

Mail Address: 84 Harlow St., Bangor, Maine 04401

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1987

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROGRAM: The duties of The Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1986 the Board of Accountancy met 6 times, held 4 examinations, issued 36 certificates based on the examination results, and issued 20 reciprocal certificates. A total of 787 Public Accountants and Certified Public Accountants secured annual permits to practice. Four (4) complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

Certification:

Public Accountants

Certified Public Accountants

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Annual Registrations:

Offices

Public Accountants

Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,595		3,595			
Other Contractual Service	35,407		35,407			
Rents	2,884		2,884			
Commodities	185		185			
Transfers to Other Funds	990		990			
TOTAL EXPENDITURES	43,061		43,061			

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3917

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: This Division was established to provide centralized administration for all of the bureaus, boards and commissions within the Department, and for the Department itself.

Its major responsibilities are Accounting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

ORGANIZATION: This division consists of a Director, one secretary, one accountant II, one accountant I and one account clerk II.

Within the Administrative Services Division there are two functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department. Additionally, the Division provides secretarial services to the Commissioner and it is responsible for ordering and arranging for the services provided to all units by outside staff agencies and by private parties and vendors. It is in the process of computerizing its functions on the department's computer. Completion of this process will provide better and more varied management information reports.

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PUBLICATIONS:

Department of Business, Occupational and Professional Regulation, Organizational Structure and Financial History.....No Charge

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	96,361		96,361			
Health Benefits	6,502		6,502			
Retirement	18,728		18,728			
Other Fringe Benefits	338		338			
Computer Services—State	510		510			
Other Contractual Service	6,237		6,237			
Commodities	92		92			
Equipment	2,698		2,698			
Transfers to Other Funds	16,633		16,633			
TOTAL EXPENDITURES	148,099		148,099			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN

PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1933

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on an annual basis.

PROGRAM: During FY 1986 the Arborist Examining Board administered 38 exams. Out of that number, 24 passed and 14 failed. All exams given were in the category of General Tree Care. As of March, 1984, the Board no longer administers the Spray exam. The Board reviewed the examination process and felt that because no mention of spraying is found in the statute that it should no longer be handled by this Board and arrangements were made with the Pesticides Control Board for the administering of this exam.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

The current number of licensed arborists is 198.

The Arborist industry, in general, requested the exam be available throughout the year rather than only once a year as in the past. The Board adopted a policy to make the exam available by appointment; arrangements to be made with the Arborist Board clerk at the Department of Business, Occupational and Professional Regulation.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR	General Fund	Special	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS		Revenue Funds			
EXPENDITURES						
Salaries and Wages	100		100			
Other Contractual Services	1,489		1,489			
Transfers to Other Funds	1,521		1,521			
TOTAL EXPENDITURES	3,110		3,110			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W. MILLETT, CHAIRMAN
GEORGE TERRIEN, Secretary

Central Office: 142 High St., Portland

Telephone: 774-0039

Mail Address: 142 High St., Rm. 614, Portland, Me. 04101

Established: 1945

Sunset Review Started: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture, or use the title 'architect' or 'Maine registered landscape architect' in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'Maine registered landscape architect' and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds $\frac{1}{2}$ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 86, 15 residents in the State were registered as architects; 5 by reciprocity with registration in another state, 4 through the National Council of Architectural Registration Boards, and 6 by examination.

Fifty-six nonresidents were registered as architects; 2 by reciprocity with registration in another state, 54 through the National Council of Architectural Registration Boards.

In addition, 4 resident landscape architects were registered by examination. Also, 4 nonresident landscape architects were registered through reciprocity with registration in another state.

There are 197 resident registered architects, 662 nonresident architects. There are 40 resident landscape architects and 42 nonresident landscape architects.

Five complaints of unlicensed practice were referred to the Attorney General's office after preliminary investigation and confirmation by the Board. There were 2 complaints of improper practice by registered architects.

The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Registration:

Architects and Landscape Architects

PUBLICATIONS:

The Board has copies of the Laws/Rules & Regulations of the Maine State Board for Registration of Architects & Landscape Architects, which are available upon request. A current list of all registered architects and landscape architects may be purchased from the Board upon payment of \$5.00.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,520		2,520			
Other Contractual Service	26,135		26,135			
Rents	2,527		2,527			
Commodities	189		189			
Transfers to Other Funds	938		938			
TOTAL EXPENDITURES	32,309		32,309			

MAINE ATHLETIC COMMISSION

RICHARD P. POTVIN, CHAIRMAN

KAREN L. BOSSIE, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A., Sect. 141

Average Count—All Positions: 5

Legislative Count: 5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promoters of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has had no increase in boxing or wrestling activity during the past fiscal year.

During FY 86 there was one boxing show and ten wrestling shows held.

Legislation, effective July 16, 1986, empowers the Board to regulate the sport of kickboxing in the State of Maine. The Commission is currently drafting regulations to supplement this new law.

LICENSES, PERMITS, ETC.:

Boxing

Referee
Manager
Physician
Second
Timekeeper
Boxer
Promoter
Knockdown timekeeper
Judge

Wrestling

Referee
Matchmaker
Manager
Physician
Timekeeper
Wrestler
Promoter

PUBLICATIONS: Statutes and Rules relating to boxing and wrestling in the State of Maine are available for a nominal fee.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,750		4,750			
Retirement	809		809			
Other Fringe Benefits	30		30			
Other Contractual Service	4,285		4,285			
Transfers to Other Funds	2,590		2,590			
TOTAL EXPENDITURES	12,464		12,464			

AUCTIONEERS ADVISORY BOARD

HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION

PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A., Sect. 271

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Business, Occupational and Professional Regulation or his designee on the administration of the laws relating to auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, two and three years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least once each year in the department offices and at other times as the commissioner deems necessary. The Board is now under restructure and will become a Licensing Board in FY 1987.

PROGRAM: The Board had reason to investigate 4 complaints. No meetings were necessary to determine if there were violations against the auctioneer law. All complaints were handled within the Division of Licensing and Enforcement and no disciplinary action needed to be taken against these auctioneers. As of June 30, 1986, a total of 335 auctioneers held licenses, 276 resident and 59 non-resident. A total of 33 new licenses were issued.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Department of Business, Occupational and Professional Regulation.

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT

COLETTE L. MOONEY, Deputy Superintendent

ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3231

Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 029; Citation: 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 27

Legislative Count: 6

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

Securities Division. To administer and enforce the Revised Maine Securities Act; to review applications to register securities for sale in Maine and to deny registration to offerings which are made on unfair, unjust or inequitable terms or which involve illegal activities or which would work a fraud on purchasers; to review filings for exemptions from registration; to license securities brokers, dealers and sales representatives transacting business in Maine, as well as persons acting as investment advisers in Maine; to suspend or revoke such licenses for misconduct as defined in the Securities Act; to respond to consumer complaints; to investigate possible violations of the law, and when warranted by the circumstances, to issue cease and desist orders or refer matters to the Attorney General for civil or criminal action. Effective July 16, 1986, the Bureau is responsible for administering the Business Opportunity Sales Act and the State Commodity Code.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and

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insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendents. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non-deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985, a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents, and also to provide authority to order stale applications abandoned.

In June 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft revised Uniform Securities Act, became effective September of 1985. The Act contains authority for the Bank Superintendent to adopt the Uniform Limited Offering Exemption for private placement offerings. The new Act makes numerous other changes, including broadening the scope of the Securities Act in the areas of enforcement and the regulation of Investment Advisors, and providing for registration of securities by notification, coordination and qualification. The new Act provides for a more streamlined and more equitable regulation of securities activities in the state and also contains greater enforcement powers. To implement these changes, the Bureau has created new supervisory positions in the registration and enforcement areas.

Legislation enacted in 1986 gave the Bureau enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. The Bureau exercises these new responsibilities through the Securities Division. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality.

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PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes have recently been amended to require examination of all state-chartered financial institutions once every three years. The present examination cycle mandated under the old law ends June 30, 1987. It is anticipated that the 36-month cycle will then be implemented.

In 1983, the Maine Banking Code was amended to provide a notification process to be followed for opening, closing, or relocating a branch of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1986, seven notification letters were also processed: five to open new branches, one to relocate an existing facility, and one to close a branch. The Bureau also acted on several merger/acquisition proposals, three of which involved interstate acquisitions. Three applications to form one-bank holding companies were received with two approved and one pending. Three applications were approved to permit several financial institutions to engage in non-banking activities through subsidiaries. One corporation was chartered to solely offer trust services. There are now over 200 sites available for sharing of satellite banking facilities.

Administrative personnel of the Bureau participated in programs of industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools designed to increase the level of expertise in bank examination and supervision. One senior examiner serves as an instructor at schools sponsored by the Education Foundation of State Bank Supervisors; two others serve as instructors for the Federal Home Loan Bank Board schools. Three examiners attended graduate studies programs. The Bureau is continuing to broaden the scope of its examination capabilities to now include electronic data processing, bank holding companies and a formal compliance review.

Securities Division. During fiscal year 1985-86, the Securities Division received and processed 3,524 applications to register securities, an increase of 14% over the prior year. While the majority of these applications were approved without change, a small number were modified or withdrawn as a result of objections raised by the Division. The Division also received and processed 673 notifications to perfect exemptions for private offerings and 1,049 notifications to perfect exemptions for exchange-listed securities, representing a decrease of 55% and an increase of 908% respectively. Finally, issuers submitted 91 notifications to perfect exemptions for transactions with existing security holders, an exemption which did not exist last year.

At the end of the fiscal year, the Division had 673 licensed broker-dealers, an increase of 19% from the prior year. There were also 10,367 licensed sales representatives, marking an increase of 40% over the past year and 77% over the past two years. The establishment of a central depository in Washington, D.C. for filing a single sales representative application undoubtedly contributed to this increase.

The Division continues to expand its enforcement activities. During the fiscal year, the Division issued twenty-one Cease and Desist Orders, primarily against out-of-state "boiler room" operators purveying a variety of investment schemes involving such diverse items as oil and gas drilling, coal mining, macadamia plantations and milk cultures. Separately, the Division obtained agreements from fourteen different companies to discontinue offers or sales of investment products which did not comply with the Securities Act. The Division entered into five consent agreements and made two referrals to the Attorney General's Office for further legal action. The Division successfully participated with six other states and the Commodity Futures Trading Commission in a joint action against an out-of-state off-exchange commodity operation which had been engaged in violations of the Federal Commodity Exchange Act. The recent passage of the Maine Commodity Code will enable the Division to increase its efforts to protect Maine investors from commodity frauds.

Over the last year, the Division has established close contact with the Better Business Bureau. The Division shares non-confidential information with the Bureau and the Bureau refers securities-related inquiries to the Division. Through various contacts with the media, such as Investor Alert press releases, the Division has attempted to increase public awareness of various fraudulent investment schemes so that prospective investors may better protect themselves. Public education is likely to take on increased importance, since the explosive growth of the financial markets has attracted numerous first-time investors who are frequently offered investment products which are unsuited to their financial condition.

The Division continues to handle a large number of complaints involving registered broker-dealers. While most are resolved informally, in some cases the Division assists complainants in utilizing the arbitration procedures made available by the National Association of Securities

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Dealers, the New York Stock Exchange and the National Futures Association.

LICENSES, PERMITS, ETC.:

License:

Securities Agent or Salesman

Securities Dealer

Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking (\$75.00) (includes 2 year updates 1985-1986 inclusive)

Maine Securities Act—(\$4.00)

A Consumer's Guide to Home Mortgage Financing in the 1980's (Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 (\$5.00)

Report of the Superintendent, Bureau of Banking-Status of Maine's Financial Institutions (1/15/85—\$10.00) (1/15/86—\$5.00)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	618,993	152,953	466,040			
Health Benefits	31,763	7,932	23,831			
Retirement	106,924	27,557	79,367			
Other Fringe Benefits	2,140	517	1,623			
Computer Services—Comm	1,500		1,500			
Other Contractual Service	165,595	21,494	144,101			
Rents	400		400			
Commodities	6,287	1,431	4,856			
Equipment	9,651	634	9,017			
Transfers to Other Funds	24,571		24,571			
TOTAL EXPENDITURES	967,824	212,518	755,306			

STATE BOARD OF BARBERS

RAYMOND L. McDONALD, CHAIRMAN

RAYMOND L. HODGKINS, Executive Secretary

Central Office: 99 Western Ave., Bld. #10, Augusta; Floor: 1

Telephone: 622-3821

Mail Address: Statehouse Sta. #96, Augusta, Maine 04333

Established: 1937

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 292; Citation: 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the cer-

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tificate of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1986, the Board held 6 organized meetings, administered examinations to 30 candidates examined for barber certificates; 28 passed, 2 failed; 1 was re-examined and passed. There were no official complaints registered with the Board. There were 737 inspections made in FY 1986.

The following number of licenses, registrations and permits were issued this fiscal year: barber shops 506, barber certificate of registration 848, work permits 10, apprentice registrations 10, instructor registrations 8, student permits 32, technician registrations 4.

LICENSES, PERMITS, ETC.:

License:

Barber Shop

Registration:

Certificate of Registration for Barbers

Certificate of Registration for Instructor

Certificate of Registration for Technician

Certificate of Registration for Apprentice

Permit:

Work

PUBLICATIONS:

Barber Board Bulletin, published once annually and distributed to all barber shops (free).

Maine Barber Laws, Rules and Regulations (free).

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,032		19,032			
Health Benefits	1,477		1,477			
Retirement	3,074		3,074			
Other Fringe Benefits	63		63			
Other Contractual Service	8,896		8,896			
Rents	2,875		2,875			
Commodities	86		86			
Transfers to Other Funds	1,555		1,555			
TOTAL EXPENDITURES	37,058		37,058			

BOARD OF COMMERCIAL DRIVER EDUCATION

FRANKLIN DONLEY, CHAIRMAN

DIANE BRADSTREET, BOARD CLERK

Central Office: Hallowell Annex, Central Bldg., Hallowell, Maine *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: January 1, 1982

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 218 commercial driver education schools and instructors are currently licensed; 67 Class A schools; 2 Class B schools; 102 Class A instructors; and 47 Class B instructors.

During fiscal 86 the Board received four complaints, all of which are pending final action in fiscal 87.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools

Class B Commercial Schools

Class A Commercial Instructors

Class B Commercial Instructors

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70		70			
Other Contractual Service	8,101		8,101			
Commodities	73		73			
Transfers to Other Funds	1,978		1,978			
TOTAL EXPENDITURES	10,222		10,222			

BUREAU OF CONSUMER CREDIT PROTECTION

ROBERT A. BURGESS, SUPERINTENDENT

HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 289-3731

Established: 1975

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 030; Citation: 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 8

Legislative Count: 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, and Credit Reporting Agencies.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During Fiscal Year 86, 234 creditors and 14 Collection Agencies were examined. During this period the Bureau returned approximately \$357,605 to consumers as a result of violations discovered during the examination and complaint resolution process. The Bureau cited 931 violations of Truth-in-Lending laws and 233 Consumer Credit Code violations after reviewing 15,433 transactions. The Bureau also cited three other creditors whose credit programs were in complete non-compliance. The Bureau received about 1,100 credit-related questions and complaints from consumers. The Bureau entered into assurances of discontinuance with two creditors and one cease and desist order was issued. The Bureau issued nine Advisory Rulings and two Official Rules pursuant to the Consumer Credit Code. The Bureau also continued an examination program to implement the Fair Credit Reporting Act. The Bureau cited 61 violations after reviewing credit denial files of 189 creditors during Fiscal Year 86.

Three laws that were administered by the Bureau were repealed; namely, the Insurance Premium Finance Act, the Home Repair Finance Act and Chapter 10 of Title 32 that dealt with Collection Agencies. Collection Agencies are now regulated by the newly enacted statute, the Maine Fair Debt Collection Practices Act. The Bureau found 11 violations of the former Collection Agency Law while conducting examinations of 15 Collection Agencies during FY 86.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, appearing on public affairs television and radio programs and by issuing news releases providing advice to consumers on topics of current concern. A more comprehensive effort in consumer education will continue in FY 87, including participation in public interest video programs, several pamphlets or booklets on current credit issues of concern and a formalized speaker's program. The Bureau will continue publication of its newsletter, Code Word, which is sent to all creditors and other interested parties.

The Bureau significantly revised its "Enforcement Policy Guidelines" (Rule 190), the rule governing when, and to what extent, corrective action is to be taken by creditors when violations of state law are discovered. The revised rule adds flexibility to the Bureau's authority, while at the same time closing loopholes in the Rule's coverage.

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Creditors reported a volume of credit extended during calendar year 1985 of \$1,528,761,109. This total does not include volume unreported by federally-chartered financial institutions which, based on estimates would increase the total volume by another \$800 million.

The Bureau received filings or licensed the following creditors in Fiscal Year 86:

Supervised Financial Organizations (banks, credit unions)	364
Supervised Lenders	42
Other Creditors (merchants)	1,151
Other Lenders	3
Sales Finance Companies	25
Home Repair Contractors; Salesmen	76
Collection Agencies	33
Insurance Premium Finance Co.	13
Total	1,707

LICENSES, PERMITS, ETC.:

License:

Collection Agencies

Supervised Lenders-Consumer Credit Code

Registration:

Consumer Credit Code Notification

PUBLICATIONS:

Down Easter's Pocket Credit Guide (free to Maine residents)

Down Easter's Lemon Guide (free to Maine residents)

Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)

Code Word (newsletter) published semi-annually (free to interested parties)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	208,399	39,094	169,305			
Health Benefits	11,787	961	10,826			
Retirement	35,561	6,658	28,903			
Other Fringe Benefits	727	134	593			
Other Contractual Service	61,472		61,472			
Commodities	1,890		1,890			
Equipment	533		533			
Interest—Debt Retirement	5		5			
Transfers to Other Funds	14,155		14,155			
TOTAL EXPENDITURES	334,529	46,847	287,682			

STATE BOARD OF COSMETOLOGY

ROBERT F. CUNNINGHAM, JR., CHAIRMAN

GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232

Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933

Sunset Termination Scheduled to Start by: June, 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board must meet at least twice during the calendar year; once in the month of January to elect a chairman, and again before the end of December. During the fiscal year 1985-86, the Board of Cosmetology held 6 meetings.

The Board conducted 14 hairdresser examinations during FY 1985-86. A total of 497 candidates were examined. 124 candidates failed the exam, with 106 returning to retake and successfully passing the exam.

A total of 399 new beauty shops/booths were licensed during 1985-86.

Approximately 4,329 beauty shop inspections were conducted.

Rules for certifying cosmetology instructors were adopted and became effective on September 30, 1985.

The Board is considering the feasibility of "aesthetic" licensing. A great deal of research is being conducted on this matter.

LICENSES, PERMITS, ETC.:

License:

Apprentice Hairdresser's Certificate of Registration

Beauty Shop License

Hairdresser's Certificate of Registration

Instructor's Certificate of Registration

Demonstrator's Certificate of Registration

Certificate of Registration Limited to the Practice of Manicuring

Permit:

Permit to Practice Hairdressing and Beauty Culture

Student Permit

PUBLICATIONS:

Rules and Regulations Pertaining to Beauty Shops (free)

State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)

Rules of Practice (free)

Rules Relating to Apprentice, Manicurist

Rules for Certifying Cosmetology Instructors (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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STATE BOARD OF COSMETOLOGY	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	76,964		76,964			
Health Benefits	6,517		6,517			
Retirement	12,383		12,383			
Other Fringe Benefits	287		287			
Other Contractual Service	41,907		41,907			
Rents	9,858		9,858			
Commodities	1,667		1,667			
Equipment	733		733			
Transfers to Other Funds	3,221		3,221			
TOTAL EXPENDITURES	153,537		153,537			

ELECTRICIANS' EXAMINING BOARD

PAT STARRS, CHAIRMAN

DOLORES DRAKE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-2352

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1953

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation.)

The Board consists of the Commissioner of Business Regulation or his representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1986, the Electricians' Examining Board held 14 meetings, administered 360 examinations, of which 43% passed. A total of 7,026 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA

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#70). During FY 86 the inspectors made 7,257 commercial inspections, 3,104 inspections, 1,084 license checks and 929 plan evaluations.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The inspectors assist the State Fire Marshal's Office with investigations of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

In October 1981 an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. In FY 86, 1,912 permits were issued.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Permits
- Certifications

PUBLICATIONS:

- Statutes of the Electricians Examining Board (nominal fee)
- Roster of licensed electricians (nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105,643		105,643			
Health Benefits	7,118		7,118			
Retirement	17,740		17,740			
Other Fringe Benefits	607		607			
Other Contractual Service	48,644		48,644			
Rents	175		175			
Commodities	2,156		2,156			
Equipment	670		670			
Transfers to Other Funds	2,460		2,460			
TOTAL EXPENDITURES	185,213		185,213			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RALPH L. BEAN, PE, CHAIRMAN
DANIEL WEBSTER, JR., Secretary

Central Office: Terminal Building, Augusta State Airport
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Telephone: 289-3236

Established: 1935

Sunset Termination Scheduled to Start by: June 30, 1981

Reference: Policy Area: 01; Umbrella: 02; Unit: 322; Citation: 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to main-

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tain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

One new member, William A. Lotz, PE, was appointed to the Board effective February 5, 1986. His term will expire June, 1990.

One member, Walter W. Turner, PE, was reappointed to the Board effective February 5, 1986. His term will expire June, 1988.

PROGRAM: During FY 1986, a total of 294 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 193 applicants. In addition to the above, 42 were registered as a result of passing the PE exam given April 11, 1986. This occurred on July 8, 1986 after the close of the fiscal year. Of the 193 registered during FY 86, 29 qualified by written examination, 157 by comity with other jurisdictions, and 7 by oral examination. As of June 30, 1986, a total of 3574 engineers were registered for the two-year period ending December 31, 1987.

During the fiscal year, 235 applications for certification as Engineer-in-Training were received.

Engineer-in-Training Certificates were granted to 275 applicants. This number of certificates issued is considerably greater than the amount reported in previous years because it includes the results of 3 exams. Normally the results of only 2 exams are acted on in a single fiscal year.

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of committees. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examinations as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 24, 1985 for 62 professional engineer candidates and on October 25, 1985 for 15 engineer-in-training candidates. Also, on October 25, 1985, 26 engineer-in-training candidates took examinations at Orono. Of these, 28 passed the PE exam and 22 passed the EIT exams.

The spring examinations were also given at Augusta and Orono. On April 11, 1986, 87 professional engineer candidates took the PE exam covering the 4 major disciplines of engineering (Chemical, Civil, Electrical and Mechanical). Two other candidates took the exam for Maine registration in Massachusetts. These exams were administered by the Massachusetts Board as a courtesy to the Maine candidates and the Maine Board. Also, on April 12, 1986, 206 Engineer-in-Training candidates took the EIT exam—36 at Augusta and 170 at Orono.

The Board invited 7 applicants to appear for Oral Interviews, and 7 were granted registration as Professional Engineers.

The Board held five meetings during FY 86. These were held October 3 and November 7, 1985 and January 6, March 13 and June 17, 1986.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

LICENSES, PERMITS, ETC.:

Registration:
Professional Engineer
Engineer-in-Training

PUBLICATIONS:

“Forty-seventh Annual Report With Roster of Professional Engineers” as of March 31, 1986 (free)

“Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers” (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,155		1,155			
Other Contractual Service	37,950		37,950			
Commodities	88		88			
Transfers to Other Funds	960		960			
TOTAL EXPENDITURES	40,153		40,153			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

LINDA ALVERSON, CHAIRMAN
KELLY B. WEBSTER, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 289-3671

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member, the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member’s successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

PROGRAM: In FY 1986, 62 new applicants applied for licensure as Professional Foresters. At the end of the fiscal year there are 829 professional foresters licensed.

Two complaints were processed by the Board during FY 86, both dealing with unlicensed practice. The first complaint was turned over to the Attorney General's Office where an agreement to cease and desist was worked out between the parties. The second complaint is still pending—awaiting further information from the defendant.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters-Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	3,949		3,949			
Commodities	10		10			
Transfers to Other Funds	1,185		1,185			
TOTAL EXPENDITURES	5,144		5,144			

STATE BOARD OF FUNERAL SERVICE

PAUL TULLY, CHAIRMAN

KELLY B. WEBSTER, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1903

Sunset Termination Scheduled to Start By: June 30, 1982

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

PROGRAM: During FY 86 there were 6 new Funeral Homes licensed, 0 Funeral Directors, 9 Resident Trainees, 9 Practitioners, and 29 Funeral Attendants. Throughout the year the Board had 8 regular meetings. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, examinations, hearings, and educational and apprenticeship programs. Ninety-eight (98) funeral homes were inspected and 4 investigations were made (all were exonerated) during the past year.

LICENSES, PERMITS, ETC.:

Licenses:

- Practitioner
- Funeral Director
- Embalmer

Registration:

- Funeral Home
- Practitioner Trainee
- Funeral Attendant
- Livery Service

PUBLICATIONS:

- Roster of licensees (fee: at cost)
- Rules and Regulations (\$5.00)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,470		4,470			
Retirement	530		530			
Other Contractual Service	13,183		13,183			
Commodities	30		30			
Transfers to Other Funds	1,587		1,587			
TOTAL EXPENDITURES	19,800		19,800			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

HERBERT MOULTON, C.P.C.U., CHAIRMAN
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Telephone: 289-3101

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board held 1 regular meeting during the year. Legislation was passed that allows the Superintendent of Insurance to contract for testing services. The Board has been preparing to work closely with the Bureau of Insurance to assist in the selection of the contracting service and to review the material to be used should the Superintendent contract for testing services to improve the licensing process.

FINANCES, FISCAL YEAR 1986: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg.

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 070; Citation: 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Department of Business, Occupational and Professional Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business, Occupational and Professional Regulation.

PROGRAM: The Board held three regular meetings during FY 86 to conduct its business.

No complaints were received by the Board during this fiscal year.

Fourteen new applications were received and reviewed. Four soil scientists became licensed.

As of June 30, 1986, 127 geologists and 58 soil scientists hold valid licenses in the State.

LICENSES, PERMITS, ETC.:

Certification:

Geologists

Soil Scientists

PUBLICATIONS:

Roster: (at cost)

Laws and Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,629		1,629			
Transfers to Other Funds	648		648			
TOTAL EXPENDITURES	2,277		2,277			

BOARD OF HEARING AID DEALERS AND FITTERS

CHARLENE DUNN, CHAIRPERSON

KAREN BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 01; Umbrella: 02; Unit: 164; Citation: 32 M.R.S.A., Sect. 1660A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to supervise the issuance of licenses; to administer examinations to qualified applicants; and to provide educational programs for licensees and/or trainees.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public. Members of the Board must be residents of the State. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor. The term of office of each member is for 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board for more than 3 full consecutive terms.

PROGRAM: Several complaints received from consumers were handled and were resolved to the satisfaction of both the consumers and the hearing aid dealers/fitters involved.

The Board met three (3) times during fiscal year ending June 30, 1986. Nine (9) trainees were examined in October, 1985, and eleven (11) in March, 1986.

LICENSES, PERMITS, ETC.:

License:

Corporation

Hearing Aid Dealers and Fitters

Permit:

Trainee

PUBLICATIONS:

A register of hearing aid dealers and fitters licensed in the State of Maine. (Fee: printings are available on request—at cost.)

Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,440		1,440			
Other Contractual Service	7,036		7,036			
Transfers to Other Funds	535		535			
TOTAL EXPENDITURES	9,011		9,011			

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3101

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 031; Citation: 24A M.R.S.A., Sect. 200

Average Count—All Positions: 47

Legislative Count: 1

Organizational Units:

General Lines Agent Examination Advisory Board

Licensing Division

Life Agent Examination Advisory Board

Life and Health Division

Property and Casualty Division

Actuarial Division

Examination Division

Legal Division

Consumer Services Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Property and Casualty Division. This Division reviewed approximately 4,157 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; updated and republished consumer premium comparison reports for automobile insurance; cooperated with various legislative committees and special study committees in several areas, particularly workers' compensation and liability.

Availability problems in the Commercial Insurance Market have resulted in many calls requiring investigation of pricing and availability. One of our responses to this crisis has been the organization and supervision of a Market Assistance Program to serve Day Care Providers, and the organization of other programs dealing with Municipal and Liquor Liability Insurance.

Life and Health Division. The Life & Health Division received, during fiscal year 1986, 9,387 policy forms for review; 1,285 of which required further correspondence; 731 forms were subsequently disapproved and 7,371 approved or placed on file. This Division also processed 44 consumer written requests for information or help concerning problems of marketing or claim settlement. This Division also updated the Medicare Supplement Comparison Chart and revised the Group Health Conversion Rule.

Consumer Services Division. The Consumer Services Division serviced 1,681 complaints and 2,281 inquiries during the fiscal year 1985/86. One hundred twenty-nine (129) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 57 hearings were held with 33 of the cases decided in favor of the insured; 72 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing.

Licensing Division. During the Fiscal Year 1985/86, the Licensing Division processed licenses for 14 new companies, 1,296 agents, 27 adjusters, 91 brokers and 9 consultants. There were 1,282 agents cancelled. The net gain for the fiscal year was 14 agents.

There are currently 7,676 licensed agents, 258 adjusters, 715 brokers, 71 consultants and 709 companies. There are 14 road service organizations, 3 medical companies and 2 health maintenance organizations. There are 11,202 licenses on the board; 9,548 charged and 1,654 non-charged.

The Bureau administered 1,875 examinations during the Fiscal Year 1985/86.

Examination Division. The Examination Division completed 2 domestic insurance com-

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

pany examinations and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization

Authority:

Self-Insurer Worker's Compensation Exposure

PUBLICATIONS:

**Insurance and You. A Guide to Better Understanding of Insurance for Residents of the State of Maine.* Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

**Health Insurance and You. A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine.* Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report.* Oct. 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination.* Prepared by the General Lines Insurance Advisory Board, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for the Initial General Lines Insurance Examination and the Permanent General Lines Insurance Examination.* Prepared by the General Lines Insurance Advisory Board, 3rd edition, April 1984, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 41 pgs.

**A Guide to Preparing for the Initial Life and Health Agents Examination and the Permanent Life and Health Agents Examination.* Prepared by the Life Insurance Advisory Board, 6th Edition, Feb. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 35 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 24 pgs.

**Homeowners Insurance Premium Comparison Report.* Mar. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**Medicare Supplement Insurance Comparison Chart.* 1985 Edition, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

*Single Copies—FREE.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	823,856	43,923	779,933			
Health Benefits	41,418	1,645	39,773			
Retirement	143,754	9,479	134,275			
Other Fringe Benefits	2,726	152	2,574			
Computer Services—Comm.	569		569			
Computer Services—State	3,512		3,512			
Other Contractual Service	1,002,238	3,909	998,329			
Rents	20		20			
Commodities	12,267		12,267			
Equipment	34,840		34,840			
Transfers to Other Funds	39,916		39,916			
TOTAL EXPENDITURES	2,105,116	59,108	2,046,008			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD F. BASTOW, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine

Telephone: 582-3443

Mail Address: Statehouse Sta. #98, Augusta, Maine 04333

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1981

Reference: Policy Area: 01; Umbrella: 02; Unit: 360; Citation: 32 M.R.S.A., Sect. 1671

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship and land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum of apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1986, 19 Land Surveyor applications were received and 15 were registered. The total number of registrants on 30 June 1986 was 960. Of this number 207 are non-state residents. Land Surveyor-in-Training applications during this period were 37. A total of 18 were certified which included applications from the previous year. There are now 488 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Registration:

Land Surveying

Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	13,547		13,547			
Commodities	76		76			
Transfers to Other Funds	689		689			
TOTAL EXPENDITURES	14,312		14,312			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Director, five licensing board clerks, each of whom serves three to five boards, a Director of the Computer Services Section, one Data Control Specialist and the Executive Director of the Manufactured Housing Board. While the Computer Services Section is a part of the Division of Licensing and Enforcement it provides data and word processing services to the entire department.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

PROGRAM: In addition to the Division's own employees, the Director hires, trains and supervises, sometimes subject to Board approval, five clerks and eight enforcement officers who work for the larger licensing boards. The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. Its Computer Services Section issues all original and renewal licenses, maintains licensee rosters and registrations and issues renewal notices.

The Division conducts two registration functions, those for Itinerant Vendors and Charitable Solicitors. Legislation in FY 86 repealed the law requiring registration of Itinerant Photographers and transferred administration of the Business Opportunities Act to the Securities Division of the Bureau of Banking.

Under the Itinerant Vendors Act there were 19 vendors and 109 employees registered during FY 86.

Under the Charitable Solicitations Act there were 314 charities (57% are located in Maine), 212 exempt organizations, and 33 professional fund raisers.

PUBLICATIONS: Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	139,784		139,784			
Health Benefits	10,040		10,040			
Retirement	23,805		23,805			
Other Fringe Benefits	493		493			
Computer Services—State	519		519			
Other Contractual Service	41,941		41,941			
Rents	24,164		24,164			
Commodities	6,564		6,564			
Equipment	752		752			
Interest—Debt Retirement	513		513			
Transfers to Other Funds	11,620		11,620			
TOTAL EXPENDITURES	260,195		260,195			

LIFE AGENT EXAMINATION ADVISORY BOARD

BETTY CUSHMAN, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3101

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 034; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board met 4 times during the Fiscal Year 1985-86. The Health exam was rewritten. Several questions were either revised or replaced in both the Initial and Permanent Life/Health Exams. Two Board members have resigned and have not yet been replaced. Exam results were discussed and determined to be in an acceptable range.

FINANCES, FISCAL YEAR 1986: 24-A M.R.S.A., Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN

DAVID F. PREBLE, Executive Director

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-2955

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect.9003

Average Count—All Positions: 2

Legislative Count: 1

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, and (5) the licensing of mobile home parks.

The Board issued three hundred (300) seals of approval for new state certified manufactured housing (modular). One thousand seven hundred sixty-eight (1,768) federal certified manufactured homes (mobile) were manufactured or shipped into the State of Maine.

The Board investigated eighty-two (82) complaints involving Federal Certified Manufactured Homes under the State Administrative Agency program.

The major emphasis of the Board for the next couple of years concerning parks is to identify those with inferior electrical services and have them upgraded to full conformance with the electrical code.

The Board met eleven (11) times during the year. The Board also sponsored a seminar in November in conjunction with the Attorney General's Department to explain the statutes relating to mobile home parks, especially those involving tenants rights.

LICENSES, PERMITS, ETC.:

- Dealers
- Manufacturers
- Mechanics
- Mobile Home Parks

PUBLICATIONS:

- Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
- Regulations for Qualification as Authorized Inspection Agency
- Regulation for Licensing Manufacturers, Dealers and Mechanics
- Regulation for State Certification of Manufactured Housing
- Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.

Rules of the Department of Business, Occupational and Professional Regulation Relating to Mobile Home Parks.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	37,333		37,333			
Health Benefits	2,254		2,254			
Retirement	6,101		6,101			
Other Fringe Benefits	125		125			
Other Contractual Service	14,653		14,653			
Commodities	1,286		1,286			
Equipment	6,614		6,614			
Transfers to Other Funds	2,736		2,736			
TOTAL EXPENDITURES	71,102		71,102			

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 289-3671

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1983

Reference: Policy Area: 01; Umbrella: 02; Unit: 371; Citation: 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Business Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are oral and two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for relicensure.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.

License:

Administrator

Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)

Rules, Regulations and Statutes Concerning the Board (nominal fee)

Listing of Board Approved Correspondence Courses (free)

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,820		3,820			
Other Contractual Service	10,981		10,981			
Commodities	77		77			
Transfers to Other Funds	1,325		1,325			
TOTAL EXPENDITURES	16,203		16,203			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

JEAN BLANCHARD, CHAIRMAN
KAREN L. BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse Station #35, Augusta, Maine 04333

Telephone: 289-3671

Established: April 12, 1984

Reference: Policy Area: 01; Umbrella: 02; Unit: 477; Citation: 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met five (5) times during this fiscal year. Approximately 221 occupational therapists and occupational therapy assistants have been licensed.

PUBLICATIONS:

Statutes, rules and regulations (nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	3,902		3,902			
TOTAL EXPENDITURES	3,902		3,902			

OIL AND SOLID FUEL BOARD

RENE ROY, CHAIRMAN

MARY ANN CAMPBELL, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-2237

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 381; Citation: 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation).

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 86, the Oil and Solid Fuel Board held 7 meetings and administered four licensing examinations for 275 applicants. Of those tested, 144 passed or 52%. At the end of FY 86 there were 3,238 licensed; 1,591 Masters, 1,161 Journeyman and 486 Apprentices.

The Board also approves all oil or solid fuel central heating equipment before it can be sold or offered for sale in the State of Maine. During FY 86, the Board granted temporary approval to 10 applications for product approval and full approval to 2 units.

The Board's compliance officers, during FY 86, conducted 423 investigations; the majority of these as a result of complaints filed with the Board. These officers also completed 157

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

commercial and 97 residential inspections. They also investigated 14 fire sites to determine if the fires originated from the heating equipment.

LICENSES, PERMITS, ETC.:

License:

Oilburner Technician Apprentice
Oilburner Technician Journeyman
Oilburner Technician Master
Solid Fuel Apprentice
Solid Fuel Master

PUBLICATIONS:

Approved equipment list (\$5 per year)
Rules and Regulations pamphlet (\$2.00)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,535		61,535			
Health Benefits	4,081		4,081			
Retirement	10,370		10,370			
Other Fringe Benefits	336		336			
Other Contractual Service	19,194		19,194			
Commodities	294		294			
Transfers to Other Funds	2,135		2,135			
TOTAL EXPENDITURES	97,945		97,945			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

STEVE HUBER, PT, CHAIRMAN

LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1955

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 393; Citation: 32 M.R.S.A., Sect. 3112

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Business, Occupational and Professional Regulation the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

PROGRAM: The Board held 4 meetings in Fiscal Year 1986 on October 8, 1985, April 15, 1986, May 13, 1986 and June 17, 1986.

Examinations: The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on September 14, 1985 and January 9, 1986. Six (6) candidates were examined for licensure as physical therapists. One (1) candidate was examined for licensure as physical therapist assistants.

Licensure: A total of 48 physical therapists were licensed during Fiscal Year 1986, and 8 Physical Therapist Assistants.

As of June 30, 1986, Board records show 482 physical therapists and 63 assistants licensed in the State of Maine. The total number of licensees is 545.

LICENSES, PERMITS, ETC.:

License:

Physical Therapist

Physical Therapist Assistant

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations.(nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	325		325			
Other Contractual Service	9,887		9,887			
Transfers to Other Funds	2,188		2,188			
TOTAL EXPENDITURES	12,400		12,400			

MAINE STATE PILOTAGE COMMISSION

RICHARD SPEAR, CHAIRPERSON

KELLY B. WEBSTER, Commission Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1981

Reference: Policy Area: 01; Umbrella: 02; Unit: 387; Citation: 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held 4 meetings to discuss drafting new rules and regulations. Two new licenses were issued.

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)
Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	1,255		1,255			
TOTAL EXPENDITURES	1,255		1,255			

PLUMBERS' EXAMINING BOARD

PETER DUFOUR, CHAIRMAN

PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-2351

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1937

Reference: Policy Area: 01; Umbrella: 02; Unit: 395; Citation: 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

ORGANIZATION: The Plumbers Examining Board consists of three members appointed by the Governor; one master plumber, one journeyman plumber and one consumer. Exams are given at least three times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Six meetings were held during this fiscal year. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) July 1, 1982.

PROGRAM: During FY 86 three examinations were held for Journeyman and Master Plumbers. A total of 408 persons were examined; 197 passed. During the year 529 new licenses were issued; 248 Trainee Plumbers, 137 Journeyman Plumbers, 117 Master Plumbers, 6 Corporations, and 21 Journeyman-in training.

Since reciprocity became effective on August 1, 1984, we have a total of 173 reciprocal licenses; 132 Master Plumbers, 8 Corporations, and 33 Journeyman Plumbers. An increase of 84 reciprocal licenses were issued.

During the fiscal year the State Plumbing Inspector made 355 inspections, 1,836 license checks, investigated 346 complaints, receiving restitution for 15 cases, took 2 cases to court and won and has 5 more cases ready to go to court.

LICENSES, PERMITS, ETC.:

License:

Corporation

Journeyman

Master

Registration:

Trainee Plumber

A new license classified as Journeyman-in-training has been established. This classification will be for students from vocational schools that take the exam and pass it.

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Business, Occupational and Professional Regulation for a slight fee, depending on type of list requested.

Rules (\$5.00).

Maine State Plumbing Code (cost \$5.00, purchased through Plumbers Examining Board, Department of Business Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services for a fee.*)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,794		35,794			
Health Benefits	2,953		2,953			
Retirement	5,976		5,976			
Other Fringe Benefits	183		183			
Other Contractual Service	20,440		20,440			
Rents	372		372			
Commodities	509		509			
Transfers to Other Funds	4,370		4,370			
TOTAL EXPENDITURES	70,597		70,597			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

LAURENCE STARR, Ed.D., CHAIRPERSON

LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968

Sunset Termination Scheduled to Start by: June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board held 15 meetings. It conducted 44 oral exams. There are 400 licensees. A total of 22 psychologists and 8 psychological examiners took the written exam on October 11, 1985 and April 11, 1986.

LICENSES, PERMITS, ETC:

License:

Psychologist—303

Psychological Examiner—94

Temporary Psychologist—3

PUBLICATIONS:

Roster of licensees (fee: determined by computer division at cost)

Rules and Regulations (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,980		3,980			
Other Contractual Service	16,007		16,007			
Transfers to Other Funds	830		830			
TOTAL EXPENDITURES	20,817		20,817			

REAL ESTATE COMMISSION

DENNIS D. SOUCY, CHAIRMAN

PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3735

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; Umbrella: 02; Unit: 039; Citation: 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The Commission is charged with supervising real estate brokers and salesmen in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate. Primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify programs meeting those standards; to license qualified applicants as real estate brokers, real estate salesmen, home service contract companies and sales agents; to investigate alleged violations of the law; impose sanctions; and the Commission is authorized to defray the cost of and supervise an educational course for licensees.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or salesman; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Business, Occupational and Professional Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Twenty-four (24) meetings of the Commission were held, including twelve (12) adjudicatory hearings. As a result of changes in industry practices, the Commission proposed changes to its rules to require real estate brokers and salesmen to make more disclosures with regard to properties which they offer for sale. The Commission also prepared and submitted to the Joint Standing Committee on Audit and Program Review a plan to revise licensing laws which would elevate the level of competence of the real estate brokerage industry over a period of years. As part of a program to increase efficiency the Commission purchased a micro computer system and has automated several recordkeeping tasks, as well as substantially improved its word processing capabilities.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate brokers and salesmen. Responses were provided to three thousand ninety-eight (3,098) calls concerning real estate transactions received from both consumers and licensees. One hundred eighty-four (184) cases were under investigation during the year, one hundred thirty-four (134) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling one hundred eighteen thousand eighty-nine dollars and seventy-four cents (\$118,089.74). In addition, the following penalties were imposed through consent agreements or by Commission order: Two (2) licenses were suspended, five (5) licenses were denied, an order requiring education and restitution of \$1,194.00 in lieu of a suspension was issued, four thousand five hundred dollars (\$4,500) in fines were imposed, one (1) cease and desist order issued and one (1) reprimand was issued.

Licensing. This part of the program includes processing of applications, licensing and

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administration of license examinations. The staff responded to eleven thousand eight hundred eighty-seven (11,887) telephone calls and office visits relating to this part of the program. The following is a breakdown of applications processed:

Broker and Salesmen

Renewal license applications	3,399	
License examination applications	3,164	
Change of license applications	1,639	
New license applications	<u>1,341</u>	
Total applications processed		<u>9,543</u>

On June 30, 1986, the following licenses were in effect:

Real Estate Agencies

Individual Proprietors	1,299	
Corporations	382	
Branch Offices	196	
Partnerships/Associations	<u>29</u>	
Total Agencies		1,906

Sales Associates

Real Estate Salesmen	2,558	
Associate Real Estate Brokers	<u>1,485</u>	
Total Associates		4,043

Inactive Licenses

Real Estate Brokers	1,658	
Real Estate Salesmen	<u>964</u>	
Total Inactive Licenses		2,622

Home Service Contracts

Sales Agents	22	
Companies	<u>3</u>	
Total Home Service		25

TOTAL ALL LICENSES 8,586

License examinations were administered forty-two (42) times in the Augusta area to two thousand eight hundred ninety-eight (2,898) examinees. Due to limited availability of the facility, administration of examinations was moved from Reed Center to the Augusta Civic Center and the Augusta State Armory.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum and approving schools offering courses designed to qualify real estate broker applicants to sit for license examinations and maintaining a valid bank of license examination questions. During the year the Commission continued its program of allowing approved course instructors the opportunity to review the license examination bank. The Commission purchased and began using an optical mark reader for scoring license examinations in order to expedite reporting results and to compile statistical data regarding performance of license examinations.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

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PUBLICATIONS:

Real Estate Licensing Law and Rules—\$2.00
Catalog of Continuing Education Programs

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	140,077		140,077			
Health Benefits	8,899		8,899			
Retirement	24,597		24,597			
Other Fringe Benefits	468		468			
Computer Services—State	169		169			
Other Contractual Service	64,164		64,164			
Rents	2,248		2,248			
Commodities	3,613		3,613			
Equipment	26,750		26,750			
Transfers to Other Funds	15,446		15,446			
TOTAL EXPENDITURES	286,431		286,431			

BOARD OF REGISTRATION OF DIETETIC PRACTICE VACANT, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 01; Umbrella: 02; Unit: 344; Citation: 32 M.R.S.A., 9903

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board was established in Fiscal 1986 in order to recognize the professional qualifications of dietitians and dietetic technicians and to assure the availability to the public of information regarding those who hold themselves out to be dietitians and dietetic technicians.

ORGANIZATION: Under the Department of Business Regulation, the Board of Registration of Dietetic Practice consists of two public members, two dietitians and either another dietitian or dietetic technician. All members of the Board are appointed by the Governor.

PROGRAM: The Board of Registration of Dietetic Practice held no meetings during FY 86.

Currently the Board is lacking the two public members as required by law. It is anticipated that these members will be appointed early in FY 87 so that the Board can actively carry out the registration program mandated by law.

LICENSES, PERMITS, ETC.:

Registrations:
Dietitian
Dietetic Technician

PUBLICATIONS:

1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Registration of Dietetic Practice Act and Regulations. (fee: at cost)

FINANCES, FISCAL YEAR 1986: This unit did not expend funds in FY 86.

BOARD OF RESPIRATORY CARE PRACTITIONERS

VACANT, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 343; *Citation:* 32 M.R.S.A., 9703

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Under the Department of Business Regulation, the Board of Respiratory Care Practitioners exists to safeguard the public health, safety and welfare by protecting the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION: Operating in conjunction with the Department's Division of Licensing and Enforcement, the Board of Respiratory Care Practitioners consists of three respiratory care practitioners and two public members all appointed by the Governor. The Board meets at least once a year and at other times as needed.

PROGRAM: The Board of Respiratory Care Practitioners did not meet during FY 86. As of the end of FY 86, there had been no individuals appointed to this Board by the Governor's office.

It is anticipated that during FY 87 the Board will be fully functioning and will be able to license individuals in the respiratory care profession.

LICENSES, PERMITS, ETC.:

Temporary (one year, non-renewal)

Respiratory Therapist

Respiratory Care Technician

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1986: This unit did not expend funds in FY 86.

STATE BOARD OF SOCIAL WORKER REGISTRATION

JOHN SLAVIN, CHAIRMAN

PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 7026

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the

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certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Clinical," "Certified," "Registered," or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate. At this time the Social Worker Registration Act is under a study request to determine if exemptions should continue and if the Board should be restructured.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during FY 1986. A total of 137 exams were administered and 137 new licenses were issued, 17 of these were licensed by endorsement. The total number of licensees is 772.

LICENSES, PERMITS, ETC.:

Certificate:

- Registration of Licensed Clinical Social Worker
- Registration of Certified Social Worker
- Registration of Associate Social Worker
- Registration of Registered Social Worker
- Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:

- Rules and Regulations—(nominal fee)
- Roster—Publishing fee.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	21,714		21,714			
Transfers to Other Funds	496		496			
TOTAL EXPENDITURES	22,210		22,210			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

DEBORAH PARKER-WOLFENDEN, CHAIRPERSON
KAREN BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services

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to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met eleven (11) times during Fiscal 1986.

Current licenses: 180 permanent speech pathologists, 31 permanent audiologists and 5 permanent speech pathologist/audiologists.

During FY 86, the Board administered a questionnaire survey of its licensees, mailed to all licensees with their renewal notices. The questionnaire dealt with the issue of continuing education.

LICENSES, PERMITS, ETC.:

- Speech Pathology
- Speech Pathology, temporary
- Audiology
- Audiology, temporary
- Speech Pathology and Audiology
- Speech Pathology and Audiology, temporary
- Speech Pathology Aide Registration

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology is available for a nominal fee.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,500		1,500			
Other Contractual Service	7,241		7,241			
Transfers to Other Funds	266		266			
TOTAL EXPENDITURES	9,007		9,007			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

STEPHEN R. LEARY, CHAIRMAN

DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3671

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A., Sect. 6201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members are registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met 13 times during FY 1986 primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors.

During FY 1986, the Board granted full and provisional registration to a total of 43 Substance Abuse Counselors.

The Board of Examiners gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

There are 140 currently licensed.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor

Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors

Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,528		6,528			
Transfers to Other Funds	26		26			
TOTAL EXPENDITURES	6,554		6,554			

CHILDREN'S TRUST FUND

BOARD OF THE MAINE CHILDREN'S TRUST FUND RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 155 State Street, Augusta

Telephone: 289-2044

Mail Address: 155 State Street, Augusta, Maine 04330

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 175; *Citation:* 22 M.R.S.A., Section 4083

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Board of the Maine Children's Trust Fund shall: 1) develop a state plan for the distribution of money in the fund and distribute money in accordance with the plan; 2) provide for the coordination and exchange of information on the establishment and maintenance of prevention programs; 3) develop rules and publicize criteria for awarding grants to eligible organizations; 4) review applications for grants and approve applications which it considers best addresses the purposes of the fund; 5) review, approve and monitor the expenditure of grants awarded; and, 6) provide state-wide education and public information to develop public awareness concerning child abuse, neglect and mental illness.

ORGANIZATION: The Board of the Maine Children's Trust Fund shall consist of 9 public members appointed by the Governor for terms of 3 years, except of those first appointed, 3 shall be appointed for a term of 3 years, 3 shall be appointed for a term of 2 years and 3 shall be appointed for a term of one year. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor shall annually appoint one of the public members to serve as chairman.

PROGRAM: Activities of the Board will focus on reducing the problem of child abuse, neglect and mental illness and improving coordination among agencies that provide prevention services.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,499		1,499			
TOTAL EXPENDITURES	1,499		1,499			

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Telephone: 289-4250

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 482; *Citation:* 34B M.R.S.A., 6241

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The committee meets monthly and is presently engaged in informing itself about programs and needs of the Bureau of Children with Special Needs. It has been represented on various committees established to interview candidates for key positions with the new bureau and expects to provide reactions to the biennial plan for children's services which the commissioner must submit to the Legislature beginning in January, 1987.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$2,842.47 in FY 86 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta

Telephone: 289-2211

Mail Address: Statehouse Station #22

Established: September 19, 1985

Reference: Policy Area: 05; Umbrella: 92; Unit: 177; Citation: 12 M.R.S.A., Section 5101B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Citizens' Forestry Advisory Council was created to advise the Commissioner of Conservation on all aspects of the Forests For the Future Program, and to review all interim and final products of the program. The CFAC serves as the link between the public and the Forests For the Future Program.

ORGANIZATION: The seven members of the Council are appointed to five-year terms by the Governor and approved by the Legislature. A chairman is elected by the Council.

PROGRAM: The Citizens' Forestry Advisory Council meets periodically to review documents, discuss issues, and to gather public input. During the fiscal year (1986) the Council participated in several field trips to observe forest practices and primary manufacturing plants. It also held one public invitational meeting to hear comments from a variety of industrial, landowner, and environmental groups.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER

MAJOR EMERY NASON, Deputy Commander

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: P.O. Box 122, Bath, Maine 04530

Established: 1941

Sunset Review: Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine

B. Subordinate Units:

1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Wiscasset
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth
8. Cumberland County Composite Squadron—South Portland
9. Liberty Cadet Squadron—Berwick
10. Central Maine Senior Squadron—Norridgewock
11. Pinetree Senior Squadron—Auburn
12. Waterville Composite Squadron—Waterville
13. Rangeley Composite Squadron—Rangeley
14. St. Croix Composite Squadron—Calais
15. Albatros Composite Squadron—Rockland

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens through the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies, particularly air search and rescue.

ORGANIZATION: The Civil Air Patrol (CAP), auxiliary of the U.S. Air Force, is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Headquarters, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Secretary of the Air Force is given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all units within geographical boundaries of a state. Wing Commanders are appointed by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and

CIVIL AIR PATROL

Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of fifteen squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to conduct air search missions on a local or state-wide basis.

During search missions one or several headquarters may be established and used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of twenty-five hundred hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground teams to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmitters) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Wiscasset—one Cessna 172, Dexter—one Piper 140, Bar Harbor—one Cessna 150, Caribou—one Cessna 172.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1986: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$5,000 in FY 86, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

COMMUNITY SERVICES

COMMUNITY SERVICES ADVISORY BOARD

EMILY LANE, CHAIRPERSON

Central Office: Hallowell, Maine

Telephone: 289-3771

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: December 1983

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 462; *Citation:* 5 M.R.S.A., Sect. 3517

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members: one member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: an executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board has met 7 times during fiscal year 1986. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation presenting testimony to several legislative committees on bills important to low-income citizens.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Division of Community Services.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN

ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Telephone: 289-3631

Established: 1975

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 92; Unit: 225; Citation: 5 M.R.S.A., Sect. 1855

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Labor, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Mental Retardation and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: The Computer Services Advisory Board met five times in Fiscal Year 1986. Although various items important to State of Maine data processing were discussed and acted upon, the most important achievements were developing and approving new standards. Through the efforts of subcommittees, the Board developed standards for Disaster Recovery and Systems Development and updated the Data Processing System standards. Those standards were approved by the Board at its April 30, 1986 meeting and were published soon thereafter. The Board held its final meeting April 30, 1986.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$228 in FY 86 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD B. ANDERSON, COMMISSIONER

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2211

Established: October 3, 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 545

Legislative Count: 227

Organizational Units:

Division of Planning and
Program Services
Administrative Services Division
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry
(AKA Maine Forest Service)
Maine Conservation Corps

Bureau of Parks and Recreation
Keep Maine Scenic Committee
Maine Trail Systems Advisory Committee
Maine Geological Survey
Division of Real Property Management
Maine Rivers Protection Fund

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner.

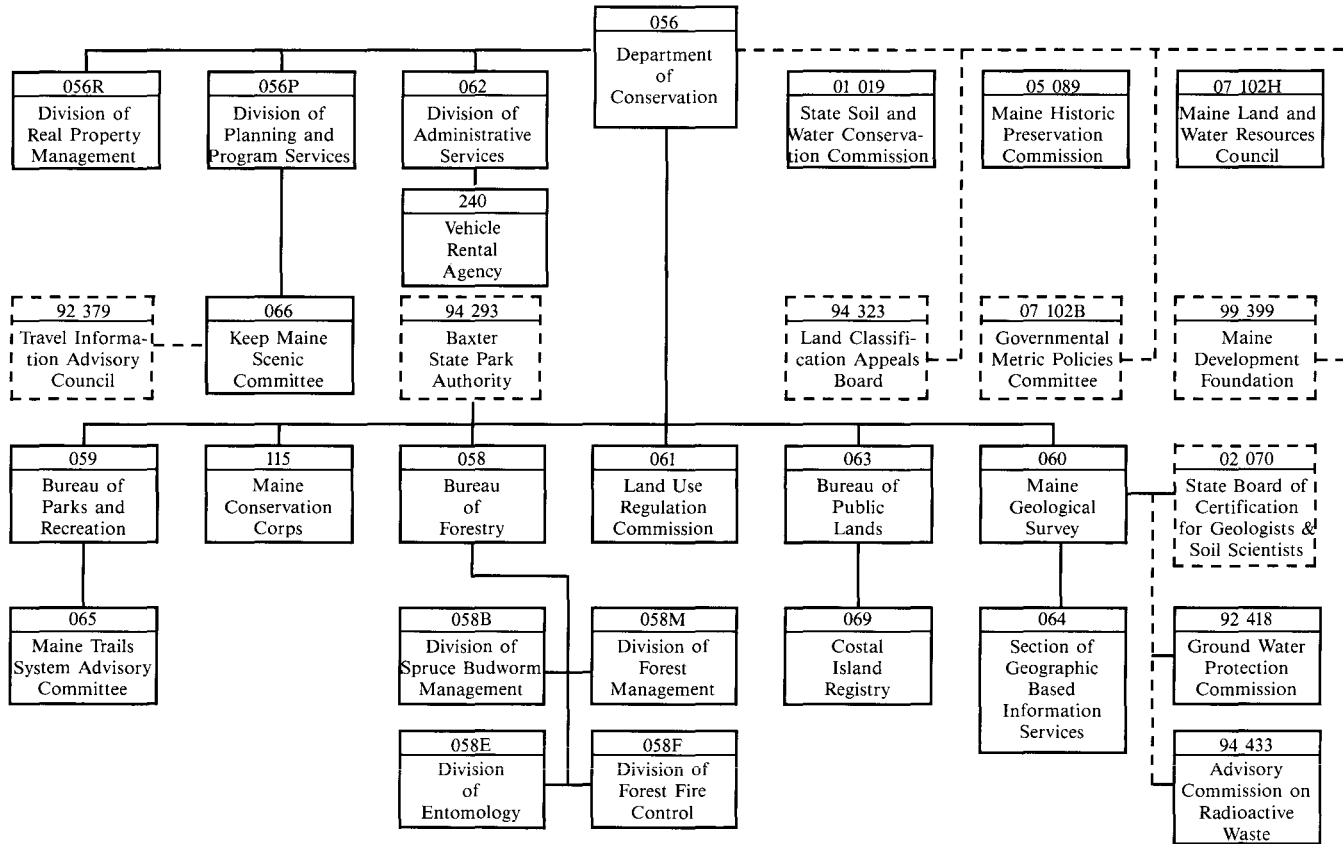
The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, Maine Rivers Protection Fund, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services.

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04**



Approved by the Bureau of the Budget

CONSERVATION

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,438,504	7,562,223	1,442,002		274,883	159,396
Health Benefits	511,130	408,665	79,572		13,832	9,061
Retirement	1,639,376	1,336,007	231,429		46,123	25,817
Other Fringe Benefits	64,255	54,318	7,414		2,143	380
Computer Services—Comm	22,327	11,168	9,435		1,449	275
Computer Services—State	20,242	13,962	6,176		50	54
Other Contractual Service	2,975,282	2,077,467	657,967		172,767	67,081
Rents	282,144	169,942	82,370		21,214	8,618
Commodities	549,230	373,575	90,383		7,040	78,232
Grants—Subsidies—Pensions	1,011,343	475,671	457,148		78,286	238
Purchases of Land	251,669		226			251,443
Buildings and Improvement	5,848	103	4,095		1,650	
Equipment	885,930	578,533	270,593		23,505	13,299
Interest—Debt Retirement	518,302	554	517,731		4	13
Transfers to Other Funds	177,665	30	116,890		41,743	19,002
TOTAL EXPENDITURES	18,353,247	13,062,218	3,973,431		684,689	632,909

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	27,419	27,419				
Health Benefits	1,332	1,332				
Retirement	5,276	5,276				
Other Fringe Benefits	78	78				
Computer Services—State	100	100				
Other Contractual Service	216,961	216,580	248			133
Rents	3,593	593				3,000
Commodities	8,243	8,187				56
Grants—Subsidies—Pensions	4,998	588			4,410	
Purchases of Land	251,443					251,443
Buildings and Improvement	1,753	103			1,650	
Equipment	88,261	72,288			2,949	13,024
Transfers to Other Funds	80		15		65	
TOTAL EXPENDITURES	609,537	332,544	263		9,074	267,656

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NORMAND V. RODRIGUE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2211

Established: October 3, 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 062; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 25

Legislative Count: 19

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping, information automation; personnel and labor relations including organization and staff development, position classification, workers' compensation administration, and training.

ORGANIZATION: The Administrative Services Division is composed of three functional units: Personnel and Labor Relations; Fiscal and Accounting; and Business Management.

PROGRAM: The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through training, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, and other administrative systems throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1985-86 include:

1. The Division proposed, drafted and successfully sought passage of legislation through the 112th Legislature establishing a Vehicle Rental Agency. This Agency, which rents and leases vehicles to all Augusta-based Department of Conservation and other State agency employees, began operating in September of 1985.

Much of the Division's time was spent organizing and developing systems and procedures for the effective management of the VRA. (See report on VRA for further details.)

2. The Division automated its personal services work program preparation function. This new system was used on a trial basis in June of 1985 and was put into full service in 1986. It calculates salary and overtime, by quarter, for all personnel. The system has reduced, by at least fifty percent, the amount of time needed to prepare the Department's annual personal services work programs.
3. A review of telephone systems in field offices was undertaken leading to a Request for Proposal to lease/purchase a more efficient telephone system for the Department's Old Town offices. Studies are now underway at the Department's Bolton Hill and Sebago Lake facilities. These new telephone systems will take advantage of the latest communications technology and reduce our operating expenses.
4. The Division's management of Workers' Compensation continued to improve, with primary emphasis placed on bringing injured employees back to work in physician-approved Workers' Compensation positions. This program, while contributing to the injured employee's full rehabilitation, accomplished needed work in the Department's various programs.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONSERVATION

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	528,106	449,746	73,512		4,848	
Health Benefits	31,202	26,234	4,787		181	
Retirement	86,259	73,244	11,969		1,046	
Other Fringe Benefits	1,860	1,602	241		17	
Computer Services—State	12,453	12,453				
Other Contractual Service	70,801	47,118	17,776		5,907	
Rents	4,250	3,946	41		263	
Commodities	10,794	5,912	4,097		785	
Grants—Subsidies—Pensions	10,246	7,509	658		2,079	
Equipment	11,840	11,840				
Transfers to Other Funds	10,488		9,701		787	
TOTAL EXPENDITURES	778,299	639,604	122,782		15,913	

DIVISION OF PLANNING AND PROGRAM SERVICES

MARK SULLIVAN, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 056P; Citation: 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE / Maine, the Maine Rivers Protection Fund, and the Forests For the Future Program.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, and SERVE / Maine (The Maine Conservation Corps and SERVE / Maine appear as a separate section of this report), Maine Rivers Program and the Forests For the Future Program. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The objectives of the Public Information & Education Section are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote intra-Departmental understanding and cooperation. The Section prepares and distributes news releases and feature stories and arranges interviews of Department personnel with print and broadcast media. In addition, the Section coordinates special projects such as participation in shows and exhibits and represents the Department on statewide committees involving education and tourist promotion. As a service to other programs in the Department, the Information & Education Section distributes audio-visual materials and equipment and reviews reports and publications. The Section prepares and revises informational folders and maintains a photo file. During the year, the section's staff was reduced from 3 full-time positions to one position, due to reductions in funds.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

CONSERVATION

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

The Maine Rivers Program was created in July of 1985 to coordinate the management of river recreation. A Rivers Coordinator was appointed in December to direct the Program.

The Maine Rivers Protection Fund was initiated in the early spring with income from the sale of Maine Rivers Fund decals dedicated to grants to municipalities and organizations for river conservation projects.

In 1985, the 112th Maine Legislature established the Maine Forests For the Future Program (Chapter 488, Public Laws of 1985). The Legislature recognized the importance of Maine's forests in supplying wood and fiber products to industries for fuel, fisheries and wildlife habitat, recreational opportunities, and other valuable economic, social and environmental benefits for Maine people. The Legislature also recognized that increasing demands for these various products and uses, as well as the losses to spruce budworm in the last decade, have raised concern about the long-term sustainability of Maine's forest resources.

The Legislature placed the Forest for the Future Program under the direction of the Commissioner of the Department of Conservation, and directed it to develop forest policies for the State of Maine that will assure a continuous supply of forest resources to meet Maine's future needs.

PUBLICATIONS:

Each of the following publications are available "free of charge" from the Department of Conservation.

1. Outdoors in Maine
2. Maine Forest Facts
3. Buying Woodland as an Investment
4. Maine's Public Boating Facilities Program
5. The Bureau of Public Lands: Seeking Improved Growth in a Diversified Forest
6. The Challenge of Abundance: Forest Marketing and Assessment Program
7. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
8. Weeding Young Forest Stands
9. Forests For the Future Program
10. 1985 Spruce Budworm Research

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

DIVISION OF REAL PROPERTY MANAGEMENT

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta

Telephone: 289-3821

Mail Address: Statehouse Sta. #22, Augusta, Maine

Established: June 30, 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 056R; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 10

Legislative Count: 10

PURPOSE: The Division of Real Property Management is responsible for providing technical services to all Bureaus within the Department on all matters relating to engineering and realty.

CONSERVATION

ORGANIZATION: The former Acquisition and Development unit of the Bureau of Parks and Recreation was expanded and elevated to the Department level Division of Real Property Management by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some \$500,000 in repairs and minor capital improvements and \$260,000 was expended on land acquisition. Legislation was presented and passed which allows the Bureau of Forestry to apply the proceeds from the sale of certain real property in the Southern Region to improvements at centralized facilities to help implement a consolidation in the Fire Control operations. Similar legislation on the remaining three regions will be presented to the next Legislature.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REAL PROPERTY MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	243,179	243,179				
Health Benefits	12,386	12,386				
Retirement	41,028	41,028				
Other Fringe Benefits	828	828				
Other Contractual Service	5,974	5,974				
Rents	7,190	7,190				
Commodities	1,532	1,532				
Equipment	5,933	5,933				
TOTAL EXPENDITURES	318,050	318,050				

MAINE CONSERVATION CORPS

DENNIS M. DOIRON, DIRECTOR

Central Office: Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: December 1983

Reference: Policy Area: 05; Umbrella: 04; Unit: 115; Citation: 12 M.R.S.A., Sect. 5151

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. The SERVE / Maine program develops volunteer jobs in conservation related agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director. Seasonal project staff and volunteers are employed as required to accomplish work projects.

CONSERVATION

PROGRAM: In 1985, the Maine Conservation Corps operated 16 projects which employed 104 corpsmembers for an average of 8 weeks. The majority of projects were undertaken during the summer months. Corpsmembers were all economically disadvantaged and were joint clients of local agencies funded under the federal Job Training Partnership Act (JTPA). During the 1985 season, 31,414 hours of labor were performed on projects with the Maine Forest Service, the Bureau of Public Lands, the Bureau of Parks and Recreation, the Department of Inland Fisheries and Wildlife, Roosevelt-Campobello International Park, the Lincoln County Cultural and Historical Society, and the Town of Randolph. The value of work performed by MCC corpsmembers was estimated at \$306,471.

The SERVE/Maine volunteer program began its first year of operations in 1985. Much of the year was devoted to developing the administrative structure for the program. A limited number of volunteers were recruited and placed in what was essentially a pilot program. Eighteen volunteers were employed for a total of 1,952 hours. Dollar value of their work was estimated to be \$8,321.

PUBLICATIONS:

"The Maine Conservation Corps in 1985: The Second Year Program" February, 1986. Available at no charge from the Maine Conservation Corps, Department of Conservation, State House Station #22, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,083	40,412	9,671			
Health Benefits	2,197	2,113	84			
Retirement	8,519	6,816	1,703			
Other Fringe Benefits	99	99				
Other Contractual Service	7,540	5,315	2,225			
Rents	131	131				
Commodities	907	720	187			
Grants—Subsidies—Pensions	3,789	3,745	44			
Transfers to Other Funds	578		578			
TOTAL EXPENDITURES	73,843	59,351	14,492			

KEEP MAINE SCENIC COMMITTEE

Central Office: AMHI—Harlow Building; Floor: 3
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2211

Established: 1965

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 066; Citation: 12 M.R.S.A., Sect. 633

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

CONSERVATION

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding is litter fines. Department staff conduct the day-to-day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

PROGRAM: The Keep Maine Scenic Committee's program has two main focuses:

Education. The Keep Maine Scenic Committee distributed free of charge litter bags and teaching kits on litter, solid waste, and the use of resources in Maine to individuals, schools, and organizations. Numerous requests for information on litter, community improvement projects, and the "Bottle Bill" were filled. The Committee's Community Beautification Matching Grant Program to assist municipalities throughout the State of Maine in completion of environmental and beautification programs, and to encourage greater citizen involvement in this area was, due to insufficient funding, placed on hold for 1986. However, it is the Committee's hope that this Grant Program will be reinstated in 1987. At that time, all organized cities, towns, and plantations are eligible to apply. All grants are matched by the municipalities and any unexpended balance retained by the Committee.

Promotion. The Keep Maine Scenic Committee administers the annual Sears/Keep Maine Scenic Award Program, which honors that Maine community which, in the judgement of the Committee, has best utilized its financial resources and local talent to improve a significant feature of its environment.

PUBLICATIONS:

Litter Bags
Classroom Kit on Litter and Waste

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	620		620			
Transfers to Other Funds	483		483			
TOTAL EXPENDITURES	1,103		1,103			

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES

WALTER ANDERSON, CHIEF EXECUTIVE
JIM REA, Deputy Chief Executive

Central Office: Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 064; Citation: 12 M.R.S.A., 1752

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The section of Geographic Based Information Services (GIS) was established to

CONSERVATION

provide services, such as:

1. Digitizing geographic data;
2. Analysis and manipulation of geographic data;
3. Storage and retrieval of geographic data;
4. Plotting of graphical and printing of tabular geographic data;
5. Production of tables and estimates; and
6. Data processing activities limited to provision of geographic based information.

ORGANIZATION: The GIS is located organizationally at the Department level. The Director, Maine Geological Survey, is assigned overall responsibility for the section, and reports directly to the Commissioner.

The section is staffed by a Computer Mapping Supervisor.

PROGRAM: In its first year of operation the GIS has been involved in a number of projects. They include:

1. State Planning Office Cumulative Impact Study on 14 towns. Nine data levels are being entered for each town from various sources including aerial photography, topographical maps and resource maps of wetlands, wildlife, scenic areas, etc.
2. Wetland study to compare the locations of wetlands determined by various state agencies.
3. Entering soil classifications for York County for the Soil Conservation Service.
4. Entering beach information to study erosion and zoning requirements.
5. Forest survey and mid-cycle update.
6. Bureau of Public Lands unit plans.
7. Maine Geological Survey/U.S. Geological Survey cooperative projects on two quadrangles in York County.
8. Finishing up Spruce Budworm Mapping.

All projects have been carried out as pilot projects with two objectives:

- a. Determine the capabilities of the GIS and operating constraints, and
- b. Produce a useful product for the user at a reasonable cost.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,554					13,554
Health Benefits	706					706
Retirement	2,308					2,308
Other Fringe Benefits	46					46
Computer Services—Comm.	275					275
Computer Services—State	54					54
Other Contractual Service	4,969					4,969
Rents	181					181
Commodities	560					560
Transfers to Other Funds	1,905					1,905
TOTAL EXPENDITURES	24,558					24,558

CONSERVATION

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; Floor: 2

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 310

Legislative Count: 141

Organizational Units:

Division of Forest Management
and Utilization
Division of Forest Fire Control

Division of Entomology
Division of Spruce Budworm Management

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Control, Forest Management and Utilization, Entomology, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

CONSERVATION

A state forest resource plan was completed. The environmental program "Project Learning Tree" was promoted.

LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth Quarantine
- Open Burning of Slash and Debris

PUBLICATIONS:

Publications are listed by Division

The Maine Forest: Its Future, A Plan and Perspective of the Maine Forest Service Project Learning Tree, an educational program about the forest for grades K-12, was introduced in many Maine schools.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,790	50,790				
Health Benefits	2,977	2,977				
Retirement	2,576	2,576				
Other Fringe Benefits	167	167				
Computer Services—State	112	112				
Other Contractual Service	13,706	9,551	4,155			
Rents	5,567	1,571	3,996			
Commodities	769	716	53			
Transfers to Other Funds	124		124			
TOTAL EXPENDITURES	76,788	68,460	8,328			

DIVISION OF FOREST FIRE CONTROL

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 058F; Citation: 12 M.R.S.A., Sect. 8901

Average Count—All Positions: 185

Legislative Count: 103

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 28 towers and 12 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the Office of Forest Commissioner was established resulting from action by the Legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus

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for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation, and Fire Control was assigned to the Bureau as the Division of Forest Fire Control.

PROGRAM: The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000 fires). During 1985 there were 1,402 forest fires burning 5,782 acres.

Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained and maintained.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,111,296	3,049,543			61,753	
Health Benefits	184,654	181,576			3,078	
Retirement	614,766	604,483			10,283	
Other Fringe Benefits	30,740	30,313			427	
Computer Services—Comm.	2,506	2,506				
Computer Services—State	268	268				
Other Contractual Service	1,114,740	1,098,433			16,307	
Rents	116,301	116,301				
Commodities	250,493	250,426			67	
Grants—Subsidies—Pensions	246,643	232,360			14,283	
Equipment	387,403	387,403				
Interest—Debt Retirement	485	485				
Transfers to Other Funds	1,605	30			1,575	
TOTAL EXPENDITURES	6,061,900	5,954,127			107,773	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

VLADEK (KIM) KOLMAN, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

Established: 1947

Sunset Review Required no later than: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 058M; Citation: 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 93

Legislative Count: 19

PURPOSE: The primary function of the Forest Management and Utilization Division is to (1) motivate and technically assist forest owners to properly manage their woodlands; (2) technically assist forest product operators and wood using mills for product marketing and utilization; (3) technically assist municipalities on care and maintenance of shade trees; (4) maintain a State forest nursery for production of tree seedlings and wildlife shrubs; (5) conduct genetic tree improvement program for development of improved tree growth; and (6) assist in management of the Maine State Arboretum located in Augusta. Assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

Training seminars for all personnel are an active part of the program to maintain satisfactory performance standards.

The Forest Resources Marketing and Assessment Program functions to stimulate economic development through better utilization and marketing of Maine's forest resources.

ORGANIZATION: The Forest Management and Utilization Division has four components—Forest Management, Utilization and Marketing, Forest Tree Nursery and Tree Improvement. Overall supervision is provided by a director, who reports directly to the State Forester.

PROGRAM: During the first 3 quarters of FY 86, foresters provided technical and educational assistance to 559 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 773 acres timber stand improvement, 2,193 acres reforestation, 66 forest management plans involving 1,529 acres and 101 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by staff foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation. Cost shares to owners during FY 86 included \$240,000 for both programs.

The Division also provided technical assistance to many Maine saw mills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with Industrial Development and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and organized several special projects and seminars relating to wood utilization and marketing.

Close to two million seedlings and wildlife shrubs were sold by the State Forest Nursery. Upgrading of fifteen acres of seed orchards for production of genetically superior seed was continued.

Further progress has been made towards completion of the Maine State Arboretum and limited assistance was provided to communities for urban forestry.

In addition the Forest Marketing and Assessment Program generated vital information to determine more clearly the competitive features of Maine's forest resources in the marketplace.

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Special emphasis was given to wood supply analysis, transportation systems, the wood harvesting labor force and long-term stumpage price trends. Such research studies were generally on a contract basis.

Based on the wood supply analysis, the program identified the overwhelming need to utilize abundant low-grade forest material. Over 15 major engineering and development organizations were assisted for site evaluation to locate wood-fired electrical generating stations in Maine. Six of these organizations actively sought permits and appropriate financing for construction in excess of \$400 million in the first quarter of 1986. These six plants have the potential of utilizing 2,155,000 tons of sawmill residue and low-grade forest growth.

A survey of producers of chips for energy plants was conducted and published. Demonstration areas featuring use of chippers was planned.

Planning, marking, and supervision of selection harvest of white pine in Durham Memorial Forest in Lincolnville provided several thousand dollars for the scholarship fund at the University of Maine.

The Division organized and conducted ten forest land owner seminars in Woodland Management. Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

The Division prepared a model harvesting ordinance for towns.

A law was enacted by the Legislature to require reporting of forest activities. Data will be collected and analyzed in late 1986.

Baxter State Park employs one Forest Management and Utilization Division Forester. In addition, the Division manages two parcels of BSP timberlands: one in Mt. Chase, the other in Harpswell.

The Division organized and began conduct of a "mid-cycle" forest inventory in order to more accurately assess the changes and trends occurring in the spruce-fir forests. Ten crews (one Forest Technician and one Laborer II per crew) were hired to measure 468 spruce-fir plots located in all counties of the State except York, Cumberland, Androscoggin and Sagadahoc counties. It is expected that the analysis of data and final report from this work will be available early in 1987.

PUBLICATIONS:

- Forest Trees of Maine
- Factors to Consider When Buying Woodland as an Investment
- Boundary Information Sheet
- Laws Relating to the Forestlands of Maine
- Consulting Forester List
- Tree Pruning Information
- Cost and Income Treatment on Small Woodlands
- Suggested Timber Sale Agreement
- Maine Primary Forest Products Manufacturers
- Maine's Secondary Wood Industry
- Mill-Delivered Price List (twice a year)
- Stumpage Price List (twice a year)
- Maine Logging Firms
- Industrial Financing in Maine, Where to Go
- An Analysis of Maine's Wood Labor Force
- Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of Maine
- Maine's Forest Products Transportation System
- Maine's Forest—A New Horizon
- Whole Tree Chipping Operations—Survey and Report

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR ALL	General	Special Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	631,560	400,727	25,847		75,271	129,715
Health Benefits	34,692	21,567	1,560		4,306	7,259
Retirement	107,287	69,611	4,402		12,512	20,762
Other Fringe Benefits	4,954	3,299	89		1,285	281
Computer Services—Comm	5,045	4,901			144	
Computer Services—State	673	673				
Other Contractual Service	146,376	102,269	— 4		12,508	31,603
Rents	11,780	9,495			1,022	1,263
Commodities	38,609	8,516			1,521	28,572
Grants—Subsidies—Pensions	1,226	54			934	238
Equipment	1,425	1,425				
Interest—Debt Retirement	58	47				11
Transfers to Other Funds	15,041		346		2,269	12,426
TOTAL EXPENDITURES	998,726	622,584	32,240		111,772	232,130

DIVISION OF ENTOMOLOGY

THOMAS A. RUMPF, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1921

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 058E; Citation: 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 22.5

Legislative Count: 17

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and diseases. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

ORGANIZATION: The Director of the Maine Forest Service appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects, diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

PROGRAM: The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. Representative field samples were analyzed in field laboratories. Budworm populations declined statewide in 1985 and no control project was recommended for 1986. Research tests were planned, conducted and financed in cooperation with University of Maine at Orono. Research continues on survey and sampling techniques to improve future budworm population predictions.

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Other significant insect outbreaks occur over 4,881 acres by the Gypsy Moth in the southern half of the state, and 37,000 acres by birch casebearer in Eastern Maine. The white pine blister rust program surveyed 181,901 acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including spruce coneworm, forest tent caterpillar, oystershell scale, larch decline and the European Larch Canker. The general forest insect and disease survey system was enhanced by a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical assistance to landowners, the public and other agencies helps meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn., T19 M.D. and Aurora was monitored and no spread was observed in FY 86.

The Division provided identification and technical advice to the public, including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 650 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 1,188 permits were issued relative to Gypsy Moth quarantine regulations.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits or compliance agreements are negotiated to control the spread of European larch canker.

PUBLICATIONS:

- Insect Primer
- Field Book of Destructive Forest Insects
- Saddled Prominent Outbreak of 1970-1971
- Saddled Prominent Complex in Maine
- Protect White Pine From Blister Rust
- Arbor Week—A Guide for Elementary School Teachers
- Life History of a Red Oak Leaf-Mining Sawfly
- Planting and Care of Shade Trees
- Shoestring Root Rot—Alert

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	396,121	371,529			24,592	
Health Benefits	23,543	22,247			1,296	
Retirement	66,589	62,707			3,882	
Other Fringe Benefits	3,566	3,467			99	
Computer Services—Comm	3,060	3,060				
Other Contractual Service	56,690	55,437			1,253	
Rents	2,790	2,790				
Commodities	8,797	8,301			496	
Grants—Subsidies—Pensions	17,749	17,749				
Equipment	18,306	18,306				
Interest—Debt Retirement	4				4	
Transfers to Other Funds	11,467				11,467	
TOTAL EXPENDITURES	608,682	565,593			43,089	

DIVISION OF SPRUCE BUDWORM MANAGEMENT

THOMAS A. RUMPF, STATE ENTOMOLOGIST

Central Office: AMHI—Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401

Average Count—All Positions: 8.5

Legislative Count: 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices, (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, and (7) provision for regulatory review. (MRSA) Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was originally established in 1976.

In 1980, the Legislature revised the purpose and direction of the Division through adoption of the Spruce Budworm Management Act. The major provisions of the Act were (1) creation of a voluntary Spruce-Fir Forest Protection District; (2) creation of a two tiered excise tax to support the program, including a spray tax on all lands sprayed in a given year, and a shared tax on all acres within the Protection District; (3) creation of a Settlement Corridor along all publicly maintained roads within the District, within which local communities have the authority to restrict the state spray program; (4) a General Fund contribution to support research into improved methods for budworm control; (5) establishment of a Human Health Monitoring Program; and (6) authorization of a wood supply/demand analysis.

In June of 1983 the Maine Spruce-Fir Wood Supply/Demand Analysis was completed. The analysis projected that without a significantly increased investment in intensive forest management and improved wood utilization, as well as continued protection, a serious short-fall in spruce and fir timber supply will occur by the second decade of the 21st century.

Declining spruce budworm populations led to the elimination of 16.5 positions in FY 86. The spruce budworm division was incorporated under the State Entomologist, effective March 1986.

PROGRAM: The major activity for the 1986 fiscal year was the continued monitoring of spruce budworm population and hazard levels statewide (see Entomology Division report). An experimental spray program treated 2,800 acres in 1986, testing a variety of formulations and application strategies for the biological insecticide *Bacillus thuringiensis*. No operational spray project was conducted in 1986.

Research projects were conducted on a variety of subjects, including (1) the efficacy of targeted harvesting and protection strategies; (2) monitoring the health and vigor of declining budworm populations; (3) improving survey techniques; and (4) developing improved techniques for assessing red spruce vigor.

PUBLICATIONS:

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis

Spruce Budworm in Maine: History, Biology, Management

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985

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1983 Spruce Budworm Environmental Assessment
 Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86
 Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, 83, 84 and 85
 Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82, 83, and 84
 Fate of Carbaryl in Maine's Spruce-Fir Forest
 Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981
 The Protection of Red Spruce from Spruce Budworm Defoliation—A Literature Review
 A Study of Spruce Budworm and Spruce Coneworm Behavior on Red Spruce
 Silvicultural Release of Seedling and Sapling Spruce-Fir Stands: A Literature Review

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	407,995	38,378	369,617			
Health Benefits	21,762	2,487	19,275			
Retirement	65,110	6,433	58,677			
Other Fringe Benefits	2,250	103	2,147			
Computer Services—Comm.	7,637	107	7,530			
Computer Services—State	91		91			
Other Contractual Service	370,668	124,443	246,225			
Rents	55,818	524	55,294			
Commodities	9,047	312	8,735			
Grants—Subsidies—Pensions	391		391			
Interest—Debt Retirement	517,715		517,715			
Transfers to Other Funds	45,369		45,369			
TOTAL EXPENDITURES	1,503,853	172,787	1,331,066			

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 059; Citation: 12 M.R.S.A., Sect. 602

Average Count—All Positions: 173 *Legislative Count:* 52

Organizational Units:

Division of Operations and Maintenance	Division of Planning and Research
Finance & Community Services Division	Snowmobile Division
Boating Facilities Division	

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same;

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to administer the Federal Land and Water Conservation Fund; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The acquisition and development units were expanded and elevated to a departmental level division of Real Property Management, effective July 1, 1984.

PROGRAM: The Bureau has seven divisions.

Operation & Maintenance. The Operations and Maintenance Division manages 34 state park areas, 16 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, the Bigelow Preserve, 52 public boat ramp facilities and the newly acquired Holbrook Island. The Division also monitored conditions on 45 undeveloped properties, 15 conservation easements, and 70 state-owned, locally operated parks or boat ramps. Flagstaff Lodge continued to be open for day-use visitors by snowmobilers and cross country skiers in the winter; in the summer it is used by Maine Appalachian Trail Club volunteers working on the Appalachian Trail. The total number of personnel has not changed; however, \$111,000 was appropriated by the Legislature extending seasonal employment in order to keep parks and historic sites open longer and carry out maintenance activities. An increase in fees was approved by the Governor.

Public use figures for 1985: Use of the system increased from 2,623,658 to 2,691,649 (+ 3%). Day-use increased over 1984 by 53,404 to 2,411,348; historic sites increased from 319,397 to 328,473 (+ 3%); overnight camping seemed to be back on the upswing with an increase of 3%—265,714 to 280,301; use of the Allagash Wilderness Waterway decreased from 49,573 to 46,379.

Community Services. In FY 86, the Division secured approval for 25 new community sponsored projects and 5 amendments to existing projects, from the National Park Service, accounting for \$837,920 in federal funds. In addition, there were 2 state projects totaling \$151,000 for a grand total of \$988,920 in federal monies committed to recreation development.

In total, the Division supervised acquisition and/or development of 130 active Land and Water Conservation Fund projects involving \$7,500,000 in federal funds.

One State Conservation Committee Fund Grant was written for \$588, which closed out available funds in this program.

The ability to provide Program Planning assistance to local recreation departments was strengthened with the acquisition of over 500 resource materials on programming which came to us through the cooperative efforts of the Recreation Planning Office of Vermont. The Division also had available for the first time, thanks to the Maine Recreation & Park Association, the American Coaching Effectiveness Program audio-visual materials (tapes and slides) to assist communities in the development of Coaches Training Clinics. These materials were loaned out 10 times in the past year.

The Division newsletter, "Recreation News," was published four times in the year and was distributed to over 900 community and school officials, with notices of grant availability information on the Governor's Commission on Outdoor Recreation in Maine, and the President's Commission on Americans Outdoors, as well as technical bulletins and general information on recreation.

The staff worked with other members of the Bureau and Department in developing plans for and implementation of the formation of the Governor's Commission on Outdoor Recreation in Maine. Additional effort has been expended in helping to coordinate efforts of the GCORMe to reach professional recreators and the general public, to assess perceived problems and needs for Maine's future.

Division of Planning and Research. During FY 1986, the following studies and/or reports were completed: (1) the 1985-1987 Action Program for outdoor recreation, (2) an analysis of

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the Impact of Rafting in Maine, (3) a survey of State Park recreation participation of handicapped individuals and organized groups, (4) Commercial Whitewater Rafting—Review of Recreational Use Limit and Allocation System, (5) an Analysis and Summary of Maine Travel Survey data as it applies to the SCORP process, and (6) the East Machias River Plan.

Ongoing efforts include participation in the Governor's Commission on Outdoor Recreation study, assistance with a survey of Allagash Waterway users, update of the recreation facility inventory for the 1988 SCORP, and the preparation of management plans for undeveloped parks.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Brewer, Penobscot River; Gray, Crystal Lake; Harrison, Long Lake; Albany TWP., Hutchinson Pond; Standish, Sebago Lake; Rockland, Chickawaukie Pond; Passadumkeag, Penobscot River; Penobscot, Pierce Pond; Van Buren, St. John River; Liberty, Stevens Pond.

State development provided new or improved boat access sites at: Bridgton, Long Lake; Brownfield, Saco River; Lubec, Johnson Bay; Jonesport, Chandler Bay.

Waterways Unit placed/maintained Navigational Aid markers on twelve inland waterbodies of the State.

Waterways Unit assisted local organizations in placement/maintenance of Navigational Aid markers on eight inland waterbodies of the State.

Snowmobile Division. The Division continued to work closely with the 260 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The Division also continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities such as regional meetings and a workshop.

During the past fiscal year, the Division processed 174 club grant applications, approving 173; approved 57 municipal projects which involved 76 municipal and/or county governments and several unorganized townships; and awarded two contracts to individuals to maintain approximately 90 miles of regionally significant trails in relatively remote sections of Northern Maine. The total trail mileage included in all the snowmobile grant projects was 7,898, a slight increase over that during the 1984-85 season. The total expenditure under the club and municipal grants during the 1985-86 season was \$336,456. The Division continued the administration of five major snowmobile trail systems located on both state and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

With a few exceptions the ITS (Interconnecting Trail System) was complete and operational. Those exceptions were where timber harvesting was taking place and a viable alternative was not available.

During the past year, the Division expanded its informational materials by publishing additional brochures on snowmobile-related topics and revised the map of the ITS and the State administered snowmobile areas published earlier to make it more attractive and useful.

LICENSES, PERMITS, ETC.:

Boating Facilities Division: Permit to place buoys, markers or structures on or adjacent to the Inland Waters of the State.

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Memorials—free
4. Rules & Regulations for the Allagash Waterway—free
5. The Forts of Maine—available at Forts and State Museum—(\$1.90 plus tax (\$2.50 if mailed)
6. Maine Public Facilities for Boats Program—free
7. Maine Uniform State Waterway Marking System and Rules & Regulations—free
8. 1985-87 Action Program—free

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9. Statewide Snowmobile Trail Map—free
10. Brochures on Club & Municipal Grant Information—free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,595,129	2,281,367	313,762			
Health Benefits	119,556	100,976	18,580			
Retirement	416,919	365,773	51,146			
Other Fringe Benefits	13,645	12,464	1,181			
Computer Services—Comm.	45	45				
Computer Services—State	266	266				
Other Contractual Service	368,365	246,200	116,417		5,748	
Rents	14,843	5,983	8,860			
Commodities	111,123	74,627	36,475		21	
Grants—Subsidies—Pensions	493,474	43,619	448,906		949	
Equipment	220,738	69,996	141,194		9,548	
Interest—Debt Retirement	20	20				
Transfers to Other Funds	14,191		14,036		155	
TOTAL EXPENDITURES	4,368,314	3,201,336	1,150,557		16,421	

VEHICLE RENTAL AGENCY

WILLIAM PRATT, MANAGER

Central Office: AMHI—VRA Bldg., Augusta

Telephone: 289-7113

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 240; *Citation:* 12 M.R.S.A., 5031

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, and a Laborer I.

PROGRAM: The Vehicle Rental Agency inherited 69 vehicles on September 1, 1985. This represented the Department of Conservation's entire Augusta-based fleet, and ran the gamut of vehicle types from Chevettes to full-sized, heavy duty 4x4 pick-ups. The fleet was about evenly divided between trucks and cars.

The average age was 6 years and the average mileage was 79,000. One-third of the fleet was determined to be inoperable. Seven vehicles were immediately auctioned off and another fifteen slated for auction in the spring of 1986.

In order to address the fleet condition problem, the VRA purchased several vehicles to build a reliable, front-line fleet for its daily operations. In addition to these vehicles, several vehicles from the original fleet were reconditioned to reliable roadworthiness and added to the front line. The bulk of the inherited fleet of roadworthy vehicles was *leased* out to various programs in the Department to meet daily ongoing transportation needs.

CONSERVATION

The VRA caused a significant change in the way the Department managed, accounted for and *thought* about transportation needs and costs. The costs of operating vehicles became more visible to program managers through published rental rates, monthly billings and the physical process of reserving, picking up and returning vehicles.

It is believed that this change, in part, contributed to a significant drop in the number of vehicle miles driven in 1985, as compared to the same period in 1984.

Based on an analysis of actual miles driven in both years (1984-1985) for the same period (September-December), it is estimated that aggregate miles driven decreased from 201,972 to 115,896, or 43 percent. At an average of .22 cents per mile, this reduction in mileage (86,076) realized savings of \$18,936. It is safe to assume that the VRA, as expected, influenced decisions about travel by making their costs more visible.

It should also be noted that the cost savings associated with reduced travel, in terms of gas, oil, wear and tear, etc., while not insignificant, do not include the savings realized in cost per man-hour in travel time. Based on the conservative assumptions of \$12 per man hour and 45 miles per hour, a reduction of 86,076 miles would result in savings of \$22,953. It is significant that no adverse effects to programs were apparent, as a result of reduced travel.

A further breakdown of the mileage in 1985 (September-December) reveals that leased vehicles accounted for 86,216 miles or 74 percent of the total; leaving 29,680 miles driven by vehicles rented out on a daily basis from the VRA facility.

Another significant change in vehicle usage from 1984 to 1985 was the relative decline in the use of pick-ups, particularly full sized, and a concomitant increase in the uses of compact cars. This can also be attributed to the higher rate charges for trucks, and managers' consciousness being raised as to the real costs of travel.

On June 30, 1986, the normal fleet had been reduced to 40 vehicles from 69 in September of 1985. This represented a 42 percent decrease in the size of the fleet. Furthermore, this reduced fleet size met some of the transportation needs of several other State agencies including: Governor's Office, State Development Office, State Planning Office, Department of Human Services, Department of Agriculture, Department of Labor, Department of Transportation, Department of Environmental Protection, etc. During the ten-month period beginning September 1, 1985 to June 30, 1986, the VRA fleet traveled 430,000 miles and took in \$102,757 in revenues. Total expenditures for the same period were \$139,649. This amount incurred \$31,085 in Capital for the purchase and lease of 7 new vehicles.

It should be noted that the period in question, September 1985 to June 1986, excludes July and August which are expected to be the VRA's highest income producing months. A more complete analysis of the first year's operation (October to September) will be prepared in October 1986.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,127					16,127
Health Benefits	1,096					1,096
Retirement	2,747					2,747
Other Fringe Benefits	53					53
Other Contractual Service	30,376					30,376
Rents	4,174					4,174
Commodities	49,044					49,044
Equipment	275					275
Interest—Debt Retirement	2					2
Transfers to Other Funds	4,671					4,671
TOTAL EXPENDITURES	108,565					108,565

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building

Telephone: 289-2801

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 16

Legislative Count: 11

Organizational Units:

Administration, Mineral & Technical
Services

Hydrogeology Division

Bedrock and Surficial Geology Division
Marine Geology Division

Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in southern, central, and eastern Maine. The mapping is now in progress for Aroostook County. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being

conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps

Reconnaissance Bedrock Geology Maps

Sand and Gravel Aquifer Maps

Coastal Marine Geologic Environments Maps

Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary M. Boone. Price \$5.00

Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. Price \$4.50

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971 Price: \$2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price \$5.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price \$7.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 Price \$3.25

CONSERVATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	371,451	249,714	20,366		101,371	
Health Benefits	17,799	12,376	880		4,543	
Retirement	64,707	44,149	3,295		17,263	
Other Fringe Benefits	1,192	841	63		288	
Computer Services—Comm.	1,854	549			1,305	
Computer Services—State	100	50			50	
Other Contractual Service	234,458	91,413	12,001		131,044	
Rents	34,349	14,420			19,929	
Commodities	23,614	8,573	10,891		4,150	
Grants—Subsidies—Pensions	225,678	170,047			55,631	
Equipment	22,350	11,342			11,008	
Interest—Debt Retirement	2	2				
Transfers to Other Funds	27,204		1,897		25,307	
TOTAL EXPENDITURES	1,024,758	603,476	49,393		371,889	

BUREAU OF PUBLIC LANDS

ROBERT H. GARDINER, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta

Telephone: 289-3061

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 063; Citation: 12 M.R.S.A., Sect. 551

Average Count—All Positions: 35

Legislative Count: 0

Organizational Units:

Operations

Planning

Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into four administrative divisions (Business Management, Planning, Operations, and Silviculture) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. The Silviculture Division has primary responsibility for timber management. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management pro-

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gram on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less—and all but about 75,000 acres of it had been placed beyond public access through the earlier sale of timber and grass rights.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 20 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat (including plant communities) identified by the State Critical Areas Program. Although the program is described as “multiple use”, it is more properly applied as “dominant use”—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau’s recreational program. In situations where a dominant use is particularly sensitive—critical areas, for example—secondary uses may be constrained entirely.

Resources. The following material reflects a summary of the Bureau’s resource programs, as contained in policies adopted in 1985.

(1) **Timber Management.** Timber management is the chief manipulative tool available to foresters for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber (all products), supporting an annual budget of about \$1.4 million. This revenue is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) **Recreation.** The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau’s management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the “backcountry” experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau’s recreation program is devoted to campplot leases — some 420 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) **Wildlife.** The Bureau’s wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of “riparian zones”—a five-chain strip along all water resources and wetlands in which wildlife resources are managed as the “dominant” of the several multiple uses.

(4) **Soil/Water Management.** All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil

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and water quality.

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "people" have access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 100 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

- Recreation and Management brochures

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	636,275		629,227		7,048	
Health Benefits	34,834		34,406		428	
Retirement	101,374		100,237		1,137	
Other Fringe Benefits	3,720		3,693		27	
Computer Services—Comm.	1,905		1,905			
Computer Services—State	6,085		6,085			
Other Contractual Service	258,304		258,304			
Rents	14,179		14,179			
Commodities	29,945		29,945			
Grants—Subsidies—Pensions	7,149		7,149			
Purchases of Land	226		226			
Buildings and Improvement	4,095		4,095			
Equipment	129,399		129,399			
Interest—Debt Retirement	16		16			
Transfers to Other Funds	44,459		44,341		118	
TOTAL EXPENDITURES	1,271,965		1,263,207		8,758	

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN

Central Office: Ray Building, A.M.H.I.

Telephone: 289-3061

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 5, 1973

Sunset Termination Scheduled to Start by: June 30, 1984

Reference: Policy Area: 05; Umbrella: 04; Unit: 069; Citation: 33 M.R.S.A., Sect. 1203

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1986: This unit did not expend any funds in FY 86.

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MAINE LAND USE REGULATION COMMISSION

R. ALEC GIFFEN, DIRECTOR

Incoming WATS Line: 1-800-452-8711

Central Office: AMHI—Harlow Building

Telephone: 289-2631

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 04; Unit: 061; Citation: 12 M.R.S.A., Sect. 683

Average Count—All Positions: 17

Legislative Count: 17

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1986, the Commission took on several challenges, the major ones being: (1) whether or not the case put forth by Great Northern Paper Company for the Big "A" hydroelectric project met the requirements of the law and, if so, under what circumstances; (2) streamlining the Commission's permitting process; (3) initiating a planning effort to further protect lakes with unusual natural values and guide development to those lakes which are most suitable for it; (4) implementing recommendations of a Forestry Issues Committee to improve protection of the forest environment while increasing operating flexibility for the forest industry; (5) maintaining and improving its enforcement program; and (6) implementing its education and compliance programs.

Regarding Big "A," the Commission found the project met the requirements of the law, so long as the job benefits of the project claimed were realized and state-of-the-art energy conservation measures were implemented. Thus, a conditional permit for the project was approved. Three members voted against the project because in their view the case for Big "A" was not credible. As a result, for the first time in the Commission's history a minority report was filed.

While the Commission's normal business and matters related to Big "A" occupied most of the first half of the year, during the second half of FY 86, the Commission was able to focus on all of the other challenges outlined above. By the end of the fiscal year, all of these efforts were well underway.

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):

- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension
- Hydropower Projects

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PUBLICATIONS:

Building in the Wildlands of Maine—9/73.....	No Charge
Subdividing in the Wildlands of Maine—9/73.....	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983.....	No Charge
Statutes Administered by LURC.....	No Charge
Land Use Districts and Standards.....	No Charge
Land Use Handbook (Complete Set).....	No Charge
Section 1, Your Land.....	No Charge
Section 2, Maine Land Use Laws.....	No Charge
Section 3, Maine Land Use Regulation Commission.....	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit.....	No Charge
Section 5, Design Ideas.....	No Charge
Section 6, Erosion Control on Logging Jobs.....	No Charge
Section 6, Erosion Control on Logging Jobs (French Version).....	No Charge

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	359,419	359,419				
Health Benefits	22,394	22,394				
Retirement	53,911	53,911				
Other Fringe Benefits	1,057	1,057				
Computer Services—State	40	40				
Other Contractual Service	74,734	74,734				
Rents	6,998	6,998				
Commodities	5,753	5,753				
TOTAL EXPENDITURES	524,306	524,306				

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 289-3731

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973

Sunset Review: Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection, Department of Business, Occupational and Professional Regulation.

MAINE CORRECTIONAL ADVISORY COMMISSION

CHARLES SHARPE, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta

Telephone: 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1975

Sunset Review: Not Established

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens appointed by the Governor, including at least one full-time non-administrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: The Correctional Advisory Commission met on January 30, 1986, to review drafts of the Maine Statewide Correctional System Master Plan Interim Report being created by the consultants, the Ehrenkrantz Group, Architects, and Allied Engineering, Architects/Engineers.

It was the Commission's decision while the Governor was in the process of selecting members for the Governor's Blue Ribbon Commission on Corrections, funded through the 1984 Appropriations Act, to not have any meetings until the members were selected.

The Governor designed Lloyd Ohlin, Ph.D., as Chairman of the Blue Ribbon Commission on Corrections and fifteen other members, three of whom are on the Correctional Advisory Commission.

The Correctional Advisory Commission (CAC) was informed as to the progress of BRC and received the pertinent information. Any expenditures, if they were necessary, would have been provided by the Department of Corrections, such as copies of drafts of reports written by the consultants, i.e., "Maine Statewide Correctional System Master Plan," which contained short and long-range plans such as Population Profiles that pertained to the overcrowding and what the needs are of the Department of Corrections. The CAC members received proposed legislation that was submitted to the Special Legislative Session, and was deferred for final enactment to that Special Session. The package of legislation contained several new positions for the Department of Corrections and several new program initiatives for a combined total of \$3,288,870.

Meetings were held January 31, March 3 and April 3. The March 3rd meeting was to brief the Commission of the Governor's meeting with the Blue Ribbon Commission for him to present issues of his concerns about the correctional problems. The members of the Correctional Advisory Commission received copies of the meeting and were advised if they wished to re-

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spond, they should have responses ready by May 9th. The April 3rd meeting was to explain the basics of the first meeting held by the Blue Ribbon Commission, such as meeting dates, agenda for Statewide meetings and target date for reporting to the Governor.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CORRECTIONS

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 927

Legislative Count: 947.5

Organizational Units:

Division of Probation and Parole
Maine State Prison
Juvenile Justice Advisory Group
Office of Advocacy

Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility
Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components except for the following:

Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work released from the State institutions and county jails.

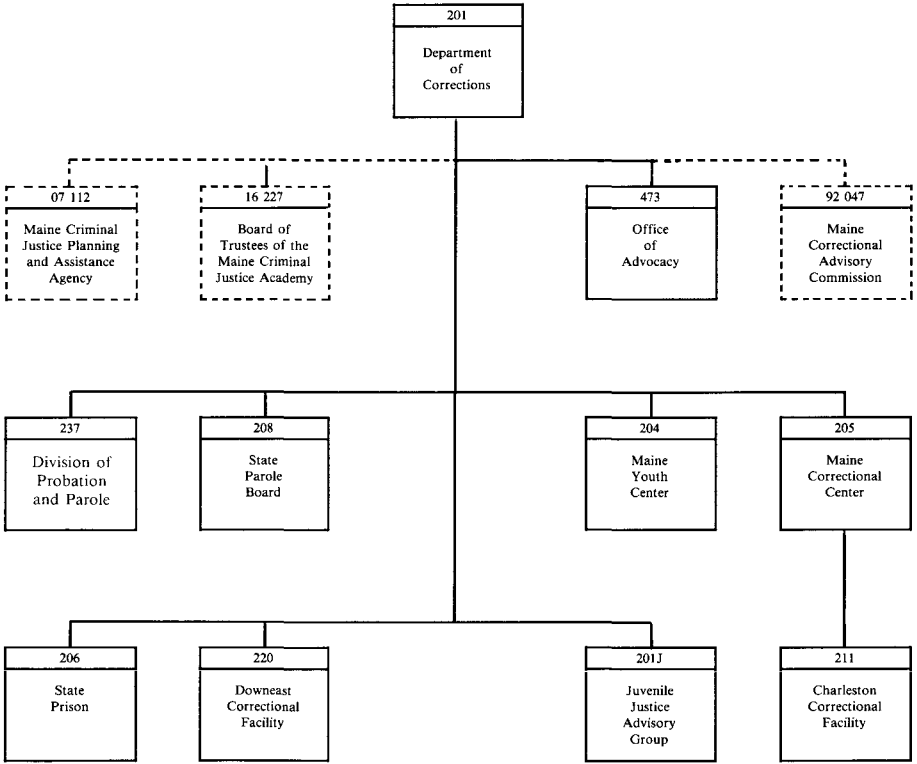
A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purpose of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities.

**ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03**



CORRECTIONS

**CONSOLIDATED FINANCIAL CHART FOR FY 86
DEPARTMENT OF CORRECTIONS**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,124,321	18,800,732	77,133		236,805	9,651
Health Benefits	1,181,663	1,161,902	5,622		13,497	642
Retirement	4,104,712	4,048,484	13,136		40,327	2,765
Other Fringe Benefits	79,249	78,069	323		824	33
Computer Services—Comm.	32,905	32,805			100	
Computer Services—State	26,873	26,873				
Other Contractual Service	4,695,500	4,378,343	176,843		29,633	110,681
Rents	127,584	126,673			730	181
Commodities	2,988,176	2,865,854	10,164		23,693	88,465
Grants—Subsidies—Pensions	1,369,485	1,202,753	27,111		139,621	
Buildings and Improvement	2,114,410	1,775,748			338,663	
Equipment	535,515	518,847	1,000		12,668	
Interest—Debt Retirement	168	168				
Transfers to Other Funds	348,379	10,865	2,053		79,260	256,201
TOTAL EXPENDITURES	36,725,940	35,028,116	313,385		577,158	807,281

The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the State.—Free.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free.

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	606,551	467,090	77,133		62,328	
Health Benefits	28,577	18,914	5,622		4,041	
Retirement	109,163	85,413	13,136		10,614	
Other Fringe Benefits	2,089	1,546	323		220	
Computer Services—Comm.	15,100	15,000			100	
Computer Services—State	3,202	3,202				
Other Contractual Service	1,688,987	1,491,982	173,155		23,850	
Rents	6,614	5,884			730	
Commodities	596,281	594,453	1,163		665	
Grants—Subsidies—Pensions	885,503	722,762	26,940		135,801	
Buildings and Improvement	1,222,222	883,560				338,662
Equipment	69,342	64,417	1,000		3,925	
Interest—Debt Retirement	8	8				
Transfers to Other Funds	89,492	10,853	1,904		76,735	
TOTAL EXPENDITURES	5,323,131	4,365,084	300,376		319,009	338,662

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: January 15, 1984

Sunset Review: Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sect. 1203

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional clients through the Office of Advocacy of the Department of Mental Health and Corrections. The Department of Corrections now has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and a full-time Advocate who provides services at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy routinely handles complaints and requests of inmates at all institutions operated by the Department of Corrections. The office is also frequently contacted by family members of inmates and clients, and by persons from other public and private agencies.

During the past year, the Office of Advocacy was instrumental in the adoption by the Department of a standard grievance procedure for use in all institutions and facilities operated by the Department. The Office has also been assisting in the revision of disciplinary procedures and in other areas of systems advocacy.

Civil legal services are provided to correctional clients through a contract agreement with an outside law firm, which handles civil legal problems at no cost for clients of the Department of Corrections who have been referred by the Office of Advocacy. This contract also provides for legal services and post conviction review for Maine inmates who are being held in institutions outside the State of Maine.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine

Telephone: 285-3307
289-2060

Mail Address: Charleston, Maine 04422

Established: 1980

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 56

Legislative Count: 58

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to M.R.S.A. Title 15, Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30-year lease for the facility. Within the last twelve months, the Charleston Correction Facility was removed from the administrative structure of the Maine Correctional Center and has assumed primary responsibility for its own development and operation.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institution prior to their transfer to the Charleston Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston Facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have been involved in several restitution projects for the surrounding communities. In the past year, these projects have included clearing brush and trees from right of ways in the town of Wellington, clear cutting a treatment plant site for Dover Water District, cleared right of way on roads, cut and split firewood for Peaks Kenny Park, cutting brush and trees at Carmel recreation area, constructed a pole barn in Orono for the Bureau of Public Lands, erected gates in Wildlife Management area for Inland Fisheries and Wildlife, installed roll-up doors for Sebec Fire Department and renovated Town Offices for Town of Sebec, constructed a model of playground equipment for Mayo St. School, Dover, reconstructed fences, dugout and bathroom facilities at Sangerville recreation area, work crews painted buildings for the Maine Forest Service in Brownville, Greenville and Dover, a church in Exeter, parsonages in East Corinth and Dover, a Senior Citizens Housing complex in Bradford, an American Legion Hall in Sangerville, interior painting, wallpapering and cabinet work at the Sangerville Masonic Hall, other crews insulated a gymnasium wall in East Corinth and renovated the bathroom facilities at the Dover hockey rink.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Since the conversion of the boilers to wood burning, inmates have the opportunity to earn Boiler Operator's Licenses. In addition to the vocational programs, a GED academic program has been developed and a Maine Department of Labor Grant has provided a Comprehensive Competencies Program utilizing computer assisted instruction. Also, with the cooperation and training by the Department of Conservation, volunteer inmates at this facility are trained in fire fighting procedures, and have been

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called out to assist in the 'mop-up' of several forest fires over the past four years.

Dental: Necessary dental care is provided to an inmate in the main institution prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Correctional Officer for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston Facility weekly. Inmates are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities.

Religious Services: A local minister, Rev. David McLeish, has provided his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

Medical: There is no medical staff at the Charleston Facility. Inmates with major medical problems are not transferred to Charleston. There is a nurse under contract that screens minor medical problems for necessary treatment and makes any necessary referrals.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,008,263	1,008,263				
Health Benefits	77,309	77,309				
Retirement	200,921	200,921				
Other Fringe Benefits	3,591	3,591				
Computer Services — Comm.	352	352				
Computer Services — State	241	241				
Other Contractual Service	172,835	172,835				
Rents	115	115				
Commodities	97,799	97,799				
Grants—Subsidies—Pensions	1,557	1,557				
Equipment	74,422	74,422				
TOTAL EXPENDITURES	1,637,484	1,637,484				

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

HAMILTON W. GRANT, Assistant Superintendent, Rehabilitative Services

Central Office: 117 Mallison Falls Road, Windham

Telephone: 892-6716

Mail Address: 117 Mallison Falls Road, Windham, Maine 04062

Established: 1919

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 178

Legislative Count: 179

Organizational Units:

Care & Treatment Unit
Custody & Control Unit

Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15, Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court,

CORRECTIONS

and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Two volunteers function as assistant chaplains two days each week. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the inmates.

Chemical Dependency Program. This program provides chemically dependent residents with the opportunity for both individual and group substance abuse counseling and/or access to the self-help fellowships of Alcoholics Anonymous (A.A.) and Narcotics Anonymous (N.A.). The programs are coordinated by the Center's Substance Abuse Counselor who also provides classes in alcohol and drug education to correctional officers and other staff twice yearly.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and one academic teacher who is federally funded. These four people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Home Economics instruction are available through state funded teachers.

The vocational area is staffed with ten instructors and one job developer, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Small Engine and Automotive Repair, Graphic Arts, Welding, Meat Cutting, Household and Industrial Electricity, Automotive Front End Work, Industrial Stitching and Upholstery, Pre-vocational

CORRECTIONS

Shop, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,998,895	3,939,691			59,204	
Health Benefits	246,815	243,281			3,534	
Retirement	800,237	790,155			10,082	
Other Fringe Benefits	13,681	13,464			217	
Computer Services — Comm.	352	352				
Computer Services—State	6,531	6,531				
Other Contractual Service	781,557	781,174	180		203	
Rents	3,468	3,468				
Commodities	666,543	656,897	7,579		2,067	
Grants—Subsidies—Pensions	101,604	95,784			5,820	
Equipment	92,593	91,270			1,323	
Interest—Debt Retirement	11	11				
Transfers to Other Funds	876		53		823	
TOTAL EXPENDITURES	6,713,163	6,622,078	7,812		83,273	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine

Telephone: 255-4554

Mail Address: General Delivery, Bucks Harbor, Maine 04618

Established: 1984

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 03; Unit: 220; Citation: 34A M.R.S.A., Sect. 3901

Average Count—All Positions: 43

Legislative Count: 57

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September

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1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity. Renovation projects are expected to be completed by the end of 1986.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs in education and vocational training such as electrical, welding, and building trades will be operational by mid-summer. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. Also, we anticipate having post-secondary courses that might be applicable through the University of Maine at Machias. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs will be staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades — that emphasize carpentry skills.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Family Nurse Practitioner is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided five (5) days per week (four [4] hours each day) excepting weekends and holidays. Emergency care and treatment is provided by the local area hospital.

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

Alcohol/Substance Abuse Counseling. Through a grant, prisoners receive one-to-one counseling of a licensed MSW. This individual also provides workshops and group therapy dealing with alcohol/substance abuse. Additionally, a volunteer from AA meets with prisoners who wish to participate in the program.

Psychological Services. A psychologist is under contract to meet the needs of prisoners, especially to those prisoners incarcerated for sexual abuse and related crimes.

Caseworker. A caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings. The caseworker places the prisoner in aftercare programs which may involve foster home placement, mental health clinics, referrals, schools and/or vocational training agencies.

Classification Committee. This committee has a direct impact on the prisoner; for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment and programs. The committee is virtually responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The classification committee carefully analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	743,199	743,199				
Health Benefits	54,320	54,320				
Retirement	156,661	156,661				
Other Fringe Benefits	2,491	2,491				
Other Contractual Service	198,700	198,700				
Computer Services — Comm	16,400	16,400				
Computer Service — State	241	241				
Rents	3,430	3,430				
Commodities	190,657	190,657				
Grants—Subsidies—Pensions	80	80				
Buildings and Improvement	892,187	892,187				
Equipment	72,581	72,581				
Transfers to Other Funds	12	12				
TOTAL EXPENDITURES	2,330,959	2,330,959				

JUVENILE JUSTICE ADVISORY GROUP

A.L. CARLISLE, CHAIRMAN

GERALDINE BROWN, Juvenile Justice Specialist

Central Office: Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1979

Sunset Review: Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* 34A M.R.S.A., Sect. 1209

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency and the prevention of delinquency and the requirements of the Act for detaining and incarcerating juveniles; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979 and authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities.

CORRECTIONS

In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982.

PROGRAM: The Federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY 86 was \$225,000, including funds for grants programs and administration. Of this amount, \$16,875 is allocated for the administration of the program and \$11,250 is allocated for the expenses of the JJAG, leaving \$196,875 for grants to private-not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act, and to develop the Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1985 to 1987. In addition, its several standing and ad hoc committees meet as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants Committee reviewed all applications for JJAG funds and developed recommendations for JJAG action on the proposals. Among programs funded in FY 86 were: The Court and Community Evaluations Project of Youth and Family Services of Somerset County which performs diagnostic evaluations of adjudicated offenders for the courts; the JJAG's Jail Monitoring Project which provides staff services for lock-ups and the continuing JJAG monitoring to ensure compliance with the Act; the continuation of emergency foster care services in York County by Little Brothers of Greater Portland; the continuation of emergency foster placements in Penobscot County and adjacent areas under the auspices of Diocesan Human Relations Services; and two pilot projects to develop alternatives to jail for youth in Androscoggin and Sagadahoc Counties, administered by Youth and Family Services.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 112th Legislature which might affect juveniles. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Legislative Committee is responsible for all JJAG initiated legislation, which, in FY 86 consisted of a bill to permit non-adjacent counties to combine to jointly provide correctional services to special classes of offenders.

Jail Monitoring Committee. The Jail Monitoring Committee has continuing responsibility to monitor Maine's jails and lock-ups to ensure compliance with Act requirements and State standards which require that juveniles who are held in adult-serving facilities are housed only in areas which provide sight and sound separation from adults, and that youth who are charged with offenses, which would not be crimes were they adults, are not confined in such facilities. The Committee found the State in complete compliance for the most recent reporting period, federal FY 85. The second continuing responsibility of the Committee, to oversee the JJAG's initiative to achieve substantial compliance (75%) with the 1980 amendments to the Act which required the JJAG's removal of juveniles from all adult serving facilities by December 1985, has been the highest priority.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Educational and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 will culminate in the publication of the statewide plan in the summer of 1986.

Violent and Chronic Youthful Offender Committee. The most recently constituted ad hoc committee proposes to assess the treatment and security needs of this group of offenders, to develop a strategy for presentation to the second session of the 113th Legislature and to Corrections managers.

Additional activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies who request planning, evaluation, or technical assistance

CORRECTIONS

for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Funds and planning assistance are available for training directed to improve the skills of those who are employed in some component of the juvenile justice system, available through the JJAG's training program. It possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1985-1987.
1987 Update to Comprehensive Juvenile Justice and Delinquency Prevention Plan
Report to the Governor (FY 1986)
JJAG Newsletter, Quarterly
JJAG Brochure
Jail Monitoring Committee Brochure

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time

CORRECTIONS

should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

*Maine State Parole Board Action
Annual Report
Fiscal Year—1985-1986
Adult*

Paroled	7
Paroled & Discharged	0
Paroled & Discharged (to New Sentence)	0
Denied	19
Continued (Pending)	3
(Resolved)	2
TOTAL Parole Eligible	31
Early Discharge Requests	1
Others	4
TOTAL Cases Heard	67

During the fiscal year 1985-86, the Parole Board met a total of 7 times and considered 67 cases; 3 parole violators were heard and 1 early discharge was granted.

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 19 times during the period July 1, 1985-June 30, 1986. Ninety-two (92) total cases were heard with the following decisions made: (57) recommend return to MYC to complete a standard program or to 18th birthday. (2) found in violation & returned to Entrustment status. (19) found in violation, returned to MYC until suitable placement was found. (6) recommend release to Absent with Leave Status. (1) Continued status. (5) Not Heard, failed to appear. (2) Released, immediate discharge.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,532	15,532				
Health Benefits	1,415	1,415				
Retirement	2,245	2,245				
Other Fringe Benefits	47	47				
Other Contractual Service	4,600	4,600				
Rents	54	54				
Commodities	415	415				
Equipment	830	830				
TOTAL EXPENDITURES	25,138	25,138				

CORRECTIONS

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN

JOSEPH SMITH, Deputy Warden

LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine

Telephone: 354-2535

Mail Address: State Prison, Box A, Thomaston, Maine 04861

Established: 1823

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34-A M.R.S.A., Sect. 3201

Average Count—All Positions: 287

Legislative Count: 282.5

Organizational Units:

Bolduc Unit

Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

CORRECTIONS

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature has recently authorized two additional nurses to upgrade staff and help provide around-the-clock medical coverage. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80 and at Bangor Pre-Release Center to 41. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,931,933	5,909,042			13,240	9,651
Health Benefits	379,205	377,804			759	642
Retirement	1,557,576	1,552,556			2,255	2,765
Other Fringe Benefits	28,242	28,162			47	33
Other Contractual Service	1,178,730	1,062,516	3,601		1,932	110,681
Computer Services — State	5,953	5,953				
Rents	2,777	2,596				181
Commodities	1,055,709	960,106	385		6,753	88,465
Grants—Subsidies—Pensions	297,245	297,245				
Buildings and Improvement	1	1				
Equipment	160,272	159,885			387	
Interest—Debt Retirement	41	41				
Transfers to Other Funds	256,294		65		28	256,201
TOTAL EXPENDITURES	10,853,978	10,355,907	4,051		25,401	468,619

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: 1967

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; Umbrella: 03; Unit: 237; Citation: 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 99

Legislative Count: 99

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. The Division consists of adult probation and parole officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

CORRECTIONS

Clients Under Supervision

Informal Adjustment Juveniles	Adult	Probationers Juveniles	Parolees Adult	Juveniles (Entrustment)
1000-(approx.)	4,000-(approx.)	800-(approx.)	50-(approx.)	200
Total Under Supervision: 5998*				
(6/30/86)				

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,376,043	2,376,043				
Health Benefits	127,644	127,644				
Retirement	406,607	406,607				
Other Fringe Benefits	12,950	12,950				
Other Contractual Service	278,797	278,797				
Computer Services — Comm	349	349				
Computer Services — State	1,540	1,540				
Rents	110,550	110,550				
Commodities	19,579	19,579				
Grants—Subsidies—Pensions	51,779	51,779				
Equipment	6,451	6,451				
TOTAL EXPENDITURES	3,392,289	3,392,289				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT

FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services

ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland

Telephone: 879-4000

Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: March, 1853

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801

Average Count—All Positions: 222

Legislative Count: 239.5

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

CORRECTIONS

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department, which encompasses cottage life, control units, intensive care units, and the Hayden Special Treatment Unit, has continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to

the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintain contact with families and community organizations of residential students during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders, as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

CORRECTIONS

Education: The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the express function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population — both male and female. Title I ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a halfway coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP).

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods and mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide psychological testing, interviewing, cottage friendships, sewing, knitting, art, fly tying and model building.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered, as prescribed by our attending physician who visited each week for one-half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

CORRECTIONS

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,443,905	4,341,872			102,033	
Health Benefits	266,378	261,215			5,163	
Retirement	871,302	853,926			17,376	
Other Fringe Benefits	16,158	15,818			340	
Computer Services—Comm	352	352				
Computer Services—State	9,165	9,165				
Other Contractual Service	391,294	387,739	-93		3,648	
Rents	576	576				
Commodities	361,193	345,948	1,037		14,208	
Grants—Subsidies—Pensions	31,717	33,546	171		-2,000	
Equipment	56,024	48,991			7,033	
Interest—Debt Retirement	29	29				
Transfers to Other Funds	1,705		31		1,674	
TOTAL EXPENDITURES	6,449,798	6,299,177	1,146		149,475	

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973

Sunset Review: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers attend ongoing workshops conducted by the Maine State Archives on document restoration, and are provided with technical assistance by other units of the Maine State Archives.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records*.

FINANCES, FISCAL YEAR 1986: 30 MRSA Sections 348 & 349 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

DAWN HILL-LOWTHER, CHAIR

HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1974

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 86, the Critical Areas Program registered areas for rare plants, rare fish, seabird nesting islands, white-water rapids and water falls, old-growth forests, and peatlands. The program conducted surveys of old-growth forests and unique alpine areas on two State-owned land parcels, the Mahosuc Mountains and The Bigelow Preserve; patterned ferns, an uncommon peatland type in the United States; and inland great blue heron nesting areas.

The program staff met with the Critical Areas Advisory Board four times during FY 86 to review information on areas proposed for registration. Based upon the Board's recommendation, 30 areas were added to the Register, bringing the total number of entries on the Maine Register of Critical Areas to 580. Two additional areas were added to the list of areas which meet the program's guidelines but were not registered, either because the landowners could not be contacted or because registration would be detrimental to the conservation of the area. Currently, 51 areas are in the unregistered but qualified category.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters

Dogwood
Loug's Bitter Cress
Black Tern

Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae

CRITICAL AREA

Petrels	Nodding Pogonia	Quahogs
Alcids	Buffalo Berry	Discordant Mussel
Inkberry	Spotted Wintergreen	Bedrock Fossils
Least Terns	Slender Cliff-Brake	Cut-leaved Anemone
Slender Blue Flag	Spicebush	Northern Painted Cup
Chestnut Oak	Gaper Clam	Smooth Top Shell
Piping Plovers & Least Terns	Dwarf Tellina	Small Round-leaved Orchis
Ginseng	Tourmaline	Glaciomarine Deltas
Small Whorled Pogonia	New Jersey Tea	Sand Beaches
Ram's-head Lady's Slipper	Clammy Azalea	Intertidal High
Wading Birds	Prairie White Fringed Orchid	Diversity Areas
Eiders	Katahdin Arctic Butterfly	Coastal York County
Horseshoe Crab	Alpine Tundra	Bedrock Localities
Mountains	Vascular Vegetation	Yellow Nose Vole
Mountain-laurel	Casco Bay Bedrock Geology	Auricled Twayblade
Sassafras	Atlantic White Cedar	Scarlet Oak
White Oak	Tupelo	Bog Elfin
Eskers	Shagbark Hickory	White Pine
Petroglyphs	Waterfalls	Gorges
Brachiopods	Coastal Peatlands	Maine's Peatlands
Common Terns, Arctic	White Pine	Whitewater Rapids
Terns and Roseate Terns	Old Growth White Oak	Coastal Raised Peatlands
Furbish's Lousewort	Old Growth Shagbark	Brachiopods
The <i>Astarte</i> spp.	Hickory	Priapulids
Brittle Stars	Jack Pine	Whitewater
Waterfalls	The Great Heath	Arethusa
Old Growth Forests	The Mahosac Mountains	
Furbush Lousewort		Telos Public Lot
Sub-Arctic Coastal Plants		Bigelow Mountain
		Jasper Beach
		T.15 R.9
		Baxter State Park
		Arctic Charr
		Uncut Timber Stands and
		Unique Alpine Areas
		on State Lands
Brochures:		
Critical Areas Program	Alcids	Piping Plover
Least Terns	Leach's Storm Petrel	Horseshoe Crab
Black Terns	Oysters	Sassafras
Nodding Pogonia	Mountain Laurel	Terns
Orchids	Eider Ducks	Eskers
Rhododendron	Intertidal Marine Invertebrates	Wading Birds
Waterfalls	Shagbark Hickory	Gorges
Atlantic White Cedar		Tupelo
		Whitewater rapids

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1986: Expenditures amounted to \$56,260 in FY 86 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: Camp Keyes, Augusta

Telephone: 622-9331

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 06; Umbrella: 15; Unit: 210; Citation: 37B M.R.S.A., Sect. 1

Average Count—All Positions: 229 State, 759 Federal

Legislative Count: 141 State, 753 Federal

Organizational Units:

Military Bureau

Bureau of Veterans Services

Bureau of Civil Emergency Preparedness

Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

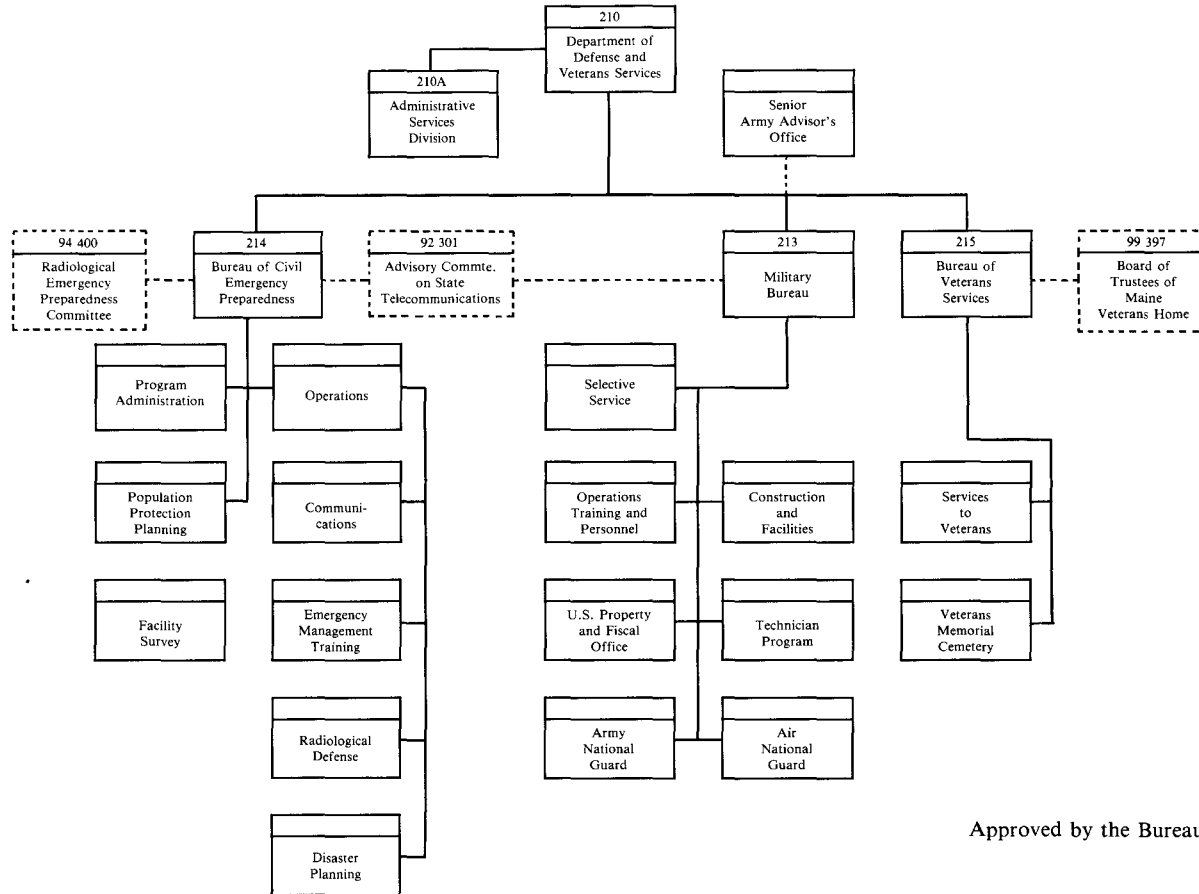
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	348,502	348,502				
Buildings and Improvement	24,418	24,418				
TOTAL EXPENDITURES	372,920	372,920				

ORGANIZATIONAL CHART DEPARTMENT OF DEFENSE AND VETERANS' SERVICES UMB 15



Approved by the Bureau of the Budget

DEFENSE AND VETERANS' SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,008,760	2,202,791			805,969	
Health Benefits	229,396	162,259			67,137	
Retirement	509,956	372,148			137,808	
Other Fringe Benefits	12,857	8,956			3,901	
Other Contractual Service	1,278,740	909,159	95,420		274,161	
Rents	16,876	16,876				
Commodities	535,540	415,883			119,657	
Grants—Subsidies—Pensions	782,832	393,811			389,021	
Buildings and Improvement	24,418,	24,418				
Equipment	143,564	99,964			43,600	
Interest—Debt Retirement	641	370			271	
Transfers to Other Funds	76,222		614		75,608	
TOTAL EXPENDITURES	6,619,802	4,606,635	96,034		1,917,133	

DEFENSE AND VETERANS' SERVICES

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Telephone: 289-4070

Established: 1973

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 06; Umbrella: 15; Unit: 210A; Citation: 37B M.R.S.A., Sect. 3

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	154,624	154,624				
Health Benefits	7,915	7,915				
Retirement	30,274	30,274				
Other Fringe Benefits	546	546				
Other Contractual Service	1,326	1,326				
Commodities	286	286				
TOTAL EXPENDITURES	194,971	194,971				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

RICHARD D. DUTREMBLE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735

Central Office: State Office Bldg., Augusta

Telephone: 289-4080

Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 06; Umbrella: 15; Unit: 214; Citation: 37B M.R.S.A., Sect. 701

Average Count—All Positions: 21

Legislative Count: 11

Organizational Units:

Administrative
Communications
Disaster Assistance

Operations
Interstate Civil Defense
& Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disasters. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing Emergency Operating Centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or rescind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency's allocation of federal matching funds for fiscal year FY 86 for personnel and administrative services was \$533,640. It covers the federal fiscal year of October 1, 1985 through September 30, 1986. The funds are distributed by the State CEP Headquarters based on Annual Submission Requests from 99 towns, 15 counties and the State Headquarters. This represents 50% of the funding and the other 50% is provided by state, county and local funding.

DEFENSE AND VETERANS' SERVICES

The following programs are funded 100% by FEMA.

Population Protection Planning	\$80,290
Facility Survey	38,078
Radiological Instrumentation/Maintenance and Calibration	26,800
Disaster Preparedness Improvement	25,000
Radiological Protection Planning	33,000
Emergency Management Training	57,000

All of the above programs are under a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Civil Emergency Preparedness Bureau.

Direction and Control. Direction and control is maintained through the Bureau's Emergency Operations Center, located in the basement of the State Office Building, in Augusta. We have direct contact with the 16 counties by telephone, radio and teletype with the county headquarters acting as liaison to the local towns. This enables the State Headquarters to furnish coordinated efforts during a time of emergency.

Disaster Preparedness Improvement. Guidance was given to all sixteen counties and ninety-six towns regarding development of Hazard Identification Reports. A report was produced as a result of the Hurricane Gloria response and critique which identified strengths exhibited and weaknesses that needed to be corrected. Work is underway to develop a State Hazard Identification Report. The Disaster Liaison Team, consisting of representatives from key departments throughout state government, has been reactivated with participation in the State Hazard Identification process and the Hurricane Gloria response and critique. The Team improves state agency effectiveness in coping with disaster situations by providing advisory and coordinating services utilizing an exchange of data and a group approach to solving disaster related problems.

Efforts are continuing with State departments in the review of Federal regulations and State legislation to ensure enabling authority exists to address necessary emergency actions and funding for Disaster Assistance.

Forthcoming activities will include the development of annexes for the Comprehensive Emergency Management Plan regarding Disaster Assistance/Damage Assessment, Hazard Mitigation, and Resources Management; completion of the State Hazard Identification Report; guidance and training to county and local CEP directors; and the exercising of written plans to ensure their adequacy and effectiveness.

Population Protection. Population Protection is a program designed to develop comprehensive emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising a generic emergency plan which delineates how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

The comprehensive plans consist of a basic plan with annexes. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. An annex is an attachment to the basic plan which provides more specific information. Two types of annexes are used: 1) functional annexes describe how emergency functions such as direction and control, alerting and warning, etc. are accomplished; and 2) organizational annexes describe the emergency tasks and procedures of all agencies/organizations involved in emergency management.

State level planning conducted in FY 86 included: completing a state government capability assessment, initiating an update to the State Hazard Analysis Study, drafting the Direction & Control, Resource Management, Communications, Radiological Protection and CEP Operations State Annexes, and submitting the draft State Basic Plan to the federal government for review.

County and local governments across the state were recipients of planning assistance. A series of planning meetings were held across the state involving 100+ jurisdictions to review guidelines and criteria that will be used to evaluate the plan components, as well as to initiate the planning. This was followed by workshops to provide guidance and models to develop the functional plan components. The planners also reviewed plan elements completed by the local jurisdictions against the evaluation checklist to provide suggestions for improvement and determine adequacy. The Aroostook County Plan, including all functions, was judged complete and forwarded to the federal government for review.

Also during FY 85-86 counties and municipalities completed an update of the initial hazard

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analysis. This hazard identification led to the revision of the local reports. These reports explain the process of analyzing hazards and contain a narrative description of each significant hazard assessing its impact on the jurisdiction. This information is then compared to the capability of local government to respond to a hazard incident which is written into the emergency plan.

In the fall of 1985, the federal government provided the planners with an IBM Personal Computer and an "Emergency Information System" (EIS) software package that will allow the Bureau to automate our state level emergency plan and provide increased planning/operations support to the local governments, particularly in the Resource Management, Alerting, Evacuation & Shelter, Damage Assessment, and Emergency Event Tracking Areas. This EIS Software provides decision makers an ability to assimilate vast amounts of information rapidly thru graphics and provide timely recommendations to our elected officials. During the coming years we will obtain additional personal computers and establish an emergency information network for state agencies and local government.

Comprehensive emergency management plan development is an on-going process. In the next year, work will continue toward completion of a state level plan. Plans will also be finalized for many of Maine's 16 counties and the plan development process continued for many municipalities. State CEP will provide planning assistance, hold meetings, review plans, and conduct exercises to validate plan components.

A series of plan validation exercises are scheduled for September 1986. The state, counties, and many municipalities will begin checking plan components under a hurricane, flooding, or hazardous materials scenario.

We will also be working with the State Hazardous Materials Advisory Committee to begin implementing their study recommendations that relate to emergency planning to protect the public.

Facility Survey Program. This is a (100%) Federal Emergency Management Agency (FEMA) funded program.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories, the categories being; 1) essential function buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards including adaptability of facilities to provide emergency lodging and feeding. In addition the surveys identify life support systems and resources needed in emergencies.

During FY 85-86 buildings in Lewiston and New Gloucester, and Pineland Hospital were surveyed. During FY 86-87 buildings in Auburn and State-owned buildings in Augusta will be surveyed. Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

During FY 85-86 advisory services were provided to five municipal and one county government for emergency operating centers.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State EOC and federal, state and local government agencies and field forces.

The EOC's Communications Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained.

Equipment maintenance is accomplished by this section.

A statewide CEP communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical are conducted on their assigned agency frequencies. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System provides a means to release official government information from the EOC directly to the public over the State's radio and TV broadcast stations. This year, revisions to the Communications Center include installation of a new communications console and federal highway administration high frequency radio.

Plans. MRSA Chapter 37B §783 states "Each municipal ..., county, and regional Civil Emergency Preparedness Agency in consultation with the bureau, shall prepare and keep a cur-

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rent disaster emergency plan...". Based on Hazard Inventories and Capabilities Assessments, comprehensive emergency management plans are being developed in a three year process. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management; annexes describing emergency functions such as direction and control, and organizational annexes describing their emergency tasks and procedures. All sections of each plan will be reviewed using federal guidance and will be validated through an exercise.

Over 124 sections of plans were developed and submitted for review by 52 county and local jurisdictions during FY 86, as well as 110 Hazard Identification and Capability Assessments were completed. These will be kept current and used as a basis for the development of emergency plans and improvements in the jurisdiction's capabilities to respond to emergencies. Eight Kennebec County plans begun in FY 85 were tested in a prototype multifunctional hurricane exercise, providing valuable training for officials three days before the arrival of Hurricane Gloria. Modifications and expansion of the plans have been written as a result.

Planning progress included a centralization of all emergency plans in the State of Maine Emergency Operating Center. Hazard analysis, basic plans and detailed annexes and procedures for county and local jurisdictions in the state are placed in the operations room as they are developed and reviewed, available for quick reference if the need arises. Also included are federal and state emergency response plans, as well as interagency plans and those of private industries and organizations. These may be used for guidance as well as for response.

Revisions and expansion of plans will continue throughout this fiscal year, with initial completion and testing of emergency management plans for over 112 jurisdictions in FY 88. In FY 87 those sections of emergency management plans that are developed will be tested in four functional exercises held throughout the State involving local, county and State government, as well as volunteer and private industry where appropriate.

Training & Exercise. The training section is responsible for providing training and exercising to personnel of state, county, local governments, and representatives or organizations from the private sector. This training focuses on mitigation, preparedness and the management aspects of response to emergencies. Training is also provided for dealing with radiological emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies, by state, county, and local governments. During FY 86 over 1500 students participated in a wide range of training and exercise activities conducted by the Bureau. This section also coordinated attendance at federal training facilities for 35 state and local personnel.

This section administers the distribution of films and video tapes from the Bureau's library to schools, private organizations and local governments.

Radiological Protection. In accordance with Federal Emergency Management Agency (FEMA) program of Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment. (Approximately 130 citizens were trained during this year) and availability of calibrated radiation detection equipment.

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded.

The position of a 100% federally funded Radiological Officer was established to exercise and maintain fully operable radiological protection systems in all jurisdictions.

All elements of radiological protection provide continuous support via education and radiological detection equipment to the Maine Yankee Plant planning area communities.

Public Information. Public Information within this Bureau is accomplished on a collateral duty basis.

However, the Bureau does issue approximately fifty (50) Public Service Announcements each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and manmade disasters or safety procedures which should be observed in the work place or around the home.

DEFENSE AND VETERANS' SERVICES

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
In Time of Emergency
Introduction to Civil Preparedness

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	389,121	120,620			268,501	
Health Benefits	25,643	7,532			18,111	
Retirement	67,675	21,303			46,372	
Other Fringe Benefits	1,656	551			1,105	
Other Contractual Service	77,347	25,711			51,636	
Rents	1,852	1,852				
Commodities	18,852	6,537			12,315	
Grants—Subsidies—Pensions	389,021				389,021	
Equipment	40,664	13,045			27,619	
Transfers to Other Funds	69,610				69,610	
TOTAL EXPENDITURES	1,081,441	197,151			884,290	

MILITARY BUREAU

VACANT, DIRECTOR

Central Office: Camp Keyes, Augusta

Telephone: 622-9331

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333-0033

Established: 1972

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 06; Umbrella: 15; Unit: 213; Citation: 37B M.R.S.A., Sect. 2

Average Count—All Positions: 118 State, 759 Federal

Legislative Count: 118 State

Organizational Units:

Maine Army National Guard

Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative

DEFENSE AND VETERANS' SERVICES

head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine National Guard is comprised of the Maine Army National Guard and the Maine Air National Guard. Both are under the command of the Adjutant General, who is appointed by the Governor to supervise and direct their operations.

The Maine Army National Guard is composed of the following:

- A. Headquarters — State Area Command — Augusta
 - 1. Headquarters and Headquarters Detachment — State Area Command — Augusta
 - 2. Troop Command — Augusta
 - a) 286th Service and Support Battalion, Headquarters and Headquarters Detachment — Gardiner
 - 1. 152d Heavy Equipment Maintenance Company — Augusta
 - 2. 1136th Transportation Company — Light Medium Truck, Brunswick
 - 3. 314th Medical Company — Millinocket
 - 4. Co B, 3rd Battalion, 172nd Infantry (Mountain) — Rumford
 - b) 1st Battalion 152d Field Artillery — Caribou
 - c) 112th Medical Company (Air Ambulance) — Bangor
 - d) 195th Army Guard Band — Bangor
 - e) 121st Public Affairs Detachment — Augusta
 - f) 181st Air Traffic Controllers — Bangor
 - 3. 240th Engineer Group, Headquarters and Headquarters Company — Waterville
 - a) 133d Engineer Battalion (Combat)(Heavy) — Portland
 - b) 262d Engineer Battalion (Combat)(Corps) — Bangor

The Maine Air National Guard is composed of the following:

- B. Headquarters Maine Air National Guard — Augusta
 - 1. 101st Air Refueling Wing — Bangor
 - a) 132d Air Refueling Squadron — Bangor
 - b) 101st Consolidated Aircraft Maintenance Squadron — Bangor
 - c) 101st Resources Management Squadron — Bangor
 - d) 101st United States Air Force Clinic — Bangor
 - e) 101st United States Air Force Clinic OOMC — South Portland
 - f) 101st Combat Support Squadron — Bangor
 - g) 101st Civil Engineering Squadron — Bangor
 - h) 101st Security Police Flight — Bangor
 - i) 101st Information System Flight — Bangor
 - 2. 243rd Engineering Installation Squadron — South Portland
 - 3. 265th Combat Information System Squadron — South Portland

PROGRAM: During FY 86, the Maine National Guard strength dropped slightly to 98.9% of authorized level. Although there were no major call ups of National Guard units for state emergency service, a total of 23 MEDEVAC/Search and Rescue missions, as well as several community-type services, were performed by Maine Guard units. Additionally, Maine National Guard units provided assistance to municipalities by participating and/or completing over 40 community-type projects. All units satisfactorily completed training evaluations, operational readiness inspections and Inspector General Inspections.

Federal funding continued at a high level (nearly \$35 million dollars) and represented nearly 91% of the Bureau's budget.

DEFENSE AND VETERANS' SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,964,907	1,427,439			537,468	
Health Benefits	159,255	110,229			49,026	
Retirement	328,996	237,560			91,436	
Other Fringe Benefits	8,593	5,797			2,796	
Other Contractual Service	742,620	439,419	95,420		207,781	
Commodities	488,463	393,836			94,627	
Grants—Subsidies—Pensions	116,277	116,277				
Equipment	70,239	67,458			2,781	
Interest—Debt Retirement	641	370			271	
Transfers to Other Funds	6,398		614		5,784	
TOTAL EXPENDITURES	3,886,389	2,798,385	96,034		991,970	

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

Central Office: State Office Bldg., Room B-9

Telephone: 289-4060

Mail Address: Statehouse Sta. #117, Augusta, Maine 04333

Established: 1947

Sunset Review Required by: June 27, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37B M.R.S.A., Sect. 501

Average Count—All Positions: 32

Legislative Count: 32

Organizational Units:

Field Offices (8)

Itinerant Offices (17)

Maine Veterans Memorial Cemetery

Claims Office

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

DEFENSE AND VETERANS' SERVICES

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 943 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 21,405 clients represented by the Bureau of Veteran's Services. A total of 999 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 76,010 contacts by veterans or dependents on veterans affairs and \$2,676,717 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 300 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to \$300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who become 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or if attending a non-state supported institution of higher learning a maximum of \$300 per year is payable. 159 persons received benefits during the year as follows: 122 attended State-supported colleges, 25 attended Private in-State colleges and 12 attended Private Out-of-State colleges. A total of \$9,765 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 84 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 85% on amounts up to \$600,000 under the Maine Veterans Small Business Loan Program and up to 85% on amounts up to another \$500,000 under the Small Business Loan Program, making for a possible aggregate of up to \$1,100,000 available to a veteran under the compiled programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 375,200 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year 429 burials were made, of which 330 persons were veterans, 95 were spouses and 4 were dependent children and at the end of the year, 4,808 persons were buried in the cemetery. 273 reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 2,678 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Loan Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
Informational Pamphlet on Veterans Financial Assistance.
Maine Veterans Memorial Cemetery (Brochure).
Guide to Maine Veterans Benefits, Revised June 1984.
1980 Maine Veterans Census.

DEFENSE AND VETERANS' SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500,108	500,108				
Health Benefits	36,583	36,583				
Retirement	83,011	83,011				
Other Fringe Benefits	2,062	2,062				
Other Contractual Service	108,945	94,201			14,744	
Rents	15,024	15,024				
Commodities	27,939	15,244			12,715	
Grants—Subsidies—Pensions	277,534	277,534				
Equipment	32,661	19,461			13,200	
Transfers to Other Funds	214				214	
TOTAL EXPENDITURES	1,084,081	1,043,208			40,873	

**CONTACTS AND CLAIMS
1985-86**

	Augusta	Bangor	Caribou	Floating	Lewiston	Machias	Portland	Rockland	State Office	Togus	State Totals
Contacts	7354	12822	4784	1691	11132	5299	10484	7448	5523	9473	76010
VA Benefits	4493	13158	3397	51	9299	4039	12386	4646	1150	6794	59413
State Benefits	3712	2841	1715	1647	2619	1868	3591	3247	4508	3388	29136
Initial Action	4320	859	1296	1036	3373	244	2249	5691	2335	3684	25087
Follow-up	2898	4238	2031	515	5188	2838	5724	1710	1074	2680	28896
Info. Only	284	10093	1492	89	2193	2313	6079	48	2001	2778	27370
Referral To	205	1303	94	78	359	110	1003	13	198	411	3774
Letter	663	1642	908	810	1712	1048	3024	4872	2158	246	17083
(T-11330) (F-5753)	569-94	1367-275	622-286	793-17	1646-66	917-131	1053-1971	2072-2800	2070-88	221-25	

Memo	1975	1856	818	65	2779	1014	3049	637	278	684	13155
(T-9482) (F-3673)	1499-476	1810-46	519-299	64-1	2522-257	627-387	1290-1759	217-420	250-28	684-0	

Counselor Visit	22	62	9	0	38	43	60	40	0	62	336
Meeting	7	8	4	1	0	4	39	4	6	51	124
Personal	1784	2514	1023	59	2765	1217	2484	1279	142	2258	15525
Telephone	2810	7393	2227	1043	3784	1947	4364	2420	3322	6140	35450
(T-12334)	1196-1614	2042-5351	820-1407	150-893	903-2881	785-1162	1315-3049	768-1652	1393-1929	2962-3178	
(F-23116)											
Mail Rec'd	2294	6996	2800	2152	6251	3611	4119	3255	4817	6403	42698
Claims Filed	96	217	94	0	251	73	183	85	0	0	999
Recoveries	\$356,294	\$1,013,911	\$177,037	\$0	\$273,958	\$154,500	\$250,237	\$450,780	0	0	\$2,676,717

VFA Applications	96	34	34	66	56	30	37	29	0	0	382
Awards	71	24	20	51	46	20	38	30	0	0	300

	Contacts	Recoveries		
1975-76	72,951	2,439,016	1981-82	72,480
1976-77	76,532	2,692,080	1982-83	65,757
1977-78	71,552	2,734,035	1983-84	61,340
1978-79	85,116	2,834,258	1984-85	64,380
1979-80	77,424	3,101,986	1985-86	76,010
1980-81	77,079	3,291,653		2,676,717

DEFENSE AND VETERANS' SERVICES

**FISCAL REPORT OF BURIALS
JULY 1, 1985—JUNE 30, 1986
Maine Veterans Memorial Cemetery (MVMC)**

TOTAL BURIALS FOR YEAR = 429

Vet	Spouse	Children
330	95	4

TOTAL RESERVATIONS FOR YEAR = 273

Vet	Spouse	Children
59	208	6

TOTAL RESERVATION FILLS FOR YEAR = 70

Vet	Spouse	Children
22	47	1

TOTAL UNFILLED RESERVATIONS DURING YEAR = 203

Vet	Spouse	Children
37	161	5

TOTAL BURIALS SINCE MVMC STARTED = 4808

Vet	Spouse	Children
3932	798	78

TOTAL RESERVATIONS MADE SINCE BEGINNING = 3106

Vet	Spouse	Children
693	2377	36

TOTAL RESERVATION FILLS SINCE STARTED = 431

Vet	Spouse	Children
162	264	5

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 2678

Vet	Spouse	Children
533	2113	32

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 233

In-State	= 191
Out-of-State	= 42

MONTHLY VETERANS EDUCATIONAL DEPENDENTS BENEFITS
July 1, 1985 through June 30, 1986

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	32	Future Enrollment	5	Future Enrollment	3	40
Ongoing Students	3	Ongoing Students	2	Ongoing Students	1	6
Outgoing Students	81	Outgoing Students	13	Outgoing Students	5	99
New Applications	52	New Applications	15	New Applications	10	77
Applications Granted	38	Applications Granted	10	Applications Granted	6	54
Denied Applications	7	Denied Applications	2	Denied Applications	1	10
Total Attendance	213	Total Attendance	47	Total Attendance	26	286

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER
DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1984*

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

ROBERT R. MASTERTON, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: One Memorial Circle, Augusta

Telephone: 622-6345

Mail Address: One Memorial Circle, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A., Sect. 916

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, not-for-profit state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development. In the pursuit of its mission, the Foundation stresses:

CONCENTRATED ACTION—As a development corporation, the Foundation allocates most of its energies and resources to a few activities and concentrates on results, "making things happen."

BROAD PERSPECTIVE—While focusing its resources, the Foundation operates with a state-wide perspective and sense of responsibility for advocating policies and actions generally supportive of business and economic development.

PARTNERSHIP—The Foundation mobilizes private and public resources and seeks to accomplish its objectives through a helping relationship with private interests, communities, and State, regional, and local development organizations.

CONTINUITY—The Foundation seeks to bring continuity to the economic development effort in Maine.

The Foundation commits its resources to activities where two criteria are met:

1. The objective(s) can be reached; economic development and business growth can happen or the environment for such growth will be enhanced.
2. The Maine Development Foundation can make a contribution not readily available from some other source.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the incorporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector incorporators and seven from among the private sector incorporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b)

DEVELOPMENT FOUNDATION

appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are \$50/year for public corporators and \$250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

PROGRAM: The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine (by virtue of its independence, corporate character, and close ties with the private sector) and has adopted the following goals and objectives for 1986:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are four major objective areas.

Business Attraction: Undertake focused activities to attract expanding quality companies to include a Maine location in their expansion plans and to enhance the expansion potential of existing Maine companies.

Development Projects: Identify key development opportunities in Maine and get actively involved in a supportive way when the Foundation's involvement will facilitate the advancement of those opportunities.

Environment for Economic Development: With extensive input from corporators and other parties, compile factual information and analyze objectively issues which affect the prospect of sound economic development in Maine either positively or negatively; work toward enhancing our strengths and reducing the obstacles.

Development Services: Provide specific economic development services to individual entrepreneurs, business, and municipalities concentrating on situations where the Foundation's character and/or experience is of special significance.

Catalyze the establishment of an integrated export development effort drawing on the capabilities and interests of a wide cross-section of Maine companies.

PUBLICATIONS: (All free)

Annual Report, The Maine Development Foundation

Brochure—Synopsis of the Maine Development Foundation

Newsletters—Put out by the Foundation to its corporators periodically

Brochure—Basic Facts About the SBA 503 Program

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	221,519	221,519				
TOTAL EXPENDITURES	221,519	221,519				

MAINE SCIENCE AND TECHNOLOGY BOARD

PATRICIA TANSKI, EXECUTIVE DIRECTOR

KIRK POND, Chairman

Central Office: Augusta

Telephone: 622-6345

Mail Address: One Memorial Circle, Augusta, Maine 04330

Established: August 10, 1984

Sunset Review: Not Established

Reference: Policy Area: 01; Umbrella: 99; Unit: 399M; Citation: Exec. Order 2 FY 84/85

PURPOSE: The Maine Science and Technology Board provides leadership to stimulate the development and expansion of advanced technology industries in Maine and to assist Maine business in utilizing advanced technologies to improve their competitiveness. Primary Board functions are to identify and promote existing science and technology activities within the state, to develop new science and technology programs to assist Maine businesses, to increase public awareness and understanding of the need for businesses to use advanced technologies and to advise the Governor on other initiatives to assist Maine businesses in using technology to be more competitive. The Board works with appropriate state agencies, the University, VTI system and other public agencies to assure coordination of the state's technology development efforts.

ORGANIZATION: The Board consists of up to 13 members appointed by the Governor. Members serve on a three-year staggered term. Membership includes leadership from business and industry, government, labor and education. The Directors of the State Development and Planning Offices and the Commissioner of the Department of Agriculture participate as non-voting members. The board is advisory to the Governor and administered by the Maine Development Foundation.

PROGRAM: The Maine Science and Technology Board meets on a monthly basis to conduct its business and is organized into task oriented subcommittees for special issues. The Board has engaged an Executive Director who is responsible for implementing Board policy and carrying out program objectives. The Board meets periodically with the Governor, University administrators, VTI administrators and other state and educational agencies to implement and coordinate technology related initiatives.

Entrepreneurship Initiatives. The Board contracted with the Maine Development Foundation to conduct a study to determine the potential of incubator development in the state of Maine. Incubator facilities are low-cost space developed to house a number of start-up or fledgling companies which could benefit from the sharing of high-quality professional services. A report was prepared that concluded incubators, if properly structured, could serve a pivotal role in the encouragement of entrepreneurial activity and job growth. Recommendations included the need to market the concept as a mechanism for locally initiated and controlled economic development efforts; a carefully crafted feasibility study including a market analysis and business plan as a prerequisite to develop an incubator; the possible need for a seed capital fund to support company start-ups, and the commitment of state resources toward developing support services including improved telecommunication systems and university program availability.

Exploring the availability of equity financing resources, resulted in another report concluding that despite a significant increase in the activity of the institutional venture capital industry, two major gaps remain in the equity financing delivery system. These gaps are a scarcity of seed capital and the lack of an integrated network of private investors. Recommendations include determining the market feasibility of establishing a private investor network and documenting the specific need for seed capital from the experience of assisting fledgling businesses meet their financial needs.

Technology Transfer Priorities. State funding was available for grants to create public/private cooperative arrangements to promote technology innovation and transfer. Six cooperative projects between business and educational institutes were funded in the areas of biotechnology, fisheries innovation, hazardous wastes/material handling, technology transfer, computer applications, food products and processing development and engineering research applications.

Education Related Recommendation. The Board in cooperation with the Chancellor of

DEVELOPMENT FOUNDATION

the University of Maine established a business/university working committee to develop a plan for strengthening the University's capacity to respond to existing and emerging science and technology needs for Maine businesses and labor community. An implementation report will be completed in the fall stipulating issues, needs and a set of propositions for meeting those needs.

After a series of discussions with vocational administrators a series of recommendations were presented to the Governor's office regarding the vocational technical institutes. The major recommendations relate to encouraging the VTI's to remain flexible and responsive to emerging and changing business needs.

Future Activities. The Board will continue to work toward implementing the recommendations in the Technology Strategy Report, continue to build public awareness of technology issues, encourage technology transfer, and work to challenge the state's higher educational systems ability to respond to business needs.

PUBLICATIONS:

Technology Strategy for Maine

Entrepreneurship in Maine: A Proposal for Incubator Development

Entrepreneurship in Maine: Report on Equity Financing

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SCIENCE AND TECHNOLOGY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	75,000	75,000				
TOTAL EXPENDITURES	75,000	75,000				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4213

Established: October 1, 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum to offer consumers, parents and family members the opportunity to meet with state agency representatives and other providers to address the needs and concerns of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their position in state government. Gubernatorial appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher education facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their position are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner, and a Secretary. Additional planning, administrative and clerical support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development of the State Plan. The Public Information and Education Committee is responsible for planning the Council's information/education program and oversees production of its materials. The Monitoring and Evaluation Committee participates with the Department of Mental Health and Mental Retardation in evaluating the implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is an outline of Council activities as it addressed the objectives of its State Plan for meeting the service needs of persons with developmental disabilities. The priority service areas selected for the Three-Year State Plan are Child Development Services, Alternative Community Living Services, and Employment Related Activities.

1. Major Activities Undertaken within Child Development Services Priority Service Area are:
 - i. Prevention of developmental disabilities.
 - ii. Early intervention for children identified as "at risk" because of established, biological, or environmental factors.
 - iii. Training, counseling, and other support services for parents and families of children with disabilities.
 - iv. Expansion of the existing program of services to children with autism and other pervasive developmental disabilities.

DEVELOPMENTAL DISABILITIES

2. Major Activities Undertaken within the Alternative Community Living Services Priority Service Area are:

- i. Development of a statewide, coordinated program of respite care.
- ii. Development of a network of community support services that facilitate independent living.
- iii. Information and education services for persons with epilepsy and their families.
- iv. Increased community living opportunities of developmentally disabled adults.

3. Major Activities Undertaken within the Employment Related Activity Priority Service Area are:

- i. Replication of the Hospital Industries Project.
- ii. Development of an interdepartmental transition team that will develop policies and strategies to meet the transition needs of persons with disabilities who are beyond school age.
- iii. Promotion of the application of state-of-the-art technology to assist persons with developmental disabilities in job training and/or employment.

As part of the overall plan, the Council has conducted a significant public information effort, including public service messages for the media, a bi-monthly newsletter, a school awareness program, technical assistance to service agencies, and publications.

As an example of its activities, in 1986 the Council participated in:

1. **Implementation of prevention plan recommendations.** The Select Committee on Prevention of Developmental Disabilities developed an implementation plan for their report "Every Child a Healthy Child." Included in their work was the "Nelson Bill" (L.D. 1385, AN ACT to Prevent Developmental Disabilities in Maine), which established prevention projects within the state agencies responsible for health, social, and educational services. Included are projects sponsored by the Bureau of Health to provide for the education of health professionals in prevention practices, a statewide media campaign to encourage prevention behavior by pregnant women, design of an evaluation and data system, and pilot projects in child care education for teenage women. The Division of Special Education, DECS, received funds targeted to the preschool coordination projects for direct services for 3-5 year old preschool developmentally disabled children. The Bureau of Children with Special Needs received funds to establish a program of counseling and support services for families of children with developmental disabilities age 0-5 years. This project was also carried out through the preschool handicapped coordination program. The Council added funds to the Bureau of Children with Special Needs programs for direct services to children with developmental disabilities age 0-3. It is the Council's goal that services to children with special needs ages 0-3 and ages 3-5 be integrated and that the preschool handicapped coordination programs serve children prenatally through age five. Another significant program is the Prevention/Fetal Alcohol Syndrome/Fetal Alcohol Effects Program of Eastern Maine Medical Center in Bangor.
2. **Geographic Completion of the Preschool Service Coordination System for children with disabilities.** In order to geographically complete the coverage of its preschool service coordination network the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) expanded the service area of four of the sixteen projects. Projects in Aroostook County, Northern Penobscot County, Oxford County, and Southern Somerset County were expanded to serve more children and their families. The Council funded the expansion for three of the projects in FY 1985 and provided funds for three quarters of FY 1986.
3. **Epilepsy Education and Information Services.** The Maine State Legislature appropriated \$11,000 to the Pine Tree Epilepsy Association, the Maine State Affiliate of the Epilepsy Foundation of America. The funding will expand the education, training, and information network operated by the Pine Tree Epilepsy Association.
4. **Autism Model Service Programs and Training.** As part of a funding "package" from the Maine State Legislature, the Administration on Developmental Disabilities, and the Developmental Disabilities Council, the Department of Mental Health and Mental Retardation set up two model service programs for preschool children with autism and other pervasive developmental disabilities and initiated a training program for parents and

DEVELOPMENTAL DISABILITIES

professionals who serve these children. The Department was assigned responsibility for persons with autism by the 111th Maine Legislature.

5. **Transitional Services for Handicapped Persons Beyond School Age.** In response to a survey conducted by the Maine Committee on the Problems of the Retarded, a Select Committee to Address the Training and Employment Opportunities for Handicapped Persons Beyond School Age was established by the Maine Legislature. The Committee was charged to develop a five-year plan to serve the transitional needs of students with disabilities who are "aging-out" of the public school systems. The Committee's Interim Report resulted in legislation that funded model transition programs. The Final Report included legislation (L.D. 2245, AN ACT Concerning Transitional Services for Handicapped Persons Beyond School Age) that established Transitional Services Coordination Projects through an Interdepartmental Coordinating Committee. The legislation also continued funding for model transition programs.
6. **Respite Care Coordination.** Based on a survey conducted by the Department of Mental Health and Mental Retardation on behalf of the Council, the Department developed a proposal for statewide respite care coordination to the Administration on Developmental Disabilities. Accordingly, Maine received a grant which serves Maine from Regional Offices in Bangor (Elizabeth Levinson Center) and Portland. Part of the project's current activities include identifying and resolving departmental, interdepartmental, and respite care provider policies, procedures and practices which hinder the provision of community-based respite care.
7. **Conferences and Events.** The Council supported a Third Annual Family Weekend for parents and families of special needs children from Northern and Eastern parts of the state. The Council hosted a hands-on demonstration of augmentative communication devices in early 1986 (another conference is scheduled in the fall of 1986 to offer a broader look at technology for persons with disabilities). The fifth annual School Awareness Contest is scheduled for the 1986-1987 school year.

PUBLICATIONS: All free

- State Developmental Disabilities Plan
- Dispatch (The Council's Bi-monthly newsletter)
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities

Limited Supplies of the following:

- Insights: A Handbook for Parents of Children with Disabilities (Third Edition)
- Every Child a Healthy Child: Report of the Select Committee for the Prevention of Developmental Disabilities. Prepared by Medical Care Development, Inc.
- Making the Transition from School to Community Living: A Final Report to the 112th Maine Legislature. By the Select Committee to Address Training and Employment Opportunities for Handicapped Persons Beyond School Age.

FINANCES, FISCAL YEAR 1986: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

EASTERN STATES EXPOSITION ADVISORY BOARD

WILLIAM P. ZOIDIS, CHAIRMAN

Central Office: 100 Howard Street, Bangor, Maine 04401

Telephone: 942-7538

Mail Address: 100 Howard Street, Bangor, Maine 04401

Established: June 15, 1979

Sunset Review: Not Established

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect. 403

Average Count—All Positions: 0

Legislative Count: 0

PROGRAM: The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

EDUCATIONAL LEAVE ADVISORY BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2

Telephone: 289-3761

Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1986, the Advisory Board processed twenty-three (23) requests for educational leave as follows:

- 4 requests were disapproved.
- 1 request for extension was disapproved.
- 3 requests provided an unpaid extension to leaves approved on a previous year.
- 5 requests were approved for part-time leave with full pay.
- 2 requests were approved for part-time leave without pay, but with partial reimbursement for tuition and fees.
- 1 request was approved for part-time leave without pay or assistance.
- 4 requests were approved for full-time leave with pay for programs lasting 2, 3, and 4 weeks.

EDUCATION COMMISSION

—3 requests were approved for full-time leave without pay.

Recipients were from seven (7) different State agencies and educational areas included: Special Education, Nursing, Psychology, Social Work, Oceanography, Geology, and Human Biology.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

EDUCATION COMMISSION OF THE STATES

HON. THOMAS H. KEAN, GOVERNOR OF NEW JERSEY, CHAIRMAN

State of Maine Contact: RICHARD W. REDMOND, Commissioner, Educational and Cultural Services

Telephone: 303-830-3600

Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966

Sunset Review: Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20A M.R.S.A., Sect. 603

Average Count—All Positions: 55

Legislative Count: 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:

State Education Leader

State Education Review

Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

RICHARD W. REDMOND, COMMISSIONER
RALPH W. EGRS, JR., Deputy Commissioner

Central Office: Education Building, Augusta
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Telephone: 289-5800

Established: April 2, 1931

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 895

Legislative Count: 940

Organizational Units:

Administration	Governor Baxter School for the Deaf
State Board of Education	Bureau of Vocational Education
Maine State Museum (Bureau)	Bureau of School Management
Maine Comm. on Arts and Humanities Bureau	Bureau of Instruction
Maine Historic Preservation Commission	Maine State Library (Bureau)

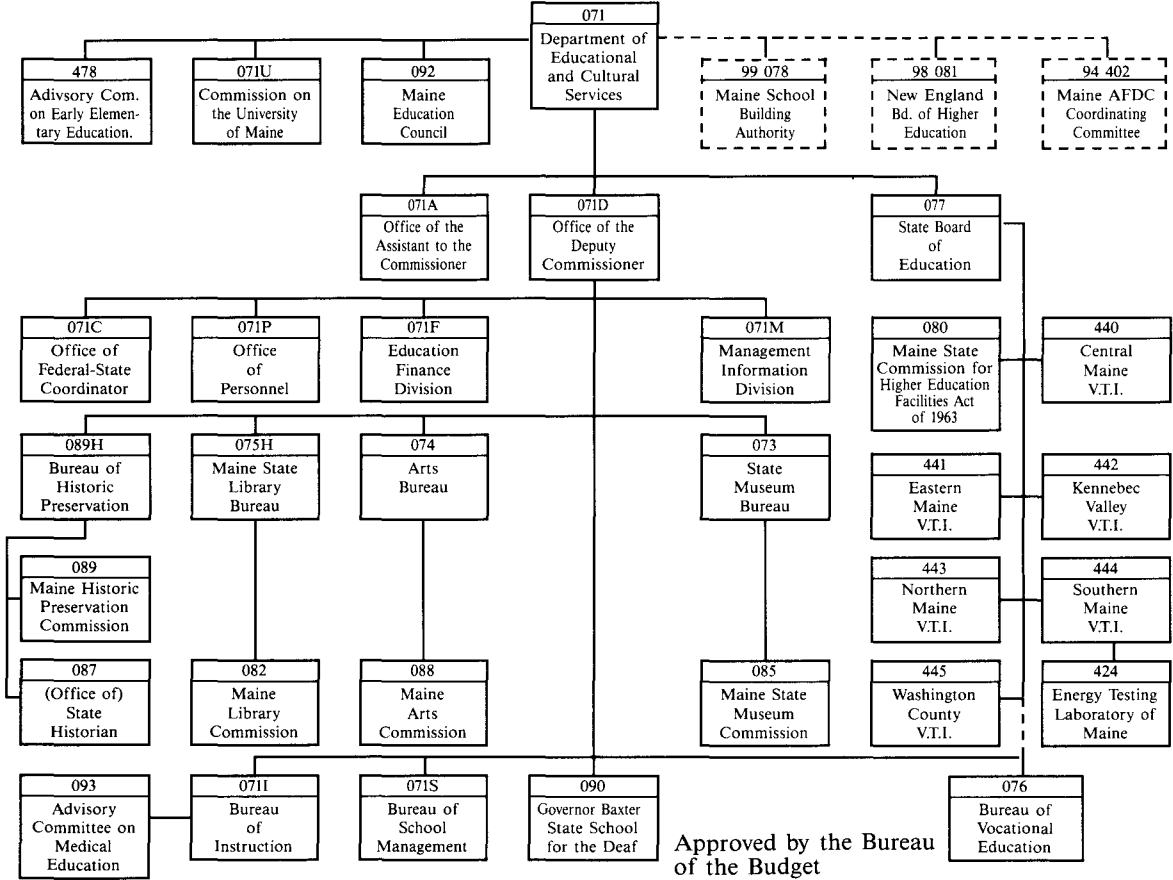
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become indepen-

**ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05**



Approved by the Bureau
of the Budget

EDUCATIONAL AND CULTURAL SERVICES

EDUCATIONAL AND CULTURAL SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,549,725	6,980,364	493,593		2,075,768	
Health Benefits	550,046	400,162	28,241		121,643	
Retirement	1,673,272	1,237,086	85,127		351,059	
Other Fringe Benefits	31,278	22,642	1,672		6,964	
Computer Services—Comm.	1,541	730			811	
Computer Services—State	550,741	288,270			262,471	
Other Contractual Service	7,245,419	4,989,968	689,676		1,565,775	
Rents	132,394	92,548	16,432		23,414	
Commodities	798,677	590,560	120,168		87,949	
Grants—Subsidies—Pensions	363,273,691	316,539,592	1,257,336		45,183,152	293,611
Buildings and Improvement	419,942	366,837			53,105	
Equipment	301,061	119,479	5,535		105,292	70,755
Transfers to Other Funds	67,309,993	66,831,761	29,931		448,294	7
TOTAL EXPENDITURES	451,837,780	398,459,999	2,727,711		50,285,697	364,373

The consolidated financial chart for FY 86 for the Department of Educational and Cultural Services does not include the expenditures shown in the financial displays of the Vocational Technical Institutes.

EDUCATIONAL AND CULTURAL SERVICES

dent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

On April 16, 1986, legislation became effective separating the vocational technical institutes from the Department of Educational and Cultural Services and establishing an independent Maine Vocational-Technical Institute System.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	617,728	353,433			264,295	
Health Benefits	35,379	19,645			15,734	
Retirement	117,512	71,406			46,106	
Other Fringe Benefits	2,042	1,185			857	
Computer Services—Comm.	358				358	
Computer Services—State	473	198			275	
Other Contractual Service	456,337	111,429			344,908	
Rents	799	180			619	
Commodities	31,803	19,127			12,676	
Grants—Subsidies—Pensions	2,026,771				2,026,771	
Equipment	62,954	3,452			59,502	
Transfers to Other Funds	16,322				16,322	
TOTAL EXPENDITURES	3,368,478	580,055			2,788,423	

ARTS BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Telephone: 289-2724

Established: July 1, 1972

Sunset Review Required by: December 31, 1995

Reference: Policy Area: 02; Umbrella: 05; Unit: 074; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 9

Legislative Count: 7

PURPOSE: The major purpose of the Arts Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. P.L. 1985, Chapter 763, changed the title of this Bureau to the Arts Bureau. The Maine Arts Commission appoints, with the approval of the commissioner, the executive director of the Arts Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

EDUCATIONAL AND CULTURAL SERVICES

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

Community Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Technical Assistance Program. Created in 1980, the purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

Information. This program, new in 1982, was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979 which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

All are available from the Commission at no cost.

EDUCATIONAL AND CULTURAL SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	144,906	121,095			23,811	
Health Benefits	8,326	6,681			1,645	
Retirement	26,283	22,228			4,055	
Other Fringe Benefits	454	376			78	
Other Contractual Service	113,356	73,983	334		39,039	
Rents	1,347	1,347				
Commodities	1,970	234			1,736	
Grants—Subsidies—Pensions	621,267	188,203	4,000		429,064	
Transfers to Other Funds	4,744		27		4,717	
TOTAL EXPENDITURES	922,653	414,147	4,361		504,145	

MAINE ARTS COMMISSION

FRANCES FROST ABBOTT, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2

Telephone: 289-2724

Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* December 31, 1995

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 9; 7: State; 2: Federal

Legislative Count: 7

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

EDUCATIONAL AND CULTURAL SERVICES

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include touring artists; Artist in Residence; aid for development of crafts, film, dance, theatre, mime, music, visual arts; art conservation; contemporary arts exhibition program; tradition/folk arts pilot project; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Technical Assistance Program, created in 1980, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

The Information Program, new in 1982, was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Arts Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

LOIS A. WHITCOMB, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5803

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 071A; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 (Block Grant) Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ECIA Chapter 2 (block grant) program. This program consolidates twenty-eight federal elementary and secondary categorical programs into a single state block grant. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

PUBLICATIONS:

Maine Insight—free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATIONAL AND CULTURAL SERVICES

COMMISSION ON THE UNIVERSITY OF MAINE

CHARLES LAWTON, EXECUTIVE DIRECTOR

Central Office: Governor's Office

Telephone: 289-3531

Mail Address: Statehouse Station #1, Augusta, Maine 04333

Reference: Policy Area: 02; Umbrella: 05; Unit: 071U; Citation: Chapter 839, Public Law, 1983

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Visiting Committee to the University of Maine was established to review:

- A. the overall mission, goals, organization, financing, and program priorities of the University for the remainder of the century;
- B. its principal activities, including teaching, research, and public service, and the quality of their delivery;
- C. the principles and processes by which it is governed, and by which the program activities on the several campuses are planned, developed, and coordinated;
- D. the distinct mission and role of each campus within the system;
- E. the current allocation of the system's financial resources, and the opportunities to re-allocate them better to meet the needs of Maine people.

ORGANIZATION: The Visiting Committee consists of eleven volunteers appointed by the Governor, an Executive Director and a part-time secretary.

PROGRAM: The Visiting Committee met monthly throughout FY 85. It visited each University campus, met with the University Board of Trustees, the Chancellor, the State Board of Education, representatives of the State's V.T.I. system, and legislative, education, business, labor and community leaders concerned with higher education in Maine. It reviewed studies of higher education conducted by 17 other states and several national organizations. It reviewed and analyzed a great deal of information on Maine's university system and those of other states, including accreditation reports, enrollment, expenditure, employment data and campus catalogues and plans. In FY 86, the Visiting Committee published its report to the Governor and the Legislature, thus concluding its business. Various members of the Visiting Committee testified at legislative hearings concerning University matters.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON THE UNIVERSITY OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,507	29,507				
Health Benefits	1,437	1,437				
Retirement	5,245	5,245				
Other Fringe Benefits	113	113				
Other Contractual Service	29,427	29,427				
Commodities	123	123				
TOTAL EXPENDITURES	65,852	65,852				

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. WILLIAM RICHARDS, DIRECTOR OF CURRICULUM
JENIFER VAN DEUSEN-HENKEL, CONSULTANT

Central Office: DECS, Augusta

Telephone: 289-5989

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: December 1984

Reference: Policy Area: 02; Umbrella: 05; Unit: 478; Citation: 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Educational & Cultural Services.

ORGANIZATION: This committee meets regularly. Meetings are planned and facilitated by one of the two consultants (or by the Director of Curriculum). Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a language arts consultant, a reading director, a guidance counselor, a classroom teacher, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are selected from the field by the committee.

PROGRAM: The major goals and objectives of the Early Education Advisory Committee (EEAC) focus on improving the quality of early elementary educational programs in the State of Maine. This body offers advice, recommendations and/or suggestions to DECS staff.

This year members of this Committee have participated in the hiring of two consultants. Members will also be providing assistance in the production of a K-3 curriculum guide and a statewide conference.

PUBLICATIONS: Will have available, by at least October, "Early Childhood Education: Programs that Work". A booklet describing programs begun with Early Childhood Plan Grant Funds.

FINANCES, FISCAL YEAR 1986: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

CAROL WISHCAMPER, CHAIR

JANE de FREES, Vice Chair

Central Office: Education Bldg., Augusta

Telephone: 289-5800

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 6, 1949

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 077; Citation: 20A M.R.S.A., Sect. 401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1985 meeting, the Board gave conditional approval to the agreement for the Town of Greene to withdraw from School Administrative District 52; accepted the final report of the program review team for the Colby College secondary teacher preparation program and granted five-year approval of the secondary teacher education program with acceptable majors in American studies, biology, chemistry, economics, English, French, geology, German, government, history, Latin, mathematics, physics, sociology and Spanish.

At its August 1985 meeting, the Board: adopted a resolution supporting a \$2,200,000 bond issue for the purchase of equipment at the six vocational-technical institutes and a parcel of land for Southern Maine Vocational-Technical Institute at South Portland; approved the realignment of the Fire Service Training Program; approved the establishment of a two-year Industrial

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Electrical/Electronics Instrumentation Program at Kennebec Valley Vocational-Technical Institute at Fairfield, with graduates of the program to be awarded an Associate Degree in Applied Science; received recommendations on Secondary and Postsecondary Vocational Education from the Maine Council on Vocational Education; gave final approval to the revision of Chapter 125, Basic Approval Standards: Public Schools and School Units; approved the renewal request from the Boston College Graduate School of Social Work to make academic credit course offerings in Maine, leading to completion of requirements for the Degree Master in Social Work valid until July 1, 1987; approved the renewal request from Nova University to make academic credit course offerings in Maine leading to completion of requirements for the Degree Doctorate in Educational Leadership valid until September 1, 1988; approved the combined renewal request from Andover Newton Theological School and Gordon-Conwell Theological Seminary to make academic credit course offerings in Maine leading to completion of requirements for the Degree Master of Divinity valid until July 1, 1987; voted to not approve the request from the California Graduate School of Theology to offer academic credit courses in Maine; approved the five-year continuation of the programs at Westbrook Vocational Center; approved a child care program to be offered at Vocational Region 6 with the program to be housed at Calais; voted to not approve the request of SAD 24, Van Buren, to change the existing method of delivering vocational education in Region 1, Northern Aroostook County; amended a motion to give final approval to the revision of Chapter 125, Basic School Approval Standards: Public Schools and School Units to include an effective date of September 1, 1985.

At its September 1985 meeting, the board: approved the creation of a Director of Planning and Research position and the organization of the Office of Planning and Research of the Division of Postsecondary Vocational Education; disapproved the request to construct a facility for the Food Prep program on the campus at Central Maine Vocational-Technical Institute; authorized the Department to begin the Administrative Procedure Act process for adopting the revisions to the State Board of Education School Building Construction Rules and Regulations; voted that the State Board of Education find that SAD 17 is not in compliance with the one-person-one vote principle as set forth in 20-A MRSA section 1255; voted to find that Wells-Ogunquit Community School District is not in compliance with the one-person-one-vote principle set forth in 20 MRSA Section 1252; voted to table action on the recommendations from the Maine Council on Vocational Education regarding the VTIs and secondary vocational education to assure that the document is revised to incorporate the suggestions made by the State Board of Education; authorized the Commissioner to begin the Administrative Procedure Act process preliminary to the final adoption of revisions in the rules for the conduct of the Maine Guaranteed Student Loan Program pertaining to forbearance and defaults; authorized the Commissioner to begin the Administrative Procedure Act process preliminary to final adoption of an amendment to the rules for the conduct of the Guaranteed Student Loan Program to add a new section for the PLUS (Parent Loans for Undergraduate Students) Program; approved a list of individuals to serve as members of the visiting committee for the degree authorization request made by the Portland School of Art; approved an application from the Portland School of Art to obtain a temporary approval under the provisions of 20-A MRSA, Chapter 409, with the requirement that any advertising must include a statement to the effect that degree granting status is contingent upon obtaining legislative continuation of the programs at Vocational Region 10, Brunswick, (Eastern Cumberland-Sagadahoc Counties); voted to reconsider an earlier vote by allowing the Director of Central Maine Vocational-Technical Institute to use unexpended bond issue money resulting from a low bid and some contingency money to build a facility for the Food Prep program contingent upon (1) a written statement from an identified private contributor that matching money would be forthcoming (2) that the proposal be reviewed and approved by the VTI Administrative Council (3) that the Governor and the Legislative Council be apprised of the Board's action and the reason for such action and (4) that the proposal receive approval of the Bureau of Public Improvements.

At its October 1985 meeting, the board: approved an agreement with the U.S. Department of Education to allow the State of Maine to participate in the IRS Income Tax Offset Project for Guaranteed Student Loan defaulters; approved an agreement with United Student Aid Funds to allow the State of Maine to participate in the IRS Income Tax Offset Project for Guaranteed Student Loan defaulters; authorized the Commissioner to begin the Administrative Procedure Act process preliminary to the final adoption of guidelines for use by committees in evaluating requests for degree authorization and the making of academic credit course offerings in Maine by out-of-state postsecondary institutions; voted that the Administrative Procedure Act pro-

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cess be initiated to adopt regulations which would require all assistant principals to be certified as principals — this new proposed regulation would require individuals to complete two courses, one in school administration and a second course in school supervision, assuming the assistant principal has taught for a minimum of three years at the appropriate level with an appropriate teaching certification; directed the Department to initiate the Administrative Procedure Act process to adopt proposed requirements for the certification in Maine of teachers of the blind/visually impaired and the hearing impaired; authorized the extension of a Teacher Assistant's Program to all six campuses of the VTIs; ratified the action taken by the Board at the conclusion of the September 11, 1985, meeting with regard to CMVTI's request to proceed with the building of a facility for the Food Prep program.

At its November 1985 meeting, the board: adopted and incorporated into the State Board of Education *School Building Construction Rules* the changes in 05-971, CMR 061.9, as presented at the September 11, 1985, Board meeting; approved the plan of reapportionment, as adopted by the reapportionment committee for SAD 17, on October 3, 1985; approved the amendments concerning forbearance and defaults, to be incorporated within the rules utilized in the conduct of the Maine Guaranteed Student Loan Program; approved the amendment to the rules for the conduct of the Maine Guaranteed Student Loan program to add a new section for the Parent Loan for Undergraduate Students Program (PLUS); received the report of the visiting committee concerning a request from the Portland School of Art for authorization to confer the degree Associate of Arts (A.A.); accepted a statement of philosophy and objectives for CMVTI.

At its December 1985 meeting, the board: voted to send a certificate of recognition to Mrs. Hazel Lewis of Hampden, Maine, for the significant accomplishment of obtaining a high school diploma at the age of ninety; voted to recommend a reapportionment plan to the 112th Legislature to be considered to amend Chapter 45 of the Private and Special Laws of 1979 that created the Wells-Ogunquit Community School District; voted to recommend to the Joint Legislative Committee on Education that the Portland School of Art be granted the authority to confer the Degree Associate in Arts (A.A.); granted a one-year waiver in the establishment of a National School Lunch Program, from August 31, 1986, to August 31, 1987, to Airline Community CSD, Lincoln School in SAD 8, Edgecomb, the Graham School in Veazie; approved a proposal to plan and implement an AD/RN Program at Central Maine Vocational-Technical Institute, Eastern Maine Vocational-Technical Institute, and Southern Maine Vocational-Technical Institute; voted to return the agreement submitted by the Eagle Lake Withdrawal Committee in March of 1985, with recommendations that the committee revise its agreement to meet the provisions listed in 20-A MRSA, submit the revised agreement to the State Board no later than March 15, 1986, and if the revised agreement is not received by March 15, 1986 the withdrawal request will be null and void; received the sixteenth Annual Report, 1985, of the Maine Council on Vocational Education; approved the funding of a Doctoral Internship at the University of Maine at Orono; authorized the Commissioner to begin the Administrative Procedure Act process leading to the final adoption of the repeal of CMR 133 to allow the rules to be incorporated within CMR 134; approve a statement on nuclear power; voted to instruct the Department to proceed with the Administrative Procedure Act process on a revised proposal for certification requirements for Assistant Principals — Elementary and Secondary, for Teachers of the Blind/Visually Impaired, for Teachers of the Deaf/Hearing Impaired; voted to instruct the Department of Educational and Cultural Services to complete the Administrative Procedure Act process relating to the adoption of a change in certification regulations; approved the certified funding level for FY 1986-87 for the Total Allocation at \$556,084,911; and the certified funding level for FY 1986-87 for Adjustments at \$6,078,300.

At its January 1986 meeting, the board: voted an emergency amendment to CMR 013, Qualifying Examinations for Teachers, as follows — *Applicants who met all requirements for a provisional or a conditional certificate as of the date of submission of the required application shall be issued a conditional certificate for the 1985-86 school year. Upon taking the designated qualifying examination, an eligible applicant will receive a provisional teacher's certificate (for those not eligible for the provisional) for 1986-87 will be contingent upon the applicant's taking the designated qualifying examination and other pertinent requirements as specified in Chapter 115.*; approved the transfer of Monmouth, as a sending unit, from the Lewiston Regional Vocational Center to the Capitol Area Regional Vocational Center, Augusta; approved the establishment of a program awarding an Associate Degree in Information Management Technology at Southern Maine Vocational-Technical Institute, South Portland; accepted the Interim Pilot Project Report submitted by the State Board of Education/Department of Educa-

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tional and Cultural Services Teacher Certification Advisory Committee to be presented to the Legislative Education Committee as legislated under PL 845, the new Teacher Certification Law.

At its March 1986 meeting, the board: voted with two opposing votes to allow for this year only the use of Carl Perkins Act funds in the amount of \$250,000 to implement the new VTI system previously designated by the Board for the VTI Management Plan; accepted proposed changes in Chapter 125: *Regulations Governing Basic School Approval*, and to amend Section 125.14 *Staffing: Student-Teacher Ratios*, and to add a statement of intent; voted to make a finding of fact that SAD 5 (Owl's Head, Rockland, South Thomaston) is not in compliance with the one person/one vote principle as set forth in 20-A MRSA, Section 1255; approved the repeal of CMR 133, Rules for the Parent Loan for Undergraduate Students (PLUS) Program, and the incorporation of these rules as a new section 10 within CMR 134, Rules for the Guaranteed Student Loan (GSL) Program; granted approval for the Junior High/Middle School teacher preparation program at the University of Maine at Machias for the remainder of the five-year approval cycle, with the stipulation that a progress report be submitted to the Department of Educational and Cultural Services in the fall of 1986; approved the request from George Peabody College of Vanderbilt University to make academic credit course offerings in Maine for a period of three (3) years beginning September, 1987.

At its April 1986 meeting, the board: voted to uphold the December 11, 1985, decision of the State Board to grant a one-year waiver in the establishment of a school lunch program to the Town of Edgecomb and that the School Committee explore alternative sources of meals and submit a plan for the establishment of a school lunch program at the end of the waiver period; granted exceptions to Rule 1, A (1) State Board of Education *School Building Construction Rules* in the case of the *graduation requirement mandated projects* and directed the Department to prepare the projects for presentation to the Board as they reach concept level of design; declared the withdrawal effort of the Town of Eagle Lake null and void; declared the withdrawal efforts of Winterville Plantation null and void; granted final approval to new certification standards for principal/assistant principal, teachers of the blind/visually impaired, and deaf/hearing impaired and a statement concerning the recognition of NCATE and NASDTEC approved programs for certification purposes; approved a comprehensive plan for operating a vocational business program at the Portland Regional Vocational Center; approved the development of an Associate in Applied Science Degree in Trade and Technical Operations for the Vocational Technical Institutes (Central Maine VTI, Eastern Maine VTI, Washington County VTI, Northern Maine VTI, Southern Maine VTI, and Kennebec Valley VTI); approved the implementation of a common definition of the graduation awards (Certificate, Diploma, and Associate in Applied Science) given by the six Vocational Technical Institutes; voted (1) that a subcommittee of State Board members be appointed to decide upon specific guidelines for use of the George M. Briggs Fund based on the interpretation of the Briggs will; (2) that an annual notification of the availability of up to \$25,000 from this fund be sent to all secondary and postsecondary vocational schools in the State along with guidelines for its use and a format for applying; and (3) that a sub-committee of State Board members review the proposals submitted and select one or more projects for funding.

At its May 1986 meeting, the board: voted with two opposing votes to grant a one-year waiver (from August 31, 1986, to August 31, 1987) in the establishment of a school lunch program at the North Haven Community School in MSAD 7, with the suggestion that the community explore the possibility of the establishment of a catering service by one or two citizens of North Haven to provide school lunches; voted to grant five year approval to the Business Education Program at Husson College; voted to initiate the Administrative Procedure Act process leading to the adoption of regulations which would require school psychological service providers and special education consultants to be certified as either school psychologists, school psychological examiners, or special education consultants respectively; approved the operation of a child care program at the Bath Regional Vocational Center; delegated to the Commissioner of Educational and Cultural Services the Board's authority to implement the Basic State Grants and Special Programs identified in the Carl D. Perkins Vocational Education Act, P.L. 98-524, with implementation activities to include establishing a process for the award of sub-grants, reviewing applications from potentially eligible recipients, making decisions on grant awards and all other necessary and related implementation activities, consistent with the State plan for Vocational Education and funding levels and the Uniform Guidelines for Local Applications adopted by the Board; accepted the proposed funding levels of the Carl D. Perkins Vocational Education Act, P.L. 98-524, for FY 1987 as presented by the Bureau of Vocational Education

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and the Department of Educational and Cultural Services; approved the uniform guidelines for local applications for basic state grant funds under the Carl D. Perkins Vocational Education Act P.L. 98-524; approved Maine's Three Year State Plan for Vocational Education 1986-1988; approved for notice under the Administrative Procedure Act a proposed rule regarding departmental grants and contracts.

At its June 1986 meeting, the board: approved the final text of amendments to Chapter 125 governing basic school approval; authorized the Department of Educational and Cultural Services to begin the Administrative Procedure Act process for adopting revisions in the State Board of Education *Rules for School Building* Subsection 3; approved the application format and requirements for use of the George M. Briggs Trust Fund and directed the Department of Educational and Cultural Services to send copies of the document to all directors of vocational centers and regions and the vocational-technical institutes as soon as possible; authorized the Commissioner of Educational and Cultural Services to begin the Administrative Procedure Act process preliminary to final adoption of standards to be utilized in evaluation requests for degree authorization and offerings in Maine by out-of-state postsecondary institutions; approved a change in the method of sharing costs within Vocational Region No. 3, Northern Penobscot County, on the basis of grades kindergarten through 12 resident student enrollments, as approved by a majority vote of the Region 3 Board; received the alternate evaluation report of the programs at Vocational Region No. 3, Northern Aroostook County.

SCHOOL CONSTRUCTION: The Board approved a total of \$49,678,102 in school construction projects during the past fiscal year.

LICENSES, PERMITS, ETC.:

Permit:

Out of State Correspondence Schools

Registration:

Private Schools

Certification and Placement Section

Certification:

Teachers

School Nurse

Driver Education

School Librarian

School Principal

School Superintendent

Counselor

Vocational Instructor

FINANCES, FISCAL YEAR 1986: 20A MRSA, Section 404 provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

RICHARD W. REDMOND, COMMISSIONER

FRED DOUGLAS, Director of Higher Education Services

Central Office: 9 Weston St., Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20-A M.R.S.A., Sect. 10501-10502

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and

EDUCATIONAL AND CULTURAL SERVICES

financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 — grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 86 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1986: No funds were available in FY 86.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta

Telephone: 289-5801

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 071C; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the affirmative action functions of the Department. The unit is the Commissioner's liaison to the Advisory Committee on Truancy, Dropouts and Alternative Education.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility was added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The affirmative action responsibility was added in 1983. The truancy, dropouts and alternative education responsibilities were added in 1986.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

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Affirmative Action Unit. This unit is responsible for providing laws, regulations, and procedures (both State and Federal) to local school districts throughout Maine. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for, and the U.S. Department of Education.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta

Telephone: 289-5825

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 071F; Citation: 20-A M.R.S.A., Sect. 202

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	255,110	255,110				
Health Benefits	15,626	15,626				
Retirement	44,695	44,695				
Other Fringe Benefits	861	861				
Computer Services—State	137,153	137,153				
Other Contractual Service	17,011	17,011				
Commodities	-2,242	-2,242				
Transfers to Other Funds	66,701,261	66,701,261				
TOTAL EXPENDITURES	67,169,475	67,169,475				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

PAMELA TETLEY, SUPERINTENDENT

WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth

Telephone: 781-3165

Mail Address: P.O. Box 799, Portland, Maine 04104—0799

TDD: 781-3331

Established: 1876

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20A M.R.S.A., Sect. 7503

Average Count—All Positions: 100

Legislative Count: 112

PURPOSE: The Governor Baxter School for the Deaf was established for the purpose of providing an educational and residential program for deaf children from Maine. The school is also responsible for providing assistance to educators of hearing impaired children who attend public school programs in Maine.

The Governor Baxter School for the Deaf meets School Approval Standards developed by the Maine State Department of Educational and Cultural Services and is also accredited by the Conference of Educational Administrators serving the Deaf.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953, the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

PROGRAM:

Introduction: Governor Baxter School for the Deaf's reorganization became effective in the fall of 1985. Two major branches of operation — Baxter School and Baxter Center — were established. Baxter School, the educational program, provides direct services for commuter and residential students enrolled at Baxter. Baxter Center, the outreach program, provides technical assistance for hearing impaired students and their families, deaf adults, educators and other service providers throughout the State. This new organization reflects the concept of state-wide resource model for Governor Baxter School for the Deaf by providing quality educational programming at Baxter School while delivering additional specialized services through Baxter Center.

School Improvement: Administration, school and center staff have been involved in a cycle of short and long-range planning, goal setting, and evaluation activities in order to facilitate optimum student achievement. A broad based collaborative planning process which includes parents and other members of the school community has been involved in school improvement activities. As a result of these efforts, five major goals were established:

1. To develop and implement a comprehensive K-12 curriculum within a Total Communication philosophy.
2. To be in compliance with the Maine Educational Reform Act of 1984, by its effective date of August, 1988.
3. To expand the staff development program to continue school improvement efforts on a systematic and ongoing basis.
4. To provide a coordinated system of services to parents including education, counseling, support groups and recreation.
5. To work in cooperation with the Maine Department of Educational and Cultural Services, University System, professionals and parents to develop a systematic approach for providing education and support for professionals and parents of hearing impaired children in Maine.

These goals will be implemented over the next five years. A School Improvement Plan has been developed for the 1986-87 school year.

Baxter School: The Educational Program which includes preschool, elementary/mid-school and high school services approximately seventy-five (75) students at the school. More than 50% of these students are partially mainstreamed into Falmouth and other nearby towns. A comprehensive support service is provided for mainstream teachers and students.

The School Improvement Plan describes the long-range plan for a complete revision of the school's curriculum that is intended to revitalize curricular offerings and teaching methodology as well as respond to the mandates of the Education Reform Act. A 1986 Special Education Compliance Review will result in an Action Plan that will further guide the Governor Baxter School for the Deaf toward improved programs.

The HUG Team, a substance abuse team established in 1983 with the assistance of the Division of Alcohol and Drug Education, continues to increase awareness and understanding of issues related to chemical dependency. The HEX (Health and Sex Education) Team established in 1985 is composed of staff, parents, students and community members who are in the early stages of designing and developing a comprehensive health and family life education curriculum appropriate for hearing impaired students K-12. A classroom based speech program continues. Computer literacy courses have expanded and are available to increased numbers of students and staff. The pre-vocational program (computer science, career education, work study and vocational counseling) is designed for mid-school and high school students. Selected students attend Portland Regional Vocational Training Center for more advanced vocational training.

The Residential Program involves about half of the school population. Programming is provided for non-commuting students, students participating in the Independent Living Program and/or extracurricular activities.

The Independent Living Program (I.L.P.) is a developmental, structured program designed to teach independent living skills and decision making skills in an apartment-like setting. The program will be refined and expanded to meet the needs of all residential students. Dormitory renovations are planned to meet fire safety regulations and enhance the I.L.P. experience.

Baxter Center: Baxter Center has provided consultations and training to over forty-five (45) school districts and other service providers. In-service training on education of the hearing impaired has been conducted at various locations throughout the State. A Preschool consultant provides services to hearing impaired children 0-5 and their families. A Public School Outreach Consultant will join the staff in August of 1986. An Adult Education Program is

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in the initial stages of design. The Parent Professional Resource Center has established a Parent Advisory Committee and started a newsletter.

Members of the Interdisciplinary Team work together to provide comprehensive four-day evaluations including language (English and/or another language if appropriate), audiological, psychological, educational, and occupational therapy. The evaluation is for all hearing impaired children in public schools regardless of the mode of communication. The team makes recommendations to the referring school districts and parents for appropriate programming needs. Twenty students were evaluated during the 1985-86 school year.

Since 1983, Family Learning Weekends have been offered for hearing impaired students and their families from throughout Maine. Parents, their deaf and hearing children, participate in educational and recreational programs designed and implemented by school staff.

In January 1986, Baxter Center conducted a Family Learning Weekend at the University of Maine in Presque Isle for families in Aroostook County.

In June 1986, Baxter Center conducted the annual Family Learning Vacation. Fourteen families of hearing impaired children 0-20 attended.

Multi-sensory Instructional Resource Center: With support from the Maine Innovative Grant Program (Education Reform Act of 1984), Governor Baxter School for the Deaf developed a Multi-sensory Instructional Resource Center comprised of a Sound Lab and a Communication Technology Lab. The Sound Lab utilizes a floor that vibrates (as a function of sound sent through the system), and visual based equipment that displays the frequency and intensity of the sound. The room provides a stimulating environment for instruction in the properties of sound, speech therapy, music, occupational/physical therapy and science.

The Communication Technology Lab provides structured hands-on experiences with a variety of equipment and devices that are commercially available to foster independent living for hearing-impaired individuals.

This school year, Sound Lab presentations have been given to fifteen visiting public schools (over 650 students in total), University of Southern Maine students (12), medical students from area hospitals (4), sign language students (35), professionals in the field of hearing health care and/or education (21), parents of Governor Baxter School for the Deaf students (14), and other hearing impaired children and their parents and teachers (13) who are being serviced through Baxter Center.

Staff Development: All staff continue to participate in a comprehensive staff development/school improvement program. Multi-level sign language classes continue to be offered to staff, parents, and the general public.

In 1983, the University of Southern Maine, in cooperation with Governor Baxter School for the Deaf, established a master's degree program to train teachers of the hearing impaired. Governor Baxter School for the Deaf offered the third Annual Summer Institute in conjunction with this program this summer.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures — free.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,805,377	1,791,866			13,511	
Health Benefits	105,616	104,812			804	
Retirement	328,572	326,271			2,301	
Other Fringe Benefits	5,588	5,536			52	
Other Contractual Service	227,179	199,505	3,750		23,924	
Commodities	152,202	146,590			5,612	
Grants—Subsidies—Pensions	59,285	59,285				
Equipment	31,638	31,638				
Transfers to Other Funds	421				421	
TOTAL EXPENDITURES	2,715,878	2,665,503	3,750		46,625	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066

Telephone: 833-2861

Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066

Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 087; Citation: 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1

Legislative Count: 0

PROGRAM: The 1985-86 year was very much like other years — lots of requests from all over the country for information and assistance with research projects involving Maine; talks before service clubs, historical societies, educational groups, women's clubs, etc., as well as serving on committees where expertise on Maine history was essential. Especially noteworthy was his work with schools in Windham and Holden; an adult education course on Maine History at Damariscotta, September-October; an anniversary address on Maine Congregationalism at North Berwick; the major address at Gorham's 250th anniversary of settlement, and two courses in Maine History for U.S.M. Among the historical societies visited were Pittsfield, Wilton, Skowhegan (Arnold Expedition Society), Parsonsfield-Porter and Limerick and Harpswell. As usual tours were conducted at several places — Bath, Brunswick, Portland (several), Kennebunk, York, Kittery, Shaker Village. The historian is currently vice-president of the Maine League of Historical Societies and Museums, president of the Harpswell Society and a director of Pejepscot Historical Society and Awards Chairman (Maine) of the American Association for State and Local History.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	290	290				
TOTAL EXPENDITURES	290	290				

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN

EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, Floor: 1

Telephone: 289-2133

Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 089; Citation: 27 M.R.S.A., Sect. 502

Average Count—All Positions: 9

Legislative Count: 9

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 86, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 24 individual sites and two historic districts. The Commission sponsored five historic archaeological surveys, two architectural inventories of Maine communities, and five special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 86, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

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Administration	\$226,957
Historic Archaeological Surveys	13,500
Architectural Surveys	28,662
Special Projects	17,500
Total	\$286,619

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettlesworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	186,440	97,042			89,398	
Health Benefits	11,397	5,569			5,828	
Retirement	33,201	17,977			15,224	
Other Fringe Benefits	531	309			222	
Other Contractual Service	118,775	14,677	53,287		50,811	
Rents	3,234	425	1,542		1,267	
Commodities	21,073	2,697	1,391		16,985	
Grants—Subsidies—Pensions	153,360	14,903			138,457	
Equipment	650				650	
Transfers to Other Funds	9,889		2,334		7,555	
TOTAL EXPENDITURES	538,550	153,599	58,554		326,397	

BUREAU OF INSTRUCTION

LYNN M. BAK, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5918

Mail Address: State House Sta. #23, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 0711; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for five divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing and mathematics. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program and the Teacher Career Development Project.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Curriculum. The Division provides leadership, technical assistance and regulatory services to school administrative units in Maine. Leadership and technical assistance includes the development and dissemination of information in subject areas through meetings, visitations, publications and correspondence. In addition, the Division administers and integrates federal programs such as bilingual education and publishes policy and position papers on current educational practices. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and locating resources.

The Division is responsible for school approval. Although this process is regulatory, it has leadership elements. Because school improvement planning is an integral part of school approval, division consultants provide districts with current effective school research and practices. This leadership function is critical as DECS implements the Educational Reform Act of 1984. A major component of the school approval process is the scheduling of site reviews by consultant teams. Every school must be visited on a one and five year cycle to determine if school approval standards are in place. Along with school approval, the Division is also responsible for administering accreditation and inspection visitations. Through these programs, school administrative units are able to improve educational practices and services for students.

Specific Division Program Functions are as follows:

School Improvement Plans. All of Maine's public schools must submit a school improvement plan yearly. The plan must be based on a comprehensive needs assessment, must specify goals and objectives, activities, and evaluative criteria. The plan must be presented to local citizens and be accepted by the local board before being submitted to the Department. The division

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regulates the school improvement plan process as a result of school approval.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee. The committee makes recommendations for program improvement based upon the findings of the self-evaluation and the visiting committee reports. A final decision by the Division of Curriculum of the department in cooperation with NEASC will complete the process.

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of \$2,000) or groups of two or more teachers (maximum \$5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum \$10,000) and to two or more schools or school systems (maximum \$20,000). This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, and promotes school health programs.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts, Attendance and Discipline. The Division monitors two state programs: (1) Chapter 106 — Dropouts. Each school superintendent in the state who has responsibility for any grade level in the sequence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105 — Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

Bilingual Education, Refugee Assistance and National Origin Desegregation. The Division provides workshops and technical assistance to local schools in the above areas, K-12. The Division has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic and training projects in bilingual education. Four project sites now exist in Maine with two new sites under consideration for these languages: French, Vietnamese, Lao, Khmer, Passamaquoddy, Penobscot, Dari, and Philipino. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified above are on file and readily available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

Newspaper in Education. The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a quarterly newsletter. Many parent-teacher organization presentations, selected classroom visits, and educational seminars are conducted upon request. Through the

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program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

Early Childhood. Money was provided by the 111th Legislature to be used for grants to local schools for the purpose of improving their early childhood educational offerings. A grant proposal format was designed, proposals were received and thirteen were granted money for the 1983-84 school year and fifteen for the 1984-85 school year. Each recipient was visited by an early childhood consultant and adjustments were made for the second year. The projects ranged from new screening procedures, to staff development, to the addition of a kindergarten where none existed and to the addition of instructors in subject areas such as Art. In addition, the division has two early elementary consultants who provide leadership and technical assistance to the field. Typical duties include developing early childhood screening instruments, planning and developing model curricula, and conducting inservice workshops for early elementary teachers.

Instructional Support Group. The 111th Legislature in its Second Session provided money for the contracting of outstanding teachers for a period of one year to assist other teachers in a supporting role. The intent is to use teachers to help other teachers to become better instructors.

School Volunteer Programs. A state coordinator of school volunteer programs was contracted by the Department in February. Conferences were held, newsletters published, a survey designed, and technical assistance and information were provided to schools. The goals of the program are to stimulate the development of new school volunteer programs, and to stimulate growth and innovation in existing programs. The successful development of local programs necessitates training in the following areas: school/public relations, parental involvement, business/education cooperation, personnel management, and volunteer training in subject areas. These activities are supported by legislative appropriation, a block grant award, and the Maine School Volunteer Alliance.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economy, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Content Areas:

Language Arts. Recent legislation approved two language arts consultants for the Division of Curriculum. The primary focus for these consultants will be reading at the elementary level and writing at the secondary level. In addition, technical assistance will be provided to the field in such areas as spelling, grammar, handwriting, literature, listening, and speaking skills.

Math. Assistance is provided to teachers and administrators in the math curriculum areas. Increased emphasis will be placed upon math and computer literacy next year.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum guides. A Social Studies Consultant is available to provide leadership and technical assistance.

Science. The science consultant provides curriculum leadership and expertise in the design and use of science labs. A collaborative effort with the Department of Energy and the University of Maine developed an energy curriculum guide for K-6 which has been field-tested by teachers and has been reviewed and printed.

Foreign Languages. Recent legislation has provided the division with a foreign language consultant who will assist teachers and school administrators in the development of foreign language programs. This position was created largely in response to requests from the field for leadership and technical assistance.

Fine Arts. Recent legislation has provided the division with an arts consultant who will provide technical assistance to the field in the areas of instruction, curriculum, and staff development as it applies to art education.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Educational and Cultural Services now has two health education consultants in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources and in-service training. A quarterly health education newsletter is published.

Computer Education. A ½ time consultant works with teachers, administrators, and students in developing ways to use microcomputer technology in the curriculum. Services provided are inservice training in computer applications, curriculum development assistance, quarterly newsletter of trends, events, and information as well as operating a preview center of hardware, software, books and research files for Maine's private and public schools.

The Division provides a number of additional functions as well. The Division works closely with other departments including the Divisions of Special Education, Vocational Education and Assessment. Programs such as home instruction, alternative education, private school approval, dropout and truancy and EESA Title II, a federal grant program designed for training math and science teachers, are the responsibility of the Division of Curriculum.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol and other drug abuse prevention and education efforts. The division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol and other drug use, abuse, and dependency problems.

The division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) the experimenter, user, and dependent population; (2) the affected population (those who come from a family with there are or have been problems associated with alcohol or other drug abuse); and (3) the non-user, non-affected population.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol and other drug abuse prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of core school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol and other drug issues. The division then provides continuous leadership and direction through consultation and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division develops, field tests, evaluates, and disseminates primary prevention curriculum programs and resource materials for use in elementary, secondary, adult/community education programs, and the vocational technical institutes.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, field offices will be established in Presque Isle and Machias. The consultants based in those offices will provide direct on-site assistance to schools in Aroostook, Washington, Hancock, Northern Penobscot, and Northern Piscataquis Counties. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentation, alcohol and other drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, and selection and utilization of print and audiovisual resources.

Financial Assistance: Limited financial assistance is available to local school systems to support or expand prevention programs. The emphasis of the financial assistance is to stimulate activities leading directly or indirectly to the institutionalization of a program within the school or community. It is often used to fund staff development opportunities for local school personnel and community members to develop their skills in the areas of chemical dependency and adolescent development.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audio-visual library contains the largest collection in New England. Over 600 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 500 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special Projects: The division sponsors state-wide prevention activities. Project Holiday aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays. Project Graduation aims to prevent alcohol and other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983 and was the subject of a national convention in 1984. It received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award from the Department of Health and Human Services. In 1986, chemical-free commencement activities planned by students, parents, and school personnel were held for 139 or 97 percent of the graduating classes in 143 high schools surveyed in Maine. Approximately 43 other states had Project Graduation sites this year. A state-wide coordinator has been named for the project in 19 of those states.

Special Initiatives: The division establishes inter- and intra-departmental task forces, as needed, to develop recommendations related to identified chemical dependency issues. A school/treatment task force has developed guidelines by which communication and coordination between schools and service providers can be enhanced. A certification task force is working toward the establishment of Department of Educational and Cultural Services certification for school chemical health coordinators. A chemical dependency and special education task force has developed recommendations for the department on how to increase the ability of special educators to deal with chemical dependency issues. A coaches initiative task force is developing guidelines and an educational model for assisting coaches and athletic directors to deal with alcohol and other drug issues.

Interdepartmental Cooperation: The division works jointly with staff members from the Department of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug abuse prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol versus dealing with other drugs by targeting teens through the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all individuals who come from homes where there are alcohol or other drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the

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legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. Since 1979, the Division of Alcohol and Drug Education Services has provided a model of continuity and consistency for the schools and communities of Maine. The division has trained seventy school/community teams representing 79 local school units, 398 school buildings and two hundred and twenty-seven cities and towns state-wide. An additional 35 sites are being prepared for involvement in future team development institutes. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short- and long-term goals in prevention and education programs.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 85 ninety individual and forty-one unsolicited local entitlement applications submitted by school administrative units were approved for a total expenditure of \$4,940,463 of the P.L. 94-142 State Grant Award. 34.9% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of \$1,756,588. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-seven thousand, one hundred eighty handicapped students were provided Special Education and Related Services in 1984-85. This represents 12.94 percent of the total estimated 5-17 school age population in Maine.

The majority of handicapped students served were 9,587 learning disabled students. This represents 35.27 percent of all handicapped served or 4.57 percent of Maine's 5-17 school aged population. Four thousand and eighty-five or 1.95 percent of 5-17 school aged population were identified as having emotional problems.

Eighteen thousand, one hundred forty-nine special education students were educated in Resource Rooms, 3,334 in composite classrooms, 501 in Regional Day Programs, 909 in hospital or home instruction and the remaining 3,789 students were educated in private or institutional programs, other alternative or tutorial programs.

There were a total of 1,598 handicapped individuals during FY 85 who were receiving services with funds from P.L. 89-313. Of the 1,598,727 (45%) individuals were 13-17 years old, 558 (35%) were 6-12 years of age, 239 (15%) were 18-21 years of age, 64 (4%) were 3-5 years of age, and 10 (1%) were 0-2 years of age.

Four hundred and thirty-seven (27% of the total) of the handicapped students were identified as emotionally disturbed; 231 (14%) severe and profoundly handicapped; 374 (23%) trainable mentally retarded (TMR); 170 (11%) learning disabled; 137 (9%) speech impaired; and 64 (4%) other health impaired. The classifications of educable mentally retarded (EMR); orthopedically impaired, visually impaired, deaf-blind, deaf, and hard of hearing accounted for the remaining 12% of the total population surveyed (1,598 individuals).

There were 54 teachers, 54 teacher aides, and 39 other personnel (total of 147 individuals) who were paid with funds from these projects.

Interagency Coordination: The Division continues to be involved with the Bureau of Vocational Education. The two agencies jointly continued in-service training for special educators and vocational educators. A representative from special education is assigned to conduct reviews of the vocational centers and regions as well as involve the Methods of Administration Team which review state regulations. During the past year the team visited three vocational schools. As a part of the Special Education Program Review, three of the vocational centers were visited by members of the team.

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The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities.

The Division of Special Education continues to provide 50% of the support for the Facilitator of the Cooperative Agreement between Special Education, the Bureau of Rehabilitation and the Bureau of Vocational Education. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of Vocational Education and Rehabilitation services for the handicapped. The Cooperative Agreement Team has expanded its composition to include the Bureau of Mental Retardation.

The Division established a select committee to explore the issues involved in the development and operation of Work-Study Programs for the handicapped in the public schools. The committee is made up of representatives of the Division, Vocational Education, Rehabilitation and the public schools. The committee is in the process of developing a publication concerning the labor laws and regulations as they affect the work-study programs.

One member of the staff is serving as associate director of the project on learning disabled individuals of post school and upper secondary school age which is being operated out of the Center for Research and Advanced Studies at the University of Southern Maine. The project is funded by a grant from the U.S. Office of Education.

The Division of Special Education independently and in cooperation with other state agencies and institutions of higher education has competed for federal assistance in several areas with an emphasis on programs and services related to transition. The division was successful in applying for a State Educational Agency Federal Evaluation Studies grant for an 18-month study. Maine was also selected as one of six states to participate in a Council of Chief State School Officers project concerning state transition efforts.

CSPD (Comprehensive System of Personnel Development:

- 1) A conference on "Strategies for Educating the Exceptional Student at the Secondary Level (7-12)" jointly sponsored by the Division of Special Education and the Division of Curriculum, Bureau of Instruction, was held in May and was attended by 175 special educators, regular educators, vocational educators, and administrators.
- 2) The division participated in the Second Northeast International Symposium on Exceptional Children and Youth. The Symposium is a joint venture between the three Northern New England States and Atlantic Canada in cooperation with a number of professional organizations concerned with exceptional children and youth. A staff member served as program chairman for the Symposium which was attended by 1,200 individuals.
- 3) A staff development planning committee composed of five school staff and a member of the State Instructional Support Group continued to support meetings for existing staff development teams.
- 4) A collaborative team of staff from the State Division of Special Education and UMF's Department of Education conducted programs on *Assessment* for special education staff. The program consisted of a two-day training sequence with a one day follow-up and was tailored to the needs of each district team.
- 5) Teams from UMF, four elementary and three secondary schools in western Maine (S.A.D. #9, #54, #13 and #19) continued training in *Models of Teaching*. The program included theory, demonstration, practice and coaching and consisted of a five-day summer institute in August and two-day support meetings. In addition, local support teams in each district continued to meet and provide on-site coaching and support.
- 6) *The School Improvement and Staff Development Assistance Program* was modified to provide considerable more on-site assistance. The regional teams were supported by a grant awarded from the Mellon Foundation. Recent research on effective instruction was added to the knowledge base of the program along with research on effective schooling, school improvement and staff development.

Interdepartmental Activities: The Division works closely in a number of interdepartmental efforts and committees, and has participated on a number of Interdepartmental Task Forces or Committees over the past year. Major areas of coordination through the Interdepartmental Committee (which consists of the Commissioners of Corrections, Mental Health and Mental Retardation, Human Services, and Educational and Cultural Services) have continued to be: 1) Fiscal management system including joint rate setting, contract development, fiscal reporting, joint billing process and joint audit capability; 2) Program development including joint request for proposal, evaluation of the group home/emergency shelter system, joint proposal review for establishing homebased service programs, ongoing development of joint program

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review capability; 3) Development of a system for joint evaluation of program effectiveness and system development needs; and 4) Management of the preschool coordinated delivery system. Additional efforts this year have included data collection and priority service development recommendations for children and adolescents requiring out of home care, a study of the numbers and types of children in out-of-state residential treatment and educational programs, a needs assessment of clients of the juvenile justice system, implementation of a major management revision for the inter-departmental efforts, and establishment of a Committee to develop regulations and criteria for implementation of the Residency Bill enacted by the last legislative session..

Other interdepartmental efforts in which this Division has been involved this year include: continued participation on the Commission to Examine the Availability, Quality and Delivery of Services to Children with Special Needs and its various sub-committees; completion of a report from the Task Force on Chemical Dependency and Special Education; continuation of a working group to examine the issues related to pregnant and parenting teams; and specialized interdepartmental efforts focused on resolving issues related to individual children with multiple department involvement.

One meeting was held for regional contact people involved in implementing the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. In addition, the Bureau and Division Directors and responsible staff people met regularly throughout the year, to monitor implementation, and to resolve problems and issues which arose around students who were mutual clients of the two agencies.

Program Review and Technical Assistance: During the 1982-83 school year, division staff developed and field tested procedures for a second cycle of LEA monitoring. Based upon Federal expectations, the division projected a three year period covering the school years 1983-84 thru 1985-86 in which to complete this second cycle of compliance monitoring. Because of staff shortages, five LEAs had not been monitored at the end of this three year period.

The U.S. Department of Education, Special Education Programs, has agreed to allow special education monitoring to return to a five year cycle. The intent is to synchronize special education monitoring with the new monitoring procedures to be developed by the Division of Curriculum.

The special education monitoring process will continue to use a two-part monitoring packet to be completed by LEA staff and returned to the division before a site visit. A parent questionnaire is also sent to a random sampling of district parents with children in special education programs. The returned data are reviewed along with certification records and other data available in the Department. Based upon the review of this data, a Letter of Concerns is sent to the superintendent of the unit(s) being reviewed.

A site visit of at least two days is then conducted by a Program Review Team consisting of a division staff member and at least one professional from a school district or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include interviews with district staff and auditing of student records. Finally, an oral presentation highlighting the Review Team's findings is presented by the Team. The Division Team Leader then prepares a Letter of Findings which is sent to the superintendent. After the superintendent has had an opportunity to study the Letter of Findings, an appointment is made by the division staff member to meet and develop a corrective action plan containing completion dates. Progress toward completion of the action plan is monitored and upon expiration of the plan the division staff member coordinating the school unit's monitoring process conducts a site visit to assure that all required corrective actions have been satisfactorily completed.

At the end of 1985-86 school year, a total of 122 superintendencies had been reviewed, leaving 5 to be conducted next year along with the initiation of Cycle Three.

Reviews, including on site team visits, were conducted in 5 special purpose private schools for exceptional students. Monitoring visits to the Governor Baxter School for the Deaf and Unorganized Territory Education were also conducted. A division consultant has continued to provide monitoring and technical assistance to the Maine Youth Center to assure their compliance with Special Education Regulations, both State and Federal. Division staff provided periodic technical assistance to a number of those systems completing Self-Evaluation. The Division continues to cooperate with the Division of Curriculum in the self-evaluation process.

Technology in Special Education: The Division of Special Education applied to, and was chosen as a site for the National Assistance Project in Special Education Technology (NAPSET)

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during the 84-85 year. NAPSET provided planning assistance to a State Planning Team comprised of special education directors (2), special education teachers (2), a regular classroom teacher, a computer coordinator, a school board member, a vocational rehabilitation representative, a MDECS micro computer consultant and a special education information specialist. The Planning Team developed and disseminated a special education technology planning guide for use by local school districts within Maine.

Preschool: The preschool coordination system was completed with funding from the Maine Planning Council on Developmental Disabilities to expand to three geographic areas not served by the 16 sites.

P.L. 94-142 Preschool Incentive Grant and Part B funds were utilized to fund preschool discretionary grant programs in the public schools. With the passage of legislation permitting the use of state subsidy for preschool handicapped programs the foundation has been laid for the expanded development of such programs.

Preschool Incentive Grant funds were also used to fund a statewide training network for parents and professionals involved with young handicapped children.

Maine's strengths, some future directions, and identification of barriers to progress identifying the Efficacy Study have been isolated by the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) with an Action Plan for our total, 0-5 early intervention system being implemented.

The development of a draft document entitled "Preschool Program Standards" was achieved through the support of the SIG. This document clearly represents the path for the future of early intervention in Maine, and represents the thoughts and intentions for "best practices" by those most familiar with the field itself. The Interdepartmental Steering Committee began the process of document review, synthesis with existing Regulations, and implementation discussions.

The system to develop a solid and accurate data base, which would encompass both services and programs for children as well as serve as a manageable system for statistical analysis, has been implemented. The abilities of these sites to record and report data on an up-to-date and accurate fashion has been greatly enhanced and will certainly provide DECS with that essential information necessary to plan and implement improvements.

The activities of the interdepartmental system to "move downward" into intervention and prevention activities found some of the SIG's activities focused on involvement of the pilot site models in Maine for identification at birth of existing or potential problems and referral to existing community services and support networks.

Other generic efforts included the development and submission of a State Plan Grant continuation request to the U.S. Department of Education for FY 86-87 totaling nearly \$152,000, to continue program planning and development for special needs children from birth to age five.

Gifted and Talented Programs: The 112th Legislature passed legislation which requires schools to provide a gifted and talented program in all academic disciplines, including the arts, in grades K-12. The law provides that programs be phased in over a seven-year period with the intent to implement gifted and talented education programs into all Maine schools by 1991-1992. Each school must establish a plan for phasing in the gifted and talented program by the 1987-1988 school year.

During the 1985-1986 school year, five task forces, comprised of individuals representing a broad spectrum of expertise in education from the local, State, and national level were established to develop and refine the rules which will govern gifted and talented programs. The five major areas of consideration were Identification, Program Standards, Evaluation, Arts, and Training. These group developed recommendations and drafted rules were then offered for review to representatives of the major education groups in Maine. A final draft of the proposed rules will be submitted to the A.P.A. process in the fall of 1986. The approved rules will take effect in the 1987-1988 school year.

The 1985-1986 school year showed, again, significant growth in interest and implementation of gifted and talented education throughout the state as schools became more aware of the legislation which builds the costs of these programs into the School Finance Act under Special Education. In the past year, there were requests totaling \$2,916,644.71 for subsidy of gifted and talented programs. Presently 76 school districts have subsidized programs in operation in their schools, plus three regional programs incorporating 14 school districts. In all, about 95 school districts now have some form of gifted and talented education, as interest training opportunities, and informational networks are expanded throughout the state.

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The Maine Summer Humanities Program was held for a seventh time. Sixty students from around the state were chosen through a statewide application process, participated in a two-week, intensive study of the humanities. Each student attended a major class in one of the following disciplines: Philosophy, History, Literary Analysis, Shakespeare, Linguistics, and Art History. The student also had opportunities to attend introductory classes in other subjects, and were exposed to a wide range of cultural experiences.

The Maine Summer Arts Program was held for the third time this year. Seventy-two students from around the state, chosen through statewide auditions, participated in a two-week, intensive study of the arts. Classes were held in two-dimensional and three-dimensional art, sculpture, dance, theater, and creative writing. Classes were taught by Maine artists. Each student majored in one class and had opportunities to investigate each of the other fields. Speakers, films, and concerts were offered in the evening.

The Maine Summer Youth Program, a one-week, intensive educational experience for Maine junior high school students, highly gifted in mathematics and/or language arts, was held in Maine at the College of the Atlantic. Seventh and 8th grade students, identified through the Johns Hopkins University Talent Search by scoring at the level of an average high school senior on the Scholastic Aptitude Test (SAT) are eligible to attend summer programs sponsored by the Johns Hopkins University in other states. Of the many Maine students who qualify, few are able to attend, as the tuitions are high, and the programs lengthy and far away. The Maine program was thus able to afford our students a similar opportunity under more viable circumstances. Thirty-five students participated this summer. Each student concentrated in one of three major subjects, Marine Science, Mathematics Theory and Problems Solving, or Creative Writing. In addition, representatives from Johns Hopkins assisted parents in educational planning for these highly gifted students.

The Maine Humanities Project II, a 2½ year collaboration effort of the Maine Department of Educational and Cultural Services, Bowdoin College and ten Maine high schools, was completed with excellent results. Participating teachers, administrators and scholars worked to strengthen the teaching of history, literature, foreign language and the arts through intensive training in summer institutes, academic year in-service programs that brought scholars together with high school faculty and through substantial curriculum development and implementation. It is the intent of the Gifted Education Office, through such efforts, to improve teaching and training at all levels in secondary schools in Maine.

A summer institute for educators of the gifted was held at Bowdoin College. Included were programs for Elementary/Secondary training and advanced programs for teachers who have had experience with gifted education. Over 100 educators and administrators attended this session.

The Olympics of the Mind Competition was held in Maine again this year with approximately 40 schools participating. Nearly 500 students attended the state competition held in Lewiston in March. Maine was represented at the Arizona World Competition in June.

Due Process Hearings: In 1985 there were 32 requests for due process hearings. Twelve hearings were completed with 19 requests withdrawn. Of the 24 mediations conducted twelve were successful and eleven were unsuccessful. Of the total requests, 84% were parent requests, 6% were LEA requests. Seventy-six went to mediation. 75% were successful and 25 were unsuccessful.

Of the 11 hearings completed, six decisions favored the local educational agency position and four decisions favored the parent position, with one decision representing a combination.

Seven hearing officials were available to conduct hearings in 1985. An increased number of individuals were trained to serve as mediators.

The division is responsible for review and approval of out-of-district placements, special education contracts, management of the surrogate parent program, review and technical assistance to private special purpose day schools and consultation and technical assistance regarding students with autism and behavioral handicaps.

One thousand one hundred sixteen contracts for psychology, occupational therapy, physical therapy, speech and language and other special education services were approved. The total dollar amount of contracts approved was \$3,187,920.

A computer data management system was developed to assist the Division and local schools with data management and reporting of contracted services.

Out-of-district placements for 1,130 students were approved. This includes 207 students in in-state residential treatment centers and 83 students in out-of-state residential treatment centers.

As of 6/30/86, 508 surrogate parents had been appointed.

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State certification, programs and schedules of the Private Special Purpose Day Schools were reviewed to ensure compliance with special education and school approval regulations.

During last year, the Division was represented on the Maine Head Injury Legislative Task Force and the DMHMR Autism Advisory Council.

The Maine Autism Training Team comprised of two classroom teachers, two members of BMR's Autism Project, one Special Education Director and the Division staff member as coordinator was established through a grant awarded from the National Society for Autistic Children and Adults. The training team participated in 18 days of training with staff from the TEACCH Project, University of North Carolina, Chapel Hill—an internationally renowned autism research and training center. The Maine Autism Training Team will be providing intensive training to two programs serving students with autism during the 1985-86 school year.

Division staff served as a resource to the Commissioner and the State Board of Education during the Legislature's Sunset Review of the Board of Examiner of Psychologists, and served as staff to the Joint Committee of Maine Certification Licensure of School Psychological Service Providers.

Division Educational Assessment. The Division of Educational Assessment was created by the Educational Reform Act of 1984 to conduct annually an assessment of student achievement in Maine schools. Specifically the Division is responsible for the implementation of a common assessment of performance for all students in grades 4, 8, and 11 in the subject area of reading, writing and mathematics. Additionally, the subject areas of social studies and science are to be assessed at the same grade levels through testing representative samples of students. The assessment program is designed to enable the inclusion of the majority of special education students through appropriate modifications of the assessment administrative procedures and materials.

The second assessment of achievement will be made during the 1986-1987 school year with grade 8 in October of 1986, grade 4 in February 1987, and grade 11 in April of 1987. The assessment test materials are developed specifically for Maine, but will allow student achievement comparisons with their peers in the nation. The assessment tests are designed to measure a broad range proficiency in each of the subject areas, and will require students to write an essay. The results of the assessment are reported to parents and students, with summary reports prepared for schools and school administrative units. State results are summarized and are included as part of the Commissioner's Annual Report to the Legislature.

The division is composed of 4 professional and 2 support staff. Two of the professional staff are assigned to work directly with school administrative units in utilization of the assessment results. Because of the large scale of assessment with approximately 16,000 students at each grade level, the division contracts for assessment services in test development, administration, scoring, and reporting. However, Maine teachers are trained and utilized in the scoring of the written essays.

Division of Compensatory Education (Chapter I ECIA) (Donald K. Christie, Director). Chapter I of the Education Consolidation and Improvement Act replaces Federal Title 1 of the Elementary and Secondary Education Act. The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than 14 million dollars). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ECIA activities as set forth in Public Law 97-35 and its amendments. The division further administers more than 80 project operations of the Maine Migrant Education Unit serving children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The division assists other state agencies in provision of free public education to children in institutions for the neglected or delinquent, or those in adult correctional centers. All services available through Chapter I funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter I ECIA Projects; investigation of specific allegations of misuse of Chapter I ECIA funds under appropriate statutes, and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 280 contracts in local school administrative units each year; development and presentation of inservice instruction for Chapter I ECIA administrators, teachers, assistants, aides, and parents on an annual basis at several statewide sites to up-grade and strengthen pro-

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grams in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations making local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

In response to teacher and parent demand, the Chapter I Calendar of Skills for grades K through 6 will be reprinted for the 1986-87 school year. The calendars will again be available for distribution to local Chapter I Projects statewide. They are primarily designed for parents to use at home with their children.

Division of Certification, Teacher Education and Placement. The primary responsibility of the certification division is to license educational personnel to be employed in Maine's schools. Both initial teaching certificates and renewal certificates are issued to applicants who have met requirements established by the State Board of Education. Individuals may also receive guidance and assistance in planning various routes to obtain necessary requirements for certification. The division also serves as advisor to the Commissioner and State Board in matters dealing with preparation of teachers at approved teacher training institutions both in Maine and nationwide. In addition, the division works with local school units in providing local inservice programs for staff development.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

- 1 year conditional
- 5 year provisional
- 10 year professional
- 2 year provisional "B" (vocational)

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee

Certification — Questions and Answers — no fee

Chemical Dependency Prevention and Education Audiovisual Catalog—no fee

Guidelines for Setting up Support Groups in the School—no fee

Guidelines for Planning and Conducting Student Awareness Programs—no fee

Alcohol, Other Drugs and Highway Safety Curriculum Materials Report—no fee

Project Graduation Reports—no fee

Maine Education Assessment: State Summary Report — Published Annually

Professional Development Activities as Routes to Recertification — no fee

The following publications are offered by the Division of Curriculum at no cost:

Chapter 125 — Regulations Governing Basic School Approval

Chapter 127 — Instructional Requirements and Graduation Standards

Maine Emphasis

Communiqué — Newsletter for Foreign Language Teachers in Maine

Programs That Work: Early Childhood Plan Grants

Kindergarten Curriculum for Conceptual Language Development

School Health Manual

Building a Successful School Volunteer Program

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,974,580	955,511	244,107		774,962	
Health Benefits	104,964	47,294	14,433		43,237	
Retirement	335,656	163,610	41,571		130,475	
Other Fringe Benefits	6,612	3,032	855		2,725	
Computer Services—Comm	730	730				
Computer Services—State	16,883	11,878			5,005	
Other Contractual Service	1,992,424	1,300,841	102,583		589,000	
Rents	33,871	14,661	280		18,930	
Commodities	107,717	30,222	48,982		28,513	
Grants—Subsidies—Pensions	25,614,825	2,422,969	41,709		23,150,147	
Equipment	22,335	10,887	5,535		5,913	
Transfers to Other Funds	45,926		10,184		35,742	
TOTAL EXPENDITURES	30,256,523	4,961,635	510,239		24,784,649	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 64 *Legislative Count:* 64.5
Organizational Units:

Reference and Information Division

Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, heretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 86 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Public Services. This service maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor

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Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 150,000 books, processed 50,000 in-house reference questions and mailed over 13,000 books to school and public libraries.

Automated Data Services. This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAIN), which links Maine with over 300 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

Collection Services. This section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the OCLC computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The OCLC system is also used by several state agency libraries and one institutional library. Collection Services also provided 55,000 sets of catalog cards to 93 public libraries.

Maine Regional Library System. The Maine Regional Library System encourages all types of libraries — public, school, academic and special — to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 86 Maine libraries completed over 45,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 86 over 140,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (36,000 items circulated in FY 86) and a reference service relating to all handicaps.

Institutional Library Services. The State Library maintains a consultant service to Maine's eight correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 220,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who, at their convenience, may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. During FY 86 over 65,000 Books-By-Mail items were mailed to over 13,000 rural residents throughout Maine.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State libraries, 1,500 films are available for loan from the State Library. These films now circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program services. In addition to the broadcast service, more than 18,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the utilization and purchase of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

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Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

PUBLICATIONS:

Downeast Libraries — \$5.00

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,072,704	1,045,573			27,131	
Health Benefits	62,518	59,914			2,604	
Retirement	183,681	179,061			4,620	
Other Fringe Benefits	3,698	3,602			96	
Other Contractual Service	430,745	364,267	13,840		52,638	
Rents	5,772	5,354			418	
Commodities	189,980	184,946	1,660		3,374	
Grants—Subsidies—Pensions	726,580	451,586	1,000		273,994	
Buildings and Improvement	53,105				53,105	
Equipment	11,007	1,996			9,011	
Transfers to Other Funds	336,448		1,190		335,258	
TOTAL EXPENDITURES	3,076,238	2,296,299	17,690		762,249	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN

J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784

Central Office: Cultural Bldg., Augusta

Telephone: 289-3561

Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 082; Citation: 27 M.R.S.A., Sect. 111

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 6 meetings during FY 86. Areas of special

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interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide books-by-mail services; and library consultant services.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$2,493 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

LUCILLE J. JOHNSON, DIRECTOR

Central Office: Education Bldg., Augusta

Telephone: 289-5841

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 071M; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1985-86 school subsidies was processed and analyses and management information were prepared and distributed for the 1986-87 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition, the division worked closely with the 112th Legislature in projecting the cost and method of distribution of two \$1,000 teacher recognition grants to each certified teacher who holds one of the seven approved positions during the full 1985-86 school year. These grants are to be paid on February 15th and August 15th, 1986. Block grants to local school units were approved by the Legislature for 1986-87 and 1987-88 to help them achieve the mandated minimum base salary of \$15,500 by 1987-88.

The data processing section is actively involved in installing and training for micro-computer at the management level. These machines, in accordance with the data processing plan, will enhance management communications as well as access to data.

The Department mini-computer is now operational and effective.

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PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1985
9. Elementary & Secondary Tuition Rates
10. State of Maine Accounting Handbook for Local School Systems

The publications listed above are distributed at no cost to recipients.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	326,340	326,340				
Health Benefits	19,752	19,752				
Retirement	56,963	56,963				
Other Fringe Benefits	1,110	1,110				
Computer Services—State	131,638	123,041			8,597	
Other Contractual Service	51,089	51,089				
Rents	56,546	56,546				
Commodities	-5,151	-5,151				
Grants—Subsidies—Pensions	309,182,614	308,432,907	749,707			
Equipment	27,924	27,924				
Transfers to Other Funds	10,500	10,500				
TOTAL EXPENDITURES	309,859,325	309,101,021	749,707		8,597	

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: 9 Weston St., Augusta;

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: May 1978

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 093; Citation: 20A M.R.S.A., Sect. 11807

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Committee on Medical Education advises the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Educa-

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tion for its final approval. Members shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report — Advisory Committee on Medical Education 1985-86.

FINANCES, FISCAL YEAR 1986: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 86.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR

ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta

Telephone: 289-2301

Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 28

Legislative Count: 26

Organizational Units:

Administration Division

Research and Collections Division

Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "...to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

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In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 86 the Maine State Museum completed and opened to the public its largest and most ambitious exhibition ever built: "Made in Maine." This installation, which includes over 1000 artifacts from the Museum's collections, was completed in October of 1985 — two and one-half years ahead of schedule. A series of opening events included a dinner hosted by Governor Brennan, a Special Friends preview, attended by 1700 people, and a grand opening day with some 1500 people visiting in three hours alone. Following the opening of "Made in Maine" some 20,000 visitors toured the new installation in the following month alone, and visitation to the Museum has remained substantially above any previous year.

Work on "Made in Maine" fostered continued aggressive collections acquisition right up to the opening date. Among the last of the major artifacts acquired for the exhibit was a 1908 Burrowes automobile, made in Portland. This car was returned to Maine from New Jersey and driven over the Kittery bridge back into Maine in September of 1985.

School visitation continued to increase above the previous record year. Some 28,000 school children toured the Museum during FY 86, an increase of 8% over the previous year. Children came from 246 Maine communities and participated in over 1150 gallery demonstration programs provided by the visitor services staff of the Museum. School age groups accounted for 27% of total attendance during the school year, and 25% of the total attendance for FY 86. General visitation also increased strongly, following the opening of "Made in Maine." Although Maine residents continued to make up the largest proportion of visitors, the Museum saw visitors from every single state in the Union, and some 50 foreign countries.

The exhibition program remained the most substantial activity within the budget.

During FY 86 the Museum underwent extensive analysis by the Audit and Program Review Committee which resulted in a number of significant recommendations to improve the management and operation of the Museum. The Committee concluded that the Museum was fulfilling its task as mandated, but urged improvements in the middle-management structure and more aggressive efforts to provide "outreach" programs.

Funds were provided to the Museum to match federal funds available to the Maine State Library to assist in the completion of the unfinished work of providing climate control throughout the Cultural Building. The Museum had the principal duties of initiating and managing this program. The Legislature also took positive steps to provide a professionally acceptable storage facility to house many of the Museum's collections.

Exhibitions. The exhibition program can be characterized as falling into three broad categories of work: the long-range planning of major exhibitions of the future, the construction of major exhibitions meant to be exhibited over a long period of time, and short-term temporary exhibit displays. The Museum was active in all these areas during FY 86. Long-range planning focused in two areas: the continued planning of the major prehistory exhibition entitled "12,000 Years in Maine" and the planned redesign of the main exhibit floor housing the "logging and lumbering" installation. Planning for the "12,000 Years in Maine" installation moved to the stage of model building, with a projected starting date for major construction in July of 1987. This installation will occupy two levels adjacent to the "Made in Maine" exhibition and, when completed, it will be the most substantial ethnographic and archaeological installation in northern New England — possibly in the Northeast. Planning for the change of the main floor focused on efforts to exhibit several new acquisitions of importance, the relocation of the sales area, the exhibit of Rufus Porter murals, and the redesign of the main lobby to provide for an improved environment for visitors to the Museum.

The construction of long-term exhibitions featured the "Made in Maine" exhibition. This installation of 14 work environment scenes, includes a two-story woolen mill and a three-story working woodworking shop, with operating water turbine and shafting. The majority of work on this major project was undertaken and managed by the staff of the Museum itself which was responsible for the design, most of the engineering, and the overwhelming part of the art work and construction detail of the installation.

Work on shorter-term installation was less aggressive than in past years because of the concentration on "Made in Maine." The staff did open the "Maine-ly Children" exhibition on

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the second floor, and created a new gallery featuring numerous archaeological specimens from the Revolutionary War privateer, *DEFENCE*, which sank in Stockton Harbor in 1779. This new gallery, also located on the second floor, now features the “*DEFENCE*” exhibit, which is expected to remain in this location for around five years. In this particular installation are some of the most esoteric of all specimens in the Museum’s collections, including a 200-year-old blueberry!

Collections. The exhibitions “Made in Maine” and “12,000 Years in Maine” continued to heavily influence the direction of collections activity. For “Made in Maine” the Museum acquired, during FY 86 a number of very significant artifacts; the principal examples being the 1908 Burrowes touring car, a motor launch built in East Boothbay in 1912, and several rare engines. For future use in “12,000 Years” the Museum continued its aggressive search for hard-to-find examples of native American clothing from Maine tribes. Some success was achieved in finding and acquiring important pieces of clothing, beadwork, and silver adornments from the 19th century.

The most significant acquisition made during FY 86, however, had nothing to do with the major exhibitions noted above. This was the locomotive engine, *Lion*, which was acquired as a transfer from the Trustees of the University of Maine. The *Lion*, which was built by Boston locomotive builders, Hinkley and Drury, in 1846, operated on the Whitneyville and Machiasport Railroad for nearly 50 years before being scrapped in 1898. The *Lion* was saved from the scrap yard and was, in 1898, believed to be the oldest locomotive engine in New England. The *Lion* was given to the University of Maine in 1905 and has been located in a number of sites since that time. Most recently the *Lion* was located in a small building on the campus of the University of Maine at Machias. The University transferred the *Lion* to the State Museum as the appropriate home for this important artifact — so that it might be properly conserved and restored, and so that it might be exhibited in a safe environment where it can be appreciated by the people of Maine and by many visitors to the State.

During FY 86, therefore, the Museum launched one of the largest restoration projects ever started by the State Museum staff — the restoration of the *Lion*. The engine was completely dismantled in order to remove all hidden rust, and to replace lost or rotten wood used in the framework of the engine.

The *Lion* is to be located near the lobby of the Museum on the main floor where it will form both an entrance piece for the entire Museum and an important cornerstone of the newly remodeled “logging and lumbering” installation.

Conservation. The services of the staff conservator and assistants remained focused largely on the needs attendant to completing and opening of the “Made in Maine” exhibition, and planning for the “12,000 Years” installation and the redesign of the main floor. For this last project the Museum will, at last, have an opportunity to install the Museum’s most valuable single work of art — a series of interior walls decorated by mural painter, Rufus Porter, in the 1830s. To prepare these murals for installation, a major conservation project has been initiated in FY 86; a project which will include the stabilization, cleaning and repair of the entire surfaces of all the murals. This is a long and painstaking task, in which progress is often marked in inches of completed treatment. The conservation of the Rufus Porter murals ranks as one of the most important tasks in conservation ever tackled by the staff of the Museum.

Volunteers. Thirty volunteers contributed 1700 hours of labor to FY 86 in the areas of visitor services, research and technical services. Much of the “special” volunteer labor on “Made in Maine” projects continued in FY 86 until the exhibit opened in late October.

EDUCATIONAL SERVICES: Requests for new Natural Fibers Resource kits and for refills continued strong during FY 86. Natural Fibers kits were made available to 1200 students in districts throughout the State. FY 86 also saw the beginning of work on a teaching kit focusing on Maine’s prehistoric peoples. The kit, when completed later this year, will be available on a short-term loan basis to all Maine schools. *New Activity, Discovery*, and *Self-Tour* guides were produced during FY 86 as well as a *Visitor’s Guide* for the “Made in Maine” exhibit. All of these guides are intended either to provide more information or to help focus attention on specific exhibit areas available to school groups and general visitors.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written

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application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY	
Facsimile reprint of 1829 edition with biographical introduction. Text only.	
469 pp. ISBN 0-913764-00-0	cloth binding 14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE	
Facsimile reprint of 1795 edition with biographical introduction and	
Osgood Carleton map. 421 pp. ISBN 0-913761-01-9	cloth binding 14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS	
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.	
ISBN 0-913764-04-3	cloth binding 22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE	
The Maine Catalog, HABS, illustrated. 254 pp.	
ISBN 0-913764-05-1	perfect bound 8.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.	
ISBN 0-913764-08-6	perfect bound 2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,	
Illus. 262 pp. ISBN 0-913764-12-4	cloth binding 22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY	
Ed. by Arthur E. Spiess. Illus. 160 pp.	cloth binding 22.00
Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS —	
Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp.	
ISBN 0-913764-15-9	hard cover 25.95
ISBN 0-91376416-7	perfect bound 17.95

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	608,352	594,338	14,014			
Health Benefits	33,609	32,648	961			
Retirement	105,363	102,977	2,386			
Other Fringe Benefits	2,057	2,007	50			
Other Contractual Service	155,558	132,982	18,986		3,590	
Rents	808	808				
Commodities	174,275	113,925	60,122		228	
Buildings and Improvement	27,720	27,720				
Equipment	23,948	23,948				
Transfers to Other Funds	1,496				1,496	
TOTAL EXPENDITURES	1,133,186	1,031,353	96,519		5,314	

MAINE STATE MUSEUM COMMISSION

FRANK PELTIER, CHAIRMAN

RICHARD N. BERRY, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 3

Telephone: 289-2301

Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature, as necessary, to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held 10 meetings during FY 86.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$3,680 in FY 86 and are, by administrative decision, included with those of the State Museum Bureau.

EDUCATIONAL AND CULTURAL SERVICES

OFFICE OF PERSONNEL

ALAN YORK, Personnel Officer

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-5821

Established: 1969

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 2

Legislative Count: 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employee grievances, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

WILLIAM F. PAGNANO, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-5902

Established: 1974

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To provide funds to assist local units to reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey.

The Bureau consists of six divisions to include: School Operations, School Nutrition, Transportation/Driver Education, School Facilities, Higher Education and Donated Commodities.

EDUCATIONAL AND CULTURAL SERVICES

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out procedures established to respond to requests from postsecondary institutions seeking legislative authorization to confer a degree which was not part of any prior authorization. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post Graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program and the Maine Guaranteed Parental Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require. Although there are no programs for which funds are now available, those which had been funded and administered in the past included Titles III and VII-A of the Higher Education Act of 1965.

All academic records of students' attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes, as well as being made available to an individual student upon request. A student desiring a copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal, and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

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The Carl D. Perkins Scholarship Program is a federal program providing financial aid to high academic achieving Maine students who plan to enter the teaching profession and thus is administered by the Division.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territory of Maine. This includes the administration of six elementary schools (Blaine School in Rockwood, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary and the Patrick Therriault School in Sinclair) with an aggregate enrollment of nearly 300. Additionally, 975 students in K-12 are tuitioned and transported to local school systems. The Division employs a staff of 60, including principals, teachers, teacher-aides, cooks, janitors, and bus drivers. Twenty-four buses are owned by the Division, and private conveyors are also employed to transport students in the most remote areas. During school year 1985-1986, implementation of a five-year construction plan resulted in the construction of a new multi-purpose room at Edmunds. Construction has already begun on a multi-purpose room at Brookton, and designs are being prepared for a multi-purpose room at Kingman. Staff development opportunities are being offered the E.U.T staff at a summer conference to be held during the month of June, 1986, and each school is participating in the development of its own school improvement plan.

The Maine Conservation School is also administered through this Division. The School offers programs in conservation and environmental education geared for junior and senior high school students, as well as teacher education workshops and week-long sessions for elderhostel groups at the Bryant Pond campus.

Division of School Nutrition Programs. The Division administers and supervises federally subsidized food service programs for children in public and private schools, residential child care institutions, and summer recreational sites and camps. Receiving \$13,362,391 in federal funds and \$190,110 in matching State funds, the Division reimburses schools and sponsors for providing nutritious meals to children. Meals subsidized in whole or in part during the 1986 fiscal year were:

17,877,300	School Lunches
738,540	School Breakfasts
199,260	Summer Program meals

In educational programs for children not serving meals, the Division provided funding for 1,265,519 one-half pints of milk in the 1986 fiscal year. The Division also administers the Nutrition Education and Training Program targeted to educators and food service personnel. Funding is used to provide adult education courses throughout the State, on site workshops, regional training sessions and a statewide training program at the University of Maine - Orono in August. Maine is a minimum grant state receiving a \$50,000 federal training grant.

Working with an advisory council of school administrators, the Division provided 75% of the funding for the purchase of food service equipment to improve or upgrade public school food service programs with \$90,000 of the State matching funds.

Donated Commodities: Sixty products were received from the U.S. Department of Agriculture and distributed to recipient agencies this fiscal year. Products included dairy items, meats, poultry, vegetables, fruits and various grain products.

Recipients included approximately 104,000 children in School Lunch and 11,900 in Child Care Centers, 10,400 young people in Summer Camps and 12,900 persons in tax-exempt, non-profit Institutions. Certain dairy products were also made available to 9,800 children in 45 Day Care Centers and approximately 3,000 persons in Senior Citizen Centers.

For 12 months ending June 1986, we distributed to all recipient agencies 7,437,652 pounds of products with approximate value of \$4,942,608.00. This Distributing Agency has entered into Processing Contracts with ten different companies producing breads, pizza, salad dressing and fish & cheese products. The value of USDA Commodities shipped to these companies amounted to \$326,000 for this 12 month period. This value is reflected in reduced prices to recipient agencies as an added benefit from our program.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 120 schools which issue completion certificates to 7,580 students.

One hundred thirty-two (132) school bus purchase approvals were issued and the expenditure of \$4.0 million in school bus purchases and bus note payments were certified for the fiscal year.

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Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Energy audit recommendations and project requests from local units have resulted in approvals to public schools totalling \$10.9 million. Of this total, energy improvements amounting to \$10.2 million have been completed.

During FY 1986, 152 leases were approved for a total of \$785,901 to provide space for local administrative units until construction can be approved.

Also during FY 1986, the State Board of Education granted concept approval for 18 public school construction projects in the amount of \$23,923,850.

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,626,236	1,185,383	137,664		303,189	
Health Benefits	103,385	76,228	7,757		19,400	
Retirement	278,432	204,773	23,444		50,215	
Other Fringe Benefits	5,168	3,738	481			
Other Contractual Service	3,133,275	2,609,198	461,675		62,402	
Computer Services—State	16,025	16,000			25	
Rents	28,010	13,227	14,610		173	
Commodities	106,777	99,448	966		6,363	
Grants—Subsidies—Pensions	20,760,695	2,617,648	460,520		17,388,916	293,611
Buildings and Improvement	339,117	339,117				
Equipment	105,126	19,634			14,737	70,755
Transfers to Other Funds	144,895	120,000	12,568		12,320	7
TOTAL EXPENDITURES	26,647,141	7,304,394	1,119,685		17,858,689	364,373

BUREAU OF VOCATIONAL EDUCATION

ROBERT F. BOURQUE, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; Floor: 2

Telephone: 289-5854

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 584½

Legislative Count: 399

Organizational Units:

Division of Program Services

Division of Audlt & Community Education

Division of Secondary Vocational
Education

Division of Postsecondary Vocational
Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

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Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Affirmative action: As a result of the Carl Perkins Vocational Education Act, the Bureau of Vocational Education's Affirmative Action Program has evolved into a Sex Equity, Single Parent and Homemaker Program. Affirmative Action is a compliance oriented activity designed to ensure equal treatment and equal opportunity in the delivery of education programs and in educational employment. Its major thrust is to develop, implement, and monitor activities designed to correct for past discrimination. The major thrust of the Sex Equity, Single Parent and Homemaker Program is to:

1. Ensure equality in education through programs services and activities for students which emphasize personal and career development, allowing the student to look beyond the stereotypes in developing personal career and educational plans;
2. Provide programs, services and activities for single parents and homemakers which will enable them to gain marketable skills; and
3. Conduct those affirmative action activities necessary to ensure that equal educational and employment opportunity continues to exist in programs, services and activities funded with Carl Perkins Vocational Education Act funds.

Activities funded by the Program during FY-86 fall into four basic categories:

1. Child care assistance;
2. Non-traditional career exploration;
2. Career and personal development; and
4. Non-traditional career training.

Child care assistance is being provided to children of students at participating institutions. Assistance goes to those who have a financial need and are not eligible for AFDC or other public assistance programs which provide child care assistance. Institutions receiving such assistance are:

Northern Maine Vocational Technical Institute
Eastern Maine Vocational Technical Institute
Kennebec Valley Vocational Technical Institute
The Displaced Homemakers Project, University of Maine at Augusta
Somerset County Basic Skills Program, Skowhegan
Lewiston Adult Education

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Mount Desert Adult Education
Maine Vocational Region 2 Adult Education, Houlton
Westbrook Adult Education
Bangor Adult Education

Non-traditional career exploration is being provided for junior high school students. Participating institutions of vocational education provide opportunities for students to engage in hands-on exploration of trade areas which are considered non-traditional for their sex. The hoped for result is that girls and women will opt for programs which will prepare them for the higher paying occupations traditionally available only to men. Institutions participating in such activities are:

Maine Vocational Region 4, Bangor
Capital Area Vocational Center
Maine Vocational Region 10, Brunswick
Portland Regional Vocational Center
Northern Maine Vocational Technical Institute

Career and personal development programs are offered by various service providers to single parents and homemakers with economic and academic disadvantages. The purpose is to empower the participants to select a career goal, to build an individual education plan to achieve that goal, and to provide the necessary supportive services which will assist the participant in achieving that goal. Institutions participating in such programs are:

Northern Maine Vocational Technical Institute
Lewiston Adult Education
Somerset County Basic Skills Program, Skowhegan
Bangor Adult Education
Mount Desert Adult Education
Maine Vocational Region 2 Adult Education, Houlton
Westbrook Adult Education
Eastern Maine Vocational Technical Institute
The Displaced Homemakers Project, University of Maine at Augusta

Non-traditional career training for women is being provided by a community based organization called The Women's Trade Center. The Center provides its training through various adult education institutions and has linkages with The Maine Chapter of the National Association of Women in Construction and The Associated General Contractors of Maine. Entry level training is provided to women who are interested in entering the construction trades. The nature of the training can be categorized as pre-apprentice.

Agriculture and Natural Resource Programs: During fiscal year 1985-86, approximately 31 agriculture and natural resource programs were in place. Included in these program areas are wood harvesting, horticulture, marine occupations, general and vocational agriculture. In addition to these secondary programs, five postsecondary (VTI) programs are offered. These include agriculture mechanics, soil science, and wood harvesting.

Adult education continues to grow in the many diverse course offerings of approximately one hundred different agriculture and natural resource areas.

The total students served numbered approximately 1,400 for 1985-86, not including the adult program areas.

The agriculture and natural resource professional teachers organizations continued to be very active. The Maine Vocational Agriculture Teachers' Association (MVATA) held six meetings, including in-service workshops and seminars covering such topics as soils, FFA contests, current trends in the potato industry, and forestry in the agriculture curriculum. The annual conference was a regional affair held in Burlington, Vermont.

The Maine Forestry Instructors' Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" held at Washington County Vocational Technical Institute. Topics covered in the in-service study included technical updates and safety.

The M.F.I.A. was instrumental in the production of a publication called "Safety Guidelines for Forestry Related Instruction in Maine Schools". These safety guidelines are available from the Maine Department of Educational and Cultural Services. The annual high school woodsmen's meet was held at Northern Maine Vocational Technical Institute in May with approximately 100 participants attending.

The Future Farmers of America (FFA) is functioning well in Aroostook County. The annual convention was held in Orono at the university in June. The many activities the FFA students

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and officers are involved in include national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the Fall national convention in Kansas City. The FFA day-to-day administration is carried on by Clair Carter, part-time executive secretary of the Future Farmers of America.

Governor Joseph Brennan has appointed a Task Force to study "Agriculture in the Classroom." This program is an initiative sponsored by the USDA and has been encouraged as a means to help make the general citizenry more aware of the principles of agriculture using the educational system grades K-12. A final report will be made by the Task Force in the Fall of 1986.

Marketing/Distributive Education: In 1985-86, 375 students were enrolled in 15 Marketing/Distributive Education Programs.

The seventeenth State Leadership Conference for Marketing/Distributive Education students (DECA) was held at the Bangor Mall and Husson College on March 14-15, 1986.

One hundred and eighty high school juniors and seniors from all over Maine participated in competitive events in the areas of advertising, sales demonstrations, and store layout.

Robert H. Thomas, Director of Cooperative Education at Husson College, assisted in directing the Conference designed to strengthen students knowledge of the principles and practices of the free enterprise system.

Students competed within twenty businesses located at the Hogan Road Mall. Numerous store owners and their personnel judged the competitive events. Some events were at the master employee level while others were of a supervisory capacity.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1985-86. Student enrollment at the three sites approved by the State Board of Education as Vocational Business programs totaled 300.

Educators in Business began the 1985-86 school year with a convention at Atrium Inn in Brunswick. Rowena Russell, chairperson in the Business Education Department at Nokomis High School, Newport, was recognized as Business Teacher of the Year.

Council members of the Business Education Association of Maine selected Keyboarding as a topic for inservice training sessions during 1985-86.

Rowena Russell, Department Chairperson at Nokomis High School conducted Keyboarding Workshops at Morse High School, Bath, and at Husson College, Bangor.

Mrs. Susan Cassidy, Instructor at Waterville High School, offered two in-service activities at KVVTV in Fairfield, and Presque Isle High School on "You The Company Image" and "You're Hired," techniques in obtaining and holding employment.

Ms. Amy Tangeman, President of FBLA, Marshwood High School, Eliot, presided over the State FBLA Convention held at the Atrium Inn in Brunswick, Maine, on April 4th and 5th. Over 300 students participated from throughout the State.

Consumer and Homemaking: In 1985-86, there were 123 senior high schools and 72 middle/junior highs offering Consumer and Homemaking Education to girls and boys. Several of the senior high teachers also taught junior high classes. Of the 17,736 students served in grades 9-12, 22% were males.

At the junior high/middle schools, 21,600 students were enrolled in Consumer and Homemaking. The total represented about 50% each of boys and girls. In those schools offering the program, 80% required that all students be enrolled.

Funds were provided to develop curriculum and teach an adult parenting program in Washington County. Nine men and women enrolled and completed the course.

Scheduled visits were made to 17 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, discuss facility changes, and to assist administrators who requested service.

Twelve area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher in-service needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in October of 1986.

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A one-day leadership workshop was held in the fall of 1985 at the University of Maine for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for 400 girls and boys from 30 chapters which were affiliated with the State and National associations.

The annual FHA Convention was held in April of 1986. About 275 youth and adults participated. Focus of the convention was "Getting To Know You."

Five Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "Communications."

The Maine Home Economics Teachers Association held its annual meeting in October of 1985. About 135 home economics teachers attended the in-service workshops addressing such issues as Osteoporosis, Adolescent Development and Integrating Home Economics With The Basics.

The President of the Maine Future Homemakers of America, her advisor, and the State FHA Advisor participated in the 1985 National Convention in Salt Lake City, Utah. Students and advisors participated in workshops addressing leadership, management, public relations, nutrition, related occupations and parenting.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, wage-earning, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1986. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Homemaking funds were provided to the University of Maine at Orono and at Farmington to assist in the training of home economics teachers. The State Consultant, department heads, and teacher educators met to coordinate a cohesive home economics program around the State.

A Maine Home Economics Education Advisory Board was formed with thirty men and women accepting an invitation to participate.

A brochure describing Home Economics Education programs in Maine was printed for distribution in the summer and fall of 1986.

The State Consultant serves as a member of the President's Alumni Advisory Board on Teacher Education at the University of Maine at Farmington. She also serves on interagency committees and coalitions to address such issues as teen pregnancy, parenting, nutrition, and health education.

Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students is a cost effective method of delivery.

There were 63 State Board of Education approved cooperative education programs in operation during the 1985-86 fiscal year. Almost half of these programs operate on a year round basis to take advantage of the expanded job training opportunities the summer season brings. The 1,568 students this program served, gained entry level skills in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinates maintain currency with the ever changing workplace and the laws that govern it.

Industrial Arts: There are presently 189 Industrial Arts programs in the State of Maine. These consist of 128 Senior High School and 61 Junior High/Middle School programs, the newest programs being Fairfield Junior High School and Jackman High School..

Again this year there is a surplus of teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Vocational Education and the Office of Teacher Placement and Certification.

The Department of Industrial Education and Technology is now the Department of Technology within the School of Applied Science at University of Southern Maine.

Inservice activities for 85-86 have consisted of micro-computers in managing and teaching

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laboratory activities, excellence in Industrial Arts, Occupational Safety and Health and Technology Education.

Industrial Education Degree Programs: Four-hundred and sixty (460) persons have matriculated in Industrial Vocational Education programs at USM. At year's end, 60 received baccalaureate degrees in those areas.

Health Occupations: During FY 1985-86, the Maine State Advisory Board for Health Occupations Education was extremely active in lobbying for major changes in legislation which will ultimately affect the delivery of Health Occupations Education at all levels in the State of Maine. Numerous special work sessions were held and members were active in petitioning the legislators for positive change.

A summer course for CEU credits was offered at the Portland Vocational Center and featured a potpourri of topics focusing upon current health issues ranging from Child/Adolescent Abuse and Neglect; Alzheimers; Teen Crisis and Counseling; Substance Abuse; Problems in Providing Quality Care for The Elderly; Diabetic Nutrition; and Updated Resources for the Health Occupations Educator.

Additional funding support was provided to increase Health Occupations holdings at the Resource Center at University of Maine at Farmington. Users of the Resource Center include secondary classroom teachers, adult education instructors, and in-service instructors in health care facilities across the State.

Once again, Maine sent a delegation to National H.O.S.A. in Philadelphia, PA, and had student delegates competing in National Competitive Events — our school placing 1st in the CPR category.

During FY 1985-86, the Consultant worked with a curriculum committee to finalize a curriculum guide for Home Health Aides. This will be disseminated in the Fall of '86.

The Consultant worked with new teachers in providing technical assistance and responded to numerous requests for technical assistance from on-going programs and outside deliverers of CNA programs in health care agencies and facilities.

The Consultant currently serves on the National Association of State Administrators of Health Occupations Education on the Operating Policies Committee — the professional association link to the American Vocational Association.

One fifth of all on-going programs was comprehensively reviewed by the Consultant.

Wage-Earning: Wage-Earning programs in Child Care increased during FY 1985-86 with two new facilities in Region 1 — Fort Kent and Region 11 — Norway. Additional programs were approved for start-up in the Fall of 1986 at Waterville Vocational Center and Bath Vocational Center. These increases are in response to the 1985 Governor's Task Force Report, "Child Care In Maine: An Emerging Crisis" which charged vocational education with providing more training for child care providers.

A classroom-based grant awarded by the Department has been designated to one vocational Child Care Program in Region 11 to focus on providing care to infant children of teen parents. A component to this program is a teen parenting course for the mothers/fathers of the infant children.

A summer course for CEU credits was provided for Vocational Foodservice Instructors at Region 8 — Rockland.

The Consultant began a work assignment on the DACUM (Developing A Curriculum) project which will result in updated curriculum materials focusing upon two Wage-Earning areas:

- 1) Child Care — Secondary
- 2) Food Service — Linkages between secondary and post-secondary.

The Consultant provided technical assistance to new instructors and conducted comprehensive program reviews of 5% of all on-going programs.

Trade and Industry: Trade and Industrial programs are those programs that encompass the design, manufacturing, and service industries. Examples are machine tool, welding, building construction, auto repair, etc.

In the 1984-85 fiscal year, there were 178 secondary vocational programs covering 20 occupational areas offered to high school juniors and seniors in 48 locations throughout the state. These locations included the vocational centers and their satellite locations and the vocational regions. These programs provided entry level training to more than 5,000 Maine students.

An inservice contract with the University of Southern Maine provided vocational trade and industrial instructors with courses and workshops to update and improve their teaching skills. These courses and workshops are delivered throughout the state and minimize the need for extensive travel.

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The professional association for trade and industrial teachers is gaining support and now has two active chapters. The vocational student organization, VICA, renewed its chapter for the first time in many years and students of state contests will now compete in national competition.

An extensive review of current secondary vocational programming in Maine resulted in the production of a concept paper titled "New Directions." While still in the formative stage, the initial document received good conceptual support from almost all reviewers. This will continue to be utilized as a planning document as we continue to update our current program offerings.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 19 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 1175 handicapped students received special services through the federal projects.

Cooperative Agreement: The State Cooperative Agreement Team identified all current vocationally oriented transition projects and programs in the State of Maine. An abstract was developed for each program which included name, location, funding source and program description. The team acted as consultants and staff people to the legislatively appointed select committee on transition. Currently team members are in the process of reviewing and revising the current Cooperative Agreement to assure compliance with new and amended federal legislation.

Disadvantaged Persons: Thirty-two projects were funded during fiscal year 1986 and provided services to 3,240 secondary and postsecondary students. These services include skill development, developmental math, developmental reading, guidance, and placement.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives. Only one school was involved in the self-evaluation process. Five others were cancelled.

The state Board of Education recommended discarding, revising or adopting a new process for FY 87.

Teacher Training: During the inservice contract year 1986, a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 23 professional growth activities with participant enrollment of 395. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Health Occupations; Safety; Vocational Staff Development; Forestry Instructor; Advisory Committee Workshop; H.O. Conference; Director's Workshop; Consultant Workshop; Student Placement; Vocational Assessment/Curriculum Modification; OSHA Follow-Up; Cooperative Education Summer Institute; Teaching Students with Special Needs; Pre-Service Institute; Chemical Dependency Workshop; Substance Abuse Workshop; Business Communications Workshop; Seminar on Assertiveness; Time Management Seminar; Vocational Guidance Institute; Marketing/DE Workshop; Grammar Workshop; and, Learning Styles Workshop.

Vocational Education in Postsecondary Schools: Vocational education at the postsecondary level is offered through a statewide network of six vocational technical institutes (VTI's). Established and supported by the legislature of the State of Maine, the VTI's until this year were operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education. On April 16, 1986, Governor Brennan signed into law P.L. 1985, Chapter 695, which reorganized the VTI network as the Maine Vocational Technical Institute System (MVTIS), an autonomous postsecondary educational institution governed by an independent Board of Trustees.

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P.L. 1985, Chapter 695 defines the basic mission of the Maine VTI System in the following terms: "To provide associate degree, diploma, and certificate programs, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MVTIS as "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The first VTI was established after World War II to provide vocational and technical training to returning veterans. Today, the new VTI system offers certificate, diploma and associate degree programs in over 65 different program areas — including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

Full-time daytime enrollment at the VTI's for fiscal year 1986 was 3,000. Each institute offers an adult education program, and the enrollment for 1985-86 is estimated at 12,000 students. The VTI's offer an estimated 65 different programs each year. In 1985-86, they employed 300 instructional staff and an administrative staff of 45.

Student aid is made available to VTI students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through federal vocational funds, JTPA programs are funded at the VTI's under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

VIT Work Study: College Work study programs are offered by each of the postsecondary vocational technical institutes to aid students with their educational costs. During fiscal year 1986, an estimated 500 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and grounds-keepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1985 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing — a method of guiding apprentices through related instruction — continues to be one of the Bureau's major thrusts.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-seven local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1985 totalled 98,940. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Fire Service Training: The Fire Service Training Program (FST) employs a staff of two full-time administrators and 28 part-time field instructors. During FY 1985-86, training courses were taught in every county of the State. There were 1,026 hours of instruction provided in hands-on firefighting skills and related knowledge, yielding 13,250 student completion hours. In addition, 3 Certified Fire Fighter Regional Academies and 5 Certified Firefighter I Regional Academies, and 2 Certified Firefighter II Regional Academies, co-sponsored by local Adult Ed programs provided 699 hours of instruction (15,387 student completion hours) to firefighters in 10 counties. Using the Regional Academy approach, Fire Service Training has, with the help of the VTI Fire Technology programs, trained over 200 certified fire instructors in two and a half years.

The Fire Service Training program has physically moved from the Bureau of Vocational Education to Southern Maine Vocational Technical Institute and Eastern Maine Vocational Technical Institute. Each administrator is able to be in daily contact with firefighters in his/her region.

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In addition to direct delivery of training, the FST Program assisted regional fire training organizations in delivering 15 weekend Fire Attack Schools attended by nearly 3,900 Maine firefighters.

Other services provided include fire apparatus specification and acceptance testing, performance testing, as well as fulfilling more than 1006 requests for audio/visual aid materials from the FST library.

Veterans Education: During Fiscal Year 1986, the State Approving Agency for veterans education and training programs continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents.

The Veterans Education Unit conducted a wide range of program approval and supervisory activities with approximately 52 institutions of higher learning, along with their branch sites, and 52 schools which offer non-college degree programs. In addition, the unit was involved in approval and supervisory activities with approximately 50 training establishments which offer one or more on-the-job training programs. There were approximately 2,000 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately \$7,900,000.00 into Maine through the receipt of Veterans Administration Educational Benefits.

In October 1984, a new G.I. Bill was enacted by Congress. The emphasis of this new educational program is for the readjustment, recruitment and retention of highly qualified personnel into the military services. Included in this new G.I. Bill are educational for members of the National Guard and Selected Reserve. This new law, entitled The Veterans Educational Assistance Act of 1984, is effective July 1, 1985.

Funding for the Veterans Education program has been decreased for fiscal year 1986 and, as a result, staff have been reduced from four positions to three. The administrative location of the Veterans Education Unit will be changed from the Division of Postsecondary, Bureau of Vocational Education, to the Bureau of School Management within the Department of Education, effective July 1, 1986.

The Veterans Education Unit staff have been very active in official positions of the National Association of State Approving Agencies, with the Coordinator of the Unit having served two terms as National President, and currently up for reelection for a third term. Additionally, the unit has been very active in the promotion of military education in the State of Maine.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

Certificate:

State-certified Firefighter I, II; Fire Instructor I (NFPA)

PUBLICATIONS:

Various publications in the following categories are available free of charge:

Adult Education

Agriculture

Consumer and Homemaking Education

Home Economics Wage-Earning Programs

Industrial Arts

Directory of Schools and Training Establishments Approved for the Education and Training of Veterans and Dependents

Cooperative Agreement (programs & services to handicapped students)

A Model for Placing Handicapped Students in Vocational Programs

I Can Ideas for Vocational Teachers

A Handbook for Local Advisory Councils on Vocational Education

Publication for Equity Guidelines for State Department Staff

Safety Education in the School Shop

Bureau Directories

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	902,445	225,166	97,808		579,471	
Health Benefits	48,037	10,556	5,090		32,391	
Retirement	157,669	41,880	17,726		98,063	
Other Fringe Benefits	3,044	773	286		1,985	
Computer Services—Comm	453				453	
Computer Services—State	248,569				248,569	
Other Contractual Service	519,953	85,269	36,221		399,463	
Rents	2,007				2,007	
Commodities	20,150	641	7,047		12,462	
Grants—Subsidies—Pensions	4,128,294	2,352,091	400		1,775,803	
Equipment	15,479				15,479	
Transfers to Other Funds	38,091		3,628		34,463	
TOTAL EXPENDITURES	6,084,191	2,716,376	167,206		3,200,609	

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303

Telex: 887274

Central Office: Tripp Bldg., Southern Maine Vocational Technical Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland,
 Maine 04106

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 05; Unit: 424; Citation: 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (IC-BO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational Technical Institute evolved from the heating and air-conditioning program of the VTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of pro-

ducts tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1986: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational Technical Institute account for Energy Testing Programs.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR

RICHARD H. LEE, JR., Asst. Director

Central Office: 1250 Turner St., Auburn

Telephone: 784-2385

Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 67½

Legislative Count: 67½

PURPOSE: The primary mission of Central Maine Vocational Technical Institute (CMVTI) is to provide instruction in trade and technical skills while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by training competent and responsible workers who are not only skilled in up-to-date techniques, but who have good attitudes about working.

ORGANIZATION: CMVTI was established on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 10 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing is a three semester program with classes scheduled throughout the calendar year. Welding is a 26-week program which starts in September and ends in March. Food Preparation Technology is a one-year program. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained five additions to house all educational activities.

As with other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program offerings can be divided into 3 categories: full-time entry level programs, part-time continuing education programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are

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approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields.

Continuing Education Programs. Through the evening division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMVTI, or off campus locations, but under the sponsorship or cosponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 86 there were 444 students enrolled full time at CMVTI and approximately 2,000 persons taking courses in the Institute's evening division.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:

- CMVTI Catalog
- CMVTI Student Handbook (current each year)
- CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
- CMVTI Adult Education Catalog (issued twice each year)
- CMVTI Alumni Newsletter (issued semiannually)
- CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,629,897	1,519,108	20,394		90,395	
Health Benefits	92,116	85,689	653		5,774	
Retirement	271,599	255,994	3,934		11,671	
Other Fringe Benefits	4,436	4,213	64		159	
Other Contractual Service	506,220	404,629	80,925		20,666	
Computer Services—State	8,949	8,949				
Rents	40,793	38,013	2,780			
Commodities	429,578	403,303	25,459		816	
Grants—Subsidies—Pensions	190,769	10,120			180,649	
Equipment	92,551	25,550	30,252		36,749	
Interest—Debt Retirement	925	925				
Transfers to Other Funds	2,728		1,104		1,624	
TOTAL EXPENDITURES	3,270,561	2,756,493	165,565		348,503	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE ALAN CAMPBELL, DIRECTOR

Central Office: Hogan Rd., Bangor

Telephone: 941-4600

Mail Address: Hogan Rd., Bangor, Maine 04401

Established: 1965

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 441; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 76

Legislative Count: 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of \$1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs;

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Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. EMVTI is governed by The State Board of Education and administered by the Maine Department of Educational and Cultural Services.

A new Automotive and Heavy Equipment Shop is being completed for the fall of 1986.

PROGRAM: During FY 1986 Eastern Maine Vocational Technical Institute has operated fourteen (14) full time training programs and 300 part time course offerings. There were nearly 600 full time students and 3,000 part time students enrolled.

Areas of major progress have been in specific industry training and the addition of associate degree nursing and welding.

A bond issue for a new mechanics shop building and renovations to our existing building was approved in November 1984. This will enable us to train technicians in the field of heavy equipment and automotive mechanics in an acceptable facility to be completed in 1986.

Eastern Maine Tech is a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The class of 1986 placement rate approached 95% at graduation.

The Library is being completely remodeled to house a Technical Library. The EMVTI Library has been designated as a repository for the American Welding Society.

A Technical Studies Program has been instituted to assist students wishing to develop skills to enter regular higher education.

A Counseling Center has been established to help our students.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog-'87-89

Student Handbook 1986-87

Adult and Continuing Education. A listing of CED courses (updated by semester).

Single brochure for all programs.

All publications are available without charge at the school.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,017,412	1,755,671	103,302		158,439	
Health Benefits	102,858	91,640	5,891		5,327	
Retirement	333,930	297,611	17,592		18,727	
Other Fringe Benefits	5,684	5,249	123		312	
Other Contractual Service	560,181	436,129	72,316		51,736	
Rents	12,903	7,895	2,149		2,859	
Commodities	374,025	229,919	139,027		5,079	
Grants—Subsidies—Pensions	318,182	29,523			288,659	
Building and Improvement	328		328			
Equipment	93,982	72,770	7,765		13,447	
Transfers to Other Funds	7,951		4,777		3,174	
TOTAL EXPENDITURES	3,827,436	2,926,407	353,270		547,759	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BARBARA WOODLEE, DIRECTOR

Central Office: Western Ave., Fairfield; Gilman St., Waterville *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937; Gilman St., Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; Umbrella: 05; Unit: 442; Citation: 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 54

PURPOSE: KVVTI is dedicated to the delivery of quality postsecondary vocational technical education in the areas of the trades, allied health, business and industry.

The mission of KVVTI is to provide job-entry level skills through full and part-time Associate Degree, diploma, or certificate programs. Upgrading and retraining courses are offered to meet the needs of Maine's citizens, as well as the manpower needs of Maine's employers.

This Institute believes that vocational technical education for the individual begins with acquiring basic knowledge leading to productive skills, job satisfaction, and self-fulfillment which should continue throughout life.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs are now offered at both the Fairfield and Waterville Sites.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electronics Test Technician, Emergency Medical Technology, and

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Microcomputer Business Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

KVVTI endeavors to meet the following objectives in its programs and services:

1. To provide occupational/education programs which prepare students for realistic employment upon graduation.
2. To provide programs which place emphasis upon building competencies in mathematics and communication skills.
3. To provide courses that contribute to a broad educational base upon which the students can build during their lifetime.
4. To assure that courses offered conform to standards that will allow students to continue their education at other colleges and universities.
5. To assist in the economic development of our community by providing skills retraining and pertinent state-of-the-art courses.
6. To assure that programs and courses reflect responsive planning, implementation and evaluating processes.

The stated goals and objectives of KVVTI outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 320 regular day students during FY 1986 while evening division enrollment exceeded 2,400. Placement of graduates has averaged 84%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland. KVVTI is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Secretarial Science, Emergency Medical Technology, and Electrical/Electronics programs.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. — free.

EDUCATIONAL AND CULTURAL SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL	General	Special-	Highway	Federal	Misc.
	FUNDS	Fund	Revenue Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	1,144,731	990,470	45,094		109,167	
Health Benefits	53,806	49,630	45		4,131	
Retirement	194,082	171,112	6,857		16,113	
Other Fringe Benefits	2,997	2,756	24		217	
Computer Services—State	10,634	10,634				
Other Contractual Service	218,505	127,419	53,418		37,668	
Commodities	119,776	95,103	10,537		14,136	
Grants—Subsidies—Pensions	177,604				177,604	
Equipment	44,824	37,535			7,289	
Transfers to Other Funds	4,935		2,017		2,918	
TOTAL EXPENDITURES	1,971,894	1,484,659	117,992		369,243	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

JAMES C. PATTERSON, DIRECTOR

Central Office: 33 Edgemont Dr., Presque Isle

Telephone: 769-2461

Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 103

Legislative Count: 70

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings from the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the State Board of Education under provisions of Title 20A, Chapter 403 M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970 and nine others have been added with the new multi-purpose building to be completed in June, 1987.

The school began in 1963 offering four occupational programs with an enrollment of 70 students. In School Year 1985-86, NMVTI offered training in 20 occupational programs with an enrollment of 1,200 full-time equivalent students with 2,500 adults being served. NMVTI offers two-year Associate Degree programs, two year Diploma and Certificate programs of one year or less.

PROGRAM: NMVTI served 1,200 full-time equivalent students in 20 different technical programs during FY 86. Commencement figures indicated that 270 students completed Institute programs. Annual job placement figures for the 1985-86 class were favorable with over 90% of the available graduates being gainfully employed.

During FY 86, the Division of Adult Education served over 2,700 people by offering courses on campus and at satellite centers in Houlton, Van Buren, Katahdin, Loring and Caribou.

EDUCATIONAL AND CULTURAL SERVICES

Additionally, the Division of Adult, Industrial and Continuing Education developed numerous special programs such as:

- Continued Digital and Microprocessor training for Great Northern Paper Company.
 - Instituted a Class I Driving Academy
 - Held special summer camps for junior high students exposing them to various business and technical occupations.
 - Continued a four-week Women's Exploration Program.
- Over 3,000 individuals used campus facilities for general meetings and workshops.

LICENSES, PERMITS, ETC.:

Associate Degree
Diploma
Certificate

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Day School and Adult Education Schedules — 2 times per year
Campus Overview Sheet
(These publications are all free.)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,483,194	2,046,628	284,406		152,160	
Health Benefits	128,934	113,317	12,844		2,773	
Retirement	403,298	348,165	40,974		14,159	
Other Fringe Benefits	6,609	5,913	586		110	
Other Contractual Service	803,622	622,716	126,807		54,099	
Rents	24,425	17,355	7,070			
Commodities	574,525	330,874	233,752		9,899	
Grants—Subsidies—Pensions	552,375	40,712	449		511,214	
Buildings and Improvement	4,030		4,030			
Equipment	206,780	157,898	5,374		43,508	
Transfers to Other Funds	13,669		11,458		2,211	
TOTAL EXPENDITURES	5,201,461	3,683,578	727,750		790,133	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland
Mail Address: Fort Rd., So. Portland, Maine 04106

Telephone: 799-7303

Established: 1946

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 444; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 176

Legislative Count: 143½

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The Institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of thirty-five buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Dietetic Technician
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity

Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Radiation Therapy
Radiologic Technology
Respiratory Therapy
Surgical Technology
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the Institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20A, Chapter 403, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,249 in the 85-86 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant and on campus

EDUCATIONAL AND CULTURAL SERVICES

and are specifically designed for the industry.

Financial Aid. Over 600 students received \$1.5 million in student financial aid during 1985-86. Needy students applied for grants and work programs including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Guaranteed Student Loans, and State scholarships. Financial counseling and planning services to students and their families are also available through the program.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have remained reasonably stable in the past year, some programs experiencing an increase in the number of applicants and some a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available space. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program to upgrade Licensed Practical Nurses to Associate Degree Registered Nurses, a possible hardware-oriented, two-year program in Computer Technology, and numerous short-term technical programs, funded by JTPA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

The approval of the VTI Bond Issue has facilitated SMVTI in the construction of a multi-purpose facility which is under construction, scheduled for completion in 1987.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map	Hotel-Motel-Restaurant Mgt.
Information Sheet	Industrial Electricity
Admissions Policies	Law Enforcement Technology
Program Brochures as follows:	Machine Tool Technology
Applied Marine Biology & Oceanography	Marine Science
Automotive Technology	Plant and Soil Technology
Building Construction	Wastewater Treatment Plant Operator (booklet)
Culinary Arts	Radiation Therapy
Dietary Technician	Radiologic Technology
Electrical Technology	Respiratory Therapy
Electronics Technology	Plumbing and Heating
Industrial Electronics Technology	SMVTI Catalog, 1985-1987
Heating, Air Conditioning	

EDUCATIONAL AND CULTURAL SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system:

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,614,316	3,113,553	243,648		257,115	
Health Benefits	169,682	157,423	8,214		4,045	
Retirement	588,768	524,165	36,598		28,005	
Other Fringe Benefits	10,040	9,197	581		262	
Computer Services—State	10,783				10,783	
Other Contractual Service	865,253	612,535	213,891		38,827	
Rents	10,909	7,067	3,770		72	
Commodities	673,467	522,580	128,729		22,158	
Grants—Subsidies—Pensions	317,456	397	1,600		315,459	
Buildings and Improvement	41,385		41,385			
Equipment	127,100	113,970	12,570		560	
Interest—Debt Retirement	38	38				
Transfers to Other Funds	12,805		8,060		4,745	
TOTAL EXPENDITURES	6,442,002	5,060,925	699,046		682,031	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais

Telephone: 454-2144

Mail Address: River Road, Calais, Maine 04619

Established: 1969

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; Umbrella: 05; Unit: 445; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 60

Legislative Count: 44

PURPOSE: The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 17 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building, Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Three marine-oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, and Marine Painting.

The curricula at WCVTI consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 17 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Train-

EDUCATIONAL AND CULTURAL SERVICES

ing at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20A, Chapter 403, M.R.S.A.

PROGRAM: WCVTI enrolled 268 full-time and 1,455 part-time students during the 1985-86 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 400 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCVTI students through funding from the Bureau of Vocational Education.

Counseling Center expands services. Psychiatric services will be available on campus in addition to the psychological and social services previously offered. Housed on campus, the Counseling Center provides services to area residents and serves WCVTI students on a drop-in or referral basis.

Home Construction. The Building Construction Program undertook its first new home construction project ever, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Class 1 License Training. Tractor-trailer license training has been added this year to the Heavy Equipment program curriculum. Future plans are to offer such training to all mechanical trades students who desire it. This training provides a skill that is necessary in the heavy equipment trade and is a desirable addition to the automotive, diesel, and placement programs.

Frank Beckett Center. WCVTI Building Construction, Electrical, Plumbing, and Heating students have remodeled a former building supply house into a sheltered workshop for handicapped Washington County residents.

Secondary Vocational Services. To meet the need for secondary vocational programs in eastern Washington County, WCVTI agreed to offer vocational welding and electronics programs to juniors and seniors from Calais High School, Shead High School (Eastport), and Woodland High School beginning in September 1985.

LICENSES, PERMITS, ETC.:

Diploma

Certificate of Completion

Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCVTI Catalog 1984-86 (Free)

2. Individual Program Brochures (Free)

Automotive Technology

Boatbuilding Technology

Diesel Service

Electronic Communication

Food Service

Heating

Home Construction

Plumbing

Residential Electricity

Secretarial Studies

Welding

Wood Harvesting

Commercial Fishing

Marine Mechanics

Marine Finishing

Heavy Equipment Mechanics

EDUCATIONAL AND CULTURAL SERVICES

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,302,620	1,112,068	33,634		156,918	
Health Benefits	77,783	67,803	961		9,019	
Retirement	216,938	188,839	3,250		24,849	
Other Fringe Benefits	4,005	3,575	79		351	
Computer Services—State	1,978	1,978				
Other Contractual Service	329,415	264,681	40,731		24,003	
Rents	6,204	6,002	191		11	
Commodities	327,664	276,960	32,698		18,006	
Grants—Subsidies—Pensions	20,041	419	2,740		16,882	
Equipment	58,898	30,954	3,875		24,069	
Interest—Debt Retirement	9	9				
Transfers to Other Funds	5,808		1,674		4,134	
TOTAL EXPENDITURES	2,351,363	1,953,288	119,833		278,242	

EMPLOYMENT REHABILITATION ADVISORY BOARD

JAMES CASE, CHAIRMAN

Central Office: Deering Bldg., A.M.H.I.

Telephone: 289-3751

Mail Address: State House Station 27, Augusta, Maine 04333

Established: 1986

Sunset Termination Scheduled to Start by: July 1, 1988

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 492; *Citation:* 39 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Chairman of the Workers' Compensation Commission and the Administrator of the Office of Employment Rehabilitation regarding the purposes of the rehabilitation statute.

ORGANIZATION: Nine members, appointed by the Governor, representing employees, employers, and the public. Meetings are held monthly in various locations around the state. Administrative and clerical support provided by Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met monthly since its creation to discuss the rules and procedures of the rehabilitation system, to educate and obtain feedback from the public, and to give advice and counsel to the Administrator and the Chairman of the Commission.

FINANCES, FISCAL YEAR 1986: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

HERBERT A. MERRILL, CHAIRMAN

RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: 32 Winthrop St., Augusta, Maine 04330

289-3094 (TTY)

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 799

Average Count—All Positions: ¾

Legislative Count: 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for the disabled on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program

EMPLOYMENT

in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as Handicapped and Elderly travel guide, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The committee reviews legislative proposals affecting the rights of the handicapped and offers testimony.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

GOALS FY '86:

(1) To develop a legislative package of new and revised laws which will increase the opportunities and the rights of the handicapped.

(2) To conduct a workshop for employers in the Fall of 1986 which will provide education to employers on how easy it is to hire the handicapped.

(3) To increase employment opportunities by using print and electronic media.

LICENSES, PERMITS, ETC.:

International Symbol of Access

PUBLICATIONS:

The following are available at no charge:

1. Affirmative Action to Employ Disabled People
2. "Different & Alike"
3. Taxes and Disability
4. The Law and Disabled People
5. Maine's Laws on Architectural Accessibility
6. Disability Primer
7. Employer Guide: How to Successfully Supervise Employees With Disabilities
8. Employer Guide: Simple Steps to Job Accommodation

We also have a list of 50 publications that are available free from the President's Committee on Employment of the Handicapped.

FINANCES, FISCAL YEAR 1986: The expenditures for this unit are included with the Bureau of Rehabilitation, Department of Human Services.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN

BRIAN KENT, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5

Telephone: 289-3811

Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 347; Citation: 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

ORGANIZATION: The members are as follows: Alan Mooney, Engineer; George Terrien, Architect; Bion Foster, Contractor; Ken McAfee, Banker; Lynn Goldfarb, Industrial Representative; Monroe Hall, Municipal Official and Don Grant, Building Insp. Three positions, a commercial representative, a contractor, and a municipal official position, are being filled.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The Standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this, the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. Since that time the program has focused on energy education for builders, bankers, realtors and the public. Publications for lumber dealers on energy efficiency have been distributed and numerous workshops have been conducted. The 112th Legislature enacted legislation that calls for the updating of the energy standards and making them mandatory for publicly-funded buildings. The Council will be working with the OER staff to achieve this objective by January 1, 1987. The Energy Efficient Building Standards Task Force has held three full meetings since November 1985. Draft Building Standards are due for public hearings this fall and will be adopted by January 1, 1987.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

STATE ENERGY RESOURCES ADVISORY BOARD

JOHN M. KERRY, DIRECTOR, OFFICE OF ENERGY RESOURCES

Central Office: State Office B.dg., Augusta; *Floor:* 5

Telephone: 289-3811

Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: 1974

Sunset Termination scheduled for: July 1, 1987

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Citation:* 5 M.R.S.A., Sect. 5007

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: one member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; the Public Advocate, and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: one representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years.

PROGRAM: The board had three meetings during the year. Issues discussed included efforts to help Maine businesses save energy, OER legislative proposals, findings of the updated Comprehensive Energy Plans, heating oil supplies, the design of electricity conservation programs, national legislation and energy developments that affect Maine, the administration of PURPA to encourage small-scale energy projects in Maine and community weatherization programs.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER
KENNETH C. YOUNG, JR., Deputy Commissioner

Telephone: 289-2811

Central Office: AMHI, Ray Building

Incoming WATS line: 1-800-452-1942

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 06; Unit: 096; Citation: 38 M.R.S.A., Sect. 341

Average Count—All Positions: 239
(includes 14 seasonal)

Legislative Count: 284
(includes 12 seasonal)

Organizational Units:

Board of Environmental Protection
Bureau of Air Quality Control
Bureau of Land Quality Control

Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound and aesthetically pleasing environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

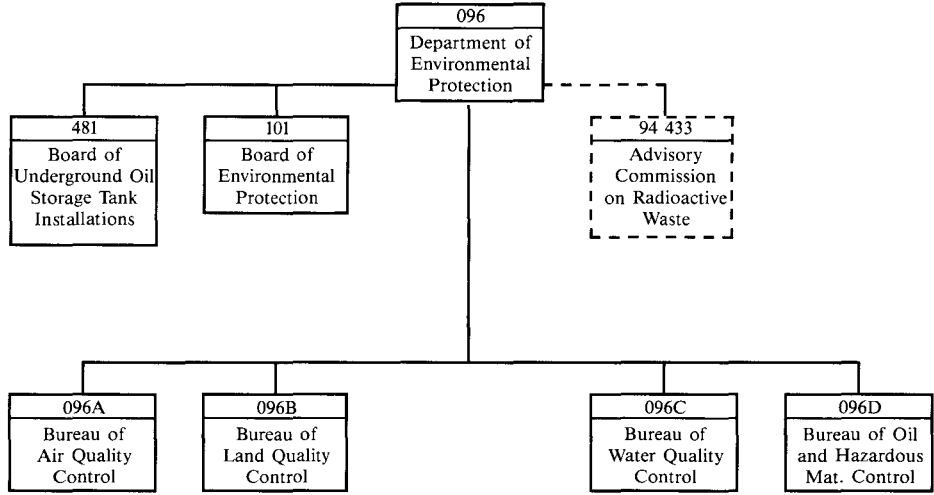
On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980.

The Board consists of ten members appointed by the Governor, for terms of four years.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administrative Services in the areas of the public assistance, administration, computer services and management and planning. These services are provided under the supervision of the deputy commissioner, who also serves as the bureau director.

Division of Public Assistance. This division is responsible for keeping the public informed of the operations of the department, securing maximum public input in departmental processes, assisting the public in complying with environmental laws and regulations and providing an educational service on environmental matters and issues. The division coordinates department

**ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06**



Approved by the Bureau of the Budget

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART FOR FY 86 DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,023,663	2,226,448	896,331		1,900,884	
Health Benefits	270,790	116,402	49,102		105,286	
Retirement	856,359	379,004	153,940		323,415	
Other Fringe Benefits	18,186	7,706	3,804		6,676	
Computer Services—Comm	249				249	
Computer Services—State	77,697	41,906	35,505		286	
Other Contractual Service	2,862,764	619,023	988,703		497,578	757,460
Rents	33,154	10,541	15,070		7,543	
Commodities	258,500	77,958	121,275		59,262	5
Grants—Subsidies—Pensions	5,852,282	42,750	149,542		49,418	5,610,572
Buildings and Improvement	118,244	30,000	85,221		3,023	
Equipment	278,015	49,681	56,464		171,870	
Interest—Debt Retirement	196	9	33		154	
Transfers to Other Funds	236,813		106,212		130,601	
TOTAL EXPENDITURES	15,886,912	3,601,428	2,661,202		3,256,245	6,368,037

ENVIRONMENTAL PROTECTION

hearings and workshops, maintains permit tracking service and assists applicants through the licensing processes. The division provides news releases, graphics and environmental material for the media, provides speakers and audio-visual programs, publishes a newsletter and edits and distributes pamphlets and brochures. The division operates a technical service library and a toll-free citizens environmental assistance telephone service.

Division of Management Planning. This division coordinates intra-departmental issues and assists the Commissioner in developing policy and program changes which affect more than one segment of the department. It is responsible for developing federal grants, acts as a liaison to the Governor's office and Legislature, and prepares the Department's budget.

Division of Administrative Services. This division has two units, financial and personnel. The financial unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling, and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and accepted accounting principles. The personnel unit is responsible for all staff personnel actions of the department, employee orientation, payroll preparation, personnel information and statistics and implementation of personnel rules and regulations and labor contracts.

Computer Services Division. This division consists of two units, data entry/computer operations and systems and programming, which provide centralized data/word processing support for the department. The data entry/computer operations unit provides initial response to user requests and coverage for the computer hardware including preventative maintenance. The systems and programming staff are involved with systems analysis, design and implementation, are responsible for systems software and user access security, installation of communications, procurement of data/word processing equipment and staff training.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act.

Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.

Cleaning Up the Water, Private Sewage Disposal in Maine.

Sludge: The Resource of Wastewater.

Wastewater Treatment Grants.

Clean Water: Our Precious Resource.

The Air Around Us.

Your Rights and the Process.

What Public Participation Means To You.

Disposal by Incineration

EnvironNEWS, monthly bulletin containing reports on current environmental issues.

All are free.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Office of Administrative Services)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	859,476	470,489	222,862		166,125	
Health Benefits	51,163	23,671	14,105		13,387	
Retirement	142,080	75,832	37,957		28,291	
Other Fringe Benefits	2,839	1,507	763		569	
Computer Services—State	18,713	13,035	5,678			
Other Contractual Service	210,152	155,428	53,444		1,280	
Rents	2,230	689	1,541			
Commodities	10,305	8,592	1,617		96	
Grants—Subsidies—Pensions	1,801	1,520	281			
Buildings and Improvement	30,000	30,000				
Equipment	10,198	8,754	1,444			
Transfers to Other Funds	22,020		12,245		9,775	
TOTAL EXPENDITURES	1,360,977	789,517	351,937		219,523	

BOARD OF ENVIRONMENTAL PROTECTION

SAMUEL M. ZAITLIN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta

Telephone: 289-2811

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 06; Unit: 101; Citation: 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10

Legislative Count: 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified. The Governor appoints one member to serve as chairman.

Members receive \$50 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members are a quorum for a rule-making hearing and two members are a quorum for an adjudicatory hearing. (Licensing and enforcement).

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on individual applications where the issues may be complicated and the public interest is substantial. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.

Licenses:

- Air Emission
- Dredge Disposal Sites
- Land Fill

ENVIRONMENTAL PROTECTION

Oil Terminals
Septage Sites
Waste Water Treatment Plant Sludge
Hazardous Waste Facility
Hazardous Waste Transporter
Permits:
Alteration of Coastal Wetlands
Log Storage Permits
Mining/Rehabilitation of Land
Site Location of Development
Shoreline Alterations
Small Hydro
Sludge Utilization
Experimental Discharge
Federal Consistency Determination
Water Quality Certification

FINANCES, FISCAL YEAR 1986: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF AIR QUALITY CONTROL

JOHN L. BASTEY, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2437

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; Umbrella: 06; Unit: 096A; Citation: 38 M.R.S.A., Sect. 581

Average Count—All Positions: 36

Legislative Count: 39

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM: The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

Number of Monitors
25 Total Suspended Particulate
5 Sulfur Dioxide (continuous)
1 Oxides of Nitrogen (continuous)
6 Ozone (continuous)
11 Lead
1 Carbon Monoxide (continuous)
1 Hydrocarbon (continuous)
7 Fine particulates

ENVIRONMENTAL PROTECTION

Industrial Statewide Monitoring Sites:

Number of Monitors
31 Total Suspended particulates
16 Sulfur Dioxide (continuous)
4 Fine Particulate

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition, the Bureau of Air Quality is actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

Listed below is a summary of licensing activities with frequencies.

Activity	Number Issued
Renewal Air Emission Licenses	165
New Air Emission Licenses	17
Air Emission License Amendments	5
Air Emission License Transfers	5
Sales, Use and Property Certifications	8

Enforcement. Air quality and Emission Standards and PSD increments are found in statutes and regulations. Compliance with these standards is maintained through air emission licenses, routine annual inspections of licensed sources, special oversight inspections by U.S. Environmental Protection Agency and inspections resulting from citizen's complaints. In order to bring sources into compliance, various enforcement actions may result.

Listed below is a summary of enforcement actions with frequencies.

Activity	Number Issued or Dollars Collected
Notice of Violation	26
Abatement Orders Negotiated	8
Violations Referred to the Attorney General	2
Citizens Complaints Investigated	217
Penalties	\$22,700
Compliance Inspections	181

Area Redesignations. The 1977 Amendment to the Clean Air Act required identification of areas not then meeting the federal ambient air quality standards and control strategies to be implemented to demonstrate attainment by December 31, 1982. The following table summarizes the status of nonattainment areas.

LOCATION	POLLUTION	STATUS
Augusta	TSP	
Baileysville	TSP	
Lincoln	TSP	
Bangor-Brewer	TSP	

ENVIRONMENTAL PROTECTION

Southern Maine

Ozone

Have implemented regulations deemed reasonable for rural non-attainment areas; additional controls or reduction of incoming precursors will be necessary to meet standards

*Thomaston, Maine was redesignated from non-attainment to attainment for total suspended particles this year.

Technical Services:

Ozone: The Bureau has been conducting a study to analyze air quality data including ozone, non-methane organic compounds and nitrogen oxides and to evaluate local meteorological conditions and their relationship to measured ozone concentrations. The purpose of the study is to develop a better understanding of ozone levels in Maine, sources which contribute to the problem and what can be done to meet air quality standards.

Acid Rain: A report was completed on "Acid Rain In Maine" which includes sources, transport and deposition, the impact on Maine's environment and control options. Annual sulfur deposition was studied. With the aid of the staff of the New York Department of Environmental Conservation, a long range transport model was used to determine sulfur deposition in Maine resulting from sulfur dioxide emissions in the U.S. and Canada.

Acid rain legislation was introduced to establish a 1955 average statewide sulfur dioxide emission rate of 1.2 pounds of sulfur dioxide per million BTU for all fossil fuel burning sources with the capacity to burn at the rate of 100 BTU per hour or greater. The legislation was soundly defeated.

Hazardous Air Pollutants: The Bureau has been working with the Scientific Advisory Panel and the Northeast States For Coordinated Air Use Management on the risk assessment of Toluene and Perchloroethylene. The Scientific Advisory Panel has also an interim exposure guideline for hazardous air pollutants. The guidelines will provide a preliminary measure of the health impact associated with emissions of hazardous air pollutants. The guidelines are intended to be incorporated into the air emission licensing program for new sources.

Emission Inventory: The Bureau maintains a computerized emissions data file for all licensed air emission sources and area sources such as automobile emissions and residential fuel combustion. Preliminary work was begun to update the emission inventory for all sources where emissions exceed 100 tons per year of any criteria air pollutant.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Division of Public Assistance as described under the Departmental heading.

- 1) Bureau of Air Quality Control Annual Report — Free
- 2) Bureau of Air Quality Control Annual Air Quality Data Report — Free
- 3) Hazardous Air Pollutants in Maine: Emissions Inventory and Ranking System — Free
- 4) Acid Rain in Maine — Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	680,335	321,950			358,385	
Health Benefits	37,224	16,516			20,708	
Retirement	117,563	56,530			61,033	
Other Fringe Benefits	2,353	1,134			1,219	
Computer Services—State	12,499	12,499				
Other Contractual Service	140,579	49,926			90,653	
Rents	7,247	1,249			5,998	
Commodities	33,630	5,007			28,623	
Grants—Subsidies—Pensions	25				25	
Equipment	82,851	7,246			75,605	
Interest—Debt Retirement	6	1			5	
Transfers to Other Funds	25,257				25,257	
TOTAL EXPENDITURES	1,139,569	472,058			667,511	

BUREAU OF LAND QUALITY CONTROL

PAULA M. CLARK, ACTING DIRECTOR

Central Office: AMHI, Ray Bldg.,

Telephone: 289-2111

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by:

Reference: Policy Area: 05; Umbrella: 06; Unit: 096B; Citation: 38 M.R.S.A., Sect. 1301

Average Count—All Positions: 40

Legislative Count: 36

PURPOSE: The Bureau of Land Quality Control is responsible for administering seven environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Maine Waterway Development and Conservation Act; Maine Dam Inspection, Registration, and Abandonment Act; Coastal Wetlands Act and Sand Dunes Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Solid Waste Management Act (includes non-hazardous solid waste, septage and sludge disposal).

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Licensing and Review, the Division of Enforcement and Field Services, and the Division of Technical Services. In addition a Secretarial Services Unit exists which provides clerical services to the entire Bureau.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Freshwater Wetlands Act, Stream Alteration Act, Solid Waste Management Act, Statement of Consistency with Maine's Coastal Zone plan.

ENVIRONMENTAL PROTECTION

The following number of orders, Certifications and Consistency actions have been processed in fiscal year 1986:

Hydro	43
Site Location	408
Wetlands	461
Great Ponds	334
Freshwater Wetlands	6
Stream Alteration	126
Solid Waste	132
Water Quality Certifications	9
Consistency Actions	2
Delegation of Authority to Qualified Communities	0
Dams Registration Act (Water Level)	0
	<hr/> 1,521

Division of Enforcement & Field Services: The Division is made up of four regional offices in Augusta, South Portland, Bangor, and Presque Isle, a Special Projects Unit and a Shoreland Zoning Unit.

The regional offices are responsible for complaint resolution, compliance inspections, enforcement actions and public information. As Land Bureau representatives in the field, they also assist with application procedures, explain laws and regulations and serve as a general environmental information resource for the various regions.

The Special Projects Unit provides support to the Bureau in various areas, particularly solid waste management issues. This unit is able to provide information to municipalities on disposal options and costs.

The recently formed Shoreland Zoning Unit is responsible for the oversight and administration of the Shoreland Zoning program on a state-wide basis. The unit is able to provide assistance to municipalities on shoreland zoning issues.

Division of Technical Services: The Division provides geological, soils, and engineering support to the Bureau through application review and technical assistance. The Division consists of three geologists and three engineers in the Augusta office. The technical services staff reviewed 416 projects or applications in 1985, primarily in the areas of solid waste management and site location of development.

PUBLICATIONS:

The following publications are available from the Division free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading.)

Site Location of Development (May 1982)

Protecting Your Coastal Wetlands (March 1981)

Protecting Your Lake (January 1981)

Waste Management Laws (September 1981)

Solid Waste Management Regulations

Septage Management Rules

A Guide to Land Use Laws Administered by DEP (January 1982)

Bureau of Land Quality Control (July 1983)

ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	637,092	546,637	9,517		80,938	
Health Benefits	34,103	28,577	868		4,658	
Retirement	109,829	94,424	1,621		13,784	
Other Fringe Benefits	2,181	1,869	34		278	
Computer Services—State	9,426	9,426				
Other Contractual Service	149,205	146,130	3,335		-260	
Rents	4,589	4,589				
Commodities	14,810	14,459	351			
Grants—Subsidies—Pensions	91,591					91,591
Equipment	9,513	9,513				
Interest—Debt Retirement	7	7				
Transfers to Other Funds	5,368		726		4,642	
TOTAL EXPENDITURES	1,067,714	855,631	16,452		104,040	91,591

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: October, 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 541

Average Count—All Positions: 65

Legislative Count: 67.5

PURPOSE: This Bureau administers the State's oil and hazardous materials control programs, which include the following areas of responsibility:

1. Emergency response for oil and hazardous materials spills;
2. Regulation of all underground oil storage facilities;
3. Licensing and inspection of hazardous waste facilities and transporters;
4. Licensing and inspection of oil terminals;
5. Investigation and clean-up of all uncontrolled hazardous substances sites;
6. Enforcement of all oil and hazardous materials control laws;
7. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund and the Uncontrolled Hazardous Waste Site and Underground Oil Tank Bonds.

In addition, this Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Oil Storage Tank Installers.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

ENVIRONMENTAL PROTECTION

PROGRAM: Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 36 letters of violation were issued, 3 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. The following activities were performed this year:

Preliminary assessments	15
Site Investigations	6
Remedial Planning for Cleanup	11
Remedial action	12
3. Special actions have been implemented to accelerate remedial measures to clean up three of Maine's uncontrolled hazardous waste sites. The Bureau is acting as coordinating agent between the United States Environmental Protection Agency and the communities involved. This program is an on-going priority effort to eliminate or reduce any danger posed by these uncontrolled sites to citizens of the state. Investigation and remedial work occurred at 22 sites this year.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.
5. The Bureau processed more than 2,000 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
6. One hundred fifty-nine (159) hazardous waste transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. The Board granted three final licenses for hazardous waste storage facilities. Resolved 13 third party damage claims, approved 7 Hazardous Waste Treatment Licenses and approved 10 closure plans of hazardous waste facilities..

B. Response Services

1. Responded to 135 hazardous materials/waste spills or investigations.
2. Responded to 700 oil spills or investigations into surface waters and ground waters.
3. A research project was implemented to prepare a marine resource atlas of Penobscot Bay.
4. Completed a project to test reverse osmosis to treat hydrocarbon contaminated drinking water.

C. Remedial Planning & Technical Services

1. Technical support to the Maine Radioactive Waste Advisory Commission including engineering studies of radioactive waste disposal options.
2. Development of regulatory programs for underground oil and chemical storage tanks.
3. Review of hazardous waste facility license applications for technical adequacy.
4. Technical support to ground water clean-up projects at uncontrolled hazardous waste sites and sites of underground oil tank leaks.

Following is a list of key activities during the past year:

A. Licensing & Enforcement:

- | | |
|---|------|
| 1. Oil terminals licensed | 14 |
| a. Shoreside Terminals | 14 |
| b. Vessels | 0 |
| 2. Damage claims processed | 10 |
| 3. Hazardous Waste Facility Inspections | 43 |
| 4. Hazardous Waste Facilities Approved: | |
| a. Treatment | 7 |
| b. Closure Plans | 10 |
| c. Storage facilities | 3 |
| 5. Underground Tanks registered | 2505 |

ENVIRONMENTAL PROTECTION

6. EPA I.D. Numbers	
a. Permanent	120
b. Temporary	216
B. Response Services	
1. Hazardous Materials Spills or Investigations	285
2. Oil Spills or Investigations	634
3. Number of wells contaminated by petroleum	75
4. Oil Terminal Inspections	8
5. Number of barrels of oil transferred by licensees	62,158,694
C. Remedial Planning & Technical Services	
1. Alternative water supplies initiated	3
2. Leaking underground oil tank investigations	9
3. Hazardous waste cleanup assistance	58

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage
7. Waste Oil Transporter License
8. Waste Oil Facility License
9. EPA Identification Numbers

PUBLICATIONS:

- Maine Oil Recycling Directory — free
- An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay — \$10.00
- A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine — \$7.00
- Oily Wastes Management — An Investigation of Alternatives for the State of Maine — \$10.00
- Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine — \$5.00
- An Analysis of Waste Oil in Maine — free
- Casco Bay Coastal Resources Inventory — \$20.00/set
 - Vol. 1 — Marine Resources
 - Vol. 2 — Marine Wildlife/Marine Flora
- Copies of Bureau regulations are available, including hazardous waste management and hazardous matter rules. — free
 - Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England—free
 - Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste—free
 - Threats to Groundwater in Maine—free

ENVIRONMENTAL PROTECTION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,042,115	197,980	663,952		180,183	
Health Benefits	53,439	10,264	34,129		9,046	
Retirement	178,944	33,633	114,362		30,949	
Other Fringe Benefits	4,569	801	3,007		761	
Computer Services—State	30,077		29,827		250	
Other Contractual Service	1,903,215	59,596	931,924		154,235	757,460
Rents	14,304	246	13,529		529	
Commodities	135,080	11,462	119,307		4,306	5
Grants—Subsidies—Pensions	149,394	18	149,261		115	
Buildings and Improvement	85,221		85,221			
Equipment	61,630	4,783	55,020		1,827	
Interest—Debt Retirement	33		33			
Transfers to Other Funds	104,309		93,241		11,068	
TOTAL EXPENDITURES	3,762,330	318,783	2,292,813		393,269	757,465

BOARD OF UNDERGROUND OIL STORAGE TANK INSTALLERS

PHILIP PIMENTAL, CHAIRMAN

Central Office: Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: June 28, 1985

Reference: Policy Area: 05; Umbrella: 06; Unit: 481; Citation: 32 M.R.S.A., Sect. 10003

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Board of Underground Oil Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground oil storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Oil Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2.

PROGRAM: During the past year, the Board of Underground Oil Storage Tank Installers established installation and certification procedures. Three examinations were held which resulted in the certification of 243 tank installers. In addition, the Board conducted, in conjunction with the Department of Environmental Protection, seven informational workshops throughout the state.

LICENSES, PERMITS, ETC.

Underground Oil Storage Tank Installer Certificate

ENVIRONMENTAL PROTECTION

PUBLICATIONS:

Underground Oil Storage Tank Installer Study Guide — \$35

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Environmental Protection.

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-3901

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 361A

Average Count—All Positions: 91

Legislative Count: 102

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classification to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately \$1.8 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for Federal program and wastewater treatment plant planning and construction management grants. The Legislature recently passed LD 2283 which amends Maine's water quality statutes and allows the use of up-to-date measures such as biomonitoring to assess the quality of Maine's waters.

ORGANIZATION: The Bureau of Water Quality Control has six divisions and regional offices in Portland, Presque Isle and Bangor.

PROGRAM:

Division of Licensing and Enforcement. The Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law with a combination of licensing, certification and enforcement activities. The following is a summary of division activities during FY 86:

State Licenses Issued (renewals and new)	
Municipal	33
Industrial	37
Commercial	63
Residential	504
Dredging	2
Aquatic Pesticides	1
Experimental	2
License Applications Denied	43
Certification of U.S. EPA NPDES Permits	72
Certification of Sales and Use Tax Exemption Approved	26
Certification of Sales and Use Tax Exemption Denied	9
Certification of Property Tax Exemption Approved	14
Certification of Property Tax Exemption Denied	9
Certification of Fame Loan Applicants	79
Administrative Enforcement Agreements Issued	8
Referrals to Attorney General's Office	0

ENVIRONMENTAL PROTECTION

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include O & M Manual, wastewater treatment plant plan and specification review, investigation of citizen complaints, computer input for the waste discharge licensing program and the operator's certification program.

The division maintains a program of sampling and inspecting publicly owned treatment facilities as well as residential and commercial installations.

The O & M division continued its staff proficiency program with inhouse training sessions and specialized seminars in wastewater treatment, management and communications. The division has taken over the primary management responsibility for the Environmental Protection Agency's Permit Compliance System and is continuing the process of implementing that system for computer tracking of permit compliance. The division is also being tasked with increasing responsibility for pretreatment audits of the state's wastewater treatment plants with pretreatment programs. The division conducted technical assistance and site specific training under a federal training grant aimed at plants having non-compliance and operational problems. Each plant receiving this assistance either returned to compliance or substantially improved. The assistance procedures developed in this program are being incorporated into routine work programs.

The division's goals for FY 87 and FY 88 include efforts to continue the active assistance program utilizing federal training funds, incorporate standardized quality control procedures into the inspection program, continue the staff proficiency program, and improve non-compliance tracking to insure timely and appropriate response to violations. Also, as a goal the division will attempt to improve our ability to investigate and resolve complaints received from the public and to improve the residential monitoring program.

Inspections of wastewater treatment plants:

Municipal	451
Industrial	70
Residential	1500
Commercial	200
Citizen Environmental Complaints	310
Training Sessions	15
Technical Assistance Projects (New)	4
Technical Assistance Projects (Cont'd)	8

Division of Laboratory Services is the primary source of chemistry expertise for the Department. Consequently, the staff is frequently involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general consultation to all division and programs where the skills of a chemist are needed. Staff background and experience cover all areas of environmental concern including water, soil, and air.

The laboratory group is the Department's principal analytical resource. A newly created laboratory facility allows preparation of the most difficult samples such as tissue and soil for the most complex analysis. The facility is fully equipped with high velocity hoods and glove box for handling hazardous and toxic substances. The laboratory is fully instrumented and performs a full spectrum of analyses to meet all needs of the client divisions and programs including hydrocarbons, pesticides, metals, nutrients, soils, bacteria, and hazardous materials. Quality control is an important part of all analyses. Methods are performed according to the best procedures available and meet the demands of cooperating state and federal agencies. Method development is commonly required for specialized analytical needs where standardized procedures have not been developed.

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 55% EPA funds, 25% D.E.P. and a local share of 20%. The program includes preliminary planning to identify the problems and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants only of up to 90% are also available for projects which can be constructed for \$100,000 or less.

Since the program's inception, over \$480 million of water pollution abatement facilities have been built in the State of Maine. There are more than 110 municipal treatment facilities

ENVIRONMENTAL PROTECTION

in operation. The program is authorized in the future but the funding level to support it has not yet been established.

In FY 86 the program included carryover projects from FY 85 in Bucksport, Saco, Danforth and Searsport. These have all been funded. The FY 86 projects were Dover-Foxcroft, Howland, Washburn, Milo, Brownville, Eastport and Gorham. These were not funded because the federal appropriations were not available to build them. Small community projects proceeded in the town of Jonesport, Cutler, Whiting, Tremont, Ashland, Dennysville, Buckfield, Presque Isle, Lucerne, Patten, Mattawamkeag, Addison, Union, Steuben and Bradley.

The Municipal Services Division also administers a program for land application of sludge and utilizable resources. This program has been very successful in using residuals for beneficial purposes.

Division of Environmental Evaluation and Lake Studies. Since the 1984 Annual Report, this Division has a new section called "Planning" for the Water Bureau. This "new division" was the result of combining staff from two previous divisions in the Water Bureau. With the formation of five sections with leaders it has worked quite well and the Water Bureau as a whole has benefited.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide biological and geological expertise to the DEP staff and Board as required.
4. Direct programs to achieve statutory water quality standards.
5. Conduct special river and stream studies to determine if water quality is being maintained.
6. Perform waste assimilation studies to determine if water quality is being maintained.
7. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.
8. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affect Maine water quality standards.
9. Develop water quality plans, documents and program sections required for US-EPA funding.
10. Write and submit project grants annually to EPA.
11. Monitor and prepare water quality data collected from groundwater aquifer mapping work.
12. New emphasis on salt and sand pile monitoring has been added.

The Division has been divided into five sections each with a leader. Responsibilities are delegated to the section leader through the direction of the division director.

Ultimately all wastewater discharge applications are reviewed by this Division. They are analyzed collectively for treatment and must not cause the receiving waters to violate water quality standards. During the next year this Division will be collecting and evaluating data for a new water classification system. The Division has responsibility for the development of statewide water quality management plans for all of the river basins in Maine.

The lakes monitoring program involves the use of lay monitors for approximately 350 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides some data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index is being developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work has been completed for Sebasticook Lake, Sabattus Pond and Salmon Lake. Future lake work will be performed with EPA Section 314 funding assistance. A state fund is also available which will assist on lakes projects and will be a source of funds for the near future. Webber Pond has recently been approved for funding. The DEP will complete its last major restoration project with Webber Pond and Cochnewagon Lake. The DEP will now shift its efforts to a lake protection program which is least costly in the long run and cooperate with LURC and SPO.

The work of the Division's stream biology section to utilize aquatic macroinvertebrates in place of some physical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through Section 205j of the US Clean Water Act. Biological monitor-

ing at the various monitoring stations in Maine will be less expensive in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist industries in the DEP in their license requirements.

The Division is responsible for coordination of the continuing planning process for surface water quality, and the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the State, Bureau of Geology and U.S. Geological Survey is a new program responsibility. The Division must determine primary recharge areas, flow patterns, and contamination sources. Under the Underground Injection Control (UIC) Program, regulations addressing the underground disposal and storage of liquids were developed and adopted and an injection well inventory prepared.

A new legislative mandate is an Acid Rain bill for the Water Bureau. This work is being done on high elevation lakes and we will develop a baseline data report which should be an assessment of high elevation lakes. Another project we have legislated is a blackfly research program which has been contracted to the University of Maine.

The Division produced the following 1984 reports.

1. Lay Water Quality Monitoring Data Report.
2. Estes Lake Report.
3. Sabattus Pond Report.
4. Sebasticook River Load Allocation Report.
5. Macroinvertebrate Diversity paper.
6. Several groundwater mapping and aquifer reports for southern Maine.
7. Various planning documents for USEPA, RPC's and ASWIPCA.
8. Technical papers and reports.
9. 305(b) report to EPA on water quality.

Finally, a major piece of legislation was passed in 1986 called LD 2283, Water Quality Reclassification. Maine now has a goal oriented process to reclassify its waters. The Division staff will be involved with drafting new regulations plus going to future legislation sessions presenting our results and proposed changes.

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the watershed area, which is larger than the states of Connecticut and Rhode Island combined, is part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff:

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the reclassification effort and lake monitoring projects.
5. Performs special water and wastewater studies.
6. Performs ambient air monitoring, air audits, investigations and other air related activities.
7. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
8. Investigates oil spills and hazardous waste complaints.
9. Investigates and resolves complaints concerning other environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

ENVIRONMENTAL PROTECTION

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- FAME certification for loan applicants compliance with environmental laws
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption

PUBLICATIONS:

Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,804,645	689,392			1,115,253	
Health Benefits	94,861	37,374			57,487	
Retirement	307,943	118,585			189,358	
Other Fringe Benefits	6,244	2,395			3,849	
Computer Services—Comm	249				249	
Computer Services—State	6,982	6,946			36	
Other Contractual Service	459,613	207,943			251,670	
Rents	4,784	3,768			1,016	
Commodities	64,675	38,438			26,237	
Grants—Subsidies—Pensions	5,609,471	41,212			49,278	5,518,981
Buildings and Improvement	3,023				3,023	
Equipment	113,823	19,385			94,438	
Interest—Debt Retirement	150	1			149	
Transfers to Other Funds	79,859				79,859	
TOTAL EXPENDITURES	8,556,322	1,165,439			1,871,902	5,518,981

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JOSEPH B. CAMPBELL, ESQ., CHAIRMAN

REBECCA WYKE, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Telephone: 289-4178

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 94; Unit: 270; Citation: 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 86, the Commission met as required by 21-A MRSA §1002 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns.

ETHICS AND ELECTION PRACTICES

These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than \$50.00 from previous campaigns.
2. Reports from various committees which worked for or against previous and current referenda.
3. Reports from candidates and committees concerning the 1986 elections.

In accordance with 21-A MRSA §1020, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21-A M.R.S.A., Chapter 13, subchapter II) and political action committees (21-A M.R.S.A., Chapter 13, subchapter IV).

The Commission also publishes reporting schedules for candidates and their authorized committees, as well as political action committees.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,411	7,411				
Retirement	1,579	1,579				
Other Contractual Service	1,426	1,426				
Commodities	98	98				
TOTAL EXPENDITURES	10,514	10,514				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: Circa 1820

Reference: *Policy Area:* 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 12

Legislative Count: 12

PURPOSE: The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

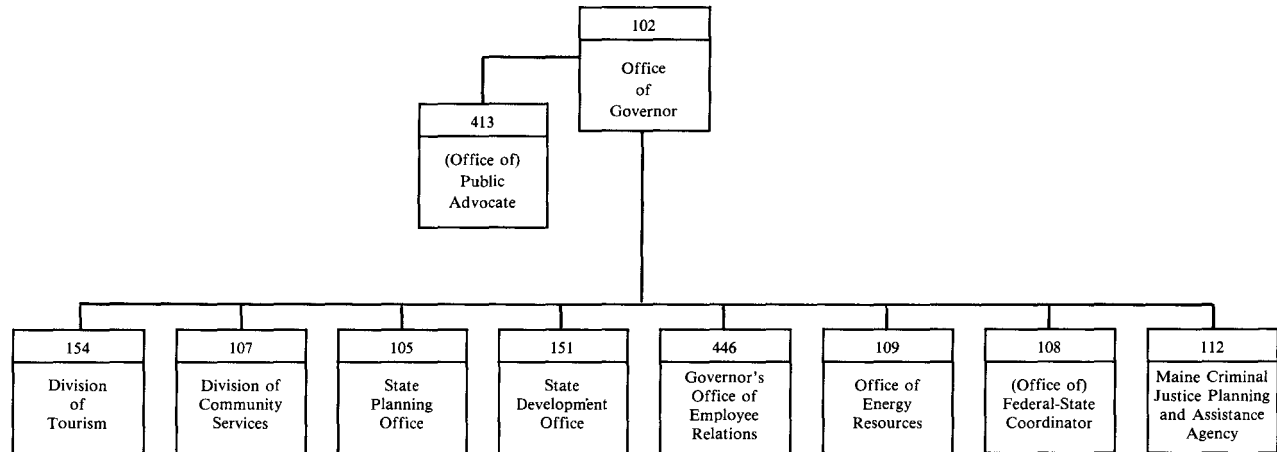
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07**



Approved by the Bureau of the Budget

EXECUTIVE DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY 86 EXECUTIVE DEPARTMENT

	TOTAL					
	ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,052,742	2,803,500	25,962		1,223,280	
Health Benefits	211,191	137,386	1,613		72,192	
Retirement	699,781	484,846	4,287		210,648	
Other Fringe Benefits	13,546	9,282	106		4,158	
Computer Services—Comm	1,627	543			1,084	
Computer Services—State	136,990	134,420			2,570	
Other Contractual Service	3,088,838	2,587,145	15,932		480,767	4,994
Rents	26,663	21,720	1,620		3,323	
Commodities	108,792	80,904	444		27,444	
Grants—Subsidies—Pensions	43,791,875	3,437,008	461,173		39,709,616	184,078
Buildings and Improvement	12,723				12,723	
Equipment	105,465	32,189			73,276	
Interest—Debt Retirement	10	10				
Transfers to Other Funds	114,831	5,498	3,618		105,386	329
TOTAL EXPENDITURES	52,365,074	9,734,451	514,755		41,926,467	189,401

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	548,612	548,612				
Health Benefits	24,466	24,466				
Retirement	95,865	95,865				
Other Fringe Benefits	1,842	1,842				
Computer Services—State	30,715	30,715				
Other Contractual Service	115,217	115,217				
Rents	35	35				
Commodities	33,682	33,682				
Grants—Subsidies—Pensions	404,395	404,395				
Equipment	239	239				
Interest — Debt Retirement	10	10				
Transfers to Other Funds	5,498	5,498				
TOTAL EXPENDITURES	1,260,576	1,260,576				

MAINE BUSINESS ADVISORY COUNCIL

LESLIE E. STEVENS, DIR., STATE DEVELOPMENT OFFICE

Central Office: 193 State Street, Augusta

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; Umbrella: 07; Unit: 102C; Citation: Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council is to advise and assist the Governor in the formulation of business policy. The Council also serves to encourage communication and understanding between Maine business and government.

ORGANIZATION:

The Council is comprised of between 20-25 members, appointed by the Governor.

Member of the Council either own or participate in the management of a business in Maine.

PROGRAM: The Council's membership reflects the diversity of the state's business sector and includes different size businesses, different business sectors, and different geographical areas.

Members serve at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom serve for three years.

Staff assistance for the Council is provided by the State Development Office. Ex-officio representatives from the Maine Chamber of Commerce and Industry, the National Federation of Independent Businesses, the Small Business Administration, the Small Business Development Centers and the Maine Development Foundation serve on the council..

Executive Order #4 of FY 85 expires December 31, 1986.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COASTAL ADVISORY COMMITTEE

RICHARD E. BARRINGER, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: June 12, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 1021; *Citation:* Exec. Order 12, FY 84

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE:

The primary responsibilities of the Committee are to advise the Governor, the Legislature, and State agencies, through the Council, on sound coastal management actions, and to coordinate State activities accordingly. The Committee seeks to involve affected and interested parties in the development and evaluation of programs and policies, as appropriate.

ORGANIZATION:

The Committee includes the:

- Director of State Planning Office, Chairperson
- Commissioner of the Department of Conservation
- Commissioner of the Department of Environmental Protection
- Commissioner of the Department of Inland Fisheries & Wildlife
- Commissioner of the Department of Marine Resources
- Commissioner of the Department of Transportation
- A Representative of the Regional Planning Commissions
- A Representative of the University of Maine

PROGRAM:

The Committee periodically evaluates the Maine Coastal Program and recommends needed improvements, and reports its findings to the Council; determines annual work priorities, tasks, and budget allocations for State-level activities within the Maine Coastal Program; assures effective coordination of coastal management activities among State agencies; facilitates coordination of State coastal management activities with those of federal agencies, local governments, private citizens, and public interest groups; and, reviews activities pertaining to the Outer Continental Shelf Lands Act, and recommends appropriate State actions to the Governor.

The Maine Coastal Program Manager serves as the Committee's principal staff, and additional staff support may be provided by member agencies and other affected organizations, as appropriate.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EXECUTIVE DEPARTMENT

DIVISION OF COMMUNITY SERVICES

NANCY A. BOOTHBY, DIRECTOR

JANET W. PETERS, Assistant to the Director

Citizen's Assistance 1-800-452-4617

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; Umbrella: 07; Unit: 107; Citation: 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 37

Legislative Count: 16

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies which is designed to enhance and stimulate economic opportunity and self-sufficiency for all Maine citizens. The purpose of the system is to assure an effective focusing of local, state and federal resources upon these goals, enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division monitors the poverty level of Maine citizens, makes recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, oversees the community action agencies, provides technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advises the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act. (5 MRSA Section 3511 et seq.).

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1986 include the following:

Community Services Block Grant. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health and Human Services grants to the State of Maine the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 12 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of \$1,828,426 in FY '86.

Energy Assistance Program. The Division was the State administering agency for the 1985-86 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to low-income households to assist them in paying a portion of their winter heating bills. The Division received \$26,567,195 from the Department

EXECUTIVE DEPARTMENT

of Health & Human Services to fund this program. These funds were subgranted to Maine's twelve Community Action Agencies who administered the program at the local level. The program provided 60,171 Maine households with an average benefit of approximately \$316.00 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of \$5,840,256 from three funding sources including the federal Departments of Energy and Health and Human Services and the State Legislature. A total of 3,828 household units were weatherized between July 1, 1985 and June 30, 1986.

Central Heating Improvement Program. The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of Maine's low-income residents. As with the Division's Weatherization Program, the program is delivered through the twelve Community Action Agencies with Division oversight.

\$1,243,188 were expended from three funding sources including Departments of Housing & Urban Development, Health & Human Services and the State Legislature for a total of 1,214 units from its inception October, 1984 through June 30, 1986.

Energy Management Assistance Program (EMAP). Central Maine Power Company (CMP) is funding an Energy Management Assistance Program designed to weatherize the homes of eligible low-income customers of CMP who use electricity as the primary source of space heat. The Division administers this program which is implemented by Maine's twelve (12) Community Action Agencies. It is anticipated that 600 eligible low-income households will be weatherized with the \$1,062,000 made available by CMP for this program between the contract dates of July 1, 1985 and September 30, 1986.

The Division of Community Services also is administering a pilot project, EMAP II, designed to weatherize a limited number of non-low-income customers of CMP, who use electricity as the primary source of space heat. This program is also implemented by the twelve (12) Community Action Agencies with funding provided by CMP.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearing house for a number of services offered by other state, federal and local agencies. Approximately 20,000 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman, created by Executive Order #6, FY 75-76, receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion, and publicity.

Temporary Food Assistance Program. In December, 1981, the Federal Government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture (USDA). Through the Division of Community Services, Maine's Community Action Agencies were designated as food banks in order to distribute cheese and other commodities to low-income persons. To date, the program is providing cheese, butter, cornmeal, flour, rice and instant milk to an average of 72,000 households per distribution

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which are held three (3) times a year. From July 1, 1985 to June 30, 1986, Maine has distributed to eligible households over 3.6 million pounds of surplus commodities under this program.

The Division received a grant from USDA in the amount of \$205,267 to cover program costs through September 30, 1986. Additional State (\$45,495) and Federal (\$76,000) funding was needed to cover state and local distribution costs.

Head Start. The 111th Legislature appropriated funds to expand an already existing Federal Head Start Program in the State. In FY 1986 \$1.75 million was appropriated to serve 665 low-income children through 10 community action agencies and 3 single purpose child development agencies.

Head Start is a multifaceted comprehensive early child development program focusing on education, parent involvement, health, mental health, nutrition and social services. The enrollment provides that a minimum of 10% will be handicapped children and no more than 10% may be above the 100% poverty income guidelines. All agencies must provide 25% matching funds to the program in the form of volunteer time, space, services or local funds.

PUBLICATIONS:

Community Action Annual Report October 1, 1984-September 30, 1985
Poverty in Maine, 1970-1980

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	674,755	224,173	25,962		424,620	
Health Benefits	44,025	14,685	1,613		27,727	
Retirement	118,872	39,957	4,287		74,628	
Other Fringe Benefits	2,249	757	106		1,386	
Other Contractual Service	446,996	118,372	4,883		323,741	
Rents	283				283	
Commodities	23,727	2,703	3		21,021	
Grants—Subsidies—Pensions	32,798,267	2,747,670	448,341		29,602,256	
Buildings and Improvement	12,723				12,723	
Equipment	47,916				47,916	
Transfers to Other Funds	54,190		1,855		52,335	
TOTAL EXPENDITURES	34,224,003	3,148,317	487,050		30,588,636	

STATE DEVELOPMENT OFFICE

LESLIE E. STEVENS, DIRECTOR

STEPHEN A. BOLDUC, Director of Business Attraction

VIRGINIA MANUEL, Director of Business Assistance

WANDA PLUMER, Director of Tourism

JAY HARDY, Director of Local and Regional Development

Central Office: 193 State Street, Augusta

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001

Average Count—All Positions: 22

Legislative Count: 21

PURPOSE: The State Development Office has three major statutory functions: industrial at-

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traction and marketing; business assistance; and tourism promotion and development.

The Director of the State Development Office designs and implements programs to meet these purposes. This is accomplished through the coordination of a variety of activities with Maine's public and private sectors.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1986 were divided into four program areas, each geared to stimulate the expansion of the State's economy. These programs are: 1. Business Attraction, 2. Business Assistance, 3. Tourism, 4. Local and Regional Development.

Business Attraction. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

The objective of the Business Attraction program is to encourage and assist industries from outside of the State of Maine to establish operations within the state.

In FY 1986, the State Development Office also hosted a New York City Business luncheon. Fourteen local and regional economic development professionals and twenty-seven Maine business people joined with the staff of the State Development Office to provide information to New York City executives interested in investing in Maine.

A major marketing effort continued this year. The State Development Office conducted fall and spring flights of magazine advertising in key business publications highlighting the benefits of doing business in the State of Maine and were directed at top management throughout the northeast. Advertisements ran in *Business Week*, *New England Business*, *Fortune*, and *INC*. In addition, advertisements targeted to the plastics industry ran in *Plastic World* and *Modern Plastics*. A number of business leads have been generated as a result of these advertisements. To compliment our media advertising, the State Development Office continued to utilize the services of a public relations firm based in Boston. In addition to general marketing the State Development Office began a Target Industry Program, an intensive review of a narrowly defined industry segment.

Business Assistance. During Fiscal Year 1986, the business assistance efforts of the State Development Office included the Maine Growth Program. This program provided assistance to existing Maine businesses, who needed financing for expansion purposes. By using a variety of state and federal government financing programs, Maine Growth staff access monies that are necessary to make these business expansions possible. During Fiscal Year 1986, the Maine Growth Program was responsible for assisting six Maine businesses obtain over \$21 million in financing for expansion projects.

In addition to Maine Growth, the State Development Office also expanded its efforts to promote employment and training opportunities for Maine citizens. By utilizing programs offered through the Maine Job Training Partnership Administration, the Vocational Technical Institutes and Vocational Rehabilitation Offices, the State Development Office matches the needs of expanding businesses and Maine's unemployed.

As a result of legislative action in 1984, the State Development Office has expanded its efforts in two other business assistance areas. The State Development Office has contributed funds toward the operation of Maine's Small Business Development Centers (SBDC) Network. This network offers business counseling services to small businesses throughout the state. With State Development Office support, four new subcenters have been established in areas not adequately served before, for a total of eight Business Development Centers in Maine.

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The area of exporting has also received additional State Development Office attention. By providing resources to hire an export counselor to work directly with Maine businesses, assistance is available to widen the markets for Maine products and services. The export counselor works with existing organizations such as the Maine World Trade Association, the Maine Development Foundation and the U.S. Department of Commerce in order to coordinate efforts. Trade missions to the United Kingdom and Germany were accomplished, resulting in direct sales for Maine companies.

Tourism. The State Development Office's Tourism Program entered its third year of operations with market and economic research projects completed. A consumer advertising program was expanded to include New England, Canada and the Mid-Atlantic States. The four-season campaign uses both print and electronic media to communicate that Maine is a "Great (vacation) Escape."

Public relations efforts continued with dozens of feature stories and photographs appearing in national and international publications. The Division of Tourism also initiated a program of hospitality education and cooperated with the Department of Agriculture on a farm vacation development project.

Local and Regional Development. This newly created program division works with economic development professionals, locally elected officials, and other interested citizens to promote local community preparedness for economic development. By providing support and resources to local and regional organizations, this Division assists in the creation of local development strategies, the consolidation of local economic development leadership, and the initiation of meaningful development programs on the local and regional levels.

The Local and Regional Division administers two legislatively mandated activities which are assigned to the State Development Office. These are (1.) Tax Increment Financing, a legislatively created tool to assist local communities in redirecting new tax local revenues into public infrastructure to support expanded development; and (2.) the Community Industrial Building program which provides loan monies to local development corporations for the construction and sale of speculative industrial space to spur local development. During FY 1986, Community Industrial Building funds were committed to the construction of a building in Brewer, and the application process was initiated for funds to be committed to one of Maine's urban centers.

One of the new initiatives designed by this Division to build local and regional capacity was the creation of regional teams to work throughout the state. All staff from the Divisions of the State Development Office participated in this effort to enhance communication and identify opportunities for a state/local partnership for economic growth. Through the fiscal year, this new Division has been actively pursuing program development activities in the areas of overall community preparedness as well as business retention and expansion.

PUBLICATIONS:

- Business Answers—Doing Business in Maine (Free)
- Guide to Doing Business with State Government (Free)
- Maine Information Reference Guide (Free)
- Maine Growth '86 Small Business Financing (Free)
- Maine Developments (Newsletter) (Free)
- Maine, A Special Quality of Life (Free)

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	485,687	485,689			-2	
Health Benefits	23,500	23,500				
Retirement	84,859	84,851			8	
Other Fringe Benefits	1,527	1,527				
Computer Services—State	600	600				
Other Contractual Service	1,666,394	1,661,400				4,994
Rents	595	595				
Commodities	15,155	15,155				
Grants—Subsidies—Pensions	187,386	44,833				142,553
Equipment	20,432	20,432				
Transfers to Other Funds	329					329
TOTAL EXPENDITURES	2,486,464	2,338,582			6	147,876

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

KENNETH A. WALO, Division Director, Employee Relations

Central Office: State Office Bldg., Augusta; Floor: 2

Telephone: 289-1988

Mail Address: Statehouse Sta. #79, Augusta, Maine 04333

Established: March 23, 1979

Sunset Review: June 30, 1988

Reference: Policy Area: 00; Umbrella: 07; Unit: 446; Citation: 26 M.R.S.A., Sect. 979A

Average Count—All Positions: 20

Legislative Count: 20

PROGRAM: Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	456,224	456,224				
Health Benefits	21,691	21,691				
Retirement	76,533	76,533				
Other Fringe Benefits	1,368	1,368				
Computer Services—Comm	127	127				
Computer Services—State	77,313	77,313				
Other Contractual Service	248,144	248,144				
Rents	10,271	10,271				
Commodities	-12,352	-12,352				
Equipment	2,966	2,966				
TOTAL EXPENDITURES	882,285	882,285				

OFFICE OF ENERGY RESOURCES

ANTHONY A. ARMSTRONG, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 5

Telephone: 289-3811

Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 00; Umbrella: 07; Unit: 109; Citation: 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 29

Legislative Count: 16

PURPOSE: The Office of Energy Resources (OER) was first established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's natural energy resources and to provide information on these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation and Production and Energy Extension Service Acts. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives, the Maine Senate and the Public Advocate.

PROGRAM: The Office of Energy Resources provided energy policy analysis and recommendations to the Governor and Legislature, received and administered federal funds for energy conservation and resource development in Maine and provided information to the public on energy developments, conservation techniques and OER activities on an ongoing basis.

The OER assisted developers of small-scale energy projects in Maine, and encouraged conservation and the use of renewable resources among Maine citizens.

The OER also developed and published an updated Comprehensive Energy Resources Plan and a summary publication for general distribution. The Office provided comprehensive emergency planning to deal with any future fuel crisis.

The Office worked with the Public Advocate and the Maine Public Utilities Commission to design new electricity conservation programs.

The Office of Energy Resources played a key role in regional and national energy issues during the past year. The Office informed Maine's Congressional delegation and other appropriate national leaders of the impact on Maine of national energy legislation and developments, and participated in a variety of inter-governmental organizations such as the National Governors' Association, the New England Governors Conference, the Northeast International Committee on Energy and the New England Energy Task Force.

The programs of the Office of Energy Resources are implemented through two divisions, Planning and Conservation, and Operations.

PLANNING AND CONSERVATION DIVISION.

Producing Energy in Maine. During a dynamic year for energy development, OER assisted companies planning to build wood, hydro, cogeneration, waste-to-energy or other energy projects in Maine. The dramatic number of energy proposals came as a result of the Maine Public Utilities Commission establishing rates for the purchase of independently produced electricity in early 1984. The projects which have already signed contracts with utilities are expected to produce \$1.8 billion worth of power between now and 1998, creating hundreds of jobs and

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representing hundreds of millions of dollars worth of economic development throughout the state.

Electricity Supply Planning. OER continued its ongoing long-range planning for electrical supplies. The Office worked with other New England States to try to improve regional forecasting of electricity needs and supplies. At the request of the Governor, OER participated in a study of the energy and economic impacts of an early shutdown of Maine Yankee.

OER followed up on its 1984 testimony which proposed treating conservation as a source of electricity, which is far less expensive than large, centralized power plants. The plan included offering rebates on energy-efficient lighting products which reduce electricity use, making the hot water systems of 150,000 homes and 15,000 businesses more efficient, offering grants and low-interest loans to homeowners and businesses for energy improvements and contracting with energy service companies.

OER worked cooperatively with Maine's utilities to develop conservation programs similar to those proposed in testimony.

Commercial and Industrial Conservation. The Office of Energy Resources developed a major new program to help Maine's businesses and industries reduce their electricity use and costs. OER negotiated with the Public Utilities Commission, CMP, and Bangor Hydro, and both of these utilities implemented the program early in 1986. The Commercial and Industrial Conservation Program allows businesses to receive substantial cash rebates when they replace old lights or motors with proven energy-saving products. The OER estimates this program could save Maine Businesses several millions of dollars a year in energy costs.

The OER also developed a Commercial and Apartment Conservation Service plan which was approved by DOE in 1985, and which will require that Maine's two largest electric utilities offer free energy audits to small business customers as well as residents of apartment buildings.

In addition, the Energy Office worked with the utilities on a commercial loan program which offers 6% loans up to \$70,000 to businesses for energy management systems.

The OER has provided help to small and large companies wishing to conserve energy, cogenerate electricity or switch fuels.

The Energy Office also explained and promoted "third-party financing," or the use of private energy companies to pay for and install energy improvements in return for a share of the financial savings. OER worked with businesses, municipalities and institutions to inform them about this new way to save energy without making any capital investment.

Residential Conservation. In addition to outreach work promoting home energy conservation, the Office continued to design, monitor and evaluate residential conservation programs. OER developed a program to insulate electric water heaters in Maine homes. The PUC ordered Maine utilities to implement the program in 1984, and by early 1986, 80,000 water heater conservation kits had been installed, for a total annual energy savings of over \$6 million.

OER monitored the Residential Conservation Service program, under which utilities completed 33,000 home energy audits by early 1986.

The Office also worked with the utilities and other state agencies, such as the Division of Community Services, the Maine State Housing Authority and the State Planning Office, to develop training programs for energy auditors and weatherization work.

OER held discussions with Central Maine Power Company, and in the summer of 1985 reached agreement on a new energy efficient home design program and four one-year pilot programs. The programs include offering a rebate on weatherization work, sharing energy savings with the customer, offering CMP weatherization services at different "sale" prices and an energy management assistance program. It is expected that the most successful of the pilot programs will be offered on a full-scale basis throughout much of the state in the future, resulting in large energy savings for residential energy consumers.

Emergency Management Program. The OER is responsible for all state planning for any future energy emergency. Maine is dependent on petroleum products to meet approximately 60% of its energy needs, so many of the activities of this program focus on petroleum supply and prices. Office activities include gathering and analyzing petroleum supply and price data, informing the public of supply and price situations in Maine, promoting oil conservation, long-term energy planning and updating and maintaining the comprehensive State Emergency Conservation Plan.

This plan outlines the State's response to a shortage of energy resources and emphasizes voluntary compliance with specific conservation measures. It includes regulations which can be imposed by the Governor in the event that voluntary action is insufficient to resolve the supply problem.

The OER continued to work with the other New England states and the Eastern Canadian

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Provinces to coordinate emergency energy conservation plans.

The OER submitted written comments to the Department of Energy on issues and policies relating to the Strategic Petroleum Reserve and on procedures followed by the Federal government during an oil shortage. The Office continued to participate actively in the development of federal policy on emergency planning issues.

Each month, the Energy Office analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA form 782 and the OER Biweekly Stock and Inventory Report, sources of petroleum data, assist in this monitoring effort.

The OER continues to conduct a biweekly price and inventory survey of home heating oil dealers.

OER also participated in the development of a New England emergency electrical conservation plan designed to minimize economic hardship during any possible shortage of electricity.

Oil Overcharge Programs. OER chaired a Governor's Cabinet Committee on oil overcharge distribution, to plan and coordinate allowable, fair, and beneficial uses of Exxon and other oil overcharge monies. The Committee submitted a plan to the Governor, who submitted a bill to the Legislature. The plan enacted by the Legislature includes several new programs, designed to provide restitution to overcharged oil consumers.

Some of these programs will be administered directly by OER, and some others involve OER oversight of other agencies. OER has submitted the programs to U.S. D.O.E. for approval and is working on implementation plans.

Municipal Bond Program. The \$2.5 million authorized in a 1979 bond issue for energy conservation projects in municipal buildings is now completely expended. OER administered the program, which helped to fund energy improvements in over 500 public buildings in over 200 towns and cities. An evaluation of the program showed that it succeeded in saving Maine taxpayers about \$1 million worth of energy a year for the lifetime of the improvements — in some cases 20 years or more.

Schools and Hospitals Conservation Program. OER also administered the federal Institutional Conservation Program for schools and hospitals. Every hospital in the state and 200 schools have undertaken one or more conservation projects through this program, which has provided Maine with over \$6 million in matching funds for the energy-saving proposals which are judged to be the most cost-effective. Projects selected for funding by OER are now reducing school and hospital operating costs by approximately \$4 million per year.

Legislation. OER developed legislation establishing minimum energy-efficiency standards for new buildings constructed in Maine. In 1985, the Legislature had made OER's voluntary building standards mandatory for publicly-funded buildings, with the exception of single-family homes. OER believes this law will save tens of millions of dollars in wasted energy costs. The office is working with the Governor's Advisory Council on Energy Efficient Building Performance Standards to update and simplify energy standards and make sure they are appropriate for Maine.

OER also proposed legislation, enacted in 1985, allowing school districts and county governments to make use of energy service companies to make energy improvements.

In 1985 the Legislature enacted the Audit and Program Review Committee's unanimous recommendation to "continue the Office of Energy Resources given the importance of energy issues to the State of Maine." The Committee evaluated OER in 1984 and '85 under normal Sunset law proceedings, and found that the Office has been "successful in accomplishing its primary tasks of information dissemination and planning in the areas of energy conservation and alternative energy forms."

Natural Gas and Coal. OER continued to meet with companies planning to construct a pipeline through Maine to import natural gas produced off the coast of the Maritime Provinces. The State has requested a specific volume of gas and five taps to serve new market areas in return for serving as the host to the pipeline.

OER continued to provide technical assistance to residents, businesses and industries who wished to convert to coal. OER also cooperated with the Maine Department of Transportation to study issues relating to increased shipment of coal to Maine.

Solar Energy. Solar energy, especially in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information over the past year. The Energy Office sponsored several tours of solar homes, and sponsored many workshops explaining how to build to take advantage of the energy from

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sunlight.

Hydropower. OER assisted developers of small hydropower projects work their way through the regulatory process and provided technical assistance and advice. The Office reviewed all hydro applications and commented on them to the Department of Environmental Protection and the Land Use Regulation Commission. At LURC's request, OER provided testimony on the energy/economic issues involved in the Big A hydropower proposal, but did not take a position for or against the dam. OER also participated in an inter-agency effort to refine and clarify rules governing hydropower development in Maine.

Wood. OER actively encouraged the safe and prudent use of wood and other forms of biomass for energy. The Office worked with the Department of Conservation and the Department of Environmental Protection on several wood energy issues, including supply availability, the impact of increased harvesting for industrial operations and any impact wood smoke may be having on air quality. OER provided technical assistance to developers wishing to use wood to generate electricity, and to existing Maine industries wishing to convert to wood. OER continued to take an aggressive role in promoting residential woodstove safety.

Other Renewable Energy Resources. OER also worked on energy projects involving peat, tidal power, solid waste, methane, alcohol fuels and wind.

OPERATIONS DIVISION.

The Energy Extension Service. The EES gives direct assistance to thousands of individuals across the state to help them conserve energy and use renewable resources. EES agents operate through five regional offices in Presque Isle, Bangor, Augusta, Lewiston and Portland. During 1984-85, these outreach workers held dozens of workshops, and provided follow-up technical assistance, on such practical subjects as home energy conservation, woodstove safety and energy standards in buildings. EES agents also addressed community groups, adult education classes, clubs and school classrooms on energy issues. They assisted small businesses, promoted home energy audits and conservation programs, led tours of homes using solar energy, demonstrated energy-saving products and technologies at fairs and conventions, assisted community weatherization efforts and provided backup support for Rideshare.

The Energy Bus. OER's traveling Energy Bus was visited by thousands of people last year. The Bus, which contains working displays of energy conservation techniques and technology, made dozens of visits to schools, fairs, festivals and shopping centers to bring energy information to people throughout the state.

Energy Conservation Month. OER has a special, intensive informational effort in October, known as Energy Conservation Month. OER helps people prepare for winter by holding dozens of workshops on weatherization, coordinating with adult education and other groups to hold seminars, generating publicity on successful energy-saving projects, promoting conservation programs, holding a statewide photo contest, traveling around the state with the Energy Bus, providing consumer tips for energy users and discussing woodstove use and safety. The month was accompanied by a statewide media campaign aimed at promoting energy conservation and the use of renewable resources.

Information Activities. Information activities were concentrated on general information dissemination to the public. OER's central office answered thousands of requests for information on such topics as the use of solar energy, burning wood safely, building or retrofitting a home to be energy-efficient, fuel prices and weatherization techniques. In addition to answering questions over the phone or in person, OER distributed to the public about 48,000 energy publications, prepared and updated by OER, containing the latest information that is helpful to Maine citizens. The Information Department also coordinates with EES outreach workers and OER planning staff members to promote energy services, programs, lectures and conferences.

On a general level, through ongoing media contact, the OER informs the public of major new developments, issues and trends in energy.

LICENSES, PERMITS, ETC. Energy Auditor Certification.

PUBLICATIONS:

Overview of Maine's Energy Situation

Comprehensive Energy Resources Plan (\$3.00)

Insulation Facts

Energy Conservation Building Standards: Manual of Accepted Practices (\$3.00)

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Energy Conservation Building Standards: Narrative (\$2.50)
Hydropower Site Evaluation
Electricity from the Sun
Maine Woodburning Guide
Winners II: Affordable Energy Efficient Solar House Designs
Energize: Energy Saving, Cost-Effective Construction

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	512,374	310,013			202,361	
Health Benefits	27,010	17,066			9,944	
Retirement	88,046	53,584			34,462	
Other Fringe Benefits	1,775	1,090			685	
Computer Services—Comm.	416	416				
Computer Services—State	1,757	1,757				
Other Contractual Service	198,378	131,772	9,929		56,677	
Rents	11,612	8,584	1,310		1,718	
Commodities	14,013	10,561	441		3,011	
Grants—Subsidies—Pensions	40,031	404	102		-2,000	41,525
Equipment	7,137	4,637			2,500	
Transfers To Other Funds	24,025		1,763		22,262	
TOTAL EXPENDITURES	926,574	539,884	13,545		331,620	41,525

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1977

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 07; Unit: 102J; Citation: 1979 Exec. Order 6

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: As established by Executive Order number 6 on March 19, 1979, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATIONS: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency meets for hearings on the last Wednesday of every month. The Governor meets with board members following each hearing to discuss the individual requests for pardons or commutations of sentences.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

EXECUTIVE DEPARTMENT

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1965

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,917	53,917				
Health Benefits	2,826	2,826				
Retirement	6,604	6,604				
Other Fringe Benefits	189	189				
Other Contractual Service	12,384	12,384				
Rents	315	315				
TOTAL EXPENDITURES	76,235	76,235				

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**STATE AGENCY HOUSING COORDINATING
COMMITTEE**

ELIZABETH H. MITCHELL, CHAIRPERSON

Central Office: 295 Water Street, Augusta
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1981

Incoming WATS: 1-800-452-4668
Telephone: 623-2981

Reference: Policy Area: 00; Umbrella: 07; Unit: 102W; Citation: Exec. Order 1 FY 82

PURPOSE: One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority in the development of housing policy.

ORGANIZATION: The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

PROGRAM: The Committee meets on an as needed basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

**GOVERNOR'S SELECT COMMITTEE
ON JUDICIAL APPOINTMENTS**

WILLIAM B. TROUBH, CHAIRMAN

Central Office: State House, Augusta; Floor: 2
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979

Telephone: 289-3531

Reference: Policy Area: 00; Umbrella: 07; Unit: 102P; Citation: Exec. Order 5 FY 79

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens who have demonstrated such qualities in their private and professional lives that would assist them in evaluating can-

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didates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to per diem compensation plus expenses.

PROGRAM: During fiscal year 1986, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

The Select Committee has materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the (Office of) Governor.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
KAREN MASSEY, DIRECTOR

Central Office: State Planning Office, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: March 19, 1976

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Citation:* FY 81 Exec. Order 9

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

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PROGRAM:

HIGHLIGHTS OF 1985 ACTIVITIES

Maine's ground water resources, their effective protection and management, were the focus of continued scrutiny by the Land and Water Resources Council during 1985.

The Council's Ground Water Standing Committee established six subcommittees composed of State agency personnel and representatives from trade associations and other interested groups. Final reports and recommendations were presented to the Standing Committee on July 1, and implementation is now underway to assure Maine's continuing ground water quality and availability, to protect public health, and to improve the efficiency of government ground water related programs.

The Council's Coastal Advisory Committee, established by Executive Order of Governor Joseph E. Brennan in October, 1984, proved its merit by fostering development of new Coastal Policy Legislation, adopted by the Second Session of the 112th Legislature. They also coordinated the funding of important coastal resource projects, including an investigation of the cumulative impacts of development on the Maine Coast.

During 1985, the Council also oversaw further implementation of the Maine Rivers Policy, preparing a Progress Report to the Governor and Legislature, and monitoring the myriad of legislative and administrative activities affecting Maine's river resources. The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; commented on federal legislation affecting hydropower relicensings; and, through the Water Flow Advisory Committee and the Council Director, with assistance from agency staff, worked with the U.S. Army Corps of Engineers on the basin-wide water flow assesment of the Kennebec River.

The following three sections describe, in greater detail, the Council's activities during 1985 in its three major fields of endeavor: policy formulation, resource management system development, and high priority problem response. The last section describes the creation and organization of the Council.

I. POLICY FORMULATION

Background. Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities in 1985.

Ground water supplies the drinking water for more than half of Maine's people and is the primary and usually the only source available to the State's rural residents. The Maine Geological Survey estimates that about ten percent of Maine's ground water may already be contaminated in some degree. Leaking underground storage tanks, buried wastes, pesticides, road salt, and other contaminants threaten to degrade more of the resource. In some areas, especially along the coast, increased usage, combined with natural phenomena like saltwater intrusion, have given rise to ownership conflicts over local ground water supplies.

Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources. The following are a few of the highlights of this effort:

- 1979, Ground Water Subcommittee of the Land and Water Resources Council presented its report; "A Management Strategy for Maine's Ground Water Resources," recommending increased data gathering, technical assistance, regulatory, and public education efforts respecting the State's ground water resources and assigned the Land and Water Resources Council a program coordination function;

- 1980, in response to 1979 report, the Legislature created the Ground Water Protection Commission. The Commission's recommendations resulted in significant legislative and regulatory action to increase protection of the resource from contamination including: 1) 1981, amendment of the Site Location of Development Law to prohibit the siting on sand and gravel aquifers of projects with a potential to pollute the aquifer; 2) establishment of the Maine Hazardous Waste Fund; 3) 1983, passage of the Underground Tanks Regulation Act;

- December 1983, Governor Brennan directed the Land and Water Resources Council to do a thorough review of the State's ground water management activities to assess progress toward full implementation of the Ground Water Protection Commission's recommendations and to make any additional recommendations deemed necessary;

- January 1985, the Council's Ground Water Policy Review Committee issued its report and recommendations, discussed below;

- June 1985, Governor Brennan issued an Executive Order declaring: "It is the policy

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of the State of Maine to allocate, protect and monitor Maine's ground water resources, through measures which expand our knowledge of ground water hydrogeology, protect public and environmental health, meet future water supply needs, and encourage a sound economy." The order further directed the Land and Water Resources Council to establish a Standing Committee on Ground Water to implement the State's ground water policy;

The Ground Water Standing Committee. During 1985, the Council's Ground Water Standing Committee, chaired by the Commissioner of the Department of Environmental Protection, and the member agencies made substantial progress in accomplishing the tasks recommended in the January, 1985, report of the Council's Ground Water Review Policy Committee.

The Standing Committee met in June and established six subcommittees to focus on selected tasks set forth in the 1984 report: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests were invited to serve on these subcommittees.

A State Ground Water Coordinator was hired to staff the Standing Committee, advise the subcommittees, and coordinate the overall implementation of State ground water policy and policy development efforts. The subcommittees assembled for the first time at a Ground Water Workshop held on October 28, 1985. The workshop served several purposes: to provide all subcommittee members with a common knowledge base on ground water contamination, resources, problems, and ongoing data-gathering and regulatory programs at all levels of government; to focus individual subcommittee tasks; and to provide a clear description of the coordinated effort being undertaken.

The subcommittees made their reports and recommendations to the Standing Committee on July 1, 1986. Implementation of many of these recommendations is already underway. Others will require legislation, to be introduced to the 113th Legislature. The Standing Committee has established a Policy Subcommittee to set priorities and review allocation of resources. Pilot projects in ground water data management and ground water classification are being undertaken.

Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel will enable the State to better accomplish its ground water protection goals, although additional resources will be needed to accomplish all of the tasks recommended in the 1985 Policy Committee report and in the 1986 Standing Committee report.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Coastal Advisory Committee. By Executive Order of June 12, 1984, Governor Joseph E. Brennan established a Coastal Advisory Committee as a Standing Committee of the Land and Water Resources Council. The Committee, staffed by the Maine Coastal Program Manager, is to provide interagency and intergovernmental coordination for the Maine Coastal Program and, acting through the Council, to advise the Governor, the Legislature and State agencies on sound coastal management actions. In 1985, the Committee reviewed funding of projects for Maine's local coastal program and awarded grants consistent with the Coastal Priorities Statement. A major area of investigation funded was cumulative impacts of the rapid development on the Maine Coast. The Coastal Advisory Committee also endorsed development of new coastal policy legislation which was passed by the Second Session of the 112th Legislature.

Water Flow Advisory Committee. In November 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

The first phase of this program began in the Fall of 1984. In conjunction with other federal and State agencies and with critical data supplied by dam operators, the Army Corps of Engineers prepared a hydrologic analysis of major flood events on the Kennebec. The Water Flow Manage-

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ment Committee reviewed and commented on this report and is providing guidance to the Corps on the second phase of the report to be completed in the Fall of 1987.

Data Management Committee. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. The Committee applied for and was awarded funding from the Coastal Program to develop a natural resources data management system. After determining that a comprehensive system was not within the allotted funds, the Committee worked with the Interagency Coordination Subcommittee of the Ground Water Standing Committee to develop an RFP for a pilot project on ground water data management. A contractor was selected and work on Phase I of the project — an inventory of existing systems and assessment of user needs — should be completed by the end of 1986. Partial funding has been secured for Phase II of the project — developing a proposal for a new statewide system.

III. HIGH PRIORITY PROBLEM RESPONSE

Maine Rivers Policy Implementation. Passage of the landmark Maine Rivers Act in June 1983, accompanied by other related legislation, budget allocations, and administrative measures, completed development of the Maine Rivers Policy pursued by the Council since 1981. In July 1983, Governor Brennan directed that the Council, through the Director, closely monitor the progress of State agencies to assure the timely implementation of their various individual responsibilities. This was a major focus of Council activities during the past year as the proposal to build a major new hydroelectric facility at Big Ambejackamockamus Falls on the West Branch of the Penobscot River focused public attention on the Rivers Act, particularly its hydro licensing provisions.

In December 1985, the Council issued a Progress Report to the Governor and Legislature reviewing the accomplishments and issues in implementation to date. The following is a summary of the Findings and Recommendations of that report.

The Council finds that:

— Traditionally, Maine's environmental laws have been designed to protect the public health, safety, and welfare from the potentially harmful effects of private activity on private property. The Maine Legislature went beyond this traditional conception when it created the Maine Rivers Policy, the purpose of which is to provide not only environmental protection, but also a wise and careful means of allocating to private use and profit a scarce public asset — Maine's valuable rivers resources.

— Overall, the Maine Rivers Policy is accomplishing its objectives, and doing so efficiently and effectively.

— The Policy has resulted in many substantial accomplishments, including:

- the establishment of special protective zoning along some 1300 miles of Maine rivers in cities, towns, and the unorganized territory;
- the granting of State permits under the Maine Rivers Act for 21 hydropower projects that will produce 75.8 MW of new generating capacity;
- the registration with the Department of Environmental Protection of 716 dams throughout the State; and
- the award of more than \$11.5 million to Maine cities and towns for waterfront improvement and community development projects along Maine rivers.

— As with any innovative public policy, especially one involving the coordinated efforts of many agencies with diverse interests and responsibilities, there are areas where improvements are called for in its implementation.

— As public attention has focused largely on the unique Big "A" hydropower proposal, the issues raised by this project deserve the most careful review and response, particularly those involving the legitimacy of considering "alternatives" to a proposed project during permitting proceedings. The Council recommends that:

— The laws that constitute the Maine Rivers Policy not be amended at this time.

— The Board of Environmental Protection and Land Use Regulation Commission adopt regulations pursuant to the Administrative Procedures Act to govern administration of the hydro permitting procedures of the Maine Rivers Act.

— Alternatives to a proposed hydropower project be considered under certain, carefully defined circumstances where significant public economic costs or environmental harms are involved; and the regulations should so specify, in order to resolve the confusion surrounding this issue.

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- The terms “existing dam” and “redevelopment,” as used in the 1983 Maine Rivers Act, be defined in regulations.

- The Governor designate LURC as the certifying agency under §401 of the federal Clean Water Act for hydropower development projects in the Unorganized Territory.

- Procedures needed to integrate compliance with §401 of the Clean Water Act into issuance of permits under the Maine Waterway Development and Conservation Act be fully clarified in the regulations.

- Procedural issues regarding such matters as attendance at hearings by decision-makers, opportunities for intervention and public participation in permitting proceedings, etc., be resolved through general administrative regulations applicable to all permitting procedures for the respective boards, and not by amendment to, or regulation under, the Maine Rivers Act.

Pursuant to these recommendations, the Governor issued an Executive Order, effective January 15, 1986, designating LURC the certifying agency for all hydropower development projects for which it has permitting authority; the Council monitored and testified on, or otherwise participated in the legislative process regarding six bills proposing to amend the Maine Rivers Act; and LURC and the BEP proceeded with the joint development of hydropower recommendations.

FERC Coordination Procedure. In March 1982, Governor Joseph E. Brennan, by Executive Order, directed the Council to establish a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the Maine Waterway Development and Conservation Act in June 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee met in June, 1986, and prepared nine recommendations for endorsement by the Council at its next meeting. Follow-up activities are underway.

Federal Hydropower Policy. In October 1982, Governor Joseph E. Brennan directed the Office of Energy Resources (OER) to submit the *State of Maine Comprehensive Hydropower Plan* to the Federal Energy Regulatory Commission (FERC). Section 10(a) of the Federal Power Act requires FERC to make its decisions in accordance with accepted comprehensive river resource plans. Maine hoped to receive FERC acceptance of its plan as a guide for federal hydropower licensing decisions.

FERC has stated that it does not adhere to any single plan and that Maine's plan will be but one piece of evidence it will use in making its licensing decisions. Federal court decisions have held that FERC may override a State's decisions and issue pre-emptory federal licenses for projects that have not received the necessary State permits. This situation raises grave concerns about the efficacy of the Maine Rivers Policy, and of similar policies of other States, in federal proceedings. Governor Brennan, therefore, asked the Council, through the Director, to work with the Maine Congressional delegation, other members of Congress, and interested parties nationwide to devise legislation to address this concern.

During the past year, the Council Director monitored the development of federal legislation amending the Federal Power Act. When the House and Senate passed differing versions of the Electric Consumers Protection Act of 1985, the Director reviewed the legislation, and, in consultation with the FERC Coordinating Committee, developed comments. These were developed into a letter sent by Governor Brennan to all members of the Conference Committee, with copies provided to the Maine Congressional delegation.

IV. PURPOSE AND ORGANIZATION OF THE COUNCIL

The Land and Water Resources Council was created by Executive Order of Governor James B. Longley in March of 1976. In May of 1979, Governor Joseph E. Brennan issued a new Executive Order re-establishing the Council under his Administration. The new Executive Order maintained the same basic direction for the Council and added the Office of Energy Resources to the Council's membership.

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The Executive Order directs the Council to provide for a substantially improved land and water resources information base for planning purposes; to develop a program to interpret and analyze this information base; to evaluate Maine's land use regulatory system periodically and to recommend necessary improvements; to study and recommend solutions to specific land and water resource management problems; to encourage inter-agency coordination of land and water resources programs, through review of relevant agency work programs; to recommend coordinated State policies for major proposals that transcend the concerns of any one agency; and to seek cooperation of federal agencies to assure that their programs are in the best interest of the State.

The Council consists of: the Director of the State Planning Office, who is Chair; the Commissioner of the Department of Agriculture, Food and Rural Resources; the Commissioner of the Department of Conservation; the Commissioner of the Department of Environmental Protection; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; the Commissioner of the Department of Transportation; the Director of the State Development Office; the Acting Director of the Office of Energy Resources; the Vice-President for Research and Public Services, University of Maine at Orono; and the Chairman of Regional Planning Commissions Directors' Association.

PUBLICATIONS:

- Policy Recommendations for Reducing Coastal Storm Damages
- A Management Strategy for Maine's Ground Water Resources
- Recommended Improvements in Computerized Management of Natural Resources Information
- Recommendations of the Ground Water Protection Commission
- Assessment of Ground Water Quantity in Maine
- Interim Report of the Hydropower Study Subcommittee
- The Maine Rivers Policy, 1983-85: A Progress Report to the Governor and Legislature

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$28,144 in FY 86 and are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MANAGEMENT TASK FORCE

HARVEY E. DeVANE, CHAIRMAN

KATHRYN HENRY, EXECUTIVE DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell;

Telephone: 289-3030

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 15, 1979

Reference: Policy Area: 00; Umbrella: 07; Unit: 102U; Citation: Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of executive agencies in Maine State Government and for making recommendations for improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works with the Governor's staff and Executive Branch agencies to: recommend ways to improve efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and to improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force is composed of persons with business experience who are appointed by the Governor and who serve at his pleasure. It is chaired by

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a Department Commissioner named by the Governor. From time to time its membership is augmented with members of the business community who have special expertise in areas being reviewed.

PROGRAM: During its first year of activity the Governor's Management Task Force completed its initial report to the Governor (Energy Management in Maine State Government) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the State of over \$4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report (*Administrative Support Service in Maine State Government*) contained 50 recommendations and identified potential savings of over \$2 million.

In January, 1982 the Task Force issued *Priorities for Change, Maine State Personnel System* containing recommended changes in the Personnel System in the areas of employment, compensation, organizational structure, labor relations, training, and systems analysis and automation.

In FY 1983, the Task Force concentrated on reviews of the State purchasing and warehousing activities, and undertook a study of the State computer and data processing systems.

In FY 1984, the Task Force issued, in April, its report entitled, "Proposed, Conversion to Bailment Warehousing Alcoholic Beverages."

During FY 1985, the Task Force issued its fifth major report entitled, "A Review of the Data Processing Environment in the Executive Branch of Maine State Government." In addition, the Task Force studied and made recommendations on the food service operations of the Department of Mental Health and Mental Retardation, the need to replace cash registers in Maine liquor stores with modern computer type cash registers, the disposition of State surplus property, space needs of the Department of Human Services, energy efficiency in State buildings, and it began a study of the Maine State Retirement System.

During FY 1986, the Task Force drafted and presented legislation to reorganize information services and data processing throughout the Executive Branch. As a result of these efforts, L.D. 2392 (AN ACT to Reorganize the Department of Finance and Administration and the Department of Personnel) was passed into law. In this law, the principal Task Force objective was achieved. Under L.D. 2392, and within the new Department of Administration, an Office of Information Services was created to plan and direct the state's multitude of computer operations.

Other major Task Force activities included continuing work on energy efficiency in state-owned buildings and completing recommendations on food service operations at the Department of Mental Health and Mental Retardation's three institutions.

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (On location use)

Administrative Support Services in Maine State Government (On location use)

Priorities for Change, Maine State Personnel System (On location use)

Proposed, Conversion to Bailment Warehousing Alcoholic Beverages (Limited number of free copies)

A Review of the Data Processing Environment in the Executive Branch of Maine State Government (Limited number of free copies)

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

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GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

NANCY HILL, CHAIRMAN
ROBERT D. GIBBONS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 07; Unit: 102S; Citation: Exec. Order 11 FY 79

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of twelve members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

GOVERNOR'S TASK FORCE ON HIGH LEVEL NUCLEAR WASTE

HENRY E. WARREN, DIRECTOR

Central Office: Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: January 16, 1986

Reference: Policy Area: 00; Umbrella: 07; Unit: 102N; Citation: Exec. Order 9, FY 86

PURPOSE: The Task Force was established on January 16, 1986, to coordinate the resources of state government for a response to a proposal by the U.S. Department of Energy that designated two sites in Maine as possible locations for high level radioactive waste disposal. The Task Force assembled necessary technical information, worked with local government and private groups, and submitted a report to D.O.E. The Task Force is currently inactive due to a decision by D.O.E. on May 28, 1986, to suspend the second repository program.

ORGANIZATION: The Task Force consisted of the Director of the State Planning Office as Chair; the Commissioners of Environmental Protection, Conservation, Human Services, and

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Transportation; the Public Advocate; the Chairman of the Public Utilities Commission; the Director of the Office of Energy Resources; and the Chair of the Advisory Commission on Radioactive Waste. The Director was a special assistant to the Governor, and staff was assigned from the State Planning Office and the Department of Conservation, with staff and support funds from the Department of Energy. State agencies contributed staff time as needed. A citizen technical advisory group was appointed and participated.

PROGRAM: The Task Force fulfilled its purpose of filing a timely response to the waste repository proposal. This was accomplished in an extremely short period due to the combined efforts of a number of state and local agencies. During the period from January 16, 1986, to April 16, 1986, the Task Force and staff conducted several meetings to coordinate efforts, attended briefings and hearings conducted by U.S. D.O.E., and made a formal presentation at a public hearing on April 7, 1986.

The State of Maine response was very clear in outlining a number of deficiencies in the repository proposal and the sites at Sebago Lake and Bottle Lake.

The Task Force also advised the Governor from time to time as Congressional action on the Price, Anderson Act governing nuclear accident liability was proceeding.

The Task Force and staff maintained contact with other states, Indian tribes, and Provinces, as well as U.S. D.O.E. officials throughout the process.

The Task Force obtained and managed funds for its efforts from U.S. D.O.E. and the Legislature, with the direct assistance of the State Planning Office and the Department of Conservation.

PUBLICATIONS:

State of Maine Comments on U.S. Department of Energy.

CRP Draft Area Recommendation Report. (Free — limited availability)

Summary of above comments document. (Free)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$30,387 in FY 86 and are, by administrative decision, included with those of the (Office of) Governor and the State Planning Office.

STATE PLANNING OFFICE

RICHARD E. BARRINGER, DIRECTOR

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968

Sunset Review Scheduled to Start by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 47

Legislative Count: 18

Organizational Units:

Community Assistance Division

Management Division

Policy Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across

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responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide intergovernmental review clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975 and state administration of the Community Development Block Grant Program in 1981. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, Coastal Energy Impact Program administration, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1983 includes three divisions; namely, Community Assistance Division, Policy Division, and Management Division.

PROGRAM:

Community Assistance Division: The Community Assistance Division has the following five goals: (1) the provision of grants for planning and development; (2) the provision of technical assistance to local and State officials, citizens, legislators and community groups; (3) the communication of local needs to the Governor, Legislature, and Federal officials, and the communication of State and Federal priorities to local officials; (4) the support of a viable substate planning system; and (5) the enforcement of quality standards for local governments in the area of grants administration.

Community Development Block Grant Program: The State Planning Office assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) in 1982. CDBG funds were awarded in 1982, 1983, 1984, 1985, and 1986 through the Community Revitalization Program, the Development Fund, and a Planning Grant Competition. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the state on program policies and goals. The CDBG goal for 1986 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The State Planning Office administered a total of \$43 million in CDBG funds in 1982 through 1985. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1986 CDBG program consisted of the following components: (1) Reserved Grants, (\$3.1 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants (\$4 million) to support a wide variety of community development initiatives; (3) a Development Fund (\$750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants (\$150,000) to assist communities without a CDBG grant and without professional planning capability to prepare and implement a local development plan; and (5) Technical Assistance Grants (\$125,000) to non-profit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds (\$297,000) were used for State administration of the program.

Flood Insurance Program: At the direction of the Governor, the State Planning Office is the Coordinating Agency for the National Flood Insurance Program (NFIP). Program staff assisted communities in converting from the Emergency to the Regular Flood Insurance Pro-

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gram. Staff also worked with other State agencies in order to integrate flood proofing and protection recommendations into existing State permitting procedures. Additional services provided by this Program include a toll-free number to deal with citizen inquiries concerning the NFIP, reviews of projects proposed in floodplains for adequate design, an inventory of historic high water marks on Maine rivers, and serve as a floodplain information clearinghouse.

Local Planning Assistance Program: The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, a handbook for municipal boards of appeals, a booklet containing the recent rivers legislation, and a guide to the new manufactured housing law.

Intergovernmental Review: During 1985, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order of Governor Brennan, which replaces the A-95 Review process that had been in effect prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a bi-weekly bulletin.

Coastal Program Local Planning Grants: The Division supported waterfront development and revitalization planning projects in 18 coastal communities. These local waterfront planning efforts focus on improving and expanding economic and recreation benefits on waterfronts and improving access for commercial and recreational users.

Policy Division: The mission of the Policy Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Division also administers the Maine Coastal Program under the Federal Coastal Zone Management Program and the Maine Critical Areas Program.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance.

In the past year, the Division has done research and prepared reports on the following topics: cumulative impacts of development, the changing labor force, housing needs, public access to the coast, high nuclear waste disposal siting, and forecasting the state's future economy.

Data Processing Activities: The Planning Office continued to provide 1980 Census Data to a variety of State Agencies, Regional Planning Commissions, and researchers.

Maine's econometric model has been updated and enhanced to include new data from the Bureau of Labor Statistics, including an occupational forecasting capability and a simulation model of the U.S. economy. A more detailed breakdown of the State's industrial mix is now available.

Most of the Planning Office's research staff now use computers regularly, for applications from word-processing to statistics.

State Government Socioeconomic Data Center: The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the Governor and Legislature. The number of requests handled by the Data Center has increased from 1,000 in 1978 to 2,668 in 1985.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve

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a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past five years, Maine has received an annual grant of about \$1.2 million from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 85 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support five staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include an assessment of the cumulative impacts of development in Maine and the development of public assistance announcements to raise public awareness concerning growth in the State.

A major accomplishment of the Program was the enactment of An Act to Enhance the Sound Use and Management of Maine's Coastal Resources. The Act establishes nine policy goals, contains amendments to existing laws in the area of shoreline access, hazard areas management, water-dependent uses and natural areas protection. A bond issue was also enacted to establish a shoreline access fund, waterfront rehabilitation programs, and marine laboratory development.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is receiving permits in Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over \$200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

State of Maine Economic Report—bi-monthly

Natural Resources in Maine's Economy—1986

The Geology of Maine's Coastline—1983 (\$5.00)

A Development Plan for Maine's Aquaculture Industry (\$3.00)

River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983

A Guide to Maine's New Manufactured Housing Law—April 1984

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Maine Retail Sales Quarterly Report
 Tourism Quarterly Review
 Town Land Area
 Standard Geographic Code for Minor Civil Divisions — 1982
 1980 Final Census Count—Maine
 Status Report on Rural Development
 The Governor's Committee Rural Development Annual Report—1984
 Community Profiles
 Maine Planning and Land Use Laws
 A Guide to the Flood Insurance Program
 A Handbook for Municipal Boards of Appeals
 Suggested Forms for the Administration of the Municipal Subdivision Law
 Model Subdivision Regulations for Small Towns
 Guidelines for Municipal Shoreland Zoning Ordinances
 Sample Forms for Shoreland Zoning Administration
 Comprehensive Planning Guide
 Model Land Use Ordinances
 Model Zoning Ordinance for Maine Communities
 Maine Coast Estuarine Sanctuary
 Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
 Maine Peatlands
 Piping Plover Planning Report
 Financial Application—Estuarine Sanctuary
 Higgins Beach Management Plan
 Guide to Federal Consistency
 The Economic Dimensions of Tourism in Maine—1983
 Farmland Conversion in Nineteen Maine Communities—1982
 The Maine Economy: A Forecast to 1990—1982 (\$5.00)
 The Small Town Handbook for Revitalization and Community Development—1981
 Poverty in Maine, 1970-80 — March 1985
 State Policies and Programs Regarding Maine's Drinking Water — 1982

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,119,801	523,500			596,301	
Health Benefits	58,597	24,076			34,521	
Retirement	198,591	97,041			101,550	
Other Fringe Benefits	3,889	1,802			2,087	
Computer Services—Comm.	1,084				1,084	
Computer Services—State	26,605	24,035			2,570	
Other Contractual Service	261,251	170,241			90,154	
Rents	3,486	1,854	310		1,322	
Commodities	32,203	28,791			3,412	
Grants—Subsidies—Pensions	10,361,796	239,706	12,730		10,109,360	
Equipment	26,775	3,915			22,860	
Transfers to Other Funds	30,595				30,595	
TOTAL EXPENDITURES	12,124,673	1,114,961	13,896		10,995,816	

(OFFICE OF) PUBLIC ADVOCATE

PAUL A. FRITZSCHE, PUBLIC ADVOCATE
JOEL SHIFMAN, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta

Telephone: 289-2445

Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; Umbrella: 07; Unit: 413; Citation: 35 M.R.S.A. 1-A

Average Count—All Positions: 7

Legislative Count: 7

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

The major cases in which the office has been involved in the past year have included continuing investigations regarding the involvement of Maine utilities in the Seabrook nuclear generating facility, and rate increase cases brought by Central Maine Power Company, New England Telephone, and Continental Telephone of Maine. Our office has also actively participated in cases dealing with rate structure changes involving Bangor Hydro Electric Company and Central Maine Power Company. We have additionally been involved in major cases involving a potential merger between Maine Public Service Company and Central Maine Power Company and a workers' compensation reduction proceeding before the Superintendent of Insurance. We have been actively involved in an extensive number of proceedings relating to fuel adjustments, cost of gas adjustments, expansion of conservation programs, and several industrial development proceedings. At the Federal Communications Commission, we have actively participated in cases involving interstate access charge rate structure as well as an AT&T surcharge on rates in Maine and other states which impose a gross receipts tax on telephone utilities. At the Federal Energy Regulatory Commission we have participated in ratemaking proceedings which concerned the cost of gas shipped through interstate pipelines and the sale price for shares of the Seabrook nuclear power project owned by Maine utilities.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been in providing consistent, professional representation for consumers before the Public Utilities Commission through the continued development of a small, but very experienced, staff. Our ongoing presence has served to remind the utilities, the Commission and other participants of the legitimate needs and expectations of consumers. Our specific achievements include:

1. A comprehensive settlement of the Central Maine Power Company rate case and fuel adjustment proceedings which resulted in an overall reduction in rates of \$22,600,000 and the disallowance of approximately \$17,000,000 in costs incurred by Central Maine Power Company through its ownership of a portion of the Millstone 3 nuclear plant in Connecticut.
2. We had a central role in proceedings before both the Public Utilities Commission and the Federal Energy Regulatory Commission which resulted in the Maine utilities finding a buyer for their shares of the Seabrook project.
3. We took the lead in restructuring the Public Utilities Commission's local measured telephone service to produce an improved, 3-choice, optional measurement plan. We proposed an off-peak flat option which has proven to be popular with the consuming public.
4. We have successfully argued before the Public Utilities Commission that a merger between Maine Public Service Company and Central Maine Power Company is in the public interest as it will produce lower rates for Aroostook County while achieving significant economies of scale for ratepayers in both northern and southern Maine.
5. We have entered into a series of agreements with Central Maine Power Company to expand conservation programs available to residential, commercial and industrial customers. These

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- programs will reduce future charges to ratepayers by replacing high cost construction with lower cost, less environmentally damaging conservation measures.
6. We have taken the lead in expanding the highly successful New England Telephone program of reduced installation fees for low-income people to other telephone companies throughout the state.
 7. We have successfully settled the Continental Telephone case where its request for \$1,900,000 was reduced to \$320,000. In addition, we obtained substantial improvements in service in both Northern Aroostook County and the Sebago Lake area.
 8. We were able to settle the New England Telephone rate case resulting in only a \$1 per month increase in basic residential rates, allowing basic rates to continue to remain generally affordable. We have been successful in avoiding the disastrous substantial increases in basic rates which were predicted following the breakup of the Bell System.
 9. We have successfully negotiated settlements permitting a new hydroelectric development on the Penobscot and a modernization program at Bates Fabric in Lewiston.
 10. The Public Advocate served as the chairman of the Committee on Industrial Stability which successfully recommended to the Legislature that the sales tax on energy used in manufacturing be eliminated to improve the competitive position of Maine's industries.
 11. We served on the task forces that submitted a report to the Department of Energy in opposition to a nuclear waste repository being located in Maine and a report to the Governor concerning a possible early shutdown of Maine Yankee.
 12. We continued to effectuate the successful State Telecommunications Policy which promotes both affordable basic telephone service and a sound modernization program for Maine's telephone companies.
 13. In the area of workers' compensation insurance rates, we were successful in obtaining an interim 8% reduction in workers' compensation rates and in defending that reduction before the Superior Court. We have also been active in defending that 8% interim reduction before the Bureau of Insurance. We presented two expert witnesses in the nine-day proceeding and are preparing our final briefs. A final decision in the case has not been reached.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	201,372	201,372				
Health Benefits	9,076	9,076				
Retirement	30,411	30,411				
Other Fringe Benefits	707	707				
Other Contractual Service	129,615	129,615				
Rents	66	66				
Commodities	2,364	2,364				
TOTAL EXPENDITURES	373,611	373,611				

ADVISORY COMMITTEE FOR THE DEVELOPMENT OF A RAIL TRANSPORTATION POLICY

DANA F. CONNORS, COMMISSIONER, D.O.T.

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Station #16, Augusta, Maine 04333

Telephone: 289-2551

Established: June 1, 1984

Sunset Review Required by:

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Citation:* Exec. Order 11, FY 84

PURPOSE: To develop and recommend State policy for future rail transportation that will adequately meet the present and future needs of Maine Industry and the State's economy. Such policy is to provide guidance to the Department of Transportation and the State Government in general in responding to anticipated rail line abandonments.

It is anticipated that a number of these lines will be the subject of petitions for abandonment within the next few years, and it is deemed necessary and prudent that the State have in place a policy to respond to such actions in a timely manner.

ORGANIZATION: Individuals to serve on the Advisory Committee include a representative of the paper industry, the Chairmen of the Joint Standing Committee on Transportation of the 111th Legislature, a representative of the Maine Municipal Association, a representative with experience in so-called shortline rail operations, a rail management person representing the larger carriers, a representative of the food processing industry, a representative of the Maine Poultry Association, a representative of the Maine potato industry, a representative of railroad labor, and the Commissioner of Transportation. The Commissioner of Transportation serves as Chairman.

The Governor's Advisory Committee for the Development of a Rail Transportation Policy for the State of Maine serves without compensation and receives staff support from the Department of Transportation. The Commissioner of Transportation receives additional support as he deems necessary from the Office of Energy Resources, the State Planning Office and the State Development Office.

PROGRAM: This Committee submitted proposed legislation to the 112th Legislature to assist railroads in the State by eliminating State sales tax on track material, to reimburse one-half the cost to maintain grade crossings and overhead bridges, and to extend the exemption on excise tax for box car leasing as well as to purchase three branch lines for \$850,000.

These were passed by the Legislature, and approved by the voters in November's referendum. However, due to R/W problems, the purchase was delayed as well as enactment of the remainder of the bill.

PUBLICATIONS: Railroad Transportation Policy & Plan (full report and summary) — Free

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

DIVISION OF TOURISM

LESLIE E. STEVENS

WANDA EVANS PLUMER, DIRECTOR

Central Office: Augusta

Telephone: 289-5710

Mail Address: SDO, Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 154; *Citation:* 5 M.R.S.A., Sect. 7004

Average Count—All Positions: 4

Legislative Count: 4

PURPOSE: The Division of Tourism was created by law to serve as the single, official spokesman of travel policy, with the authority to directly implement promotional programs. The Division's broad directive is to promote Maine as a four-season tourist destination to tourist consumers, meetings and conventions planners, group tour planners and others.

To accomplish this the Division is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Division is comprised of four (4) professional staff and is part of the State Development Office. The Division is supervised by the Director of the Division of Tourism who oversees the activities of a Public Relations Specialist and two Project Officers. Overall supervision of the Division of Tourism is provided by the Director of the State Development Office.

PROGRAM: During the past year the Division of Tourism completed a market research program aimed at providing information regarding out of state perceptions of Maine as a tourist destination. The Division gathered information on the economic impact of tourism on the Maine economy and research aimed at providing an inventory of tourist related activities, attractions and support services available in Maine. These studies are being used to chart the Division's promotional and marketing strategies and are used as a way to measure the impact of increased tourism on Maine's economy resulting from the promotional program.

During the year, the Division undertook a public relations/promotion effort that focused on: print, television and radio advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. The Division also sponsored one (1) familiarization trip for in-state information providers to better acquaint them with the attractions available in their state. Local outreach programs were instituted, and included seminars, conferences, and a cooperative advertising program or the Maine Tourism Industry.

During the year, the Division contracted with the Maine Publicity Bureau to provide basic mail out and referral services to consumers requesting information about Maine.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the State Development Office.

MAINE COUNCIL ON VOCATIONAL EDUCATION

JERRY HIX, CHAIRMAN

CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347

Telephone: 622-4709

Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* 1985 Exec. Order 07

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the VTI Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the VTI Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the VTI Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the VTI Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the staff assistant.

PROGRAM: During FY '86 the Maine Council on Vocational Education's (MCVE) major activities included: sponsoring a public meeting in Lewiston; monitoring the progress of vocational education legislation in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; and participating in the activities of the Maine Occupational Information Coordinating Committee, the Maine Association of Vocational Education Administrators, the VTI Administrative Council and the Maine VTI Foundation. MCVE also brought together members of the Secondary Vocational Schools' Advisory Committees and cooperative boards.

PUBLICATIONS:

1983, 1982, 1981, Annual Reports

1984 Annual Report

1985 Annual Report

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 1030½

Legislative Count: 852½

Organizational Units:

Administrative Services Division

Bureau of the Budget

Bureau of Accounts and Control

Bureau of Central Computer Services

Bureau of Purchases

Bureau of Public Improvements

Bureau of Taxation

Bureau of Alcoholic Beverages

Board of Emergency Municipal Finance

Risk Management Division

Review Committee for Contractual Services

Standardization Committee

Capitol Planning Commission

State Claims Board

State Liquor Commission

Board of Trustees, Accident and Sickness or Health Insurance Program

Advisory Council on Deferred Compensation Plans

Advisory Committee on State Telecommunications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

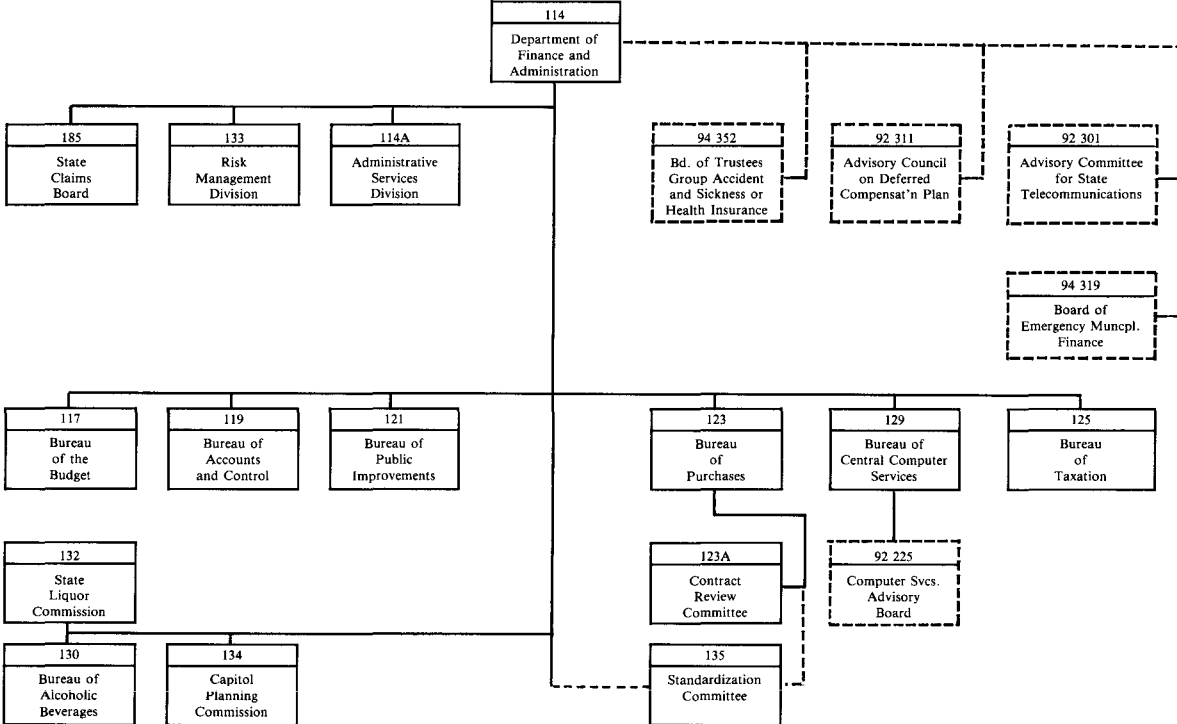
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART **DEPARTMENT OF FINANCE AND ADMINISTRATION** **UMB 08**



FINANCE AND ADMINISTRATION

Approved by the Bureau of the Budget

FINANCE AND ADMINISTRATION

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,281,310	9,125,074		334,126		6,822,110
Health Benefits	1,102,784	589,106		23,693		489,985
Retirement	2,815,218	1,597,977		53,717		1,163,524
Other Fringe Benefits	58,367	33,082		1,083		24,202
Computer Services—Comm	59,081					59,081
Computer Services—State	1,131,049	947,850		3,551		179,648
Other Contractual Service	6,558,571	3,202,048		199,610		3,156,913
Rents	3,792,974	31,761				3,761,213
Commodities	2,278,426	909,628		22,740		1,346,058
Grants—Subsidies—Pensions	16,176,578	13,705,794	2,310,453	23,252		137,079
Buildings and Improvement	716,571	327,921				388,650
Equipment	141,427	129,567		5,707		6,153
Interest—Debt Retirement	38,800	87				38,713
Transfers to Other Funds	644,780	500		2,811		641,469
TOTAL EXPENDITURES	51,795,936	30,600,395	2,310,453	670,290		18,214,798

FINANCE AND ADMINISTRATION

**DEPARTMENT OF FINANCE
AND ADMINISTRATION
(Chief Administrative Unit)**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	97,713	97,713				
Health Benefits	3,767	3,767				
Retirement	21,087	21,087				
Other Fringe Benefits	333	333				
Computer Services—State	85	85				
Other Contractual Service	45,709	45,709				
Commodities	257	257				
Grants—Subsidies—Pensions	330,000	330,000				
Equipment	749	749				
TOTAL EXPENDITURES	499,700	499,700				

BUREAU OF ACCOUNTS AND CONTROL

SANDRA J. CROCKETT, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3781

Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 60

Legislative Count: 63.5

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCE AND ADMINISTRATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,056,509	1,056,509				
Health Benefits	71,835	71,835				
Retirement	186,450	186,450				
Other Fringe Benefits	3,389	3,389				
Computer Services—State	360,226	360,226				
Other Contractual Service	46,749	46,749				
Commodities	9,437	9,437				
Grants—Subsidies—Pensions	3,012	3,012				
Equipment	16,917	16,917				
TOTAL EXPENDITURES	1,754,524	1,754,524				

ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-2931

Mail Address: Statehouse Sta. #67, Augusta, Maine 04333

Established: July, 1977

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 114A; Citation: 5 M.R.S.A., Sect. 282

Average Count—All Positions: 16

Legislative Count: 17

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Public Improvements, Purchases, Taxation, Employees Health Insurance Program, Risk Management Division and State Claims Board. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

PROGRAM: New and expanded activities in the area of affirmative action and equal employment opportunities were continuing within the Department during the past year.

PUBLICATIONS:

Affirmative Action Plan—(Free)

FINANCE AND ADMINISTRATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	285,050	285,050				
Health Benefits	16,941	16,941				
Retirement	53,732	53,732				
Other Fringe Benefits	933	933				
Computer Services—State	1,936	1,936				
Other Contractual Service	17,236	17,236				
Commodities	4,230	4,230				
Grants—Subsidies—Pensions	8,632	8,632				
Equipment	10,463	10,463				
TOTAL EXPENDITURES	399,153	399,153				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1

Telephone: 289-3721

Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 259

Legislative Count: 250

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years; the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

FINANCE AND ADMINISTRATION

PROGRAM: The Bureau of Alcoholic Beverages has continued to convert its network of stores to self-service types, and existing stores have been re-located to better serve the consumers in five (5) areas of the State. As a result of recently enacted legislation, the Bureau plans to have an additional discount liquor store on the south-bound lane in York operational by November of 1986.

State of the Art Computerized cash registers have been purchased and should be on-line September 1, 1986.

Our credit card program has been expanded to accept American Express and in-store merchandising programs have been stepped up in order to stabilize sales that have been on a decline nationwide.

LICENSES, PERMITS, ETC.:

License:

Class I. Spirituous, Vinous and Malt Beverages

Class II. Spirituous Only

Class III. Vinous Only

Class IV. Malt Beverages Only

Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:

Certificate of Approval for Wine, Beer

Alcohol

Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,896,302					3,896,302
Health Benefits	294,893					294,893
Retirement	658,100					658,100
Other Fringe Benefits	13,520					13,520
Computer Services—State	82,777					82,777
Other Contractual Service	872,036					872,036
Rents	538,308					538,308
Commodities	272,943					272,943
Grants—Subsidies—Pensions	69,931					69,931
Interest—Debt Retirement	113					113
Transfers to Other Funds	236,692					236,692
TOTAL EXPENDITURES	6,935,615					6,935,615

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER

RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333

Telephone: 289-2881

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 117; Citation: 5 M.R.S.A., Sect. 283

Average Count—All Positions: 12

Legislative Count: 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau, estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates, both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on

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the organization and administration of State Government, the Bureau of the Budget designed the format for, gathers the data from State agencies, edits, assembles and produces the Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	297,923	297,923				
Health Benefits	13,709	13,709				
Retirement	62,927	62,927				
Other Fringe Benefits	1,037	1,037				
Computer Services—State	34,600	34,600				
Other Contractual Service	14,200	14,200				
Commodities	958	958				
Equipment	13,148	13,148				
TOTAL EXPENDITURES	438,502	438,502				

CAPITOL PLANNING COMMISSION

VACANT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2

Telephone: 289-3881

Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 134; Citation: 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership and, while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

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PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities.

LICENSES, PERMITS, ETC.:

Sign Permits for:
Businesses
Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

CARL S. WESTON III, DEPUTY DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631

Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 89

Legislative Count: 110

Organizational Units:

Computer Operations Division
Systems Software Division

Systems and Programming Division
Information and Resource Center Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the acquisition of data processing equipment and services by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session established the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM:

Administration. During the past there were many accomplishments by the Bureau. In cooperation with the Computer Services Advisory Board, Central Computer Services published an update to the general standards that cover all hardware and software acquisitions. Two new

areas of standards were also published addressing Disaster Recovery and Systems Development Procedures. According to published plans, C.C.S. installed more memory and a CPU upgrade on the IBM machine. Staff members also prepared and executed a benchmark to determine the best solution to the processing power needs of our Honeywell system users. During the fiscal year the agency continued to enhance and clarify its financial and billing systems which are providing more accurate reporting of profit and loss by cost center. Of most significance was the addition of communications equipment and software that enabled a single standard terminal user to access both host computers.

Information and Resource Center Division: The Information and Resource Center Division (IRC) provides services to all state agencies who have a need to experience hands-on data processing. The IRC staff strives to meet the variety of needs by providing access to terminals which connect into CCS's Honeywell and IBM mainframes, personal computers (PC's), graphics terminals, word processing terminals, plotters and printers. The equipment affords all state agencies an opportunity to learn about computer graphics, personal computers, and software offerings available on both PC's and the mainframes.

A computer store has been providing short term microcomputers and software lease agreements during the past 12 months. The store has provided 13 systems to 10 agencies on 6 month leases. Additionally, the store has assisted over 100 state agencies with microcomputer installation, advice, trouble shooting, word processing, and has acted as a vendor interface for many state agencies.

The IRC has continued to provide data processing and management training to State agencies. During the period, 95 training classes, in subjects ranging from data processing fundamentals to structured system design, were given to 733 students representing 69 agencies. The training represents a 31% increase in student enrollment over the previous year.

The IRC has established three state-wide data bases available to all state agencies with 3270 computer access. They are a Central Computer Services computer users guide, (also in booklet form), a current file of training courses which includes location, time, data and cost, and a resource library listing.

Systems Software and Planning Division: This group is responsible for the generation and maintenance of the Honeywell and IBM operating systems, telecommunications software (including the NCR Comten telecommunications processor), installation and maintenance of third-party vendor software, maintenance and reporting of the Bureau's performance management and capacity planning systems, planning and installation of DP products, and for the development of any specialized programming techniques. During the fiscal period the hardware and software of both mainframes were upgraded in order to support new and improved services, products and capabilities.

Software improvements on the IBM were spotlighted by the production implementation of the VM/XA and MVS/XA operating systems. These milestones capped several years of planning and technical effort, placing the State in the state-of-the-art mainstream of IBM's strategic directions. The upgrade also is providing increased system availability. New releases of SAS and FAVER were installed and other maintenance upgrades to major system components were completed. New products installed included: CTOP (a CICS line transmission optimizing routine), COBOL/XE and VMLIB (development tools).

With the advent of Honeywell's GC0S8 operating system last year, the platform was established for a new generation of software products and capabilities for the Honeywell users. New products installed and tested include: Console Manager, EDIT8, UTL8, Mass Storage Analyzer, Dual Data Environment, and MAGNA8, all of which provide enhanced or new functions and capabilities. Operating and telecommunications operating systems were upgraded with new or maintenance releases, including TSM which received the desired enhancement of providing standard 3270 terminal support. An in-house enhancement to the Consolidated On-line system provided dynamic buffering which saved memory costs for consolidated users and freed more memory for other system users.

A benchmark was run late in the year on three models of Honeywell's DPS 88 mainframe family in order to determine what would be the optimal growth and service path from the currently installed triple DPS 8/52 system.

In September of 1985, an NCR Comten 3690 telecommunications processor was installed and successfully tested. This machine allows a standard terminal user, with just a few keystrokes, to communicate directly to either the IBM or the Honeywell computers thereby halving the number of lines necessary to attach to both mainframes. Tests and production experience with this

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approach were so successful that more telecommunications lines are being moved onto the NCR Comten system.

Computer Operations Division. The primary objective of the Computer Operations Division is to provide responsive, efficient and professional service to those agencies requiring computer processing, media library, data entry, auxiliary, data communications or data control services. On-line, timesharing, batch and remote batch processing access is provided on a twenty-four (24) hour, seven (7) day per week basis.

Data communications facilities have continued to improve. Additional test equipment has helped to provide the necessary assistance to State agencies. The staff has been instrumental in evaluating existing and future networks.

During this past year, two (2) Requests for Proposals were issued, evaluated and are in the process of contract negotiations. A Computer Output Microfilming (COM) Service contract was negotiated and will go into effect August 1, 1986. The second Request for Proposal was for High Speed Print (HSP) equipment and was awarded to XEROX Corp. Negotiations are in progress with a tentative service date of November 1986.

Hardware improvements on the IBM mainframe this year included upgrading our 3370 disk drives to the more efficient 3380 disks. The 3380 disks provide more capacity in less floorspace and at higher performance rates. The mainframe was upgraded to a 4381-3 dual processor (approximately 4.9 MIPS) with 24 Megabytes in August of 1985. This memory was subsequently upgraded to 32MB in June of 1986 in anticipation of another CPU upgrade to a 4381-14 in July of 1986.

The Honeywell mainframe had its memory increased in stages from 8 Megabytes to 10, 12, and 16. The disk situation changed considerably with the removing of DSU190 and most of the DSU450 disk drives which were replaced with higher density MSU501 models.

Systems and Programming. This group provides a full range of applications development services (analysis, design, programming) for State Government on a consulting basis. Work is performed in accordance with the State standards for Systems Development. Support is provided for both Honeywell and IBM mainframes and a variety of distributed systems. State agencies taking advantage of these services encompass the three branches of State Government.

During this past year major efforts were completed or underway in several areas. Included among these were:

Alcoholic Beverages — System changes to provide for new Point of Sale Cash Registers in all liquor stores; Retirement — Significant progress on development and implementation of Refunds and Retiree Payroll; Personnel — Continued enhancements of the Human Resources System to prepare for a complete conversion of the Department of Personnel in the late summer of 1986; Secretary of State — Transferred, enhanced and installed a system for Corporation Registration and Reporting, Uniform Commercial Code; MOICC and State Development Office — Designed and installed a Tourism System; Legislative — Developed a Fuel Compact System.

Maintenance and enhancement services were provided for many State Government Systems such as Legislative-Statutory Retrieval, Bill Drafting; Education Finance-Budget (position, work program, and document); BPI-Telephone; Child Health-Tax Set-Off; and Treasury-Abandoned Property.

PUBLICATIONS:

Protocol—Data Processing Monthly Newsletter

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,826,290					1,826,290
Health Benefits	107,368					107,368
Retirement	317,914					317,914
Other Fringe Benefits	7,158					7,158
Computer Services—Comm.	57,871					57,871
Computer Services—State	1					1
Other Contractual Service	1,568,731					1,568,731
Rents	2,957,959					2,957,959
Commodities	580,898					580,898
Grants—Subsidies—Pensions	3,517					3,517
Interest—Debt Retirement	3,174					3,174
Transfers to Other Funds	198,042					198,042
TOTAL EXPENDITURES	7,628,923					7,628,923

STATE CLAIMS BOARD

PETER K. BALDACCI, CHAIRMAN

RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 2

Telephone: 289-4032

Mail Address: Statehouse Sta. #49, Augusta, Maine 04333

Established: 1961

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 01; Umbrella: 08; Unit: 185; Citation: 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of \$2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The

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Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 112 cases during FY 86. There were 11 land damage cases which were settled prior to hearings. There were 68 cases heard before the Board, 66 of the cases were land damage cases and 2 state claims, and there were 35 cases that were continued. There were also 76 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,994			65,994		
Health Benefits	2,604			2,604		
Retirement	8,054			8,054		
Other Fringe Benefits	164			164		
Computer Services—State	3,551			3,551		
Other Contractual Service	16,891			16,891		
Commodities	231			231		
Grants—Subsidies—Pensions	13,597			13,597		
Equipment	5,707			5,707		
Transfers to Other Funds	2,811			2,811		
TOTAL EXPENDITURES	119,604			119,604		

CONTRACT REVIEW COMMITTEE

FRANK WOOD, CHAIRMAN

CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1

Telephone: 289-3521

Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 123A; Citation: 1984 Exec. Order 9

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Contract Review Committee was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State

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Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 850 contracts and contract amendments involving a total expenditure of over \$16,000,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
CHARLES MILAN III, COMMISSIONER
PAUL R. BONNEAU, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Telephone: 289-3721

Established: 1934

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and

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sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

LEIGHTON COONEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2

Telephone: 289-3881

Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: August 28, 1957

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 168

Legislative Count: 182

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction costs and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State

FINANCE AND ADMINISTRATION

Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as a secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property, and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982 a Lease Space coordinator and a Telecommunications coordinator were added to the staff.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of Architectural & Engineering services. In addition, \$1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of \$15 million was authorized by the legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the Legislature authorized for public referendum and the voters approved an additional \$2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state-owned buildings, consisting of approximately 10,000,000 square feet. The planning, design, review and construction monitoring staffs serviced approximately \$51.5 million worth of public improvements during the past year. This has consisted of 40 public schools constructed worth \$34,800,000; capital construction projects on 199 State projects worth \$16,700,000; and the design and construction monitoring of 33 energy retrofit projects on State-owned buildings worth \$222,867.

The Division's Energy Conservation and Management Program staff have instituted a comprehensive monitoring process of energy usage in State facilities, as recommended by the Governor's Management Task Force, and are exploring further conservation effort funding through

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federal grant applications, regional rebate programs and "third party" financing strategies.

Staff will continue to review plans and specifications of all construction using public funds and is further refining the processing, insuring energy conservation and life cycle costing compliance. Over thirty public and six post secondary school buildings, numerous repair and capital improvement projects and leased space have received oversight in this regard during the past year.

To date, approximately \$6.6 million of energy conservation projects have been implemented in State buildings, resulting in a statewide energy use decrease of 30% and avoided energy costs over \$14 million. The remaining \$0.4 million of the original \$7 million bond issue have already been targeted for projects undergoing design.

Of the \$10 million bond issue for school retrofit program, \$1 million remains to be requested by school superintendents and reviewed by the Bureau of Public Improvements/Department of Educational and Cultural Services under the new Phase V application process.

Division staff are supplying technical assistance to the Office of Energy Resources in the development of the new mandatory standards as part of the Energy Efficiency Building Performance Act.

This Division has continued giving oversight and review to the design of handicapped renovations at all the State's Superior Court facilities. The State's share of funding these projects is \$750,000.

Handicapped accessibility projects for County Courthouses now under construction are financed by a 1983 Bond Issue of \$720,000. Bond Issues for Vocational Technical Institutes, Maine Maritime Academy, Correctional Facilities, and the facilities of the University of Maine were approved during 1984 amounting to \$39,960,000.

The Bureau of Public Improvements has started coordinating, with local Building Departments per L.D. 503 in accordance with 5 M.R.S.A. 1742-B.

Property Management Division. We now oversee 44 buildings of all sizes in three complexes, A.M.H.I., Capitol, and Hallowell Annex.

The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days a week for the State telephone system. It oversees the operation and maintenance of 1,469 assigned telephone lines and 3,851 telephones.

Many minor renovations such as roof repair or replacement, sewer replacements, power lines, etc. have been performed.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of \$313,448,618. During the year this division audited and accounted for \$15,240,509 additions and \$6,017,944 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of \$6,713,066 and retirements of \$4,416,311 to the Land, Building and Structures and Improvements Accounts. The 1986 year closed with a cost valuation for plant and equipment of \$324,967,938.

Leased Space. Activity in this area continues as the pressures of new and expanded programs add personnel, and the ramifications of handicapped accessibility force the relocation of existing offices. Effects of the Gramm-Rudman legislation is causing several federally supported programs to be restricted which, in turn, causes reconfiguration and abandonment of leases in a few instances. New specifications have been advertised for the Court System, Motor Vehicle and Human Services. Current leased space envelopes 897,876 net square feet at an annual cost of \$5,013,094 (not including escalator clauses or other allied expenditures). Augusta has the most leased space with 185,414 square feet (\$1,134,358) with Portland second with 107,401 square feet (\$650,452) and third is Bangor with 83,943 square feet (\$445,922).

Telecommunications. The tremendous responsibilities thrust upon the State as a result of divestiture and several Court decrees continue to cause much confusion. No clear cut recognition of the problems by the Executive and Legislative branches of Government contribute to the lack of authority and centralized responsibility to accomplish effective Statewide telecommunications networking and services. An Intergovernmental revolving account for telecommunications funding has enabled the development of cost analysis and allocation on a very accurate base. Many new switching systems have been purchased or lease purchased and installed. Technological development continues to offer systems and networks for State use which contain tremendous potential for modernization and exciting new potentials to serve Maine State

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Government, the University System, the newly created Vocational Technical Institute System and secondary education throughout the State. Total telecommunications expenses Statewide are estimated to be between 12 and 15 million dollars per year. Through the efforts of the Telecommunications Division, much routine long distance calling can now be accomplished as local access through the networking of switches located in Portland, Lewiston, Augusta, Bangor and Presque Isle. Accomplishments in the area of cost reductions continue to be made to the advantage of all network users.

LICENSES, PERMITS, ETC.

Parking Permits for:
 Temporary Handicapped
 Service Vehicles
 Outside Agency
 Car Pooling
 Commissioners

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c
 Life Cycle Analyses — n/c

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,179,189	2,882,212		268,132		28,845
Health Benefits	227,877	204,523		21,089		2,265
Retirement	546,695	496,120		45,663		4,912
Other Fringe Benefits	13,250	12,248		919		83
Computer Services—Comm.	710					710
Computer Services—State	67,508					67,508
Other Contractual Service	1,976,091	1,589,376		182,719		203,996
Rents	8,508	8,252				256
Commodities	1,252,447	851,891		22,509		378,047
Grants—Subsidies—Pensions	33,819	24,164		9,655		
Buildings and Improvement	716,571	327,921				388,650
Equipment	22,415	22,168				247
Interest—Debt Retirement	35,513	87				35,426
Transfers to Other Funds	-9,066					-9,066
TOTAL EXPENDITURES	8,071,527	6,418,962		550,686		1,101,879

BUREAU OF PURCHASES

FRANK P. WOOD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 123; Citation: 5 M.R.S.A. Chapters 13 and 155

Average Count—All Positions: 77

Legislative Count: 19

Organizational Units:

Purchasing Division

Central Printing

Surplus Division—State and Federal

Materials Testing

Contract Review Committee

Central Mail Service

Central Warehouse

Central Photo Laboratory

Central Convenience Copiers

Standardization Committee

Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, Central Photography and State Surplus services. In 1977 the Department of Finance and Administration, through the Bureau of Purchases, was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of a Central Warehouse distributing departmental supplies for all agencies and foodstuffs for state institutions. The Central Photo Lab supplies photographic and developing services to state agencies. Central Convenience Copiers administers the various photo copying equipment used throughout state government. The State Postal Center provides delivery, pick up and metering services to state mail. State and Federal Surplus Property Divisions handle the distribution and liquidation of surplus property of all types — Central Printing provides duplicating services and procures printed materials for all state agencies.

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PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Salary Schedule (Price \$7.50).

Personnel Rules (Price \$2.37).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price \$4.00).

How to do Business with the State of Maine — Free at present time.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,397,240	340,579				1,056,661
Health Benefits	102,298	18,419				83,879
Retirement	240,347	59,642				180,705
Other Fringe Benefits	4,593	1,152				3,441
Computer Services—Comm	500					500
Computer Services—State	29,362					29,362
Other Contractual Service	192,305	37,637				154,668
Rents	264,795	105				264,690
Commodities	119,915	6,345				113,570
Grants—Subsidies—Pensions	63,631					63,631
Equipment	87					87
Transfers to Other Funds	215,801					215,801
TOTAL EXPENDITURES	2,630,874	463,879				2,166,995

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, ACTING DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 422

Telephone: 289-2341

Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 08; Unit: 133; Citation: 5 M.R.S.A., Sect. 1725

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-funded plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Finance and Administration such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make a comprehensive study of the State's methods and pro-

FINANCE AND ADMINISTRATION

cedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consisted of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

In 1983 legislation changed the Insurance Advisory Board to the Risk Management Division. This change eliminated the advisory board and gave the decision making authority to the Director under the direction of the Commissioner of Finance and Administration.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment and loss prevention expenses, as recommended by the Director and approved by the Commissioner of Finance and Administration, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division.

STATE PROPERTY INSURANCE

Company: Aetna Casualty & Surety Co.
Agency: The Dunlap Agency
Term: 7/1/85-7/1/86
Insured Amount: \$1,048,094,696.00
Annual Premium: \$316,144.00
Self-Retention: \$500,000.00
Claims Incurred: \$166,067.00

BOILER INSURANCE

Company: Travelers
Agency: The Dunlap Agency
Term: 7/1/85-7/1/86
Annual Premium: \$31,639.00
Deductible: \$5,000.00
Claims Incurred: None

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Company, Aetna Casualty & Surety, U.S.F.&G., & Fidelity & Deposit
Agency: The Dunlap Agency
Term: 7/9/85-7/9/86
Coverage: Employee Fidelity, money & securities, and food stamps
Number of Employees: 16,617
Premium: \$31,777.00
Losses Incurred: None
Deductible: \$5,000.00

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W.C. Ladd & Sons, Inc.
Term: 7/1/85-7/1/86
Premium: \$164,366.00
Claims Incurred: \$213,206.09
Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: Calvert Insurance Company
Agency: Desmond & Payne, Inc.
Term: 7/26/85-7/26/86
Premium: \$74,719.00
Claims Incurred: \$3,000.00
Deductible: \$5,000.00

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GENERAL LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Insurance Company
 Agency: The Dunlap Agency
 Term: 9/13/85-9/13/86
 Premium: \$37,784.00
 Claims Incurred: None
 Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Insurance Company
 Agency: The Dunlap Agency
 Term: 9/8/85-9/8/86
 Limits: \$300,000 per occurrence
 Premium: \$300,000.00
 Deductible: \$5,000.00
 Number of Units: 3,940
 Claims Reported: 530
 Claims Incurred: \$98,296.22

AIRCRAFT FLEET INSURANCE

Company: Imperial Casualty & Indemnity
 Agency: Aviation Underwriters
 Term: 8/6/85-8/6/86
 Premium: \$37,135.00
 Claims Incurred: None
 Deductible: \$500.00

RESERVE FOR SELF-INSURED LOSSES

Balance of Fund July 1, 1985	\$5,792,625
Net Premiums Reported	238,252
Investment Income	471,422
Claims Paid	(452,753)
Loss Prevention Expenses	(35,420)
Balance June 30, 1986	\$6,014,126

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,598	43,586				14,012
Health Benefits	4,617	3,037				1,580
Retirement	10,698	8,805				1,893
Other Fringe Benefits	153	153				
Computer Services—State	1,200	1,200				
Commodities	1,087	487				600
Other Contractual Service	487,795	130,313				357,482
Grants—Subsidies—Pensions	442	442				
Equipment	5,819					5,819
TOTAL EXPENDITURES	569,409	188,023				381,386

STANDARDIZATION COMMITTEE

FRANK WOOD, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Telephone: 289-3521

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political subdivisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1986: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

ANTHONY J. NEVES, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Telephone: 289-2076

Established: April 2, 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 202

Legislative Count: 221

Organizational Units:

State Tax Division
Compliance Division

Operations Division
Research Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales and Use Taxes, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Business Taxes, Cigarette and Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory. In addition, the Bureau administers the Elderly Householders

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Tax and Rent Refund Act, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor, subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1976 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, Compliance Division, and Research Division.

PROGRAM:

State Tax Division. The Division has four sections as follows:

Sales and Use Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1986 was \$383,624,035.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment totalled \$376,557 for the fiscal year ending June 30, 1986. Under a new program beginning September 19, 1985, 862 farmers and fishermen were issued exemption cards during the fiscal year ending June 30, 1986.

Estate and Inheritance Tax Section: Assessments for the fiscal year ending June 30, 1986 totaled \$14,104,401.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1986 were: Motor Fuel Taxes—\$86,430,709; Business Taxes—\$53,715,053; Cigarette Tax—\$37,719,294; Special Industry Taxes—\$1,788,538.

Income Tax Section: Net assessment of corporate income tax for the fiscal year ending June 30, 1986, was \$53,870,094. Net assessment of the individual income tax for the same period was \$337,662,232.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and certifies eligibility for the Elderly Low Cost Drug Program. For the fiscal year ending June 30, 1986, 18,979 tax and rent refund applications were approved for a total amount refunded of \$5,344,434 and 15,032 low cost drug cards were issued for the 1986 program year.

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

Business Services Section: Provides mail processing, revenue accounting, data entry services, office supplies and equipment and a central file facility. Seasonal, intermittent and contract employees are utilized to assist with peak workloads both in data entry and mail processing functions. Second shift operations are also important in providing efficient service concerning the processing of peak income tax return workloads.

Computer Services Section: Designs, maintains and controls the Bureau's computerized systems. Emphasis on the efficient use of computer systems is continuing. Replacement of old Honeywell 775 terminals with new IBM 3719 terminals and AT&T PC's in our field offices

FINANCE AND ADMINISTRATION

was essentially completed in FY 1986. During FY 1986 three new data processing positions were created.

Property Tax Section: The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 1,610,995 acres.

With regard to the organized municipalities, the Section completed field studies of the 492 cities, towns and plantations for the 1986 and 1987 State Valuation Programs using the computerized sales ratio program developed in 1976. Field staff personnel performed approximately 2,800 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 26 appraisals of large industrial/commercial complexes throughout the State.

The four basic courses in Property Tax Assessment Administration were updated and 9 courses were presented throughout the State in 5 locations with total attendance of 130 student assessors. The Annual Assessor's School was held at the University of Maine at Orono. More than 220 school registrants enrolled in the basic courses, review course, and advanced courses. Certification examinations were offered on four occasions at various locations to a total of 56 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques.

For FY 86, the Section was also responsible for determining eligibility amounts and drafting payment authorizations for State reimbursements to municipalities as follows:

Tree Growth Reimbursement	\$549,995
Veterans Reimbursement	214,865
Total	<u>\$764,861</u>

Section tax revenues for the fiscal year ending June 30, 1986 are as follows:

Unorganized Territory:	
Real Property Tax	\$ 6,843,199
Personal Property Tax	4,340,970
Interest on Tax	17,855
Commercial Forestry Excise Tax	2,460,322
Real Estate Transfer Tax	7,890,230
Spruce Budworm Tax	<u>3,406,871</u>
	\$24,959,447

Compliance Division. This Division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilized information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1986.

	Number of Assessments	Assessments
Individual:	5,035	\$1,829,497
Corporate:	<u>204</u>	<u>786,185</u>
Total:	5,239	\$2,615,682

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1986, a Grand Jury criminal indictment has been rendered against 1 individual, also 17 additional cases were taken to District Court for failure to file returns, resulting in assessments totaling \$546,393.

FINANCE AND ADMINISTRATION

The Grand Jury case was successfully prosecuted and remaining cases are pending trials.

Audit Section: The Audit Section coordinates field audits for sales, income and motor fuel taxes.

Audit statistics for fiscal year ending June 30, 1986:

In-state Tax Assessments:	\$ 5,891,908
Out-of-state Tax Assessments:	7,509,908
Miscellaneous Assessments:	<u>1,197,363</u>
Total:	\$14,599,179

Research Division. This division is responsible for the technical support functions of new and existing tax programs. It conducts administrative studies and studies of tax expenditures. Statistical analyses are maintained for certain state taxes, and estimates of revenues are prepared for current and proposed tax systems. Techniques and materials are developed for the conduct of tax administration procedures and the training of personnel. Technical information is furnished to taxpayers, government officials and others concerning the application of Maine tax law. The division also researches the precepts and financial effects of tax legislation and coordinates the rule-making authority of the Bureau.

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.

Potato Tax: Permanent Certificate—Shipper.

Sardine Tax: Permanent Certificate—Packer.

Special Fuel:

Special Fuel Tax License—Permanent

Special Fuel Suppliers License—Permanent.

Special Fuel Registered Suppliers License.

Gasoline:

Distributors Certificate—Permanent.

Exporters Certificate—Permanent.

Importers Certificate—Permanent.

Cigarettes and Tobacco:

Distributors Annual Cigarette License.

Wholesale Dealers Annual Cigarette License.

Nonresident Distributors Annual Cigarette Licenses.

Distributors Annual Tobacco Products License.

Unclassified Importers Annual Tobacco Products License.

Sales and Use Tax Registration.

Certified Maine Assessor Certificate.

Certified Assessment Technical Certificate.

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCE AUTHORITY

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,121,502	4,121,502				
Health Benefits	256,875	256,875				
Retirement	709,214	709,214				
Other Fringe Benefits	13,837	13,837				
Computer Services—State	549,803	549,803				
Other Contractual Service	1,320,828	1,320,828				
Rents	23,404	23,404				
Commodities	36,023	36,023				
Grants—Subsidies—Pensions	15,649,997	13,339,544	2,310,453			
Equipment	66,122	66,122				
Transfers to Other Funds	500	500				
TOTAL EXPENDITURES	22,748,105	20,437,652	2,310,453			

FINANCE AUTHORITY OF MAINE

SAMUEL G. DAVIDSON, CHAIRMAN

STANLEY O. PROVUS, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04330

Established: 1983

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 457; *Citation:* 10 M.R.S.A., Sect. 964

Average Count—All Positions: 19

Telephone: 623-3263

Legislative Count: 0

PURPOSE: In creating FAME, the Legislature noted there is a “state-wide need” for greater employment opportunities, an improved economy, a more healthy environment, greater investment capital, and a betterment of living standards for the State’s inhabitants. Accordingly, the legislation calls for FAME to help “finance expansion of industrial, manufacturing, recreational, fishing, agricultural, and other natural resource based enterprises,” and to increase the access of small business and veterans to financing at reasonable rates and terms.

ORGANIZATION: The first regular session of the 111th Legislature created the Finance Authority of Maine (FAME); it came into existence in September, 1983. FAME incorporates three former state loan agencies and adds an entirely new dimension of state financial assistance, that of natural resource loan financing. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans Small Business Loan Authority. FAME receives limited appropriations for business and natural resource development. FAME is established to become a self-supporting agency that receives its operating funds from mortgage insurance fees and service and applications fees charged in connection with the issuance of industrial revenue bonds and loan guarantees.

FAME shall consist of twelve voting members and one non-voting member as follows:

—two veterans from the Maine Veterans Small Business Loan Board

—two members from the Natural Resources Financing & Marketing Board

—one certified Public Accountant

—one attorney

—three members-at-large

—three state members to include the Director of the State Development Office, a natural resource commissioner, and the state treasurer (ex officio)

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over State Government and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed to supervise and direct its administrative and technical activities.

As organized, FAME consists of two broad divisions—Business Development (incorporating the three former agencies) and Natural Resources. These divisions are supported by an Office of General Counsel, Marketing and Communications, Finance and Administration.

PROGRAM:

Business Development Division. This division contains five basic programs which utilize one or a combination of the following financing mechanisms:

1. Guaranteed Loans

a. Mortgage Insurance Program

Under this program, FAME can insure up to 90% of the debt financing on an eligible project. For industrial, manufacturing, fishing, or agricultural projects the insured loan may not exceed \$7,000,000. For recreational projects, the insured loan may not exceed \$2,500,000.

b. Small Business and Veteran’s Small Business Loan Guarantee Programs.

In both programs, FAME can guarantee business loans made by financial institutions up to 85% on loans not exceeding \$500,000 or \$600,000 if the borrower is a certified veteran.

FINANCE AUTHORITY

2. Industrial Development Bond Program (IDBs)

a. Revenue Obligation Securities Program

This program allows FAME to sell tax-exempt Industrial Development Bonds to provide financing at below market interest rates for uses permitted by federal and state tax law. Generally, the types of eligible projects can be classified as industrial-commercial, pollution control, water supply systems, multi-level parking, energy generation, energy distribution, and reconstruction of existing buildings. These bond issues can be backed by a guarantee.

b. Municipal Securities Approval Program

This program is similar to the Revenue Obligation Securities Program except that a municipality rather than FAME issues the bonds. FAME must approve issuance of the bonds, and is responsible for assigning the State's \$200 million IDB ceiling to local issuers.

3. Targeted Lending Grants: Maine Job Start Pilot Program

a. The Maine Job Start Program is designed to provide eligible applicants with up to \$10,000 in direct loans for business development purposes. Job Start is a demonstration program operating in three Community Action Program service areas in Washington, Hancock, Aroostook, Oxford and Androscoggin Counties. The legislative appropriation for FY '86 was \$172,000.

b. Pine Tree Grant Program

In 1985, the 112th Maine Legislature created the Pine Tree Grant Program to help foster innovation and development of new technology products. The program is overseen by a seven-member Board of Directors and is managed by the Authority.

Earlier this spring, the Pine Tree Partnership Board awarded its initial round of small business research and development grants. The ten recipients will use these grants to assist in the development of new products, processes or services. The ultimate goal is to help the grant recipient introduce new technology into the marketplace.

Natural Resource Division. The Legislature created this division and directed FAME to help provide financing in this area, recognizing the importance of agriculture, fishing, forestry, and other natural resource based enterprises to Maine's economy. The goal is to make capital more readily available and at an affordable rate to this sector of the economy. In addition to the use of IDBS and loan guarantees in support of natural resource-based enterprises, FAME is developing a unique program for natural resource enterprises, including financial and technical assistance to entrants.

Activities: In pursuing its statutory mission, the Finance Authority operates with three program tools: Industrial Development Bonds, Guaranteed Loans and Targeted Lending. Within each of these broad areas of financing, the following activity took place in FY '86.

Industrial Development Bonds (IDBs): Through passage of the Federal "Deficit Reduction Act of 1984" on June 19 of 1984, a limitation was placed on the amount of Industrial Revenue Bonds a state could issue in any one calendar year. Maine's Industrial Revenue Bond capacity is \$200,000,000 per calendar year.

In fiscal year 1986, the total Industrial Revenue Bond volume of the Authority was \$197,666,865.

Guaranteed Loans: Three programs within the Finance Authority utilize loan guarantees: The Small Business Loan Guarantee Program, the Veterans Small Business Loan Guarantee Program, and the Mortgage Insurance Program. In the Small Business and Veterans' Programs, loan guarantees cannot exceed \$500,000 and \$600,000 respectively. In the Mortgage Insurance Program, loan guarantees cannot exceed \$7,000,000. Guarantees on the following financing ranges from 40%-100%.

FINANCE AUTHORITY

Mortgage Insurance Fund Portfolio (as of 6/30/86)

Available for New Projects	\$31,042,795
Guaranteed Bonds and Loans	24,401,442
Committed Bonds and Loans	<u>2,853,000</u>
Sub Total	\$27,254,442
State Obligation Bonds	
Applied to Guarantee	
Balance	<u>3,475,440</u>
Subtotal	\$30,729,882
Guaranteed Amount	
Available for New Projects	<u>\$33,770,118</u>
Total Guarantee Allowable	\$64,500,000

Small Business and Veterans Fund Portfolio (as of 6/30/86)

Items	
Total bank financing provided in FY '86:	\$ 1,775,500
Total loans provided in FY '86:	32
Average loan size (FY '86):	\$ 55,484
Total bank financing in current portfolio as of 6/30/86:	\$ 3,344,474
Total current guarantee exposure as of 6/30/86:	\$ 2,839,429
Total number of loans outstanding as of 6/30/86:	75
Total allocated lending capacity	\$17,000,000
Available for new projects	\$14,160,571

Targeted Lending: Maine Job Start Pilot Program (as of 6/30/86)

No. of loans approved	21
No. of loan dollars approved	\$ 172,000
No. of dollars available	\$ 212,864
Average loan size	\$ 8,190
No. of jobs maintained or created	54

PUBLICATIONS:

- 1986 Annual Report of the Finance Authority of Maine (FAME)
- FAME Program Brochures
- FAME Forecast (Bimonthly Newsletter)

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1986.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY

KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1949

Sunset Review: Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 86 included the annual Commission meeting at Cooperstown, New York, and the annual training session at Concord, New Hampshire. The theme of this session was "Forest Fire Overhead Team Operations."

The equipment committee met in Vermont this year. Their agenda included equipment standards inventory, demonstrations and training.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$4,222 in FY 86 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEPHEN WILLIS, DEPUTY ADMINISTRATOR

Central Office: Howe Hall, SMVTI

Mail Address: Fort Road, So. Portland, Maine 04106

Established: 1959

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20A M.R.S.A., Sect. 9002

Average Count—All Positions: 0

Telephone: 799-7303

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firefighter's Training Program is to consult and advise him in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: one municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: Advisory Committee met 2 times during FY 86. Committee drafted legislation; oversaw the consolidation of the Fire Service Training and Fire Science Technology programs into one agency, Maine Fire Training & Education; developed policy for voluntary firefighter certification standards; and advised the staff of MDECS and SMVTI Fire Training and Education on a broad range of fire service issues.

PUBLICATIONS:

1. Fire Ground Hydraulics (Basic)—Free
2. Fire Ground Hydraulics (Advanced)—Free
3. Maine's Fire Chiefs Directory—Free
4. Maine Fire Education and Training Catalog—Free
5. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — \$2.00
6. Ground Ladder Student Manual — 1984 — \$2.00
7. Rural Hitch manual — 1984 — \$2.00
8. Pumper Acceptance/Service Testing — 1985 — \$2.00
9. Emergency Response Driving — 1985 — \$2.00
10. Tanker Operation — \$2.00
11. Sprinklers: The Fire Dept. Connection — \$2.00
12. Fire Instructor I — \$20.00
13. Fire Fighter I and II Curriculum — \$20.00
14. Fire Fighter I and II Model Lesson Plan — \$5.00
15. Driver/Operator Curriculum — \$10.00
16. Fire Fighter I Student Manual — \$15.00
17. Fire Fighter II Student Manual — \$15.00

FINANCES, FISCAL YEAR 1986: Expenditures of \$394.94 in FY 86 were included with those of the Department of Educational and Cultural Services.

FOREST FIRE ADVISORY COUNCIL

CLIFFORD SWENSEN, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; Umbrella: 92; Unit: 456; Citation: 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression, and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association. One member is a municipal official. Four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State. One member represents a forest related tourist industry and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, chapter 366.

PROGRAM: During 1986, the Council reviewed information about, and examined in detail, the operations of the Forest Fire Control Division.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

RICHARD MURPHY, CHAIRMAN

HENRY G. BOUCHARD, Executive Director

Central Office: 35 Community Drive, Augusta, ME

Telephone: 622-1958

Mail Address: 35 Community Drive, Augusta, ME 04330

Established: 1971

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 03; Umbrella: 94; Unit: 336; Citation: 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is \$2.50 per \$1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of \$1.00 per \$1,000 borrowed is charged.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland

Telephone: 774-1822

Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the old Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th century.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter and fellow prominent Portland citizens, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House was Maine's first house museum open to the public. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street.

Today, the Society's organization stretches throughout Maine. Its Editorial Office for the **Quarterly** and special publications is at University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. For the first time since 1822, the Society began developing a long-range plan to guide its future efforts to collect, preserve, and teach the history of Maine.

PROGRAM:

Library. The MHS Library is the State's foremost collection for the study of State and local history, biographical and family history. It includes more than 60,000 books, pamphlets, newspapers, and scrapbooks on all aspects of Maine social, cultural, and economic history. The collection of approximately 1.7 million manuscripts ranges from the personal papers of many of Maine's most prominent civic and business leaders, to early proprietary and town records, to journals, and account books of businesses throughout the State. The library's Special Collections includes original maps and surveys, architectural and engineering drawings, photographs, postcards, prints, and broadsides. During FY 1986, the Society added more than 500 books and pamphlets on a wide variety of historical and genealogical subjects. These were acquired by purchase and donation. Other key acquisitions included the Arthur H. Norton Papers, Portland naturalist and curator of the Portland Society of Natural History, Joseph McClellan & Son Copy Book, early 19th century merchant shippers, Otisfield Town Papers, 1804-1851, and the Jabez True Papers, 1833-1866, a Bangor political figure. Other important acquisitions were views of the Maine Turnpike, ca. 1940, album of the Class of 1881, Bowdoin College, glass plate negatives from the Portland Company, and various views of Maine communities in the late 19th and early 20th centuries.

These extensive collections are accessible to all individuals interested in Maine history and genealogy and, during FY 1986, library users totalled approximately 3,900 researchers. This does not include another estimated 1000 research inquiries answered by telephone or correspondence.

Museum Collections. In addition to its fine research library, the Society has an extensive collection of art and artifacts, including more than 150 Maine-related paintings, as well as furniture, glassware, pewter, samplers, costumes, military and naval artifacts. Important acquisitions included family records and other items relating to the Knight and Libby families and an offering plate from St. Stephen's Church, Portland. Because the Society's own facilities have restricted exhibition space, the Society frequently lends items to exhibitions at other museums and historical societies.

Wadsworth-Longfellow House. The landmark Wadsworth-Longfellow House, built in 1785-86 and opened to the public as Maine's first house museum in 1901, provides a focal point for the society's educational programs. The childhood home of poet Henry Wadsworth Longfellow is used to teach about Maine and Portland history. More than 9000 visitors toured the historic Maine home during the regular summer season and special Christmas open house. In addition approximately 700 schoolchildren visited the House free-of-charge during special school tours in October and May. The Society joined a consortium of four Portland-area historic sites to produce an information brochure and special all-day tour of these sites.

The Society celebrated the 200th anniversary of the construction of the Wadsworth-Longfellow House with two important projects. It completed an energy and furnishings conservation project begun during FY 1985, including the installation of additional attic insulation and thirteen ultra-violet light filtered storm windows.

The Society sponsored "Longfellow's Portland," a fifteen-part lecture series, exhibition, walking tours, and open houses. This project, funded in part by the Maine Humanities Council and several Maine corporations and foundations, examined the history of the Wadsworth and Longfellow families in relation to the physical, social, and economic changes of 19th century Portland. More than 2000 Maine residents attended the activities of "Longfellow's Portland."

In the Spring 1986, the Society received a matching grant of \$10,000 from the Maine Historic Preservation Commission to support continued conservation and stabilization work at the House, including removal and renovation of exterior windows and doors, alarm system repairs, and investigation of roof leaks.

Other Educational Programs. In addition to the eight-month "Longfellow's Portland" project, the Society sponsored lectures, two book fairs, and bus tours to historic sites. To join in the celebration of Gorham's 250th anniversary, the Society organized an exhibition, "A Gorham Sampler," at the University of Southern Maine's Art Gallery. Other participants included the Gorham Historical Society, Baxter Library, and the Baxter Museum. In June 1986, "Maine Vistas: Seascapes and Landscapes" opened at the Society's Library.

Finances and Fund-Raising. Although operating expenses (\$314,165 in FY 86) increase annually as programs expand, the Society completed FY 86 without an operating deficit. Income is derived from a variety of sources: membership dues and donations, endowment income, admissions, publication and museum shop sales, foundation support, and state appropriation. The chief sources of operating income continue to be endowment income, membership dues, and the Society's Annual Giving campaign. The latter draws upon the support of individuals and businesses throughout the State of Maine.

PUBLICATIONS:

During FY 1986, the Maine Historical Society *Quarterly* published articles by professional and amateur historians. Edwin A. Churchill, curator of decorative arts at the Maine State Museum, received the James Phinney Baxter Award for his Winter 1985 article "Crafts in Transition: A Case Study of Two Portland Silversmiths in the Early Nineteenth Century." Other notable articles included "Perspectives on Children in Maine's Canning Industry, 1907-1911" by Jane E. Radcliffe, and "Maine Abolitionists View the South" by Rod Farmer. An issue devoted to life in Rural Maine, 1870-1930 was published in Fall 1985 and an issue on Franco-Americans in Maine published in Spring 1986.

Previous Maine Historical Society publications which are still in print include:

Hayden L.V. Anderson, *Canals and Inland Waterways of Maine*.

Robert E. Moody, ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643*.

Gerald D. Morris and Richard D. Kelly, Jr., eds. *The Maine Bicentennial Atlas* and various bibliographical guides.

HISTORICAL SOCIETY

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	26,996	26,996				
TOTAL EXPENDITURES	26,996	26,996				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta

Telephone: 289-3431

Mail Address: 20 Union Street, Augusta, Maine 04330

Established: October 1977

Sunset Review: Not Established

Reference: Policy Area: 04; Umbrella: 92; Unit: 390; Citation: 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0

Legislative Count: 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 338
1-800-442-2092, ext. 338
Gilda E. Nardone, Director

PROGRAM: By enacting the amended version of L.D. 644 (Public Law 1981, Chapter 515), the 110th Legislature mandated the Department of Labor, in collaboration with the Displaced Homemakers Project, to expand direct services for displaced homemakers in Maine. A statewide Displaced Homemakers Advisory Council was appointed by the Governor to advise the Commissioner of the Department of Labor on program development.

The Displaced Homemakers Program is a community-based multi-service program designed to provide outreach, career and job counseling, information and referral, prevocational training, placement, and other supportive services for economically dependent homemakers in Maine re-entering the job market due to separation, divorce, death or disability of a spouse. The goals of this Program are:

- I. To provide overall Program development, administration and staff training;
- II. To provide public information about and advocate for displaced homemakers in Maine;
- III. To coordinate and expand the network of individuals, agencies, and organizations aware of and offering services to this target audience;
- IV. To provide displaced homemakers with personal assessment, career decision making, and job readiness skills and resources which will assist them in building self confidence and moving towards emotional, intellectual, and economic self sufficiency;
- V. To assist displaced homemakers in entering employment or further education/training and provide follow-up support.

In FY 86, direct services were provided through 6 Resource Centers in Bangor, Waterville, Augusta, Lewiston/Auburn, Bath, and Portland. With increased funding from the Department of Labor and other sources, the Program established a new Center in Presque Isle serving Aroostook County, expanded rural outreach activities into six additional counties surrounding Regional Centers, strengthened job training and placement services, piloted an entrepreneurial training program for displaced homemakers considering starting a small business, and provided technical assistance and training to other state and community agencies in developing services for this target population. Significant progress was also made towards developing a computerized management information system for collecting and reporting participant and program data, and public information about displaced homemakers was disseminated through workshops and presentations to organizations and various forms of Maine media.

Over 2,388 individuals were served by the Program through intake assessment, information and referral, training courses, workshops, and conferences, support groups, placement assistance and follow-up services. Program staff continue to work collaboratively with other

HOMEMAKERS ADVISORY COUNCIL

human service, education, employment and training, and advocacy organizations on a community, state, regional, and national level.

PUBLICATIONS: Various resource materials relating to displaced homemakers are available from the Program free of charge or on loan from the Resource Centers.

Single copies of "VENTURING FORTH," a comprehensive guide for women considering going into business, are available free of charge; information about bulk ordering will be provided upon request.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program University of Maine at Augusta

Budget July 1, 1985 to June 30, 1986

Personal Services	\$127,235
All Other	<u>68,971</u>
Total	\$196,206

HOUSING AUTHORITY

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

LYNDEL J. WISHCAMPER, PRESIDENT
FENWICK FOWLER, Vice-President

Central Office: 295 Water Street, Augusta
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Incoming WATS: 1-800-452-4668
Telephone: 623-2981

Established: 1969

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board has been meeting quarterly. The Board was very active in the formulation of the Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

ELIZABETH H. MITCHELL

Central Office: 295 Water Street, Augusta
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Incoming WATS: 1-800-452-4668
Telephone: 623-2981

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; Umbrella: 99; Unit: 346; Citation: 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 60

Legislative Count: 0

Organizational Units:

Office of the Director
Treasurer
General Counsel

Operations
Accounting & Administration

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority “is a public body, corporate and politic and an instrumentality of the State.” Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 86, it continued its position as one of the state’s largest financial institutions. By year-end 1985, the Authority had assets of \$707,795,706, and fund balances of \$53,515,540.

The Authority has been a participating agency in HUD’s Section 8 program since its inception in late 1974, and in calendar year 1985 received from the Federal Government \$30,960,235 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD’s standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant’s income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of 1985 the Authority had 6,185 such units occupied, in 163 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for 666 apartment units in new or substantially rehabilitated buildings.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority’s tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, and homeless shelters.

In view of the continuing need to improve the housing situation in Maine, the Authority’s Commission and staff plan to continue their efforts, making use of both existing programs and

HOUSING AUTHORITY

new programs as they become available to, “promote a concerted effort to upgrade housing conditions and standards within this State.”

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1985 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1986 Series A, twenty-eight total issues).

“Maine Housing News”

For availability, contact the Authority.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine State Housing Authority Annual Report which contains the Authority’s audited statement based on the calendar year.

HUMAN RIGHTS

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex

Telephone: 289-2326

Mail Address: Statehouse Sta. #51, Augusta, Maine 04333

Established: 1971

Sunset Termination Scheduled to Start by: June 30, 1987

Reference: Policy Area: 03; Umbrella: 94; Unit: 348; Citation: 5 M.R.S.A., Sect. 4561

Average Count—All Positions: 13

Legislative Count: 8

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates, the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 85-86, 500 new complaints were filed with the Maine Human Rights Commission. In addition, 272 complaints were carried over from the previous fiscal year. During fiscal year '86, the Commission closed 513 cases, leaving a total of 259 cases active at year end.

Of the 513 cases closed by the Commission, 145 resulted in pre-determination settlements; 112 were administratively dismissed; and, 256 resulted in Commission determinations. Of these determinations, 39 were reasonable grounds findings and 217 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over \$418,370.45 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year '86 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine and by the Commission's Counsel for cases against private sector Respondents. The Commission's Counsel represents the Commission against public sector Respondents.

Eight cases were referred for litigation and one was filed in Superior Court during fiscal year 85-86. Nine cases in litigation were closed during the 85-86 fiscal year as a result of court decision, settlement, or other disposition. There are presently five cases in litigation.

HUMAN RIGHTS

Public Education and Information. The Commission's Speakers Bureau continues to function in filing requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars for various public and private agencies, businesses, and organizations. Handbooks and guides for employers and employees have been developed.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. During the last fiscal year, the Commission signed Cooperative Work-sharing Agreements with the U.S. Department of Education, Office of Civil Rights; and with the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Teachers Association, Maine Association of Handicapped Persons, and the Maine Commission for Women.

PUBLICATIONS:

- Procedural Regulations
- Employment Regulations
- Employment Poster
- Pre-Employment Inquiry Brochure
- Fact-Finding Conference Brochure
- Housing Poster
- Fair Housing Brochure
- Child Discrimination Law & Registration Packet
- Pregnancy Brochure
- Sexual Harassment Brochure
- Equal Educational Opportunity
- Equal Educational Opportunity Procedural Rule

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	266,531	167,867			98,664	
Health Benefits	14,133	8,818			5,315	
Retirement	47,637	29,954			17,683	
Other Fringe Benefits	900	572			328	
Computer Services—State	2	2				
Other Contractual Service	47,351	42,240	373		4,738	
Rents	1,518	195	1,323			
Commodities	3,307	3,246			61	
Equipment	324	324				
Transfers to Other Funds	8,462		18		8,444	
TOTAL EXPENDITURES	390,165	253,218	1,714		135,233	

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER

Central Office: Human Services Bldg., Augusta

Telephone: 289-2736

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 1,831

Legislative Count: 619

Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Maine's Elderly
Bureau of Medical Services

Office of Management and Budget
Office of Public Affairs and
Communications
Office of Legal Services
Office of Alcoholism and Drug
Abuse Prevention
Office of Administrative Hearings
Office of Vital Statistics
Office of Emergency Medical Services
Alcohol and Drug Abuse Planning
Committee

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

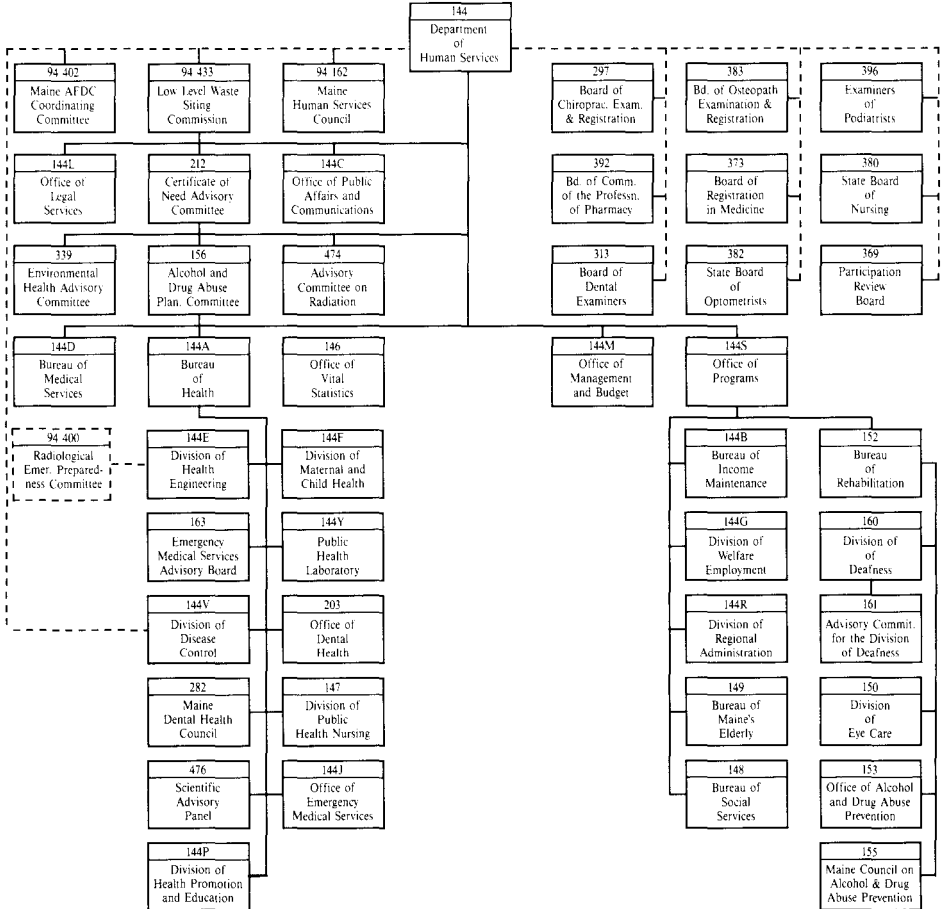
In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office an Office of Legal Services, an Office of Public Affairs and Communications, and an Office of Alcoholism and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education

HUMAN SERVICES

ORGANIZATIONAL CHART DEPARTMENT OF HUMAN SERVICES UMB 10



Approved by the Bureau of the Budget

HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,461,562	23,916,667	1,676,917		19,867,978	
Health Benefits	2,602,600	1,246,679	98,514		1,257,407	
Retirement	7,636,452	3,964,163	280,097		3,392,192	
Other Fringe Benefits	179,364	74,893	5,307		99,164	
Computer Services—Comm.	1,175	46,879	765		— 46,469	
Computer Services—State	3,137,701	1,427,673	212		1,709,816	
Other Contractual Service	15,121,410	8,339,150	804,916		5,977,344	
Rents	2,481,263	1,103,663	69,348		1,308,252	
Commodities	1,048,488	529,583	62,641		456,264	
Grants—Subsidies—Pensions	423,383,054	134,430,581	16,885,909		272,066,564	
Purchases of Land	1,270		199		1,071	
Buildings and Improvement	6,648	636			6,012	
Equipment	542,165	151,593	101,448		289,124	
Interest—Debt Retirement	330	90			240	
Transfers to Other Funds	641,349		55,254		586,095	
TOTAL EXPENDITURES	502,244,831	175,232,250	20,041,527		306,971,054	

HUMAN SERVICES

and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Services: The primary function of the Office of Legal Services is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcoholism and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

Office of Vital Statistics: This office maintains the State's vital records system and prepares various statistical summaries of demographic, health, or social service information.

Office of Emergency Medical Services: This office is responsible for statewide planning and coordination of emergency medical services and for the licensing of emergency medical technicians and services.

Alcohol and Drug Abuse Planning Committee: The committee is responsible for coordinating the substance abuse activities of the Department of Human Services, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation and the Department of Corrections.

PUBLICATIONS:

America's Children — Powerless and in Need of Powerful Friends, Children's Deaths in Maine.

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1986: The financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

MICHAEL PETIT, COMMISSIONER OF DHS, CHAIRMAN
AL ANDERSON, PH.D., STAFF DIRECTOR

Central Office: DHS, State House Station #11

Telephone: 289-2595

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Reference: Policy Area: 03; Umbrella: 10; Unit: 156; Citation: 22 M.R.S.A., Sect. 7131

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of the Department of Human Services was appointed chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system.

PROGRAM: P.L. 1983, c. 464* created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.

2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:

A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.

B. A biennial comprehensive State alcohol and drug abuse service plan.

C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.

3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.

4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.

5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 86.

1. FY 85 Progress Report (12 months 7/1/84-6/30/85)

2. Public Forum Document: Alcohol and Cocaine; Children of Alcoholism, Elderly and Substance Abuse, Native American Substance Abuse Program/Service Needs and Recommendations (2/86)

3. Revised Priority Packages for FY 86/87 (Group II Priorities) (5/14/86)

4. Priority Package Implementation Plan (FY 87-88) (4/14/86)

5. Data Information System Document (6/86 draft)

The Framework for Identifying and Recording Direct Service Needs/Priorities Document (7/84) designed to provide the basis for the planning and evaluation requirements of the ADPC continues to be the basic ADPC planning document. The focus of this document is upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g., target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested

HUMAN SERVICES

citizens) to identify and prioritize regional service needs. The Framework design served as the basis of the format used for the FY 85 Progress Report, the FY 86/87 Plan and Priorities, and other documents listed above. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessment, statements of service goals, allocation plans, and performance measure) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council completed site visits to Maine Correctional facilities, with follow-up visits planned for the jail, and planned a conference on normal adolescent development and chemical dependency.

*P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities."

PUBLICATIONS:

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84) (free)
2. Alcoholism Program Service Needs and Priorities Identified Through the Regional Needs Assessment Workshops (10/84) (free)
3. FY 85 Progress Report (12 months: 7/1/84-6/30/85) (free)
4. Alcoholism Prevention, Education, Treatment and Research Fund Plan and Priorities: FY 86 and FY 87 (12/84) (free)
5. Revised Priority Packages for FY 86/87 (Group II Priorities) (5/14/85) (free)
6. Alcoholism Prevention, Education, Treatment and Research Fund: Plan for Fiscal Year 1985 (free)
7. Alcoholism Prevention, Education, Treatment and Research Fund: Final Report—Fiscal Year 1983 (free)
8. Alcoholism Prevention, Education, Treatment and Research Fund: Progress Report (July 1, 1983-December 31, 1983) (free)
9. Public Forum Document (2/86) (free)
10. Priority Package Implementation Plan (FY 87-FY88) (4/14/86) (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,959	17,717	31,632		39,610	
Health Benefits	4,739	530	1,645		2,564	
Retirement	16,590	3,017	6,827		6,746	
Other Fringe Benefits	321	75	109		137	
Other Contractual Service	37,676	9,482	19,380		8,814	
Rents	6,717	1,254	394		5,069	
Commodities	1,773	620	1,124		29	
Equipment	450		450			
Transfers to Other Funds	3,992		1,958		2,034	
TOTAL EXPENDITURES	161,217	32,695	63,519		65,003	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

FRANCIS DORSEY, CHAIRMAN

Central Office: 9 Green Street, Augusta

Telephone: 289-2595

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 155; Citation: 22 M.R.S.A., Sect. 7107

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: During the 112th Legislature, the Council supported the enactment of important legislation concerning the field of alcohol and drug abuse. The first piece of legislation increased the premium on the sale of alcohol. This increase will generate an additional \$2.5 million for needed alcohol and drug abuse prevention, education, and treatment services. The second piece of legislation which was enacted contained the priority program areas to be funded by the increased premium on alcohol during FY 87 and FY 88. These priority programs were established by the Alcohol and Drug Abuse Planning Committee (ADPC). In addition, the Council established three working committees: Adolescent Services, Higher Education, and Children of Alcoholics (C.O.A.'s). The Council will sponsor two regional conferences in October 1986 which focus on "Normal Adolescent Development and Alcohol and Other Drug Use/Abuse."

HUMAN SERVICES

FINANCES, FISCAL YEAR 1986: 22 MRSA, Sect. 7107, provides that expenditures of this unit shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEIL E. MINER, DIRECTOR

Central Office: 235 State St., Augusta

Telephone: 289-2781

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 20

Legislative Count: 20

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently a unit of the Office of the Deputy Commissioner.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Program private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee

Maine State Employee Assistance Program—Office of Management and Budget

Community Service Contracts—Division of Purchased and Support Services

Maine Alcohol and Drug Abuse Clearinghouse—Division of Health Education

Driver Education Evaluation Program—Bureau of Rehabilitation

Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

HUMAN SERVICES

LICENSES, PERMITS, ETC.

License

- Substance Abuse treatment facilities
- Certificate of Approval
 - Outpatient Substance Abuse treatment facilities
- Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report*; Interdepartmental Prevention Work Group; 1984; available free upon request.
2. *Alcohol and Drug Abuse Services in the State of Maine*; current service directory available free upon request.
3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1982, 1983, 1984; available free upon request.
4. *Drinking and Driving in Maine 1983*; 6-month interim report; available free upon request.
5. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.
6. *Marijuana in Maine—The Social, Legal and Medical Issues*; April 1977; available free upon request.
7. *An Evaluation of the Decriminalization of Marijuana in Maine*; 1978; available free upon request.
8. *The Decriminalization of Marijuana and the Maine Criminal Justice System—A Time/Cost Analysis-1979*; available free upon request.
9. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment*; available free upon request.
10. *Alcohol Advertising in the Media: A Position*; available free upon request.
11. *Annual Training Catalogue*.
12. "A Position Paper on Urine Monitoring."

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FUNDS					
EXPENDITURES						
Salaries and Wages	682,395	100,000	298,941		283,454	
Health Benefits	42,571	6,326	20,464		15,781	
Retirement	116,210	17,030	50,910		48,270	
Other Fringe Benefits	2,208	336	990		882	
Computer Services—State	20				20	
Other Contractual Service	333,416	52,993	182,584		97,839	
Rents	39,437	3,190	27,901		8,346	
Commodities	24,499	2,740	6,747		15,012	
Grants—Subsidies—Pensions	5,087,940	2,218,986	1,746,671		1,122,283	
Equipment	5,153		368		4,785	
Interest—Debt Retirement	7				7	
Transfers to Other Funds	10,436		5,688		4,748	
TOTAL EXPENDITURES	6,344,292	2,401,601	2,341,264		1,601,427	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JAMES CLOUTIER, CHAIRMAN

Central Office: 151 Capitol St., Augusta

Telephone: 289-2716

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: January 1, 1983

Sunset Review Required by: Not Required

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)

Average Count—All Positions: 0

Legislative Count: 0

Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development, Bureau of Medical Services.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members) and public consumers of health care (five members). Ultimately, the nine appointees will serve four-year terms, except that for the first committee assembled, members representing specific groups will serve the following terms:

<i>Provider Representatives</i>		<i>Public Representatives</i>	
(1) Hospitals:	4 yrs.	(2) Consumers:	4 yrs.
(1) Nursing Homes:	3 yrs.	(1) Consumers:	3 yrs.
(1) Third-Party Payers:	2 yrs.	(1) Consumers:	2 yrs.
(1) Physicians:	1 yr.	(1) Consumers:	1 yr.

The Commissioner of the Department of Human Services has appointed Patricia Riley, Director of the Bureau of Medical Services, to serve as his ex officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1, 1985 through June 30, 1986, the Committee conducted public hearings concerning fifteen Certificate of Need proposals. Nine applications involved competitive proposals to construct a limited number of new Intermediate Care Facility (ICF) beds. Approval to build additional ICF beds is allocated to Department of Human Services priority areas, in accordance with a process dependent upon Legislative budget appropriations for State funds to support patients who will occupy those beds. The Committee recommended approval of a new facility in the York/Sanford priority area, for a net increase of 65 ICF beds; also recommended for approval were two proposals to expand existing facilities in the Bangor/Dover-Foxcroft priority area, for a net increase of 64 ICF beds. The Committee recommended disapproval of the remaining six nursing home applications, because the selected projects would exhaust the bed allocations in those areas.

Proposals involving a single applicant's purchase of two nursing homes were recommended for approval; a final decision by the Commissioner of the Department of Human Services was still pending in July, 1986.

The Committee recommended approval of the three hospital proposals brought to public hearing, involving a cardiac surgery service, a cardiac catheterization laboratory and a com-

HUMAN SERVICES

puterized hospital information system.

Finally, the Committee conducted a hearing on a proposal by a home health agency to expand its services statewide, and scheduled a deliberative session to consider its recommendation in July, 1986.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Medical Services.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale

Telephone: 324-6010

Mail Address: 51 Main Street, Springvale, Maine 04083

Established: 1923

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 86, 44 persons took the Board of Chiropractic Examination; 27 passed and were licensed. No licenses were awarded by reciprocity. Four applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 25-28 in Portland, Maine, and April 18-20 in Rockport, Maine.

Delegates of the board attended seminars conducted by the Federation of Chiropractic Licensing Boards in Scottsdale, Arizona, in February, 1986 for the purpose of improving examining procedures.

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LICENSES, PERMITS, ETC.

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	925		925			
Other Contractual Service	13,411		13,411			
Commodities	174		174			
Equipment	733		733			
Transfers to Other Funds	1,194		1,194			
TOTAL EXPENDITURES	16,437		16,437			

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Reference: Policy Area: 03; Umbrella: 10; Unit: 160; Citation: 22 M.R.S.A., 3071

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Division of Deafness was established to provide a program of services to deaf citizens of Maine including information and referral; advocacy; statewide registry; promote accessibility; plan for coordination; study needs of deaf and hearing impaired, to recommend legislation to change or improve services; and to provide rehabilitative services to deaf and hearing impaired children from birth to age 20. Other programs include Telecommunications Devices (TDD's), Legal interpreting, Identification cards, Hearing-Ear-Dog registration, and Maine-Lines for the Deaf Newsletter.

ORGANIZATION: The Division of Deafness was established administratively on November 1, 1982 and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau reorganized. In 1985, Governor Joseph E. Brennan signed LD 552 establishing the Division as a statutory unit of the Bureau of Rehabilitation under Public Law Chapter 160 (22 MRSA c. 714).

The advisory committee of the Division continues to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 1,047 deaf and hearing impaired clients during this reporting period.

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Of that number, 362 clients were placed in employment.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD) under Maine Statutes (35 MRSA, Section 2361).

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TDD to any organization or municipality paying the remaining funds for TDD's for hearing impaired and speech impaired. This law was enacted in 1980 with appropriations in 1981.

A subsequent enactment in 1983 provided funding for TDD's on a lease basis at no charge to the hearing impaired or speech impaired person. An audiologist or physician must verify proof of disability. In addition, financial need must be shown.

During the period of time 1982 thru 1985, the Division provided a total of 218 TDD's to individuals.

Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 respectively, the latter being amendments, entitles a deaf or hearing impaired person in a legal proceeding to have an interpreter. Under statute 5 MRSA, Section 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

More than 530 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order to provide a channel for hearing impaired and their families to receive information relating to the disability. The Division cooperates with other advocacy, referral, and vocal relay agencies in providing appropriate direction to requests.

More than 700 calls a month are logged in for information, advocacy, referral, and other related needs.

Hearing Impaired Children's Program: The Division of Deafness provides rehabilitative and restoration services for children ages 0-20 who have a sensorineural or permanent non-correctable hearing loss. Services provided are diagnostic evaluations by audiologists and physicians, auditory and speech-language therapy, counseling, sign language and/or cued speech training, hearing aids, and auditory trainers.

Our five rehabilitation counselors for the deaf provide case management for the children's program statewide.

Approximately 165 children are being served during this reporting period.

Completion of rules and adoption of the rules governing the hearing impaired children's program are the major activities during this start up period. The legislative mandate and appropriations for this program were approved by Governor Joseph E. Brennan on July 1, 1985 (PL Chapter 501). In April 1986, PL Chapter 761, was signed providing for a position of consultant within the Division of Deafness for the Hearing Impaired Children's Program. That position is expected to be filled by Fall 1986.

LICENSES, PERMITS, ETC.: The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf in emergency, legal, or other situations.

Also, the Division certifies hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

PUBLICATIONS:

1. Report of Hearing Impaired Children
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program
5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Directory of Organizations Serving Maine (deaf)
8. Maine-Lines for the Deaf
9. TDD Directory
10. Other miscellaneous program brochures upon request

HUMAN SERVICES

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COMMITTEE FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Reference: Policy Area: 03; Umbrella: 10; Unit: 161; Citation: 22 M.R.S.A., 3074

PURPOSE: The Advisory Committee, Division of Deafness, advises the Director of the Bureau of Rehabilitation and the Director of the Division of Deafness on the development and coordination of services to the deaf and hearing impaired. The committee evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION: The committee has 23 members and 3 non-voting member-at-large positions. One-third of the members are deaf or hearing impaired persons. The committee meets quarterly on the second Thursday of January, April, June and October. Meetings are held in Augusta. The chairperson is elected by the committee and serves a 2-year term.

PROGRAM: The committee's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TDD), legislative, Maine-Lines newsletter, hearing impaired children and TV/media access.

At the annual meeting in October, the Clifton R. Rodgers memorial award for outstanding service to the deaf community was presented to Edward E. Welch of Norway.

Members attended public hearings of the Legislature on bills relating to deafness. Also, members were present at a public hearing of the PUC relating to Telecommunications Devices (TDD's).

PUBLICATIONS:

Report of Research Committee on Community Center—free

Report of Hearing Impaired Children—free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

CHARLES E. TERRIO, DMD, CHAIRPERSON

Central Office: 150 Capitol St., Augusta

Telephone: 289-2361

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met during the months of October and November during fiscal 1986. A special panel was convened during the year to examine problems of providers and client participation in the Medicaid program. The Council is participating in this study. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long term care facility residents, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office.

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Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition. During 1986, the Council implemented a study of institutional dental services in Maine.

PUBLICATIONS: Maine Dental Health Plan, Dental Needs Study Report; Dental Services in Maine Institutions: Current Status and Recommendations.

FINANCES, FISCAL YEAR 1986: 22 M.R.S.A. Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health and are, therefore, included in the display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

ROBERT HUTCHINSON, D.M.D., PRESIDENT

PHILIP K. HARGESHEIMER, VICE-PRESIDENT

GEORGE A. FAULKNER, JR., D.M.D.

Central Office: P.O. Box 104, West Minot

Telephone: 345-3272

Mail Address: P.O. Box 104, West Minot, Maine 04288

Established: 1891

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 25, 1986) in this fiscal year, 64 dentists were newly licensed. A total of 927 currently registered. 54 Hygienists were newly licensed. A total of 752 currently registered. No denture technologists were licensed or registered. Dental Radiographers—216 currently registered.

HUMAN SERVICES

LICENSES, PERMITS, ETC.

Certificate of Ability to practice:

Dentists
Dental Hygienists
Denture Technologists
Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee \$5.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,291		13,291			
Health Benefits	401		401			
Retirement	1,557		1,557			
Other Fringe Benefits	23		23			
Other Contractual Service	37,655		37,655			
Rents	2,309		2,309			
Commodities	512		512			
Transfers to Other Funds	2,208		2,208			
TOTAL EXPENDITURES	57,956		57,956			

BUREAU OF MAINE'S ELDERLY

GAIL DRAKE WRIGHT, DIRECTOR

Central Office: Augusta Plaza, Augusta

Telephone: 289-2561

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105

Average Count—All Positions: 23

Legislative Count: 11

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains an up-to-date information system; prepares, publishes and disseminates educational materials related to older people; maintains lists of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act of 1981 as related to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals

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or groups of individuals; to help communities mobilize their resources to benefit older people; to seek and receive funds from the Federal Government and private sources to further its activities; and to enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, procedures, rules and regulations. It implements as an integral part of programs, an educational program and fosters, develops, organizes or conducts training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the annual Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and through five private non-profit area agencies on aging across the state, designated under federal and state law to receive and administer funds for programs for the aging.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. To do so, it funds, monitors and evaluates a range of social services. The Bureau administered in FY 86 a budget totalling over \$11 million dollars of state and federal funds, most of which were granted to Area Agencies on Aging (AAA) on a percentage formula. The AAA's, each run by an elected Board of Directors who are themselves older citizens, determine within the range of federal and state regulations, which services to plan and advocate in their local areas.

During FY 86 the Bureau, through the AAA's, supported a wide range of comprehensive social services including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition slightly over 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau sponsored 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in 22 sites around the state. Seventy-nine older workers served local agencies through the Senior Community Service Employment Program. Over 200 were enrolled in the Job Training Partnership Act program. Both employment programs have eligibility requirements but are open to people aged 55 and over.

In FY 86 the Bureau continued to work closely with AAA care managers to develop varieties of resources to meet the needs of the over 800 clients who were helped to remain at home through the Home Based Care Program, and another 1,600 persons who received care management to arrange in-home services. The Medicaid Waiver for In-Home and Community Services was implemented, which will bring in up to \$5.7 million over three years. In FY 86 it served 300 persons who would otherwise be in nursing homes. The Bureau increased its technical assistance to and monitoring of quality of in-home services. It also provided financial support to 16 congregate housing services program for approximately 169 congregate housing residents.

Through a sub-contract to the Maine Committee on Aging, the Bureau supports the Long Term Care Ombudsman Program which last year investigated over 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the second regular session of the 112th Legislature.

LICENSES, PERMITS, ETC.:

Voluntary Certification of Congregate Housing Services Programs

PUBLICATIONS: All are free and available at the Bureau of Maine's Elderly.

A Consumer's Guide to Home Equity Conversion

A Statistical Report on Home Based Care for 1984 and 1985

Directory of Senior Community Service Employment in Maine

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Profile of Maine's Population Aged 65 and Over
Resource Directory for Maine's Elderly
State of Maine Senior Citizen Groups
The B.M.E. Newsletter—Bi-monthly
You and Your "PCA" (Personal Care Assistant)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	466,794	136,623			330,171	
Health Benefits	22,841	7,158			15,683	
Retirement	76,033	19,805			56,228	
Other Fringe Benefits	1,395	439			956	
Other Contractual Service	127,364	28,228			99,136	
Rents	38,913	3,347			35,566	
Commodities	4,915	496	687		3,732	
Grants—Subsidies—Pensions	5,494,201	1,162,372	15,000		4,316,829	
Equipment	6,215		5,990		225	
Transfers to Other Funds	9,490		12		9,478	
TOTAL EXPENDITURES	6,248,161	1,358,468	21,689		4,868,004	

ENVIRONMENTAL HEALTH ADVISORY COMMISSION

Central Office:

Telephone:

Mail Address:

Established: 1981

Reference: Policy Area: 03; Umbrella: 10; Unit: 339; Citation: 22 M.R.S.A., Sect. 1693

PROGRAM:

Environmental Health Program. The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the enabling legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. During FY 86, this committee has considered questions on the safety of using ALAR as a growth regulator for apples, the satisfactory disposal of paper mill and sewage treatment plant sludge which may contain trace levels of dioxin, the broader issue of the potential public health impact of use of pesticides in agriculture, and the implementation of the Environmental Health Program's new Occupational Disease Reporting Program and Community Environmental Health Information Clearinghouse.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

HAROLD LEWIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1941

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 29

Legislative Count: 29

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually impaired children from birth to age 21; as well as vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education, and later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually impaired children from birth to age 21.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually impaired persons on the Register with approximately 270 new names added each year.

Prevention of Blindness. The Division of Eye Care continues its Prevention of Blindness Program largely with the aid of over 150 volunteers and support of Maine Sight and Hearing Association, Inc., as well as statewide regional Task Forces involving volunteers, physicians, optometrists, educators, health professionals, service organizations and industry. The goal of the Prevention of Blindness Program is to cut down on the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

Education of Blind Child. The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers services, etc.) so that they may receive an appropriate education.

During this reporting period, the Division provided special education services to over 400 blind and severely visually impaired school children in Maine. All but approximately 20 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Specific services are specified in the individual education plan of each visually impaired and blind student.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment so that they may become taxpayers rather than tax receivers.

During this reporting period over 600 blind and severely visually impaired men and women received services under this program of which over 90 were placed into gainful employment.

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Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established thirteen vending facilities throughout the state, including a new location at the Maine Turnpike Kittery Information Center, the proceeds of which will go to enhance the economic opportunities of the blind citizens of Maine.

Other Services. The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector, e.g., Maine Sight (Lion's), citizen task forces, use of volunteers in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the private sector as well as the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education. Another goal is to work cooperatively with Maine Department of Transportation in installing vending machines on Maine's Interstate, statewide, in order to enhance the economic opportunities of the blind.

LICENSES, PERMITS, ETC.

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

State Licensing Agency for operators of vending facilities under the Randolph-Sheppard Act as amended by P.L. 93-516.

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind—free
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)—free
3. Orientation and Mobility Services for the Blind—free
4. Directory of Services for the Blind and Visually Impaired—free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	618,592	286,193			332,399	
Health Benefits	34,390	14,536			19,854	
Retirement	105,218	48,738			56,480	
Other Fringe Benefits	2,092	923			1,169	
Computer Services—State	12,506	12,506				
Other Contractual Service	140,983	86,917	4,510		49,556	
Rents	59,138	56,848			2,290	
Commodities	4,604	347	1,095		3,162	
Grants—Subsidies—Pensions	937,985	597,471	1,717		338,797	
Equipment	52,331	18,560	5,322		28,449	
Transfers to Other Funds	8,099		92		8,007	
TOTAL EXPENDITURES	1,975,938	1,123,039	12,736		840,163	

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BUREAU OF HEALTH

PHILIP W. HAINES, DR. P.H., ACTING DIRECTOR

ROBERT B. McKEAGNEY, Deputy Commissioner of Health

Central Office: 157 Capitol St., Augusta

Telephone: 289-3201

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 251

Average Count—All Positions: 200

Legislative Count: 235

Organizational Units:

Central Administration

Board of Certification of Water Treatment

Division of Disease Control

Plant Operators

Division of Maternal and Child Health

Division of Health Promotion and Education

Division of Health Engineering

Office of Dental Health

Division of Public Health Laboratories

Office of Emergency Medical Services

Division of Public Health Nursing

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (2) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Office of Health Planning and Development in 1976.

PROGRAM: The programs of the Bureau are carried out within the various divisions and offices listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

The Bureau has spent over a year developing the Bureau of Health Plan, which details the goals and objectives of the Bureau in the areas of family planning, sexually transmitted diseases, immunization, infectious diseases surveillance and control, oral diseases, pregnancy, infant and child health, exercise and physical fitness, nutrition, injury prevention and control, control of stress and violent behavior, tobacco use, chronic diseases, and environmental health and sanitation. The plan includes objectives targeted for 1990 and priorities for Bureau programs.

An active team approach to the various plan goals has been implemented. The next year

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will see fuller development of the team approach within the existing or a revised Bureau organization.

Central Administration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

PUBLICATIONS:

Bureau of Health Plan
Information Packet for New Physicians

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,828,005	2,180,053	661,801		986,151	
Health Benefits	214,872	119,703	35,706		59,463	
Retirement	638,981	359,230	112,607		167,144	
Other Fringe Benefits	17,292	11,807	2,120		3,365	
Computer Services—Comm.	- 46,469				- 46,469	
Computer Services—State	- 19,496	34,632	6,820		- 60,948	
Other Contractual Service	1,499,652	575,255	131,651		792,746	
Rents	155,787	86,304	1,453		68,030	
Commodities	383,019	289,122	37,845		56,052	
Grants—Subsidies—Pensions	9,082,086	802,028	536		8,279,522	
Equipment	125,647	24,202	65,345		36,100	
Interest—Debt Retirement	218	15			203	
Transfers to Other Funds	54,986		17,261		37,725	
TOTAL EXPENDITURES	15,934,580	4,482,351	1,073,145		10,379,084	

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: 150 Capitol St., Augusta

Telephone: 289-2361 and 289-3121

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possi-

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ble sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1986, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was expanded during 1986. A State legislative appropriation provided funds for dental health education materials to over 54,000 Maine children in over 300 schools across the State. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water. The Well Child Clinic Preventive Dental Program, was continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to approximately 1,500 eligible children, ages birth through 5.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects particularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, have been continued in the past year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

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PUBLICATIONS:

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

LANI GRAHAM, M.D., M.P.H., DIRECTOR
GREG BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta

Telephone: 289-5195

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

1-800-821-5821

Established: 1972

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through the evaluation of surveillance data reported by medical providers to the Bureau of Health (as mandated by the Rules and Regulations for Control of Communicable Disease). The State Epidemiologist is responsible for encouraging quality disease surveillance and provides information back to the medical community.

The annual Epidemiology Award was instituted in 1986. It is awarded to the physician and hospital Infection Control Practitioner who, in the previous year, made a significant contribution to the disease reporting effort.

Program activities during FY 86 included:

1. Identifying the first documented case of Lyme disease in the State.
2. Telecommunications via MINET were instituted to expedite the reporting of communicable diseases to the Centers for Disease Control in Georgia.
3. Follow-up of certain reportable diseases such as viral hepatitis has been enhanced.
4. Epidemiologic investigations completed include analysis of several food borne and water borne outbreaks, involving such infectious disease entities as giardiasis in a day care center, salmonellosis linked to a pet turtle, cases of salmonella associated with a national brand processed food, and other common source outbreaks.

Environmental Health Program. The Division of Disease Control's Environmental Health Program was established by the Maine Legislature in 1981. Its mission is to assure that environmental health problems, questions, and issues in the State are satisfactorily addressed by

State Government. Professional staff in the Environmental Health Program consists of a doctoral level Epidemiologist and Toxicologist, two master level positions (Assistant Epidemiologist and Assistant Toxicologist), two Planning and Research Associate positions, a Tumor Registrar, and three clerical positions. Major activities in the Environmental Health Program include:

Environmental Epidemiological Assessments. Community health studies, cancer cluster investigations, a birth defects surveillance program (NIOSH cooperative agreement), and selected occupational health studies and other health risk assessments.

Environmental Toxicology Assessments. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of a position on the toxicological ramifications of the use of ALAR (diminazide) as a growth regulator for apples, the development of regulations to assure the satisfactory disposal of papermill sludge which contains trace amounts of dioxin and participate in the development of policy and regulations to control groundwater contamination by gasoline. The toxicology team provides expert consultation to other State Agencies in the risk assessment area and gives general advice related to consumer and occupational health issues.

Gray Health Study. The Gray Health Study consists of an evaluation of medically diagnosed health problems among persons living in the vicinity of the Mckin Company hazardous waste dump superfund site. This study is funded through a CDC cooperative agreement which began November, 1985.

Air Toxic Program. Develops priorities for a regulatory program with the Maine Department of Environmental Protection and recommends health standards for toxic air emissions. Advises and consults with the Indoor Air Pollutant Program in the Division of Health Engineering, and participates in the Regional Hazardous Air Pollutant Assessment Program (NESCAUM).

Several new programs were initiated during FY 86.

Occupational Disease Reporting Program. Occupational Disease Reporting Rules and Regulations became effective March, 1986. These regulations establish reportable diseases and reporting requirements for these diseases.

Community Environmental Health Information Clearinghouse. Legislation approved during 1985 provides for the establishment of a Community Environmental Health Information Clearinghouse. The objective of this program is to provide Maine citizens with the identity and health risk potential of chemicals present in their community. Data on chemicals present in local industrial facilities is obtained from other State regulatory programs. This program provides an interface with the public on environmental health issues and health risk evaluation questions.

Some other significant activities being addressed by the Environmental Health Program include:

1. Participation with other states in the Northeast Regional Environmental Public Health Center. This center was officially established in September, 1985 and involves input by the six New England States into developing regional approaches for addressing and resolving environmental health problems.
2. Radon/Lung Cancer Case/Control Study. Because of the relatively high frequency of elevated radon levels in Maine's domestic home environments, a health study has been undertaken to assess the lung cancer risk associated with radon exposure in the State's population. Funds for conducting a pilot study have been appropriated by the Maine State Legislature, and the U.S. EPA has provided resources to determine if it is feasible to conduct an analytic epidemiological study to test the radon/lung cancer risk hypothesis.
3. Investigation of the presence of heavy metals in wildlife and seafood.
4. Evaluation of drinking water standards.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. The Cancer Registration Program began in 1983 and is becoming a rich data source for conducting studies, assisting with cancer cluster investigations, and is serving as a data resource for the development of a comprehensive Statewide Cancer Control Program.

To address the concerns identified by the Cancer Registration Program, a Bureau of Health Cancer Control team has been formed consisting of personnel from the Divisions of Disease Control, Health Education, Health Engineering, Public Health Nursing, and Maternal and Child Health. To assist the Cancer Control team with its overall goal of improved cancer control, a Statewide Cancer Control Advisory Committee has been established. This advisory group is comprised of a broad cross-section of individuals and groups interested in cancer in the State. It includes health professionals, legislators, and representatives of several public and private sector groups.

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The Cancer Registration Program was recently awarded a National Cancer Institute Technical Assistance Grant to improve occupational/environmental surveillance capabilities and to determine the reasons for the apparent excess in cancer mortality among Maine residents. When appropriate, the Maine Bureau of Health will establish programs to assure the early diagnosis and treatment of cancer patients, and will promote and facilitate the dissemination of state-of-the-art treatment information to physicians responsible for the care of cancer patients.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services, clinic services, drugs for the prevention and treatment of tuberculosis, laboratory services, public health nursing services, and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 85, the program served 4,150 persons including active tuberculosis cases, suspects, contacts of cases and suspects, tuberculin reactors and school personnel.

In FY 86, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 86 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan, and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 86 school testing reports; and (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Refugee Health Assessment Project. The Refugee Program concerns all aspects of the resettlement of all refugees in Maine. Goals of the program are: 1) to prevent and control health problems of public health significance among refugees, and 2) to improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency.

The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 2,350 refugees residing in Maine of which 743 are Vietnamese, 1,200 Cambodians, 109 Laotians, 194 Polish, 99 Afghans, and 50 Iranians.

In FY 86 Maine received a grant for \$19,800. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In FY 85, the program served 286 refugees and in FY 86 the program staff expected to

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accomplish the following objectives:

- 1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.
- 2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.
- 3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.
- 4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
- 5) To continue to establish agreement with individuals for interpreter services.
- 6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

Sexually Transmitted Disease Control Program. Large numbers of sexually transmitted diseases (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea rates are falling, yet infected patients continue to suffer the grave effects of this disease. Infectious syphilis, chlamydia trachomatis, trichomonas, human papilloma virus and genital herpes are cause for concern due to their ever-increasing numbers. The STD Program relies heavily upon private physicians, hospitals, the military, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

There are currently seven STD Clinics in Maine, in which the Program staff offers complete epidemiologic and administrative assistance, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall sexually transmitted disease case management. In FY 87 we anticipate adding at least one more STD clinic, which, like all our sites, will serve as a counseling and testing site for HIV infection.

Identification of early disease and risk factors through STD screening is one of the major services rendered by the Program. In FY 87, the Program plans to add a new limited screening component for Chlamydia trachomatis infection, a disease thought to be the most prevalent STD nationally. We will target young women among whom complications and neonatal transmission are great concerns. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 86, approximately 14,976 women were tested for gonorrhea by private physicians, STD Clinics, hospitals, family planning clinics, and other providers, with 495 new cases identified. The target age group in the female gonorrhea screening program is 15-35.

During the first six months of 1986, Portland registered 27 cases of early infectious syphilis; a 300 percent increase over the normal 9 cases for a six month period. The cases were evenly distributed with regard to reporting source, with public clinics reporting 13 cases, the private sector reporting 11 cases and naval authorities reporting 3 cases. The trend of lessening homosexual involvement held at 24 percent of the cases, so this was largely a heterosexual outbreak with attendant risks of congenital transmission and neonatal fatality. Complicating, and probably contributing to the outbreak was the program vacancy in the position of Disease Intervention Specialist for the city of Portland which lasted for six months beginning in June, 1985. It was during this time period that the first clue to the outbreak occurred. In September, a case of primary syphilis was treated and a spouse was prophylactically treated. The source was not found and a re-interview was not completed. This case eventually proved to be the index case to a single chain of infection encompassing 45 percent of the 1986 cases. After the Portland position was filled the epidemic was rapidly brought under control utilizing both city and state employees. Fortunately, no cases of congenital syphilis resulted from this outbreak.

During FY 86, the Program staff expected to accomplish the following objectives: 1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; 2) conduct surveillance over public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; 3) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infections; 4) conduct epidemiologic follow-up on 100 percent of patients (male and female) with gonorrhea reported from the STD Clinics located in Portland, Auburn, and Bangor, and 50 percent of infected patients reported by the private medical community in the same areas; 5) conduct a comprehensive program of reculturing infected patients (test-of-cure) at specific health care provider locations throughout the State in order to confirm treatment success; 6) conduct a state-wide monitoring system in

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all major target hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute gonococcal pelvic inflammatory disease; 7) assist all school systems, mass media, and civic organizations requesting assistance in the preparation and presentation of information and education programs on the subject of sexually transmitted disease in order to raise levels of knowledge about the current disease problem; 8) conduct professional in-service training programs related to sexually transmitted disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiologic knowledge among medical professionals.

The five year goal of the STD Control Program is to interrupt the spread of sexually transmitted diseases (including the two new entities of Chlamydia and HIV infection) and to reduce the morbidity and mortality they may cause.

AIDS Program. Human Immunodeficiency Virus (HIV) is a subtle new pathogen which may cause its human host to be infectious for a period of years while they remain ostensibly in good health and symptom-free. Known transmission routes are semen to blood and blood to blood. The known host cell is a lymphocyte which is central to the body's immune response to challenges from many sectors; protozoal, fungal, bacterial, viral and from rare cancers. Many people with evidence of HIV infection—HIV antibody presence, immune system disturbances—remain free of symptoms or overt infection (AIDS) while remaining infectious to intimate sexual or needle-sharing contacts and thereby spread the infection.

The first case of AIDS in Maine was diagnosed in December 1984. By the end of FY 86, 23 cases had been diagnosed. Some estimate that for every diagnosed case of frank AIDS, there are 10 cases of AIDS-Related Complex (ARC); and for every case of ARC, there are 10 asymptomatic HIV cases who are antibody-positive for the virus and infectious to others. The AIDS Program believes that a major responsibility is to establish prevalence figures for the State of Maine for all manifestations of HIV infection since they are all thought to be infectious.

While constantly weighing the societal fears of affected risk groups (rights of those infected to privacy, employment, housing) against the principles of public health and disease control (right of the general public to remain free of the disease) the Program will strive to accomplish disease control without sacrificing the rights of infected members of the public.

The Office on AIDS was funded by two separate grants from the Centers for Disease Control in FY 86. It will work in close coordination with the STD Control Program in the Division of Disease Control. General goals of the Program are: 1) to educate the Public about AIDS/HIV infection regarding transmission and prevalence; 2) to educate the medical community regarding AIDS/HIV infection; 3) to promote risk reduction in populations at risk through one-on-one counseling and testing services; 4) to assess prevalence of HIV infection in the State through counseling and testing services; and 5) to promote sexual and needle-sharing contact notification in all counseled HIV cases.

Immunization Program. Eight acute communicable diseases of childhood were addressed by the Program in FY 1986: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, tetanus or lockjaw, and haemophilus influenzae b.

In FY 86, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed measles, mumps and rubella vaccine free of charge, supplied pertinent information to participating agencies state-wide, offered consultative and logistical support in the area of immunizable disease control, and provided to the medical sector timely literature dealing with immunizable diseases.

Four major types of services were rendered by the program in FY 86: epidemiology services (case reporting, case investigation, health surveys), recruitment services (activities designed to increase the number of children immunized), immunization services, and assessment.

The population served by the program in FY 86 was approximately 350,000 persons.

During FY 87, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey and to re-evaluate a sample of the self-reported results; and that 100 percent of day care facilities respond to a survey of day care enrollees; 2) assure that 100% of hospital employees at high risk of contracting and spreading measles and rubella are adequately protected; 3) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours to suspected polio, diphtheria and measles cases, and initiate containment procedures; 4) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immuniza-

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tion practices; 5) assure that community-based volunteers are available to increase community participation and interest in immunization; 6) to maintain an adverse reaction surveillance program to monitor and investigate adverse reactions following receipt of vaccine; 7) work with colleges and universities towards insuring adequate protection for their students against the vaccine preventable diseases; and 8) to insure that a tracking system designed to maintain immunization recipients on schedule is developed and offered to medical providers.

Migrant Farm Worker's Health Clinic, Cherryfield, Maine. The Division of Disease Control took the responsibility to establish a health clinic to serve the migrant farm worker population and their families in the summer of 1985. The health clinic was located in the Rakers Center in the town of Cherryfield in Washington County. Funds for the clinic were obtained through a federal grant to New England Farm Workers Council, Inc., in Springfield, Massachusetts, which subcontracted with the Bureau of Health to carry out the programmatic activities. The Rakers Center provided food-assistance, legal assistance and direct assistance through cooperative efforts by Pine Tree Legal Assistance, Inc., Washington-Hancock Community Agency, and the Maine Department of Human Services (DHS). The Rakers Center was in operation from July 29 through August 30, 1985. The health clinic was open from August 5th through August 30th. The clinic kept the same hours as the rest of the center, 8:00 a.m. to 5:00 p.m., Monday through Friday. The Division of Disease Control carried the overall responsibility for organizing and operating the health clinic as well as the responsibility for coordinating all the directly related activities.

A total of 142 patients were seen at the clinic. The 142 patients seen at the clinic presented a total of 164 conditions representing a total of 183 visits. On 117 occasions, the patient presented only 1 condition at the visit. On 19 occasions, the patient complained of more than 1 condition. Twenty conditions required more than 1 visit to the clinic for treatment and follow-up. On 14 occasions, the patient had to be referred to a more specialized treatment facility. On one of these occasions the patient was hospitalized.

PUBLICATIONS:

Epigram—(free) monthly summary of communicable disease problems and epidemiological activities.

Diabetes Rxtra—(free) quarterly. Information pertinent to Diabetes Educators.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

OFFICE OF EMERGENCY MEDICAL SERVICES

ROBERT F. TREDWELL, DIRECTOR

MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta

Telephone: 289-3953

Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144J; *Citation:* 32 M.R.S.A., Sect. 84

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services has as its purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: During the year, EMS, as provided in the Statute and planned and organized at the State and regional levels, was studied by the Legislature's Joint Standing Committee and

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Audit and Program Review. Subsequently, L.D. 2356, a law to revise the structure of EMS planning and organization, was enacted.

The predominant change involves the creation of a State Board of Emergency Medical Services, with the licensing authority and other EMS responsibilities previously assigned to the Department of Human Services and implemented through the Office of Emergency Medical Services. The State Board of EMS, as formerly organized, served only in an advisory capacity to the Department and OEMS. Currently, OEMS serves as the agency arm of the Board and maintains ties to the Department of Human Services for administrative purposes.

Other changes involve licensing and other Board/Office practices and the rewriting and implementation of the rules under which the Board and Office operate.

PROGRAM: There is a total of 221 services in the State of Maine. Of these, 189 are ambulance services and 32 are first responder rescue services. Of the 221 services in the State, 45 provide advance life support at the Critical Care-Paramedic levels, 114 provide Intermediate-Advance Life Support, and 62 provide Basic Life Support services. There are some 3,200 individuals licensed as emergency medical service providers in the State.

LICENSES, PERMITS, ETC.

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Newsletter, free

Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	103,157				103,157	
Health Benefits	3,933				3,933	
Retirement	19,108				19,108	
Other Fringe Benefits	222				222	
Computer Services—State	5,923				5,923	
Other Contractual Service	69,777				69,777	
Rents	12,839				12,839	
Commodities	772				772	
Grants—Subsidies—Pensions	363,868	180,000			183,868	
Transfers to Other Funds	3,393				3,393	
TOTAL EXPENDITURES	582,992	180,000			402,992	

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EMERGENCY MEDICAL SERVICES ADVISORY BOARD

LYNNE GAGNON, R.N., CEN, CHAIRMAN

Central Office: 295 Water Street
Mail Address: c/o Office of EMS, Augusta, Maine

Telephone: 289-3953

Established: 1982

Sunset Review Required by: 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 163; Citation: 32 M.R.S.A., Sect. 88

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The EMSAB advises the Department of Human Services on the conduct of the program to supply medical care to people who suffer sudden medical emergencies on account of disease or accident. The Board considers changes in the regulations which govern ambulance and rescue services, ambulance vehicles, and the personnel who man them. It reviews the work plans of the Office of Emergency Medical Services and assists the Office in working with six regional councils which promote better field and hospital care.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9:30 a.m. in Augusta. The Board elects its Chairperson.

PROGRAM: In comparison to previous years, the activity level of the Board this year was quite intense. A retreat was held in July at which Board members and the State Office agreed upon and eventually accepted internal processes by which the Board will function in the future. This paper covers the Board philosophy, disagreement procedures, authority, function, attendance, etcetera. The retreat not only accomplished setting internal guidelines, but helped to cement relationships among Board members and the State Office and the Department of Human Services. It was a healthy exchange with constructive end results.

The Board discussed increasing their level of membership and decided to leave the membership as it is with the request that the State Medical Director attend all Board Meetings concerning regulation changes.

Public hearings were held in areas of the State. The primary reason for hearings this year concerned the institution of an E.M.S. Academy. It was necessary only to alter the regulations insofar as they would allow the formulation of such an academy.

The Audit Performance Standards Committee is still working to establish the percentage of time that A.L.S. care should or should not be rendered. This is not a committee of the Board but of the State Office. The Board is currently considering going to public hearing again on criteria for recertification.

The Board will continue to seek methods of coming to agreement by consensus on regulation changes and that when the majority rules, the other members of the Board can find their way clear to support majority decisions.

LICENSES, PERMITS, ETC.:

This Board advises the Office of Emergency Medical Services, DHS, on licensing ambulance and first responder services. It also advises the Office on regulations concerning licensing of ambulance services and vehicles, EMS personnel, and first responder services.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF HEALTH PROMOTION AND EDUCATION

EDWARD F. MILLER, DIVISION DIRECTOR

Central Office: 157 Capitol St., Augusta

Telephone: 289-3201

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: 6/30/91

Reference: Policy Area: 03; Umbrella: 10; Unit: 144P; Citation: 22 M.R.S.A., Sect. 251

Average Count—All Positions: 16

Legislative Count: 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today, the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health promotion is simply defined as any combination of health education and related organizational, economic or political interventions designed to facilitate behavioral and environmental changes conducive to health. In addition to actions focused on individuals, the Division has, and continues to be involved in organizational and political initiatives to improve health. The Division continues to have lead responsibility in implementing the "Workplace Smoking Act of 1985." During the past year training has been provided to service organizations who have assisted hundreds of businesses throughout the state in implementing smoking policies and offering quit smoking classes. The Division also provided staff support to the legislatively created Employee Health Promotion Program Commission last year. During the last legislative session, the Division provided testimony and background research to support the proposed creation of the Bureau of State Employee Health, the major recommendation of the Commission. During the next year, the Division Director will serve on the Labor/Management Committee for the newly created Bureau. The Division also provided staff support to the Governor's Office in the effort to pass mandatory seat belt legislation within the state. Since school health is an area in which great strides can be made in preventing illness, the Division actively participates in efforts to improve education in that setting. The Division was a major participant in planning the first Maine Coastal Wellness Conference held for teachers and school administrators this past year. In addition, the Division participates in the Maine School Health Education Coalition. A brief report of the Division's major programs is presented below:

Community Health Promotion Program. In 1980 when the Risk Reduction Program began, its primary focus was to lower the prevalence of preventable injuries and diseases through an organized approach to reduce the significant risk factors for these problems. The program focused its efforts on the worksite setting for most of its activities. The program chose the worksite for the primary setting for a number of reasons: it was the most efficient place to reach adults; many of the agencies currently funded in the Division to conduct worksite hypertension control activities were interested in expanding to other risk factor areas; there was a growing recognition between business and labor of the need to control health care costs; employee health programs had demonstrated benefits to both employers and employees; many of the skills in community

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health promotion were applicable to the worksetting; and many of the specific interventions such as weight control, smoking cessation and physical fitness were equally, if not more, effective when conducted in the setting of the workplace. The risk reduction program worked directly with those organizations and were able to offer consultation to businesses in their communities. The role of the risk reduction program in this effort was to provide training and consultation to the agencies. Emphasis was placed on an organized approach to document employee and employer needs, to design quality interventions to meet those identified needs and to assess the effectiveness of each intervention.

Through these and other efforts, quality worksite health promotion resources have become available in nearly all areas of the state. The role of the Division of Health Promotion and Education and the Risk Reduction Program will be to advocate for health promotion programs and convene those organizations providing those services for professional development activities. Assistance will be limited to advocacy, funding (through the Community High Blood Pressure Program), professional education, training and maintenance of the Employee Health Forum (EHF) was developed to provide continuing education in the area of employee health.

The attention of the program has shifted to a focus on the community as the primary level of intervention where the worksite plays a major, but not the only, role. Many of the same principals in community involvement, planning, quality interventions and evaluation apply to the community based efforts as well. The Risk Reduction Program, therefore, has now been renamed to more accurately reflect the current functions of the program. The primary goal of the program is to establish a statewide network where the Division of Health Promotion and Education works in a partnership with the local communities to establish a methodology for planning, implementing and evaluating community based health promotion programs.

Currently, health promotion activities are occurring in many communities throughout Maine. However, many of these activities are carried out by various groups within a community and address specific health risk areas: smoking cessation, weight control or hypertension. These programs are rarely organized, however, into a unified, coordinated approach to address the primary problems of disease prevention and health promotion specific to that community. A process designed by the Centers for Disease Control to facilitate this organized approach to community health promotion is available and titled PATCH (Planned Approach to Community Health). In May, 1986, the State of Maine, Division of Health Promotion and Education, was selected as one of the nine states to work with CDC in the delivery of this PATCH process throughout the state.

PATCH provides a forum through which health education professionals and citizens plan, conduct and evaluate health promotion programs at the community level. Working as a team, representatives from the Bureau of Health, Division of Health Promotion and Education, local health agencies, community workers, citizens, and staff from the Centers for Disease Control form an active partnership with the intent of implementing health promotion programs designed to meet the priority health needs of a community.

In June, 1986, an orientation to the PATCH program was provided by staff from the CDC to members of the Division of Health Promotion and Education, other divisions within the Bureau of Health and key community people throughout the State of Maine. The Division and the CDC are currently working with two PATCH sites in the State of Maine, Mt. Desert Island and Waterville. The Community Health Promotion Program plans to have at least eight communities involved in the PATCH program by July 1987.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

- (1) **Waldo County Cooperative Extension Service.** The Community Health Promotion Program has funded the Cooperative Extension Service for health promotion program planning and implementation among low income people in Waldo County. This was accomplished by providing the resources necessary for the Expanded Food and Nutrition Education Program (EFNEP) staff to address additional health education needs, rather than only focus on nutrition. It is hypothesized that there will be at least a similar improvement in nutritional status among EFNEP clients who received health education on more than just nutrition and those clients who received traditional EFNEP education intervention.
- (2) **Health Promotion Coalition for Older People.** In June of 1985 the Bureau of Maine's Elderly and the Bureau of Health initiated activities to organize a coalition to address

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health promotion needs of the older population in Maine. This group has continued to meet bi-monthly and has addressed a number of issues which include: (1) identification of coalition goals and objectives; (2) resource sharing among member participating agencies; (3) identification of the need to do an "Issue Paper" on health promotion for older people to serve as the common document for coalition members and others; and (4) to provide a means for the two Bureau's to address health promotion issues for older people in a more coordinated manner.

- (3) **The Workplace Smoking Law.** Staff from the Community Health Promotion Program have assisted in a number of activities that have resulted from the Workplace Smoking Law, which went into effect January 1, 1986 in the State. These activities have included: identification and training of resource agencies to assist employers with policy development and implementation issues, protocol development for responding to employee complaints has also occurred. Activities in the Fall of 1985 focused on assisting employers in the policy development and implementation phases by referring them to these trained organizations. After January 1, 1986, assistance was provided primarily to employees with questions or complaints about the implementation of their policy. Since the Bureau of Health has enforcement responsibility for this law, significant activities will continue to occur during the next year.

In addition, a survey to evaluate the impact of the law was mailed to over 900 businesses in May of 1986. Initial results show strong support for the Workplace Smoking Law with relatively little problem with implementation. However, additional smoking cessation assistance was requested by some worksites.

Community High Blood Pressure Program—FY 86. An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females; hypertensive males as compared to females tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (18-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 86, 15 agencies were funded to provide hypertension services to adults in Maine. During FY 86, 28,822 total clients were screened and of that number, 21,393 (70%) were new individuals who were seen for the first time. Of those individuals 7,974 (28%) were found to be abnormal with 31% of them being males 18-60 years old.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation and Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterol. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Division of Health Promotion and Education Community Health Promotion Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. The Division has recently begun formal work with CDC on the Planned Approach to Community Health (PATCH) Program. The CHBPP coordinates the blood pressure screening efforts and assists in the survey research aspect of PATCH. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division. During the coming year the CHBPP will fund at least one agency to organize a pilot intervention program to reduce adult cholesterol

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levels in western Maine. It is anticipated that many of the agencies involved in blood pressure screening will also begin cholesterol screening in the future. This pilot project will provide needed information for program expansion to other parts of the State.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g., atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 86, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. An Advisory Committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. The Diabetes Control Project assisted thirty-four hospitals, health centers and community agencies in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. Afterwards, technical assistance to improve existing inpatient education is provided to hospital personnel throughout Maine. The program now exists in over forty health care institutions throughout the State.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

The Diabetes Control Project submitted the Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-Up (ADEF) Program to Blue Cross/Blue Shield of Maine in November, 1983. Based on the results identified in the report and the experience with the Project, the Board of Directors of Blue Cross/Blue Shield voted in December, 1983, to make reimbursement for the ADEF program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy. Unionmutual offers the program as a benefit to its group policyholders.

Follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 86 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine ambulatory diabetes education and follow-up programs; to link inpatient education with outpatient education in an additional five hospitals having model ADEF programs and to develop and implement a program for health professionals on diabetes in pregnancy.

The Diabetes in Pregnancy Project works with health professionals throughout Maine to identify women with diabetes of childbearing age in order to provide patient education on prevention of adverse outcomes of diabetic pregnancies through glycemic control prior to pregnancy and throughout gestation. The Diabetes Control Project collects data on the pregnancies identified through the Project to evaluate the educational strategy.

A new initiative will be commencing on prevention of blindness and eye disease due to diabetes. Early screening, detection and referral combined with patient and professional education programs are strategies used in the prevention of blindness program.

Maine Alcohol and Drug Abuse Clearinghouse. The Maine Alcohol and Drug Abuse Clearinghouse is an informational support service operating within the Division of Health Promotion and Education, Bureau of Health, in the Department of Human Services. The Clearinghouse serves as a central source for general information about alcohol and other drugs and substance

HUMAN SERVICES

abuse prevention, treatment, research and education. Requests may come directly from the public, from service providers, the five Alcohol and Drug Abuse Regional Councils, or from various departments of state government.

Statewide Clearinghouse Services include: **INFORMATION** on alcohol and other drugs and substance abuse prevention, treatment, research, and education; **NETWORKING** in order to help individuals, groups, communities and organizations share information and experience; **TOLL-FREE NUMBER** for all Maine citizens 1-800-322-5004; **IDENTIFICATION** and sharing of resource materials, including pamphlets, booklets and scientific articles; **CONSULTATION AND TECHNICAL ASSISTANCE** regarding the development and best use of informational materials in support of substance abuse prevention activities; **LIBRARY SERVICES** including loan of materials and limited literature searches; **THE CLEARINGHOUSE EXCHANGE NEWSLETTER**, a resource for information sharing about alcohol and drug abuse. There is no charge for any Clearinghouse materials.

Highlights from FY 1985-86:

The Clearinghouse received 2,087 requests for services during FY 1985-86. This represents a 52% increase since FY 1982-83. Of the 2,087 requests, 1,124 were from professionals or community groups and 963 were from private citizens. Many private citizens and most professionals and community group leaders request information for others as well as for themselves, therefore, it is difficult to estimate how many people received information via the 2,087 direct requests.

In addition to other services, most of the 2,087 requestors received information on one or more of the following topics: Alcohol, Alcoholism, Other Drugs, Substance Abuse Prevention, Alcohol/Drugs and Pregnancy, Children of Alcoholics, Community Organizations, Drinking and Driving, Drug Testing, Employee Assistance Programs (EAP), Parent/Teen Communications, Self-Esteem, Smoking, Stress Management, Women and Alcohol.

Among the *special* projects undertaken by the Clearinghouse during FY 1985-86 were:

Cocaine Prevention. A new educational video tape featuring Dr. George Dreher was produced cooperatively with the Clearinghouse, DECS/DADES and St. Mary's Hospital in Lewiston. A cocaine radio PSA was produced and distributed to radio stations in Maine. Several new cocaine materials were acquired for distribution.

Library Project. In 1985-86, the Clearinghouse initiated Phase I of a project with over 300 public, academic and special libraries in Maine. The purpose of the project is to increase public access to Substance Abuse information. Thirty-six percent of the libraries initially contacted have received materials and/or posters from the Clearinghouse.

Children of Alcoholics. People in this population are high risk for becoming alcoholics themselves. In 1985-86, the Clearinghouse participated in or provided support for a number of initiatives to increase services to Children of Alcoholics, including the production of a literature review on exemplary COA programs/strategies and provision of support services to the "Shattered Spirits" T.V. Special. The Clearinghouse distributes a number of materials targeted to Children of Alcoholics and maintains an updated list of statewide ACOA meetings.

Women. In 1985-86, the Clearinghouse participated in and/or provided services to increase awareness of Women and Alcohol issues, including several media events. In addition, consultation or workshops were provided for Displaced Homemakers staff, WIC Nutritionists and other "systems" working with women.

Other Projects. During 1985-86, the Clearinghouse participated in services to support the OADAP four Model Prevention Programs and to support those working to prevent drinking and driving and early drinking behavior. Clearinghouse services were provided in support of a number of special events, e.g., Alcohol Awareness Week, Alcohol Awareness on Campus Week, Women and Alcohol Awareness Week.

The Department of Human Services Library. The Department of Human Services Library (DHSL) began in 1970, and since that time completed requests for information have increased from 1,252 in 1970 to 8,271 in 1985. The Library provides services to Departmental employees, health professionals, agencies and private citizens.

The Library was involved in forming the Maine Health Science Libraries and Information Cooperative (HSLIC) in 1973. Active cooperation with the Cooperative and member libraries has resulted in an increase in availability of health science information through DHSL.

In addition to basic health science information, special collections have been added, including health education and promotion, occupational health, nutrition, cardiovascular health, alcohol and drug abuse, radiation, water and environmental health. The Library also maintains an extensive periodical collection in many of the areas listed above.

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The DHSL audiovisual collection includes subjects in the use of child safety seats, seat belt safety, scoliosis prevention, parenting, stress management, smoking cessation, and self-breast examination.

The Library provides basic circulation and reference services, interlibrary loans, literature searches and has audiovisual equipment available for loan.

Library breakdown of requests for State Fiscal Year 1986:

Periodicals circulated	1,772
Books circulated	523
Audiovisuals circulated	842
Articles requests	862
Telephone or Personal requests	5,983
Interlibrary loan requests	910
Literature searches	36

PUBLICATIONS:

(available at no charge)

The Maine Health Promoter

The Clearinghouse Exchange

Community High Blood Pressure Program Description

Diabetes Control Project Description

Guidelines for Choosing Health Promotion Programs

Department of Human Services Library Brochure

Quit Tips for Stopping Smoking

The Alcohol and Drug Abuse Clearinghouse has many publications available on request.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta

Telephone: 289-3826

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936

Sunset Review Required by: 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 37

Legislative Count: 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Board of Licensure of Water Treatment Plant Operators and the Radiologic Technology Board of Examiners.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following five major programs. In addition, the Division staff provides administrative and clerical assistance for the Board of Licensure of Water Treatment Plant Operators, and the Radiologic Technology Board of Examiners.

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Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This program addresses the following potential health hazards from these agents:

- a. **Biological Hazards**—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. *Pseudomonas*, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools and spas. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to electrology, tattooing, mass gatherings, camping, etc.
- b. **Chemical Hazards**—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.
- c. **Physical Hazards**—Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

- a. **Biological Hazards**—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 millimeter sample.
- b. **Chemical Hazards**—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels. Pesticide evaluations have been conducted for surface and groundwater supplies.
- c. **Physical Hazards**—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water

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Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Licensure of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 86, the program staff accomplished the following major operating objectives: (1) direct assistance on changes in methods of water disinfection to implement improved methods; (2) completed a study of pesticides in drinking water; (3) issued guidance on multiple barrier treatment against giardia; (4) implemented a compliance plan for the state to prioritize programmatic response to violations; (5) terminated mainframe-oriented data management system; (6) implemented the total trihalomethane regulations and continued activities to reduce levels; (7) implemented a monitoring program for sodium in public water supplies; (8) inspected for certification of the private laboratories in the state; (9) conducted sanitary surveys of selected public water supplies in the state; (10) conducted various operator training seminars across the state; (11) reported analysis results to people across the state; (12) provided technical assistance to both the private and public sector in reference to drinking water problems; and, (13) monitored all public water supplies for compliance with the Safe Drinking Water Act.

The Department hired personnel to better address private water concerns and implemented rules relating to testing of private water supplies for potentially hazardous contaminants. The Department will pay qualified costs of analysis after the initial testing, to a maximum of \$150, has been borne by the applicant. Initial testing fees may be waived for those who are food stamp qualified. Implementation of a data processing procedure has enabled significant improvement in retrieval of information and interpretation of results for private water analysis performed at the Public Health Lab.

Radiological Health Program. The program is divided into 4 major areas; a brief description follows.

1. **Environmental Surveillance:** Within a 25-mile radius of the Maine Yankee Nuclear Power Facility in Wiscasset, 9 stations are monitored monthly for ambient gamma radiation, and an additional 52 stations are monitored quarterly, also for background gamma radiation.

In addition to the air sampling, 3 milk samples, 42 seaweed samples, and 44 water samples are analyzed quarterly for specific radionuclides.

Environmental monitoring also occurs in York County to determine the background radiation due to the presence of Portsmouth Naval Shipyard. Fifteen stations monitor gamma radiation within a 30-mile semi-circle in the State of Maine.

In addition to the air sampling 2 seaweed samples and 3 water samples are analyzed quarterly.

2. **X-ray registration:** Rules Relating to Radiation Protection, which went into effect in January, 1986, require the annual registration and periodic inspection of all x-ray facilities and machines. Approximately 1800 x-ray tubes are expected to be registered during 1986.
3. **Emergency Response:** The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Meetings were held through the year with the Radiologic Emergency Preparedness Committee to discuss the Maine Yankee Alert Exercise, and to discuss community response needs.

The Soviet reactor incident of April 26, 1986 resulted in a two-month program of increased surveillance for air, water and milk samples. Staff personnel responded to hundreds of telephone and written inquiries.

4. **Radiologic Technology Board:** The day to day activities of the Board are maintained as the statutes place the executive secretary within the Department of Human Services. A total of approximately 750 technologists are licensed by the RTB with exams given 3 times a year. All non-dental users of x-ray equipment must be licensed by the Board.

Other efforts of the program involve answering miscellaneous questions from the

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public about radon, non-ionizing radiation (microwaves, radio frequency radiation, sun-tanning booths, etc.), and low-level waste.

The primary objectives of FY 1987 are to complete the x-ray machines facility data base, establish a tracking system for x-ray machine inspection, establish an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of these hazards:

- a. **Biological Hazards**—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne micro-organisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.
- b. **Chemical Hazards**—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.
- c. **Physical Hazards**—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 86, the program staff accomplished the following objectives:

1. Increased the level of plumbing and wastewater rules interpretation and support through the creation of a State Plumbing Inspector position to work directly with local officials.
2. Revised the plumbing permit tracking program to provide more efficient data entry and prompt financial reports to the municipalities.
3. Promulgated revisions to the internal and subsurface wastewater disposal rules discussed in 1985.
4. Held a public hearing on February 4, 1986 to discuss proposed rule changes.
5. Microfilmed historical files of all permits, engineering designs and documents.
6. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
7. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
8. Recertified all local plumbing inspectors through a training program conducted statewide.
9. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
10. Administered written and field examinations for candidates as Licensed Site Evaluators.
11. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Occupational and Residential Health. The Occupational and Residential Health (O&RH)

Program, established in 1985, was created to consolidate several services previously provided by the Division; particularly formaldehyde, lead based paint and radon. The program has increased the direct technical assistance plus expanded types of radiological testing and interpretation relating to radon. Additional tests are performed to determine numerous potential indoor air contaminants. This program attempts to provide a service in areas not covered by state or federal OSHA programs.

The emphasis of assistance is directed to the public. Passive methods of collecting samples are being evaluated to minimize costs plus expedite service. Several state occupied structures have been assessed for potential air contaminants and ventilation due to employee complaints.

Public Health Standards.

The issue:

The need for establishing levels of contamination which will not endanger the health of the general public is becoming an increasingly difficult and complex matter. With the advent of microprocessing and greater sophistication in analytical technology we are now able to detect the presence of contaminations in water at increasingly lower concentrations each day. Our new ability to detect contaminants, especially organic chemicals, coupled with a much greater awareness and fear on the part of the general public concerning the presence of these contaminants has placed a great emphasis on the need for standards which will reduce the risk of illness to negligible levels.

The response:

The setting of standards for drinking water quality is not a new phenomenon. Since 1973 the Department of Human Services has been promulgating regulations which set standards for drinking water quality in public water supplies. Although standards may change as knowledge of their health effects is updated, interestingly enough many of the inorganic chemical standards have not changed in over 20 years. Currently there are standards for bacteria, turbidity, 11 inorganic chemicals, 6 pesticides, and certain radiological contaminants (not including radon).

Bacteriological Standards—Coliform bacteria traditionally have been the bacteriological tool used to measure the occurrence and intensity of fecal contamination in stream-pollution investigations for nearly 70 years. The total coliform group is deemed to merit consideration as an indicator of pollution because these bacteria are always present in the normal intestinal tract of humans and other warm blooded animals and are eliminated in large numbers in fecal wastes. Thus, the absence of total coliform group bacteria is evidence of a bacteriologically safe water.

Turbidity Standard—The standard for turbidity is based upon knowledge that (1) particulate matter in water interferes with effective disinfection, (b) the maintenance of a low turbidity permits distribution with less likelihood of increasing taste and odor problems, (c) regrowth of microorganisms in a distribution system is often stimulated if organic matter is present, and (d) the maintenance of a low turbidity water throughout the distribution system will facilitate the provision of proper chlorine residual.

Chemical (Inorganic) Standards—In general, limits are based on the fact that the substances enumerated represent hazards to the health of man. In arriving at specific limits, the total environmental exposure of man to a stated specific toxicant has been considered. An attempt has been made to set lifetime limits at the lowest practical level in order to minimize the amount of a toxicant contributed by water, particularly when other sources such as milk, food, or air are known to represent the major exposure to man.

Pesticides Standards—With the exception of methoxychlor in which human study data is available, the approval limits for chlorinated hydrocarbons in drinking water have been calculated primarily on the basis of the extrapolated human intake that would be equivalent to that causing minimal toxic effects in mammals. This extrapolated amount is then adjusted by a safety factor which is assigned based upon the degree of comparable human data available. This approach is also used for the determination of exposure levels for most other organic chemicals including the chlorophenoxy herbicides.

Radiological Standards—Radiological standards are based upon the assumption of a linear dose-response curve. From observed health effects produced from high levels of exposure we can then extrapolate low level standards at a point when the risk is deemed to be at an acceptable level. The actual concentrations of specific isotopes are then calculated based upon the capacity of that specific isotopes to produce that level of irradiation. Allowable annual doses from man-made radionuclides are set many times lower than that from the naturally occurring radionuclides.

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LICENSES, PERMITS, ETC.:

Licenses:

- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps
- Boys Camps
- Girls Camps
- Boys and Girls Camps
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Bed and Breakfast
- Radiation—X-ray License
- Water—Operator's License
- Wastewater—Site Evaluator's License
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for self-contained breathing apparatus)
- Electrology

Permit:

- Mass Gatherings

Certificate:

- Local Plumbing Inspector
- Code Enforcement Official—Court Procedures
- Site Evaluator

Registration:

- Swimming Pool (public)
- Hot Tubs (public)
- Ioning Radiation

Approval:

- Fluoridated Water Supply
- Public Water Supply

PUBLICATIONS:

- Copies of rules—free, except plumbing and radiation
- Radon in Air and Water—free
- Water Supply—free
- Water Testing Guide—free

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL	General	Special	Highway	Federal	Misc.
	FUNDS	Fund	Revenue Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	68,558		68,558			
Health Benefits	4,544		4,544			
Retirement	11,669		11,669			
Other Fringe Benefits	181		181			
Computer Services—State	90		90			
Other Contractual Service	32,227		32,227			
Rents	10,350		10,350			
Commodities	3,040		3,040			
Equipment	6,757		6,757			
Transfers to Other Funds	1,833		1,833			
TOTAL EXPENDITURES	139,249		139,249			

DIVISION OF MATERNAL AND CHILD HEALTH

JOHN C. SERRAGE, M.D., DIRECTOR

Central Office: 150 Capitol Street, Augusta

Telephone: 289-3311

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1937

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide MCH services where they are not available through the private sector.

Programs in the Division of Maternal and Child Health are funded by the MCH Block grant, state match and some categorical state funds. The Division uses grants to achieve most of its objectives.

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There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health programs are discussed under the headings below of these essential MCH services.

Prenatal Care. The Division, with both state and Block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health, funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives. Finally, the Division is attempting to develop a pilot site for low birth weight prevention in Maine.

Nutrition Counseling. The Division of Child Health employs a nutritionist who is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter "*Nutrition Notes*".

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed which is offered to the state's 16,000 Girl Scouts.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to also teach parenting classes. See Parenting section.

Maternity Care. The Division of Maternal and Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also has funded a series of regional courses to train parenting teachers. The Division has begun a major campaign to increase the public awareness of parenting education as a help, even a necessity, in child raising. The campaign includes the production of printed materials, radio and TV spots, newspaper ads, interviews, news releases, etc.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health

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also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

Developmental Testing. The Division of Maternal and Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. Professional education is provided in the use of the Denver Developmental Screening Test which is the recommended tool. The Division of Maternal and Child Health staff also manages grants for the funding of five regional Child Development Clinics in Lewiston, Waterville, Bangor, Portland and Caribou. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha fetoprotein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to the Adolescent Pregnancy Coalition to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA. The Division is serving on the Governor's Task Force on Adolescent Pregnancy and Parenting.

School Health Services. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children. The Division is attempting to develop pilot sites for school based clinics and in-school day care centers.

Injury Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring

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and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. The Handicapped Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to four Child Development Clinics, presently located in Bangor, Waterville, Lewiston and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem. The Division has expanded its Handicapped Children's Program to include reimbursement for early intervention services.

The Medical Eye Care Program is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health manages funds going to the Family Planning Association and to eight regional sites where care is delivered. These funds provide family planning services at reduced cost to low income people, education of the public and health professionals in family planning, pregnancy testing and options counseling. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Maternal and Child Health, through support of Division of Public Health Nursing and through grants to other public health nursing agencies, funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Frequently Asked Questions About Congenital Hypothyroidism

What Should You Know About Newborn Screening

Symptom: Night Blindness...Retinitis Pigmentosa

Baby's First Food

Food Thoughts for Pregnancy During the Teen Years

MCH—A Healthy Start

The Special Supplemental Food Program for Women, Infants and Children

Brochure—Revised April 1982

Your Child Is A Rose

Parents, Children and Discipline

You and Your Child

"Maine Parent" Magazine

Can Your Baby Hear?

Pregnant, Seen The Doctor?

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Later In Pregnancy: Reminders
Safe Passage Pamphlets
Myths and Facts About Child Car Safety
ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	759,585				759,585	
Health Benefits	36,124				36,124	
Retirement	130,004				130,004	
Other Fringe Benefits	3,570				3,570	
Computer Services—State	51,432				51,432	
Other Contractual Service	543,598				543,598	
Rents	72,168				72,168	
Commodities	89,803				89,803	
Grants—Subsidies—Pensions	317,550	5,000			312,550	
Equipment	22,079				22,079	
Interest—Debt Retirement	6				6	
Transfers to Other Funds	27,796				27,796	
TOTAL EXPENDITURES	2,053,715	5,000			2,048,715	

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

JOHN A. KRUEGER, Acting Director

Central Office: 221 State St., Augusta

Telephone: 289-2727

Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1902

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144Y; Citation: 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Public Health Laboratory is to provide a variety of laboratory services such as chemical, biological or radiological analyses at nominal cost within the State of Maine. Financially, the fee-for-service system, initiated in fiscal year 1975, now funds 63% of the Laboratory's operating expenses while the remainder comes from state (34%) and federal (3%) sources. The Laboratory continues to be challenged by its need to cover the costs of operation while maintaining service charges low enough to serve a public health function for its many users, which include various state agencies.

ORGANIZATION: In the period between 1892-1898, Maine reported 9,735 deaths due to tuberculosis alone, while 6,266 deaths were attributed to other infectious diseases, especially measles, scarlet fever, influenza, whooping cough, diphtheria and typhoid fever. The State Board and local boards realized that there was a need for a fully equipped bacteriological and chemistry laboratory and strongly urged the establishment of such an organization. This organization could provide chemical and bacteriological analysis on water samples, analyze food for purity and prevent adulterations, test the efficacy of various disinfectants and diagnose bacterial diseases. Major advances in the knowledge of the causes of infectious diseases make the diagnosis of bacterial disease an important part of public health. Because of this need, in 1902 the Laboratory of Hygiene was created under the supervision of the State Board of Health. However, the functions were strictly limited since in 1906, the Laboratory was authorized to perform only chemical analysis of water and the bacteriological examination of sputum for tubercule bacillus, of blood for the Widal typhoid reaction and of throat swabs for the diphtheria bacillus. In 1917, the

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Laboratory of Hygiene was placed within the Department of Health which replaced the State Board. In 1969, the Public Health Laboratory moved into new facilities in the Health and Welfare building consolidating all departmental laboratories. At the present time, the Public Health Laboratory is organized in the following manner:

Clinical Microbiology

Virology

Bacteriology/parasitology

Mycobacteriology/mycology/rabies

Serology (syphilis, chlamydia)

Laboratory Improvement Program

Water

Pesticides

Chemistry

PROGRAM:

Virology Section

For the past 15 years when the virology section was first formed, the section has offered a variety of services which could not be routinely performed at the average hospital laboratory to aid in the diagnosis of clinically ill patients suffering from an acute infectious viral disease. The section is organized along traditional procedures used to diagnose viral (sometimes non-viral) diseases in the laboratory: (1) isolation, culture and identification of the agent; (2) demonstrating the significant increase in serum antibodies during the course of illness in a patient to a particular agent; (3) direct examination of clinical materials for the presence of a particular agent. The last procedure is the most rapid procedure but is generally limited to a few diseases at the present time (e.g., rabies, legionella, herpes, encephalitis, etc.).

Virus isolation involves a variety of clinical specimens such as throat swabs, rectal swabs, vesicle fluid, cerebral spinal fluid, tissues, etc., which are then processed and inoculated into suitable animal cell culture for isolation and identification. During the winter months of 1985-1986, a variety of influenza A and B viruses circulating throughout Maine was quickly identified and provided laboratory evidence for respiratory illnesses due to these viruses in various communities at specified times.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chickenpox since outbreaks involving these viruses are capable of easily involving hospital patients. In June 1986, a small number of infants developed a rash along with other symptoms and physicians clinically diagnosed measles (rubeola) which were subsequently supported by laboratory results in about a half dozen cases.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). As of June 2, 1986, Maine has reported 22 cases. The Virology Section is testing for serum antibody against the human T-lymphotrophic virus (HTLV-3) or human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). To date, over 1,000 serum specimens have been screened from high-risk groups or military personnel. Of these, about 74 specimens have given reactive results and have been submitted for further testing to determine whether the results are biological false-positives or represent true cases of HIV exposure.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. In the Virology section, 1,185 specimens were submitted for herpes simplex isolation between July 1985-June 1986 and 273 specimens were positive. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine.

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Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

- | | |
|----------------------------------|--|
| 1. Parasitology | Identify helminths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis. |
| 2. Foodborne Illness | Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples. |
| 3. Neisseria gonorrhoeae | Examine slides and cultures for identification. Do drug sensitivity testing on all positive cultures. |
| 4. Special Bacteriology | Identify bacteria that require special procedures. Bacteria that causes whooping cough, meningitis, plaque and brucellosis are just some examples. |
| 5. Enteric Bacteriology | Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis. |
| 6. Anaerobic Bacteriology | Identify bacteria that cause botulism and gas gangrene. |

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis*. Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. The number of positives isolated in 1984 from 2,871 specimens tested were 53 *M. tuberculosis* and 91 atypical mycobacteria. An increase in positives in 1985 is reflected in the following figures: out of 3,534 specimens tested 102 *M. tuberculosis* and 144 atypical mycobacteria were isolated.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last two years we have had only two (2) positive bats, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received are slowly increasing each year.

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Annual evaluation and certification of 28 drinking water/environmental laboratories.
2. Annual evaluation of 4 hospital and 6 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab*, a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for organic, inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, gas chromatograph, autoanalyzer and specific ion.

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In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

There has been an increase in public awareness toward organic pollutants, especially gasoline in drinking water and this has caused an increase in samples received at the Lab. Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported

Transportation (Well Claims Div.)
Marine Resources
Environmental Protection
Fish and Wildlife
Health Engineering

Support Activities

Test for road salt
Trace metals in shellfish
Hydrocarbons and VOC's in water
Trace metals in deer and moose liver
Test of water companies, trailer parks and other water supplies for compliance with state regulations

Pesticides

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with modern instrumentation including gas chromatography/mass spectrometry, high pressure liquid chromatography, IR/UV/VIS spectrophotometry, and gas chromatography.

In the past year we have added and expanded several programs including the Harness racing drivers' urine testing for drugs, short-term air radon testing, and the start of daminozide testing in apple products.

In the future we plan to improve and expand our capabilities in identifying and quantitating volatiles in the air at work and in the home. Currently we support the following programs:

Program Supported

Public Safety

Chief Medical Examiner
Agriculture

Health Engineering

Public Health Nursing
General public/various
State agencies

Support Activities

Drug identification for law enforcement agencies
Certification of analysts for drug identification
Blood and breath alcohol analyses
Certification of analysts for alcohol testing
Approval and repair of Intoxilyzers
Arson analyses
Drug toxicology
Harness racing horse/driver drug toxicology
Daminozide screening
Pesticide testing
Radiation monitoring
Indoor air testing for volatiles
Lead/EP screening
Bulk asbestos screening
Radon/radiation testing

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LICENSES, PERMITS, ETC.

License:

Independent Clinical Laboratory

Certificate:

Blood Alcohol Phlebotomist

Blood Alcohol Analyst

Drug Analyst

Breath Alcohol Testing Equipment

Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

A Correlation and Study of Blood and Breath Alcohol Testing (Available free of charge.)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$1,696,004 in FY 86 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta

Telephone: 289-3259

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 147; Citation: 22 M.R.S.A., Sect. 1961

Average Count—All Positions: 60

Legislative Count: 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health, hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director), three clerical central office staff, and fifty-five full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division is involved in programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing in community health.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 86 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Handicapped Children's Services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health prob-

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lems). Clinic activities include preschool clinics (about 60 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services to the prenatal to five year old population.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta

Telephone: 289-2415

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 3101

Average Count—All Positions: 446

Legislative Count: 509

Organizational Units:

Support Enforcement and Location Unit

AFDC

Quality Control Unit

Food Stamps

Fraud Investigation Unit

Medicaid Eligibility

General Assistance

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

Since March 29, 1982 all regional offices of Income Maintenance have been directly responsible to the Office of the Director. Previously they were responsible to the Deputy Commissioner of Social and Rehabilitation Services.

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PROGRAM: The most significant accomplishments of the Bureau during FY 86 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; and implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. The Income Maintenance Unit processed applications and conducts periodic reviews through the regional offices. The Unit's active caseload averaged 19,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October 1985 AFDC for unemployed was started.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, fifty percent by the State Government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefiting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 498 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 414 unorganized towns in Maine with no formal government. In these

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areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

PUBLICATIONS:

Policy Manuals—\$5.00 per copy

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,605,045	841,868	350,882		2,412,295	
Health Benefits	230,163	46,950	24,412		158,801	
Retirement	615,187	144,579	59,143		411,465	
Other Fringe Benefits	14,682	2,882	1,173		10,627	
Computer Services—State	699,893	538,176			161,717	
Other Contractual Service	1,529,586	749,624	45,587		734,375	
Rents	61,189	10,894			50,295	
Commodities	27,168	5,377	3,733		18,058	
Grants—Subsidies—Pensions	117,076,559	42,759,555	15,030,918		59,286,086	
Equipment	27,609	4,049	11,029		12,531	
Interest—Debt Retirement	33	33				
Transfers to Other Funds	85,607		11,559		74,048	
TOTAL EXPENDITURES	123,972,721	45,103,987	15,538,436		63,330,298	

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)

LEIGH INGALLS SAUFLEY, SENIOR ASSISTANT ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta

Telephone: 289-2226

Mail Address: 221 State Street, Sta. #11, Augusta, Maine 04333

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2

Average Count—All Positions: 28

Legislative Count: 30

PROGRAM: This Office provides legal assistance and representation for the Department of Human Services and its various Bureaus and Divisions.

ORGANIZATION: The Division Chief, whose title is Senior Assistant Attorney General, reports directly to the Attorney General. The 21 Assistant Attorney General positions report to the Division Chief. The Unit is roughly broken up into 3 informal divisions: 1) Family Services; 2) Income Maintenance; 3) Medical & Health Services.

PROGRAM: The Attorney General's Office has represented the Department in a vast number of cases in the courts throughout the past year. Those cases include child welfare litigation, adult protection proceedings, support enforcement proceedings, public benefit program litigation, certificate of need actions, Maine Health Care Finance Commission proceedings, licensing actions, administrative hearings, federal grant proceedings, tort claim litigation, and appeals in each of these areas.

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In the appellate arena, the office has successfully presented briefs and argument resulting in the upholding of a significant number of important child welfare decisions, public benefit program decisions and support enforcement decisions.

The office also provided advice and representation in the Department's legislative, rule-making, and policy-making activities, as well as the general day-to-day activities of the Department.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	505,511	227,190			278,321	
Health Benefits	25,354	12,603			12,751	
Retirement	62,875	24,788			38,087	
Other Fringe Benefits	1,505	642			863	
Other Contractual Service	74,162	24,581			49,581	
Rents	13,544	288			13,256	
Commodities	12,018	5,729			6,289	
Equipment	4,769	1,571			3,198	
Transfers to Other Funds	6,543				6,543	
TOTAL EXPENDITURES	706,281	297,392			408,889	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144M; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 256.5

Legislative Count: 271.5

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, State Employee Assistance Program, and the Division of Regional Administration.

PROGRAM:

The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Department of Human Services (DHS) is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six

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units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

Affirmative Action Office. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Service Audit Unit and the Health Care Audit Unit.

The Social Service Audit Unit completes audits of grants and contracts of the Bureaus within the Department and their funding sources as follows:

Bureau of Social Services — Title XX, USDA, and Residential Treatment Costs; Bureau of Maine's Elderly — Title III-C, SCEP, State L.D.'s, and PSSP; Bureau of Rehabilitation; OADAP; Bureau of Health — Maternal and Child Welfare and WIC; Bureau of Medical Services—Medicaid Programs.

These grants and contracts represent an agreement between non-profit provider agencies and the Department of Human Services. The audit verifies payment to agencies, determines that the purpose for which the funds were expended were proper, and that the terms of the contract were observed. This audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and EPSDT units on an annual basis, for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. The settlements for the hospitals, home health agencies, boarding homes, skilled nursing facilities, and EPSDT units are all made on the Retrospective System. For the intermediate care facilities (ICF) and the intermediate care facilities for the mentally retarded (ICF/MR) reimbursement is made on the Prospective System where a rate is assigned by the Division of Audits in advance of the operating year based on a selected inflationary factor and the nursing home costs are limited to that basis as a maximum operating rate. These facilities are audited annually and any savings between the assigned rate and the actual operating rate is shared with the Department with the amounts being determined at audit. The Health Care Audit Unit is responsible for assigning these rates both on the Prospective System for the ICF and ICF/MR facilities and the Retrospective System for the skilled nursing facilities and boarding homes. The unit is also available to handle other specialized audits of Health Care Programs, such as, services provided by physical and occupational therapists, physicians, pharmacies, etc.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Departmental training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Departmental personnel

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who may serve as trainers, for brief periods. The Unit also maintains a continuously updated inventory of highly specialized contract trainers. Training programs are presented around the State, utilizing state facilities when possible. Programs are available to virtually every employee of the Department who participate in an annual needs assessment. The training topics cover such varied areas as basic skills and knowledge, career development, individual development as well as highly specialized programs such as Identification of Child Abuse, Legal Skills and Foster Parent training. Funds are available to support employee participation in undergraduate and graduate courses, external workshops, seminars and other educational programs. Attendance at such programs is recorded on a Staff Training Record System, and Continuing Education Units are awarded to help meet professional development needs.

Employee Assistance Program (EAP). The Employee Assistance Program provides confidential counseling services and can locate and identify related assistance for Maine State employees whose job performance, as a result of personal difficulties, has declined. The EAP is intended to aid those employees whose personal problems—of any nature—are having a detrimental effect on job performance. Since family concerns are as likely to have an effect on performance as are the employee's own personal problems, the program is also open to members of an employee's immediate family.

As a matter of policy, the State recognizes alcoholism as a progressive disease for which there is effective treatment. For purposes of this program, alcoholism is defined as an illness which definitely and repeatedly interferes with an employee's job performance and health. The State's concern with alcoholism is strictly limited to its effect on the employee's job performance. Whether an employee chooses to drink or not to drink is not of concern to the State.

The EAP does not in any way alter management's or a union's responsibility or authority. Employee participation in the EAP in and of itself does not affect employment or career advancement, nor does participation negate established disciplinary procedures.

The EAP is available to employees and their families, who are encouraged to use this resource on a voluntary basis for help with personal problems. In other cases, however, an employee's performance may deteriorate to the point that the supervisor recommends the employee see an EAP counselor to determine if the program can be of assistance. A supervisor would make this recommendation when existing procedures document that the employee's performance is declining. At this point, an EAP counselor meets with the employee, and attempts to identify the problem and suggest a means to solve it. In most cases, the EAP counselor serves as a link to existing community resources which can provide the specialized assistance he or she needs.

There will be no cost to the employee for the services provided by the EAP counselor. Outside counseling and related services will be made available to the participating employee at various costs. An employee's health insurance may cover all or part of the expenses of treatment received after referral. In other cases, community resources may base their fee schedule on a sliding scale, corresponding with ability-to-pay.

No records of counseling, diagnosis, referrals or results shall be maintained in the personnel records of individuals who avail themselves of assistance services.

Supervisors and employee representatives will be jointly trained in the principles and procedures of the EAP as well as during their on-going training. Non-supervisory employees will be familiarized with the program through orientation sessions, through contact with their supervisors and union stewards, and through management of labor notices.

Employee Assistance Program Cases Calendar Year 1985

Alcohol	78
Psychological	53
Drug/Alcohol	19
Drug	22
Financial	27
Family	103
Physical	13
Miscellaneous	22
TOTAL	337
Phone Calls	2,673

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	Male	Female
Employees	138	167
Dependents	25	7

FINANCES, FISCAL YEAR 1986. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,403,835	1,578,350	14,867		1,810,618	
Health Benefits	199,350	91,009	961		107,380	
Retirement	574,325	260,462	2,532		311,331	
Other Fringe Benefits	13,382	4,888	51		8,443	
Computer Services—State	133,555	69,362	— 9,109		73,302	
Other Contractual Service	473,483	236,118	17,756		219,609	
Rents	82,989	5,116			77,873	
Commodities	218,453	49,440	1,850		167,163	
Grants—Subsidies—Pensions	17,871	— 29			17,900	
Buildings and Improvement	636	636				
Equipment	167,410	66,398	1,974		99,038	
Transfers to Other Funds	51,252		549		50,703	
TOTAL EXPENDITURES	5,336,541	2,361,750	31,431		2,943,360	

BOARD OF REGISTRATION IN MEDICINE

EDWARD F. BRADLEY, JR., ESQ, CHAIRMAN

Central Office: Eastside Professional Bldg., Augusta Rd., Winslow *Telephone:* 873-2184
Mail Address: R.F.D.#3, Box 461, Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 4 *Legislative Count:* 0

Organizational Units:

Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

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ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board of Registration in Medicine holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held regularly in January, May and September and at other times as necessary. In 1985, the Board met a total of nine days. One of these was a public hearing for the promulgation of rules. The Board was represented at the annual meeting of the Federation of State Medical Boards and at the Maine All Licensing Boards Conference.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. FLEX is utilized by all states and territories as well as the Canadian Province of Saskatchewan and provides a uniform nationwide standard for medical licensure.

There has been a significant decline in the number of applicants for examination in the State of Maine since the enactment in 1984 of a statutory amendment tightening and strengthening the eligibility requirements for practicing medicine in the State of Maine.

During calendar year 1985, 161 medical doctors were issued permanent licensure to practice medicine in Maine by endorsement of credentials. Eleven licenses were reinstated, 330 temporary licenses were issued.

Nine physicians obtained approval to supervise physician extenders; twenty-five physician assistants were issued Certificates of Qualification and Registration. Currently there are 130 physician's assistants rendering medical services in Maine.

Registration and Continuing Medical Education. Medical doctors who actively practice medicine in the State of Maine are required to complete 100 hours of Continuing Medical Education (CME) every two years in order to be eligible for reregistration. Reregistration for the biennium 1986-88 began in March 1986 and will close in October. On July 1, Board records show a total of 5,171 registrants: 2,041 in-state and 3,130 out-of-state.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board responds in varying degrees to each complaint and on its own motion may initiate investigations. A large proportion of complaints are non-jurisdictional cases such as fee disputes, trying to obtain access to medical records or complaints against other professionals. In these cases, the Board tries to facilitate a resolution, dismisses the complaint or refers it to the appropriate agency.

During calendar year 1985, fifty-five complaints/reports against licensees were filed; added to twenty-five cases pending from previous years, there was a total of eighty cases in the board's active file. The Board held five hearings, two informal conferences and filed one complaint with the Administrative Court. The following is a summary of actions taken;

- three stipulated agreements
- four denials of licensure
- one voluntary surrender
- two cases were resolved
- four cases were referred to another agency
- thirty-five cases were dismissed or closed

On December 31, 1985, thirty-one cases were pending.

Legislation. Three bills were enacted that affect the Board of Registration in Medicine: L.D. 2400, *An Act Relating to Medical and Legal Professional Liability*, enacted as Chapter

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804 of the Public Law, requires the Board to review any licensee who has 3 professional liability claims that have resulted in a monetary judgment over a 10-year period and to treat that situation as a complaint against the licensee, provides for raising the registration fee to \$250 biennially in order to strengthen the staffing capabilities of the board and those of the Department of the Attorney General, and strengthens the reporting provisions of the Maine Health Security Act.

L.D. 1716, *An Act to Amend the Postgraduate Training Requirement for Licensure of Physicians*, waives one year of the required post-graduate training for physicians who are board certified in Family Practice.

L.D. 2396, *An Act to Strengthen Professional Regulation*, affiliates the board with the Department of Professional and Financial Regulation and provides for relocating the board to the Capitol area by January 1, 1990.

Other activities:

In addition to routine tasks, the board:

- considered the recommendations of a management consultant and established standing committees: for Administration & Personnel, Licensure and Registration, Legislation and Regulation, Podiatry and Physician Assistants;
- reviewed financial reports, job descriptions, salary ranges of other state board executives;
- determined that comprehensive examinations administered by American Specialty Boards are deemed to be substantially equivalent to the Visa Qualifying examination for the purpose of meeting the requirements of 32 MRSA Section 3271;
- determined that medical schools in the British Isles are the equivalent of medical schools in the United States and Canada;
- determined that oral examiners would be paid an hourly wage plus expenses;
- determined that under the present statute, fee adjudication is not within the purview of the Board;
- met with officials of the Department of Personnel to discuss staff and position needs.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician
License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician's Assistant Certificate of Qualification
Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,853		70,853			
Health Benefits	2,881		2,881			
Retirement	8,452		8,452			
Other Fringe Benefits	175		175			
Computer Services—Comm.	765		765			
Computer Services—State	162		162			
Other Contractual Service	62,344		62,344			
Rents	10,337		10,337			
Commodities	1,329		1,329			
Equipment	1,433		1,433			
Transfers to Other Funds	1,185		1,185			
TOTAL EXPENDITURES	159,916		159,916			

BUREAU OF MEDICAL SERVICES

PATRICIA A. RILEY, DIRECTOR

Central Office: Whitten Rd., Hallowell

Telephone: 289-2674

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144D; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 172

Legislative Count: 171

Organizational Units:

Office of Medical Services
 Division of Medical Claims Review
 Division of Surveillance &
 Utilization Review
 Early and Periodic Screening,
 Diagnosis and Treatment
 Program
 Division of Survey Operations

Division of Medicaid Policy and Program
 Development
 Boarding Home Program
 Division of Cost Containment
 Division of Licensing and Certification
 Office of Health Planning and Development
 Certificate of Need Advisory Committee
 Primary Care Coordination

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs and to conduct health planning activities, including the certificate of need program. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most recent State fiscal year (FY 86 was approximately \$265 million). The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Bureau was recently restructured and administers its activities through the following operational units: Office of Medical Services—

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Division of Medical Claims Review, Division of Surveillance and Utilization Review, and the EPSDT Unit; Division of Survey Operations and Division of Medicaid Policy and Program Development—Boarding Home Program, Division of Cost Containment, Division of Licensing and Certification, and Office of Health Planning & Development, which works with the State Health Coordinating Council to develop the state health plan and conducts certificate of need reviews. In 1984 the Bureaus of Medical Services and Health Planning and Development were combined under the Bureau of Medical Services. The Bureau of Health Planning and Development became the Office of Health Planning and Development within the Bureau of Medical Services.

The Division of Medical Claims Review processed 2,500,000 claims during FY 86. This unit has developed and maintains a highly sophisticated automated claims processing system.

The Patient Classification Unit is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as monitoring certain other services which relate to this population. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department.

The Boarding Home Program is responsible for developing licensing standards and reimbursement policies for Maine's 600 Boarding and Foster Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Medicaid Policy & Program Development is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

The purpose of the Office of Health Planning and Development is to develop plans for the orderly development of Maine's health care system and to assure appropriate allocation of resources. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine*. The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Office of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature amended the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.*) in 1982. The amended Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of \$350,000 or more or the provision of new services). The Office of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department adopted procedures under the Administrative Procedures Act for use by the Office in implementing the amendments to the Act.

PROGRAM: Some of the Bureau's most significant accomplishments during FY 86 were: 1) The expansion of Medicaid covered substance abuse treatment services through reimbursement to community based treatment facilities; 2) The implementation of assessments and plans of care for eligible individuals seeking admission to Boarding or Foster Homes; 3) The implementation of Medicaid covered air ambulance services through competitive bid procurement procedures; 4) Implementation of a Medicaid waiver to serve certain elderly individuals at home and in the community.

Medical Care Services. Approximately 125,000 Maine residents received Medicaid benefits during FY 86. These individuals qualified for Medicaid as either recipients of Aid to Families

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with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 6,600 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68%.

Intermediate Care Services. This program is provided for eligible recipients who require nursing home care. During FY 86 the program provided reimbursement for 9,000 Aged, Blind or Disabled residents in the 146 Intermediate Care Facilities located throughout the state. An additional 739 recipients were residents in homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and/or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY 86 approximately 293 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility. Coverage of hospital services was discontinued effective May 1, 1984. Hospital services will be addressed by the Health Care Finance Commission.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of \$2.00 for each prescription is required. Approximately 21,500 elderly Maine citizens received assistance in paying for an average of 10,500 prescription drugs per month during FY 86. Only life-sustaining drugs for heart disease, hypertension and diabetes are covered under this program.

Residential Care Program. Consolidation of the Adult Boarding and Foster Home Programs within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,200 Maine residents in licensed boarding homes, and 826 in approved foster homes. Over 2,500 receive financial assistance from the Department's Residential Care Program.

Office of Health Planning and Development. The Office of Health Planning and Development is composed of two divisions: Planning and Administration and Project Review.

Division of Planning and Administration. During the Fiscal Year 1985-86, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees and planning subcommittees. Extensive research and coordination was required to assist the Council in its deliberations and decisions.

The Department continued its contract with the federal government whereby the Department assumed responsibility for administering the National Health Service Corps program in Maine. The Division of Planning and Administration was assigned the staff functions for implementing this contract. In 1983 and 1985, the Legislature amended the Maine Medical Compact Act to give the Commissioner of Human Services responsibility for designating underserved rural primary care areas for purposes of forgiveness of medical students' obligations to the State. The Commissioner assigned the staff work for designation to the Division of Planning and Administration.

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Division of Project Review. This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 as amended and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1986, the Division of Project Review processed proposals for new health services and/or health care capital expenditures involving a proposed total of \$44,575,536. Of those considered, 57 (\$3,732,818) were not subject to review under the Maine Certificate of Need (CON) Act or Section 1122 of the U.S. Social Security Act. The Department, as required by law, elected not to review 35 proposals (\$5,137,265) which were only subject to review under provisions of Section 1122. An amendment to the Maine CON Act effective January 1, 1983 requires that the Department waive review of such proposals, unless they are also subject to CON review. During FY 86 the Legislature conducted a study of the CON program resulting in a new waiver allowing hospitals to conduct certain minor projects without CON review.

A total of 33 full applications were reviewed (\$35,657,598), including 28 approved as submitted (\$10,187,954) and five (5) approved after review staff negotiated \$4,744,230 in cost reductions (final total of \$20,725,414). No applications were disapproved, although one was withdrawn by the sponsor prior to receiving a decision (\$6,265) and two applications were declared automatically withdrawn (\$41,590), after being inactive for one year when sponsors failed to submit additional, required information. The capital costs avoided through agreed-upon project reductions and withdrawals totalled \$4,792,085 or 13.4% of the proposed expenditures subject to full review.

LICENSES, PERMITS, ETC.:

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2606) or at Whitten Road Office Building, Hallowell, Maine.

- | | |
|------------------------------|--|
| (1) Hospitals | (4) Intermediate Care Facilities |
| (2) Boarding Homes | (5) Intermediate Care Facilities for the Mentally Retarded |
| (3) Skilled Nursing Facility | (6) Home Health Agencies |

Application for Medicare/Medicaid Certification may also be made for the following:

- | | |
|------------------------------|--|
| (1) Home Health Agencies | (5) Speech and Hearing Centers |
| (2) Rural Health Clinics | (6) Independently Practicing Physical Therapists |
| (3) Renal Dialysis Centers | (7) Psychiatric Hospitals |
| (4) Renal Transplant Centers | (8) Independent Laboratories |
| | (9) Chiropractors |

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Office of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

- Maine Medicaid Report
- Bureau of Medical Services News
- Maine Medical Assistance Manual
- Regulations for the Licensure of General and Specialty Hospitals
- Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
- Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded.
- Regulations Governing the Licensing and Functioning of Boarding Homes
- Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
- Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded
- Policies for Boarding Care Facilities on Cost Reimbursement

HUMAN SERVICES

Allowances for Health Care Services
 Billing Instructions for Health Care Providers
 Annual Fee Review
 State Health Plan for Maine*
 Procedures Manual, Section 1122 of the Social Security Act, October, 1977—Free
 Maine Certificate of Need Procedures Manual, Amended—free
 Population Estimates by County, 1983*
 Maine Health Facilities: Resources and Utilization, 1983*
 1985 Certificate of Need Report: Approved Beds in Hospitals and Nursing Homes*
 Maine Dentists, 1982*
 Guide to Health Information—State Government, 1985*
 Population Projections by Minor Civil Division, Sex, Age and County, 1984-1983*
 A Capsule of Health Information, 1983*
 Methodology for Population Projections by Age Group and Sex for Counties and Minor Civil Divisions*
 Maine Occupational Health Surveillance Project—Selected Annual Profiles, 1982*
 *Limited number distributed free; additional printings available upon request at cost.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,425,662	1,492,500			1,933,162	
Health Benefits	206,856	89,113			117,743	
Retirement	605,979	285,351			320,628	
Other Fringe Benefits	14,289	5,122			9,167	
Computer Services—Comm.	46,879	46,879				
Computer Services—State	1,841,753	517,256			1,324,497	
Other Contractual Service	3,386,957	2,674,982	201		711,774	
Rents	161,476	67,621			93,855	
Commodities	101,711	98,884	185		2,642	
Grants—Subsidies—Pensions	255,681,795	76,348,470			179,333,325	
Equipment	11,641	2,315	1,169		8,157	
Interest—Debt Retirement	5				5	
Transfers to Other Funds	88,724		7		88,717	
TOTAL EXPENDITURES	265,573,727	81,628,493	1,562		183,943,672	

STATE BOARD OF NURSING

RICHARD L. SHEEHAN, R.N., PRESIDENT

JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta

Telephone: 289-5324

Mail Address: 295 Water St., Augusta, Maine 04330

Established: 1915

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical

HUMAN SERVICES

nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1985-86, the Board met in eight regular sessions and one special session for a total of eleven days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1985-86, the examination for registered nurse licensure was administered on July 16-17, 1985 and February 4-5, 1986 and the examination for practical nurse licensure on October 15, 1985 and April 15, 1986.

EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1985—June 30, 1986

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	382	355	27	44	29	15
Other States	42	40	2	6	3	3
Other Countries	1	1	0	1	1	0
Total	425	396	29	51	33	18

*92.9% of the first-time writers from Maine schools of nursing were successful.

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EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1985—June 30, 1986

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	149	146	3	2	0	2
Other States	9	9	0	0	0	0
Other Countries	1	0	1	0	0	0
Candidates on basis of:						
Equivalent Preparation	58	57	1	2	2	0
Armed Serv. Med. Train.	1	1	0	0	0	0
Total	218	213	5	4	2	2

*97.9% of first-time writers from Maine schools of practical nursing were successful.

NURSES LICENSED BY ENDORSEMENT

July 1, 1985—June 30, 1986

Registered Nurses		Licensed Practical Nurses	
From Other States	557	From Other States	117
From Other Countries:		From Other Countries:	
with examination	0	with examination	0
without examination	13	without examination	5
Total	570	Total	122

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1985—June 30, 1986

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	429	215
Endorsement	570	122
Renewal	10,816	3,701
Reinstatement	270	145
Total	12,085	4,183

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing, 1983*.

During FY 85-86, site visits were made to five basic educational programs in nursing: St. Mary's General Hospital School of Nursing, Central Maine Medical Center School of Nursing, University of Maine at Augusta ADN Program, St. Joseph's College Department of Nursing and the Central Maine Vocational Technical Institute Practical Nursing Program. A site visit also was made to the Eastern Maine Vocational Technical Institute's extended site at the Washington County Vocational Technical Institute. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the five basic programs in nursing and applied to the extended site at the Washington County Vocational Technical Institute the continuing accreditation of the Eastern Maine Vocational Technical Institute Practical Nursing Program.

Initial site visits were made to four new educational programs in nursing: Eastern Maine Vocational Technical Institute ADN Program, Bangor; Central Maine Vocational Technical Institute ADN Program, Auburn; Southern Maine Vocational Technical Institute, South Portland; and the University of New England ADN Program, Biddeford. Based on the reports of the site visitors, the four programs were granted initial accreditation.

Currently, Maine has nineteen Board-accredited educational programs in nursing: four-

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teen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Mercy Hospital School of Nursing, Portland, and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Waterville; the Northern Maine Vocational Technical Institute ADN Program, Presque Isle; the Eastern Maine Vocational Technical Institute ADN Program, Bangor; the Central Maine Vocational Technical Institute ADN Program, Auburn; the Southern Maine Vocational Technical Institute, South Portland; and the University of New England ADN Program, Biddeford. A third type is the baccalaureate degree nursing program, which includes the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; and Husson College/Eastern Maine Medical Center, Bangor.

Educational programs in practical nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 85-86 follows:

- reviewed and accepted for filing the quarterly financial reports and the annual financial statement.
- received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.
- approved applications for admission to the examinations for registered nurse and practical nurse licensure.
- reviewed results of all licensing examinations and statistical reports on each series and form.
- agreed to support a study of the computer-adaptive administration of the licensing examinations by the National Council of State Boards of Nursing and volunteered to be a pilot test state.
- voted to grant approval to E.M.V.T.I.'s request to extend its PN program to Washington County for a one year period beginning January 1986.
- voted to grant approval to the University of New England's request to plan an ADN program.
- voted to adopt Chapter 10 of the Rules and Regulations relating to administration of I.V. therapy by licensed nurses.
- determined that a registered nurse may delegate to the assistant to the nurse the administration of Coumadin to patients who are on maintenance doses of such drug, under certain conditions.
- determined that a registered nurse who has had the required educational preparation and supervised clinical practice may perform endotracheal intubation when such function is delegated by a physician in a health care facility that has written institutional policies and procedures re such practice.
- reviewed twenty-six (26) complaints of illegal or unsafe nursing practice and took the following actions: dismissed the complaint (10); further action based on findings of fact or lack of jurisdiction (7); terminated probation (2); reinstated license (3); placed on probation (3); and accepted voluntary surrender of license (9).
- was represented at the 1985 Delegate Assembly of the National Council of State Boards of Nursing held in Chicago, Illinois.
- was represented at the 1986 annual meeting of the Northeast Council of State Boards of Nursing held in Newport, Rhode Island.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse

Licensed Practical Nurse

Temporary Authorization to Practice (Pending License Examination Results)

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PUBLICATIONS: (all free)

Law Regulating the Practice of Nursing
Rules and Regulations of the Maine State Board of Nursing
Standards for Educational Programs in Nursing

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	128,266		128,266			
Health Benefits	6,561		6,561			
Retirement	21,954		21,954			
Other Fringe Benefits	430		430			
Computer Services—State	2,249		2,249			
Other Contractual Service	66,051		66,051			
Rents	13,860		13,860			
Commodities	1,314		1,314			
Purchases of Land	199		199			
Equipment	878		878			
Transfers to Other Funds	4,421		4,421			
TOTAL EXPENDITURES	246,183		246,183			

STATE BOARD OF OPTOMETRY

DAVID J. SMITH, O.D., PRESIDENT

NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle

Telephone: 762-2291

Mail Address: 79 Hardy Street, Presque Isle, Maine 04769

Established: 1909

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

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PROGRAM: The Board of Optometry held 5 meetings during FY 86 on 7/12/85, 9/25/85, 12/6/85, 3/5/86, and 6/6/86. Maine Board Examinations were scheduled for July 12, 1986. The Board issued 165 active renewals, 53 nonactive and 33 auxiliary office licenses.

LICENSES, PERMITS, ETC.

License:

Optometrist

Diagnostic Drug License

PUBLICATIONS:

"The Maine Optometry Law", 1984—free on request

"Rules of Practice"—free on request

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,575		1,575			
Other Contractual Service	16,288		16,288			
Rents	380		380			
Commodities	537		537			
Transfers to Other Funds	382		382			
TOTAL EXPENDITURES	19,162		19,162			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD M. McFADDEN, D.O., CHAIRMAN

LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: 151 Fogg Rd., Scarborough

Telephone: 883-2306

Mail Address: 151 Fogg Rd., Scarborough, Maine 04074

Established: 1919

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; Umbrella: 10; Unit: 383; Citation: 32 M.R.S.A., Sect. 2561

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have

HUMAN SERVICES

been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in June meeting 1982 to become effective January 1983, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.

License:

To Practice, including Physician's Assistants

Certificate:

Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	376		376			
Retirement	— 21		— 21			
Other Contractual Service	8,221		8,221			
Commodities	76		76			
Transfers to Other Funds	130		130			
TOTAL EXPENDITURES	8,782		8,782			

PARTICIPATION REVIEW BOARD (TO MARIJUANA THERAPEUTIC PROGRAM)

VACANT, CHAIRMAN

VACANT, Research Associate

Central Office: 235 State St., Augusta

Telephone: 289-2781

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1981

Sunset Termination Scheduled to Start by: December 31, 1987

Reference: Policy Area: 03; Umbrella: 10; Unit: 369; Citation: 22 M.R.S.A., Sect. 2415

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary purpose of the Participation Review Board (to the Marijuana

HUMAN SERVICES

Therapeutic Program) is to review and approve or deny practitioners for participation in the program. A practitioner who has been approved for participation may prescribe marijuana to only those patients who are undergoing cancer chemotherapy or suffering from glaucoma and are in a life-threatening or sense-threatening situation, and who are not responding to conventional treatment or who are suffering severe side effects even though conventional treatment is proving effective.

ORGANIZATION: The Commissioner of Human Services appoints the Participation Review Board to review practitioners for participation in the program. The board serves at the commissioner's pleasure and consists of: a physician licensed to practice in this State and certified by the American Board of Ophthalmology; a physician licensed to practice in this State and certified by the American Board of Internal Medicine and also certified in the subspecialty of medical oncology; and a physician licensed to practice in this State and certified by the American Board of Psychiatry. Members of the board may be reimbursed for their attendance at meetings at the rate of \$40 per day.

PROGRAM: Because the National Cancer Institute, the U.S. Food and Drug Administration, the Drug Enforcement Administration and the National Drug Abuse Administration have not approved the States protocol, no physician is qualified to dispense marijuana under the State program. Resultantly, the Board has not met or conducted any business.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

DENISE F. DOYON, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine
Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Telephone: 207-783-9769

Established: 1877

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1.5

Legislative Count: 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board con-

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sists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 86, the Board of Commissioners of the Profession of Pharmacy licensed 893 pharmacists (923 the previous year), 23 qualified assistants (24 last year), and issued 304 pharmacy licenses (compared to 329 last year). Reciprocity was granted to 25 pharmacists compared to 26 last year. Of the 5 taking the exam in October, 4 passed. All five of the January NABPLEX candidates passed the exam. Eight candidates took the June NABPLEX—we have not received the results yet. Inactive registered pharmacists (a new legislative category 5 years ago)—64 were licensed this year, compared to 65 last year.

The Board met 13 times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., in the Somerset Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. During the year, the Board sent three notices to all registered pharmacists in the State of Maine. The first pertained to the newly appointed pharmacy inspector, emergency dispensing of Schedule II drugs, and insulin substitution. The second pertained to changes of personnel on the Board, including addresses of all Commissioners. The third pertained to the withdrawal of L.D. 1990, and minoxidil.

The laws relating to pharmacy Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request, at no charge, as well as being placed in all registered pharmacies. A great deal of time has been spent in the last two and a half years revising the laws relating to pharmacy, which are to be presented to the Legislature in 1987. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the eleventh year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

LICENSES, PERMITS, ETC.

License:

- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,650		34,650			
Health Benefits	939		939			
Retirement	4,467		4,467			
Other Fringe Benefits	55		55			
Other Contractual Service	29,401		29,401			
Rents	1,040		1,040			
Commodities	362		362			
Transfers to Other Funds	3,772		3,772			
TOTAL EXPENDITURES	74,686		74,686			

HUMAN SERVICES

EXAMINERS OF PODIATRISTS

TERENCE ALBRIGHT, D.P.M., CHAIRMAN

GEORGE E. SULLIVAN, M.D., Secretary

Central Office: Eastside Professional Bldg., Rt. 201, Augusta Rd., Waterville
Telephone: 873-2184

Mail Address: Eastside Professional Bldg., RFD#3, Box 461, Waterville, Maine 04901

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; and to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: The Board met three times as required by statute: in July and November 1985 and in March 1986. The Board was represented at the annual meetings of the Federation of Podiatry Boards and American Podiatric Association.

Six podiatrists were examined and licensed; one podiatrist was reinstated during FY 86. On June 30, 1986, Board records showed a total of 63 registrants in its active file.

The Board ordered the investigation of two unlicensed practitioners, issued two cease and desist orders and assisted in the resolution of one grievance.

In addition to routine matters, the Board requested from the Attorney General's Office an official interpretation of the phrase "customs and usage" in Section 3270-A of the Medical Practice Act and met with state officials with respect to the audit of Board records and Sta-Cap assessments.

LICENSES, PERMITS, ETC.

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	300		300			
Other Contractual Service	981		981			
Transfers to Other Funds	964		964			
TOTAL EXPENDITURES	2,245		2,245			

HUMAN SERVICES

OFFICE OF PROGRAMS (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144S; Citation: 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, and Office of Emergency Medical Services.

PUBLICATIONS:

1986 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

1986 Medicaid Program Report—free.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

ADVISORY COMMITTEE ON RADIATION

DR. RICHARD OVERGAARD, D.M.D.

Central Office: 157 Capitol St., Augusta

Telephone: 289-3826

Mail Address: Radiation Control Program, Statehouse Sta. #10, Augusta, Maine 04333-0010

Established: May 25, 1983

Reference: Policy Area: 03; Umbrella: 10; Unit: 474; Citation: 22 M.R.S.A., Sect. 675

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Committee on Radiation was established to make recommendations to the Commissioner of the Department of Human Services, and to furnish such advice as may be requested by the Department on matters relating to the regulation of sources of radiation.

ORGANIZATION: The authority to appoint an Advisory Committee on Radiation was established by an Act of the Legislature and became effective on May 25, 1983. By statute the Advisory Committee on Radiation consists of 5 members with training and experience in the various fields in which sources of radiation are used. Four of the members have been appointed, with an effective date of October 22, 1984.

PROGRAM: The Advisory Committee on Radiation has met once during FY 86. Input and advice to the Division of Health Engineering has included comments to the Division's rules relating to Radiation Protection, and input into other areas such as nonionizing radiation, radiation environmental surveillance, obtaining agreement state status with the U.S. Nuclear Regulatory Commission, and low level waste issues.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$46.40 in FY 86 and are, by administrative decision, included with those of the Division of Health Engineering, Department of Human Services.

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DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2546

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 144R; Citation: 22 M.R.S.A., Sect. 3

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,876,513	15,073,712			5,802,801	
Health Benefits	1,182,195	762,795			419,400	
Retirement	3,472,183	2,468,862			1,003,321	
Other Fringe Benefits	84,940	41,364			43,576	
Computer Services—State	207,495	74,557			132,938	
Other Contractual Service	3,033,660	2,174,368			859,292	
Rents	1,437,729	619,127			818,602	
Commodities	121,409	52,040			69,369	
Grants—Subsidies—Pensions	90,187	73,658			16,529	
Equipment	50,488	24,433			26,055	
Interest—Debt Retirement	44	33			11	
Transfers to Other Funds	164,100				164,100	
TOTAL EXPENDITURES	30,720,943	21,364,949			9,355,994	

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BUREAU OF REHABILITATION

DIANA SCULLY, DIRECTOR

JOHN SHATTUCK, Deputy Director

Central Office: 32 Winthrop Street, Augusta

Telephone: 289-2266

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 152; Citation: 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 288*

Legislative Count: 39**

*Represents Average Filled Positions—FY 86

**Represents # State Authorized Positions—FY 86

Organizational Units:

Division of Disability Determination Services	Division of Welfare Employment
Division of Deafness	Division of Driver Education
Vocational Rehabilitation Services	Evaluation Programs
Division of Eye Care	

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a program of services to learning impaired and to visually handicapped individuals, including the prevention of blindness. The Bureau also administers an evaluation and education program for people convicted of operating under the influence (OUI), and a program of education, training, and job placement for welfare recipients to enable them to become self-sufficient. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, the Division of Driver Education Evaluation Program in 1976, Division of Deafness in 1982, and Division of Welfare Employment in 1984.

All of these programs have the goal of assisting handicapped and disadvantaged people to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential, to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain employment.

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Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include an independent living program; personal care attendance; the hearing impaired children's program; telecommunication devices for deaf people; orientation and mobility training for people with vision impairments and technical assistance in providing barrier-free structures.

The Bureau also supports three additional special service areas: Social Security Disability (SSDI) and Supplemental Security Income (SSI); Independent Living programs; and Facility Services. The intent of vocational rehabilitation of SSDI and SSI beneficiaries is to enable them to become employed at a level that removes the need for continued public support. The Independent Living programs allow severely disabled people to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family. Other services to help severely disabled persons live or function more independently within the home, family, community or on the job are available. Facility Services are implemented through grant awards and fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment, and prepare handicapped people for the job market.

In the context of providing services to handicapped people and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, and the provision of special services including education services to blind children ages 0-21. The division also provides vocational guidance and training of the blind, including the instruction of adult blind in their homes. Other services include placing blind persons in employment, including installing vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting the blind in marketing the products of home industries, and providing other social services. (See additional report following this section).

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to deaf and hearing impaired people. The Division maintains an up to date registry of deaf persons, and operates "hearing dog" and interpreter service programs. Teletypewriter devices for the deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division provides evaluation and services to sensorineurally impaired deaf children.

Division of Welfare Employment (DWE). This division offers an array of employment related services designed to enable welfare recipients to become self-sufficient and to eliminate their dependency on public assistance. Services to the division are designed to define an individual's employability, and to meet their employment related needs for education, training, and support services. The program teaches job search skills, develops and reinforces a positive self-image, trains people to perceive job interviews from the employer's point of view, provides education and skill training, and maintains job seekers support groups. The division also has the authority to use creative use of federal and state subsidies for employers and for welfare recipients seeking jobs. (A more complete description is included under the listing for the Division of Welfare Employment).

Division of Driver Education Evaluation Programs (DDEEP). The goal of this division is to reduce the incidence of drinking and driving on Maine highways and the number of injuries, disabling conditions and fatalities resulting from alcohol-related crashes.

The program provides separate adult and teen programs. The programs are designed for adults and teens whose licenses have been suspended for drinking and driving. An educational experience based upon the effects of alcohol and other drugs on driving skills and other relevant factors concerning alcohol use/abuse is presented in adult classes and teen groups. Each person is individually assessed to determine their drinking behavior. If it is determined through

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a preliminary assessment, using established criteria, that the person may be experiencing an alcohol problem then the person is referred to an approved agency or private practitioner for evaluation and, if necessary, treatment. The Motor Vehicle Division is notified when program requirements have been completed.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,567,102	465,586			4,101,516	
Health Benefits	272,467	24,490			247,977	
Retirement	780,266	79,290			700,976	
Other Fringe Benefits	15,328	1,489			13,839	
Computer Services—State	97,321	79,827			17,494	
Other Contractual Service	2,148,234	584,975	93,607		1,469,652	
Rents	295,802	247,546			48,256	
Commodities	31,500	13,743			17,757	
Grants—Subsidies—Pensions	6,082,316	825,292	90,934		5,166,090	
Purchases of Land	1,071				1,071	
Buildings and Improvement	6,012				6,012	
Equipment	49,317	2,484			46,833	
Interest—Debt Retirement	8				8	
Transfers to Other Funds	72,010		688		71,322	
TOTAL EXPENDITURES	14,418,754	2,324,722	185,229		11,908,803	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHAELS, CHAIR
NORMAN ANDERSON, CONTACT

Central Office: 157 Capitol Street, Augusta

Telephone: 289-3591

Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Reference: Policy Area: 03; Umbrella: 10; Unit: 476; Citation: 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

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ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Scientific Advisory Panel has reviewed health risk assessments on toluene and perchloroethylene, which were prepared by the Bureau of Health. These assessments should be available this summer. The Panel also worked with the Bureau of Health to modify the hazardous air pollutant ranking system to include chemical mixtures. It has recently embarked on a project to assess the public health significance of wood smoke emissions, which should carry well into the next fiscal year.

FINANCES, FISCAL YEAR 1986: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR

HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta

Telephone: 289-5060

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98

Legislative Count: 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore, the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of

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Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were \$16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the prevent-

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ative aspects of this vulnerable target population. A 24-hour capability for response is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately \$4 million in state and federal funds including the SSBG, IV-B, and IV-E. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case situations, approval of certain regional requests, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

Division of Adult Services. This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

Division of Purchased and Support Services. This division is responsible for the administration of more than \$12 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and the Family Services Prevention Program. It also is responsible for the Office of Child Care Coordination, which was created by the Legislature in 1986. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

LICENSES, PERMITS, ETC.:

Licensing Unit

License:

- Children's Homes
- Children's Residences
- Day Care Centers (for Non-Recurring Clientele)
- Family Day Care
- Group Day Care
- Nursery School
- Child Placement Agency

PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs—Fee Undetermined.

- Annual Statewide Child Welfare Services Plan
- Refugee Resettlement Plan
- Adult Services Annual Plan
- Child Care Food Program Annual Plan

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,211,613	1,516,875			694,738	
Health Benefits	111,419	71,466			39,953	
Retirement	375,415	253,011			122,404	
Other Fringe Benefits	7,274	4,926			2,348	
Computer Services—State	104,798	101,357			3,441	
Other Contractual Service	1,456,283	1,141,627	43,061		271,595	
Rents	5,259	2,128	1,324		1,807	
Commodities	19,500	11,045	2,031		6,424	
Grants—Subsidies—Pensions	22,978,077	9,285,159	133		13,692,785	
Equipment	9,255	7,581			1,674	
Interest—Debt Retirement	9	9				
Transfers to Other Funds	38,832		1,351		37,481	
TOTAL EXPENDITURES	27,317,734	12,395,184	47,900		14,874,650	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR

LORRAINE A. GERARD, Deputy State Registrar

Central Office: Human Services Bldg., Augusta

Telephone: 289-3181

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1892

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 10; Unit: 146; Citation: 22 M.R.S.A., Sect. 2701

Average Count—All Positions: 11

Legislative Count: 19

Organizational Units:

Vital Records Unit

Survey Operations Unit

Technical Operations Unit

Statistical Services Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics.

PROGRAM: The Office of Vital Statistics is composed of four units: Vital Records, Survey Operations, Technical Operations, and Statistical Services. The units function in a complementary manner to manage the State vital statistics system; to provide vital registration services for the general public; to collect, process, analyze, and disseminate quantitative data for policy development, planning, program management and evaluation in the areas of health and social services; and to provide technical assistance and consultation on survey procedures, statistical analysis, and systems development.

A major function of the Office during FY 1985-86 was continuing to develop and maintain core data needs for health and social services, program planning and management. Specific

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projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure estimates, physician and dentist surveys, inventories of health care facilities of all levels, health facility utilization, and occupational health surveillance indicators.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; implemented changes in the burial transit permit law and related revisions in forms, procedures and regulations; initiated procedures for improving compliance with the rules governing the registration of vital statistics; and improved dissemination of information about the Post-Adoption Reunion Registry.

During the past year, the Office designed and initiated collection of information on the characteristics of residents in small boarding homes; completed a survey of the health status and habits of pre-school children in the state; and prepared the sample design and questionnaires for the Childhood Mortality Prevention Program.

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureau of Health, Medical Services, and Income Maintenance. A number of statistical reports and directories were published. In March, 1986, the Office began a series of presentations for top level administrators in the Department to familiarize them with the technical, statistical and informational resources available through the Office and to initiate work on an overall plan for the coordinated development of research and information processing activities within the Department.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and spontaneous and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:

Maine Vital Statistics, 1984—\$6.00

1985 State Health Plan for Maine, Volume IV. "Maine's Health and Health Care: Basic Information"—\$7.00

Physicians—Maine 1984—Fee not determined yet

Population Estimates by County—1984—\$3.00

Maine Health Facilities: Resources and Utilization, 1984—\$9.00

Guide to Health Information—State Sources—\$5.00

Population Projections by Minor Civil Division, Sex, Age, and County, 1985-1994—\$4.00

A Capsule of Health Information—1984—\$1.00

Post-Adoption Information Services in Maine and Other States—Free

1980 Maine Current Life Table and Survival Rate Tables—\$4.00

Suicides in Maine for the 25 Year Period 1958-1982—\$4.00

Maine Occupational Health Surveillance Project—Selected Annual Profiles, 1983—\$8.00

*Limited numbers of all reports are distributed free; additional printings available upon request at cost.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget and the Office of Health Planning and Development.

DIVISION OF WELFARE EMPLOYMENT

LINDA WILCOX, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: November, 1981

Reference: Policy Area: 03; Umbrella: 10; Unit: 144G; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 58

Telephone: 289-2636

Legislative Count: 3

PURPOSE: The Commissioner created the Division of Welfare Employment in November 1981 to carry out state and federal laws, regulations and policies concerning the employment, education and training of welfare recipients. In addition, the Commissioner sought to develop new approaches and programs to address the employment needs of welfare recipients.

ORGANIZATION: The Division of Welfare Employment is located within the Bureau of Rehabilitation. In addition to seven central office staff, 57 staff are located in regional offices (Portland, Lewiston, Augusta, Bangor and Presque Isle) and various itinerant points throughout the State.

The largest program within the Division is the Welfare Employment, Education and Training Program (WEET). This statewide program provides assessment, counseling, education and training referral, supportive services referral, job search assistance, job development, and resource development to recipients of Aid to Families with Dependent Children (AFDC). WEET is authorized by Part IV-C of the U.S. Social Security Act and by Maine Public Law 1981, Chapters 512, 617, and 730.

The Division also operates two other statewide programs for AFDC recipients: The Employment Search Program under Title IV-A of the U.S. Social Security Act and a grant diversion/Work Supplementation Program under Title IV-A and pursuant to Maine Public Law 1983, Chapter 466.

The Division also operates an Employment Search Project for Food Stamps recipients in five Maine towns: Portland, Lewiston, Augusta, Bangor and Presque Isle. This program is authorized by Federal Food Stamps Law.

PROGRAM: A description of these four programs follows:

WEET Program. In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a consensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing philosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET staff provide the following services to AFDC recipients:

- WEET staff work closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;
- WEET staff provide job search assistance, on both a group and individual basis, to AFDC recipients.
- WEET staff function as case managers, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and
- WEET staff also function as advocates to ensure the availability of and accessibility to

HUMAN SERVICES

services and opportunities for AFDC recipients.

Food Stamps Project. The Food Stamps Project went into effect in January, 1983. The Division of Welfare Employment was awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program involving employment search for Food Stamps recipients.

The Division operates group employment search sessions for Food Stamps recipients in the 5 areas in which its regional offices are located. The group employment search approach includes both instruction and practical experience in identifying and securing a job. The approach:

- teaches job search skills;
- develops and reinforces a positive self-image;
- considers interviews from the employers' point of view;
- provides supervised telephones from which clients make their own job development calls; and,
- establishes a job seekers' support group.

Work Supplementation Program. The Work Supplementation Program began in November 1985. It replaced Training Opportunities in the Private Sector (TOPS), a demonstration project, as the authority under which the State operates grant diversion. Grant diversions is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create jobs and training positions.

Employment Search Program. Participation in the Employment Search Program enables the Division of Welfare Employment to use AFDC funds to pay for some of the costs associated with both individual and group job search for AFDC recipients.

Results of the Division activities:

	Recipients Served	Entered Employment
WEET	4,920	1,809
Food Stamps	1,639	403

PUBLICATIONS:

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

Training Opportunities In The Private Sector, A Welfare Grant Diversion Proposal by the State of Maine, July 1983.

Employment Search Project, A Job Club Proposal for Food Stamps Recipients in the State of Maine, September 1982.

A Report on Maine's Welfare Employment Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Maine. The Demonstration of State Work/Welfare Initiatives. Interim Findings from a Grant Diversion Project—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

A Path to Self-Sufficiency for Maine's Welfare Recipients—An Interim Report, The Statewide Workgroup on Adult Welfare Recipients, September 1985.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HUMAN SERVICES COUNCIL

DOROTHY B. LARRABEE, CHAIRPERSON

ROBERT A. FRATES, Executive Director

Central Office: 2 Central Plaza, Augusta; *Floor:* 2

Telephone: 289-2288

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities related to human needs; such as developmental disabilities, education, energy, income, maternal and child health, mental handicaps and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing community services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Services Council was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human needs. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council.

PROGRAM: During the year ending June 30, 1986, the Maine Human Services Council continued activities to improve programs of health, income supplementation, mental development, social services, transportation, and community-based programs. Efforts focused on abused children, special needs children, mentally handicapped people, and low income people. Work concentrated on programs of the Department of Human Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation, the Department of Transportation, and the Office of Energy Resources. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Council adopted goals and objectives at its September, 1985 annual meeting. A major twelve-month education and public information endeavor focused on community responses to human needs. Of particular concern were multiple, interrelated problems that affect poverty, such as alcoholism, developmental disabilities, homeless people, teen pregnancy, teen suicide, and jobs. Another major effort focused on improving management of programs through use of the Maine Social Services Report, streamlining/networking computer-based information processing, and performing budget/policy analysis. Also preparations were made to convene a statewide conference to showcase local efforts of neighbors helping neighbors through community responses to human needs.

Appropriations Affecting Multiple Problems And Poverty. The Council encouraged administrative and legislative action to enact adequate financing of programs. Priority budget items recommended to the Governor and Legislature included: aid to families with dependent children, purchased social services, community mental retardation services, children's mental health services, home-based care and public transit. Also recommendations strongly supported early intervention and prevention of problems, as well as appropriate and greater use of private community agencies. The Council monitored implementation of several correctional programs and

HUMAN SERVICES

the Health Care Finance Commission.

Improving Management of Programs. Another Council objective was to improve administrative support for front line workers, simplify access to services for clients, and improve program administration. This effort had three aspects.

Maine Social Services Report. In order to adequately meet the current needs of people and improve the management of programs, the Council emphasized strong action to implement the Maine Social Services Report. It is available to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human needs.

Supporting Studies and Legislation. Particular emphasis was given to supporting the Legislature's Audit and Program Review Committee study of child welfare; the Human Resources Committee review of hospital cost containment statutes; and improvement of the corrections system.

Streamlining Information Processing. The Council assisted and supported legislative and executive efforts to more effectively apply centralized and distributed computer mainframes and microcomputers. Recommendations focused on compatibility of hardware and software, acquisition and operational standards, coordination of information, and networking. Special emphasis was given to the Governor's Management Task Force report and legislation on data processing and telecommunications.

Families and Children's Services. The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to demonstrate simplified administration of multiple services to high risk teen parents. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Council monitored the development and execution of contracts for community, income, medical and social services between state agencies and provider agencies. The Council worked to promote improved contract administration particularly by encouraging further use of a single audit of multiple contracts administered by one community agency.

PUBLICATIONS: (All are available at no cost)

Child Abuse and Neglect Report

Maine's Hidden Poor in Substandard Housing

Statement of Concern on the Budget Process, 1978

Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979

Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980

Neighbors Helping Neighbors With Energy-Resource Packet

Food Stamp Report

Maine Social Services Report, 1984

A Sampler of Community Responses to Human Needs, 1986

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,459				65,459	
Health Benefits	3,462				3,462	
Retirement	10,970				10,970	
Other Fringe Benefits	199				199	
Computer Services--State	5,443	5,443				
Other Contractual Service	30,517	20,555			9,962	
Rents	7,239	5,882			1,357	
Commodities	1,092	1,092				
Transfers to Other Funds	1,063				1,063	
TOTAL EXPENDITURES	125,444	32,972			92,472	

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: 77 Water Street, Hallowell, Maine

Mail Address: P.O. Box 87, Hallowell, Maine 04347

Established: April 1980

Reference: Policy Area: 05; Umbrella: 94; Unit: 409; Citation: 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The responsibilities of the Commission, as provided in the Maine Indian Claims Settlement, fall in three general areas:

1. Review the effectiveness of the Settlement and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission monitors the Settlement and makes recommendations to the two Tribes and the State of Maine regarding its implementation.
2. Advise the Legislature in the event either Tribe proposes to add land to its Indian territory other than land designated in the Implementing Act. Similarly, the Commission advises the Legislature on the establishment of Extended Reservations, which extend Tribal judicial and law enforcement jurisdictions over additional portions of Indian territories where Tribal members reside.
3. Regulate fishing on certain bodies of water adjacent to Indian Territory, and, when appropriate, study fish and wildlife management practices on non-Indian lands for the purpose of making recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature to protect migrating stocks.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation, and a chairman to be selected by majority vote of the Commission. The chairman serves a term of four years, and the other eight members each serves a term of three years and may be reappointed.

PROGRAM: The Commission under the terms of the Settlement Act and through bylaws adopted in 1985. The Commission contracts for administrative services including a part-time Executive Director. It has established an annual operating budget funded jointly by the two Passamaquoddy Tribes, the Penobscot Nation and the State of Maine. The State appointed members to the Commission have been reappointed and confirmed for new terms as have two members appointed by the Penobscot Nation. The Commission favors the extension of the statutory deadline for acquisition of Indian territory to January 31, 1991. During the second session of the 112th Legislature, the deadline for acquisition of territorial lands was extended to April 1, 1988. In addition, the Legislature, upon receiving the recommendation of the Commission, approved the designation of lands in the Town of Perry, the City of Old Town, and the so-called Dyer Interests as lands available for acquisition as Indian territory. The Commission has prepared maps of the State of Maine depicting lands held by the Penobscots and the Passamaquoddys. The Commission has undertaken studies of Tribal judicial and law enforcement jurisdiction questions, the regulation of fisheries on Indian territories, and on the need for improved relationships between the State and the Tribal governments regarding economic development.

INDIAN

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL- STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,525	1,717	1,808			
Commodities	17	17				
Other Contractual Service	17,213	10,598	6,615			
TOTAL EXPENDITURES	20,755	12,332	8,423			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880

Sunset Review Required by: June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 7011

Average Count—All Positions: 286

Legislative Count: 282

Organizational Units:

Bureau of Administrative Services

Advisory Council (Inland Fisheries & Wildlife)

Bureau of Resource Management

Atlantic Sea Run Salmon Commission

Bureau of Warden Service

Junior Maine Guides & Trip Leaders

Division of Information and Education

Curriculum Board

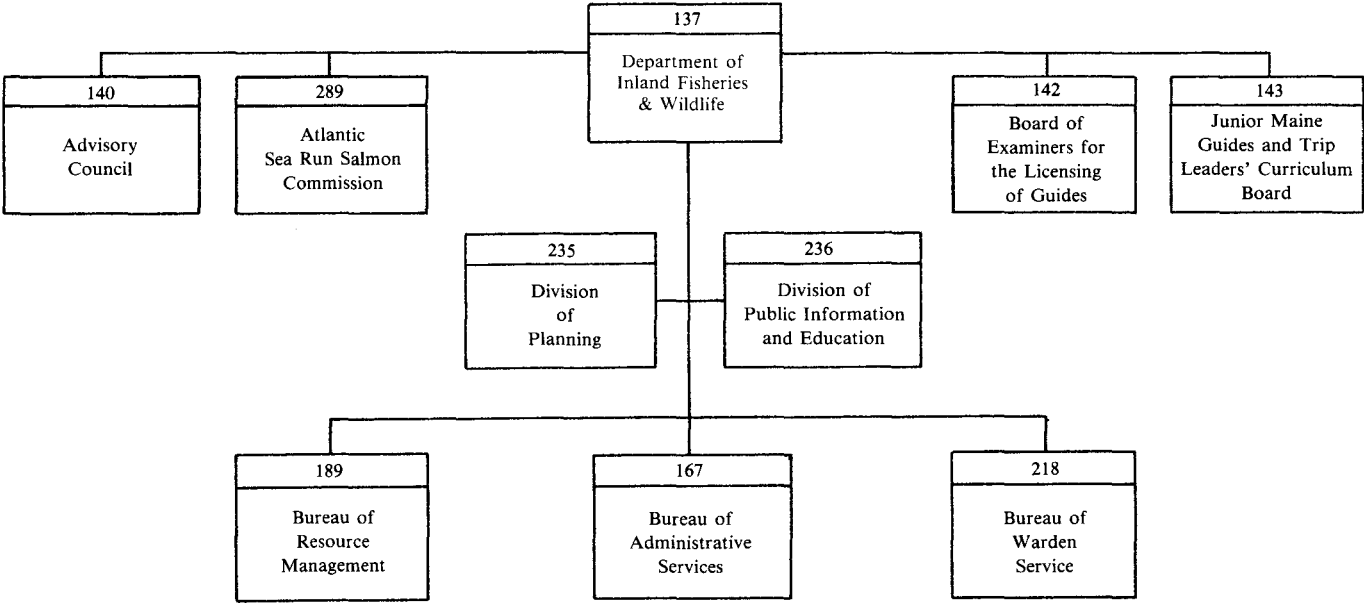
Division of Planning

Board of Examiners for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

**ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09**



Approved by the Bureau of the Budget

INLAND FISHERIES AND WILDLIFE

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,559,937	132,602	5,514,262		913,073	
Health Benefits	386,989	5,435	346,709		34,845	
Retirement	1,780,149	22,558	1,608,050		149,541	
Other Fringe Benefits	46,465	394	41,247		4,824	
Computer Services—Comm.	1,345		1,345			
Computer Services—State	137,681	295	113,088		24,298	
Other Contractual Service	2,391,725	121,830	1,848,238		414,121	7,536
Rents	110,225	59	105,537		4,629	
Commodities	450,256	8,080	386,464		55,712	
Grants—Subsidies—Pensions	149,885		149,885			
Purchases of Land	10,312					10,312
Equipment	824,136	25,166	733,310		54,859	10,801
Interest—Debt Retirement	97	5	92			
Transfers to Other Funds	115,076		101,350		13,726	
TOTAL EXPENDITURES	12,964,278	316,424	10,949,577		1,669,628	28,649

INLAND FISHERIES AND WILDLIFE

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination and administration of the Stream Alteration Law, the search for lost persons, and the registration of watercraft, snowmobiles, and all-terrain vehicles, hunter, snowmobile and boating safety program.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. A total of 615,000 copies of these rules were updated, printed and properly filed with the Secretary of State. The increase is due to a legislative change allowing the open water and ice fishing regulation summaries to be printed on a biennial basis.

Four regulations summaries (Hunting/Trapping: Hunting Regulations also published in French; Migratory Bird; Atlantic Sea Run Salmon) were updated, printed and distributed. (Total of 365,000 copies).

Ninety-six fishing, 16 hunting and 6 miscellaneous (watercraft, whitewater rafting, all-terrain vehicles and supersport license) proposed regulations were processed and 15 fishing, 12 hunting and 2 miscellaneous hearings were held in compliance with the Administrative Procedures Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES, PERMITS, ETC.

Office of Commissioner

License:

- Fishing & Hunting—Complimentary—Holders Medal of Honor
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

Permit:

- Stream Alteration
- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

Fisheries Division

Permit:

- Eel, Alewife, & Sucker (over 20 lbs.)
- Bass Tournament
- Scientific Fish Collection
- Private Pond Stocking

Warden Service

License:

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
 - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
- Fishing License for Children's Camps
- Snowmobile Races

Permit:

- Coon Dog Training
- Dog Training Area, Club
- Dog Training (With Raccoons)
- Deer Transportation
- Live Bait Taking in Closed Waters
- Transportation Tags (Fish)

Hatchery Division

License:

- To Cultivate or Harvest Fish and Private Ponds

INLAND FISHERIES AND WILDLIFE

- Permit:
 - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
- License:
 - Falconry
- Permit:
 - Bird Banding Permit
 - Camping in Game Management Areas
 - Permission to Use Poison
 - Scientific Collectors Permit
 - Swan Island Camping Permit
 - Wildlife Control
- License Clerk in Town or City
- License:
 - Archery—Resident
 - Combination Hunting & Fishing—Resident
 - Fishing—Resident
 - Hunting—Resident
 - Combination Serviceman's Resident License
- Stamp:
 - Atlantic Salmon—Resident
 - Pheasant
- License Agent
- License:
 - Archery—Non-Resident
 - Small Game Hunting—Non-resident
 - Big Game Hunting—Non-resident
 - Fishing (season, 15, 7, or 3 day)—Non-resident
- Stamp:
 - Atlantic Salmon—Non-resident
 - Pheasant
- Augusta Office License Clerk
- License:
 - Commercial Shooting Area
 - Deer Skin Dealer
 - Fishing (for blind)
 - Fishing and Hunting for Resident over 70
 - Fur Buyers
 - Game Bird Breeders
 - Game and Fur Farm
 - Guide
 - Indian Hunting, Fishing, Trapping and Archery
 - Live Bait Dealer
 - Roadside Menagerie
 - License to Sell Inland Fish
 - License to Sell Live Smelts
 - Taxidermist
 - Trapping
 - Fishing & Hunting Complimentary—Disabled
 - Fishing & Hunting—Paraplegics, Reciprocity Other States
 - Hunting—Non-resident
 - Fishing—Non-resident
 - Snowmobile Registration
- Permit:
 - Camp Trip Leader
 - Fishing for Patients of Nursing Homes
- Miscellaneous:
 - Game Bird Seal
 - Pheasant Wing Bands

INLAND FISHERIES AND WILDLIFE

Pheasant Importation Wing Bands
Atlantic Salmon Stamp—Non-resident
Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
Maine Fish and Wildlife Magazine—published quarterly—\$1.50 per copy
Lake Surveys \$.50 per copy.
Publications Catalogue (free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	371,234		309,698		61,536	
Health Benefits	20,124		17,513		2,611	
Retirement	79,239		69,169		10,070	
Other Fringe Benefits	1,360		987		373	
Computer Services—State	637		637			
Other Contractual Service	253,892		240,555		5,801	7,536
Rents	4,172		4,172			
Commodities	15,754		15,500		254	
Purchases of Land	10,312					10,312
Equipment	30,364		19,563			10,801
Transfers to Other Funds	7,229		6,724		505	
TOTAL EXPENDITURES	794,317		684,518		81,150	28,649

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta

Telephone: 289-5225

Mail Address: 284 State Street, Augusta, Maine 04333

Reference: Policy Area: 05; Umbrella: 09; Unit: 167; Citation: 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 25

Legislative Count: 25

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by a Chief Accountant; Engineering and Land Acquisition—headed by a Supervisor; Land Acquisition and Development Licensing Section—headed by a Director, Division of Licensing; Personnel—headed by a Personnel Officer; Central Purchasing and Supply—headed by a Storekeeper II.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various

INLAND FISHERIES AND WILDLIFE

Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
- (To carry passengers for hire in inland waters)

Permits:

- Camp trip leaders
- Fishing for patients at certain institutions
- Watercraft Races & Regattas on Inland Waters

Miscellaneous

- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Atlantic Salmon Stamp—resident & nonresident
- Pheasant Stamp—resident & nonresident
- Motorboat Registrations
- Snowmobile Registrations
- All-Terrain Vehicle Registrations

INLAND FISHERIES AND WILDLIFE

PUBLICATIONS:

Watercraft Laws (free)
 Sportsman and Small Boats (free)
 Snowmobile Laws (free)
 About Boating Safety (free)
 Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	611,176		563,526		47,650	
Health Benefits	40,331		40,331			
Retirement	106,661		98,618		8,043	
Other Fringe Benefits	1,957		1,957			
Computer Services—State	92,000		92,000			
Other Contractual Service	497,664		483,094		14,570	
Rents	86,825		86,825			
Commodities	81,218		81,218			
Grants—Subsidies—Pensions	13,370		13,370			
Equipment	13,419		13,419			
Interest—Debt Retirement	17		17			
Transfers to Other Funds	18,646		17,887		759	
TOTAL EXPENDITURES	1,563,284		1,492,262		71,022	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

MARC PLOURDE, CHAIRMAN
CARROLL YORK, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1945

Telephone: 289-3371

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive \$25 per day for their services and actual expenses for each fiscal year. The Council holds regular

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meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters eight times during FY 86.

FINANCES, FISCAL YEAR 1986: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to \$4,950 in FY 86, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Telephone: (207) 941-4449

Established: 1947

Reference: Policy Area: 05; Umbrella: 09; Unit: 289; Citation: 12 M.R.S.A., Sect. 6251-A

Average Count—All Positions: 6

Legislative Count: 6

Organizational Units:

Technical Advisory Committee
Advisory Council

Regional Office—Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, (*Salmo salar*), in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate, or cause to be investigated, conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 9-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators.

In October, 1985, a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and respon-

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sibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1986 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1985 angling season was significantly improved over 1985. At the season's end recorded catches were as follows: Penobscot — 681, Narraguagus — 61, Dennys — 20, East Machias — 31, Machias — 32, Sheepscot — 6, Saco — 79. Overall, sport catches in 1985 were about 50% higher than those recorded the previous year. In the Penobscot River more than 50% of the sport catch was released in 1985. Early returns to the 1986 fishery indicate that catches in some areas may exceed those of 1985.

Fishway Monitoring. Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Pleasant and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot River, 3,032 salmon were counted through the Veazie fish trap. Forty-two salmon were provided for a radio tracking study conducted by Great Northern Paper Co. in the upper Penobscot River. Trap counts on other Maine rivers were as follows: Union — 78, Pleasant — 31, Androscoggin — 22, St. Croix — 344.

Fish Culture Operations. During the 1985 field season, 576 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.1 million eggs from these fish.

During the spring of 1986, approximately 775,000 smolts were released in the rivers of Maine. An additional 600,000 fry and 50,000 parr were released throughout the state, from the St. Croix River in eastern Maine to the Saco River in southern Maine. All hatchery-reared salmon stocked in Maine waters are produced at the 2 federal hatcheries.

Miscellaneous. The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 90 adult salmon from the St. John River. These fish were transported to the Aroostook River by Commission personnel.

With the assistance of federal biologists, Commission staff conducted a comprehensive river survey of the lower Penobscot River. This was a particularly challenging project, considering the physical size of that section of the river.

Commission staff participated in the tagging of 200,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel participated in two International Council for Exploration of the Sea (I.C.E.S.) working group meetings in 1985, to discuss and evaluate Canadian catches of U.S. salmon stocks in Newfoundland and Labrador.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the Maine Council of the Atlantic Salmon Federation, St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization (N.A.S.C.O.) and its Research Committee, New England Atlantic Salmon Committee (N.E.A.S.C.) and New England Fish Health Committee.

LICENSES, PERMITS, ETC.

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers. There is a season limit of 5 Atlantic salmon (tags issued with license) with the exception of the Penobscot River (only one salmon over 25 inches may be retained) and St. Croix River (no salmon over 25 inches may be retained).

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PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1986, (no cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans (\$2.00 each; \$12.00 for a complete set of 9).
 - Aroostook River (includes Upper St. John River, Meduxmekeag River and Prestile Stream)
 - St. Croix River
 - Dennys River
 - Machias and East Machias Rivers
 - Naraguagus and Pleasant Rivers
 - Union River (and minor coastal drainages east of the Penobscot River)
 - Penobscot River
 - Sheepscot River
 - Saco River

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	169,933	132,602	5,198		32,133	
Health Benefits	7,019	5,435	16		1,568	
Retirement	28,755	22,558	889		5,308	
Other Fringe Benefits	580	394	9		177	
Computer Services—State	356	295			61	
Other Contractual Service	26,189	19,330	- 2,285		9,144	
Rents	72	59			13	
Commodities	5,884	4,155	- 106		1,835	
Equipment	35,316	25,166	- 777		10,927	
Interest—Debt Retirement	5	5				
Transfers to Other Funds	1,565		1,140		425	
TOTAL EXPENDITURES	275,674	209,999	4,084		61,591	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-2571

Established: 1979

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a represent-

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ative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 645 permits issued by 49 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

LICENSES, PERMITS, ETC.

- Maine Camp Trip Leader Permit
- Maine Camp Trip Leader Instructor
- Instructor Certification for Camp Trip Leader Safety Course Curriculum
- Junior Maine Guide Certificate

PUBLICATIONS:

- Administrative Rules and Regulations adopted Curriculum (outline)
- Resources List (study materials)
- Copies of 12 MRSA §7302-7303
- Associated forms and application blanks
- Wallet ID card for Instructors
- Course summary sheet
- Trip Itinerary Cards
- Information packet—free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$5,000 in FY 86 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State St., Augusta, Maine 04333

Established: 1975

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

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PROGRAM:

The Board of Examiners for the Licensing of General Guides met 19 times in FY 86. The Board passed 158 applicants and denied 41. The categories of licenses granted are as follows:

General	8
Hunting	46
Fishing	39
Recreational	47
Hunt/Fish	16
Hunt/Recreational	1
Fish/Recreational	1

LICENSES, PERMITS, ETC.

- Resident Guide License
- Nonresident Guide License
- Alien Guide License
- General Guides License
- Hunting Guides License
- Fishing Guides License
- Recreational Guides License
- Whitewater Guides License

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$8,710 in FY 86 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-3286

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Reference: Policy Area: 05; Umbrella: 09; Unit: 235; Citation: 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, Historical Preservation Commission, State Planning Office, Department of Agriculture, Department of Environmental Protection and the University of Maine, College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water

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Resources Council, Soil and Water Conservation Commission, Maine Mapping Committee, and North Maine Woods. Numerous other assignments were carried out by Division personnel. These included work on the projected financial needs of the Department, the issuance of a Request for Proposals and coordination of a complete review of the Department's present and future data processing needs, and coordination of the administration of the initial work necessary for the implementation of a Spring Turkey Season and the proposed regulations for antlerless deer permit system. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development and maintenance of land and species assessments; and formulation of regulatory proposals.

Work was begun on the update of the Department's Long-Range Fish and Wildlife Assessments (Species Plans) and the operational program for the 1985-1990 period. Working Groups (7 for wildlife and 3 for fisheries) were established from a list of citizen volunteers who reviewed species assessments and made recommendations for the future management direction on a species-by-species basis to the Commissioner and his Advisory Council for their consideration.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$79,857 in FY 86 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-2871

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1952

Reference: Policy Area: 05; Umbrella: 09; Unit: 236; Citation: 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

The division also continued coordination of a monthly commissioner's guest column in *The Maine Sportsman*.

Staffed with volunteers from throughout the department, the division's portable display appeared at five shows in-state and six out-of-state during the winter and early spring months.

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A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—\$7.00 per year
The Maine Way cookbook of fish and game recipes—\$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free
Maine Freshwater Fishing—free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$331,227 in FY 86 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-3651

Mail Address: 284 State Street, Augusta, Maine 04333

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013

Average Count—All Positions: 107

Legislative Count: 107

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section

PROGRAM:

Division of Wildlife Management — Robert Boettger, Director

Tel. 289-5252

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Work has focused on the whitetail deer, black bear, moose, furbearers, black duck, and selected nongame species. Important accomplishments include a successful moose hunting season; effecting necessary adjustments to the deer hunting season and continuing necessary reductions of the harvest of black ducks. Introduction of wild turkey and Canada Geese are continuing to result in expanding breeding populations of these species.

The Nongame and Endangered Species Project completed its second year of operation. Work continued on the assessment of the overall status of nongame to include the distribution, abundance, problems, and needs of specific species, and the formulation of a threatened and endangered species list. Other work involved the reintroduction of peregrine falcons to the State, and the monitoring and enhancement of bald eagle populations.

The Animal Damage Control Program focused on a variety of nuisance wildlife control work. Supplemental assistance, through paid and volunteer control agents are used to remove

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coyotes and other wildlife species in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out on the Department's Wildlife Management Area. These include approximately 45,000 acres of upland and wetland habitat strategically located throughout the State, as well as approximately 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, and development of mitigation measures to lessen the impact of development on these habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 200,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 400,000 acres of land under the control of the Bureau of Public Lands; the development of river protection plans by the Land Use Regulation Commission and the Bureau of Parks and Recreation; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving fisher, deer, bald eagles and forest practices has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of these species. For the most part, this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters. The results of this work are being directly integrated into the updating of species assessments and operational program planning being carried out by the Department. A major portion of the cooperative research has been funded with Federal Aid monies and non-departmental matching funds.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; and modification to the waterfowl hunting season.

Division of Fisheries and Hatcheries—Peter Bourque, Director

Tel. 289-5261

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are routinely undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Currently, work has continued on the development of river management plans for certain rivers designated in the state's Rivers Protection Law in cooperation with the State Planning Office.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1985 to December 31:

	Number	Pounds
Landlocked Salmon	197,326	27,587
Lake Trout (Togue)	58,235	9,993
Brook Trout	988,469	76,192
Brown Trout	142,840	45,873
Splake	7,070	844
Total	1,393,940	160,489

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and

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hydroelectric projects. Recommendations pertaining to the impacts of the State's fisheries resources of each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. State-wide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work) and a special blueback trout study have been the focus of our 2 Research people.

Fisheries Rules and Regulations. In Fiscal Year 1986, the Division was responsible for recommending and overseeing the adoption of several dozen required changes in open water and ice fishing regulations which became effective in 1986. All rules will be in effect for a minimum of two years under the Department's new biennial lawbook.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with Central Computer Services and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Great Ponds, Stream Alteration, Coastal Wetlands, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, hardrock mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

- Scientific collectors permits for fish
- Alewife, sucker & yellow perch permits
- Bass tournament permits
- Permit to stock waters in Maine
- Smelt bait dealers license
- License to sell commercially grown or imported fish
- Permit to import live fresh water fish or eggs
- License to cultivate or harvest fish in private ponds
- Maine Falconry Permit
- Maine Scientific Collection Permit
- Maine Bird Banding Permit
- Stumpage (Wood Harvesting) Permit
- Swan Island Campground Permit

PUBLICATIONS:

- Research and Management Report
- Fish Stocking Report—\$1.00
- Fishes of Maine—\$5.00
- Moosehead Lake Fishery Management—\$3.00
- Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500
- Maine lakes and ponds showing water depths, fish present and management suggestions
- Individual lake reports—\$.50
- The Landlocked Salmon in Maine—\$3.00

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,249,643		1,569,687		679,956	
Health Benefits	131,437		102,174		29,263	
Retirement	385,402		274,525		110,877	
Other Fringe Benefits	7,426		3,352		4,074	
Computer Services—Comm.	1,345		1,345			
Computer Services—State	44,688		20,513		24,175	
Other Contractual Service	773,335		451,698		321,637	
Rents	9,906		5,675		4,231	
Commodities	213,380		194,128		19,252	
Grants—Subsidies—Pensions	31,716		31,716			
Equipment	250,229		206,297		43,932	
Interest—Debt Retirement	44		44			
Transfers to Other Funds	37,799		25,574		12,225	
TOTAL EXPENDITURES	4,136,350		2,886,728		1,249,622	

BUREAU OF WARDEN SERVICE

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)
LARRY CUMMINGS, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Reference: Policy Area: 05; Umbrella: 09; Unit: 218; Citation: 12 M.R.S.A., Sect. 7014

Average Count—All Positions: 135

Legislative Count: 135

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, recreational vehicle laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, seventeen (17) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-six (86) Game Wardens, three (3) Game Warden Pilots, and fifty (50) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 7,267 complaints on all matters of conservation law enforcement, prosecuting 4,549 persons and warning 2,650. To accomplish this, the Warden Service drove 2,338,415 miles.

Search and Rescue. During 1985 Warden Service searched for 276 lost persons, as well as 24 drowning victims, with a total cost of \$78,403.65 including training.

Safety. During the calendar year 1985, 1,700 volunteer hunter safety instructors certified 3,539 students in 262 hunter safety courses across the State. During the same time, 185 students

INLAND FISHERIES AND WILDLIFE

were certified by volunteer instructors in snowmobile safety. Regional Safety Coordinators visited summer camps and schools with boating safety presentations and every hunter safety course carried one hour of boating safety.

Data Collection. During 1985 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of 32 fur tagging stations; which tagged 50,326 instate raw furs for trappers and hunters, and 557 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 21,424 deer, 1,544 bears, and 881 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.

	Fee (If Any)
Special dog training area license	\$17.00
License to hold field trials for sporting dogs	19.00*
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

*Plus a department representative fee of \$17.00 per day, required at field trials.

PUBLICATIONS:

Fishery Law Summary—Free

Hunting Law Summary—Free

Complete Copy of All Applicable Statutes and Rules—\$5.00

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,157,951		3,066,153		91,798	
Health Benefits	188,078		186,675		1,403	
Retirement	1,180,092		1,164,849		15,243	
Other Fringe Benefits	35,142		34,942		200	
Computer Services — State			— 62		62	
Other Contractual Service	840,645	102,500	675,176		62,969	
Rents	9,250		8,865		385	
Commodities	134,020	3,925	95,724		34,371	
Grants—Subsidies—Pensions	104,799		104,799			
Equipment	494,808		494,808			
Interest—Debt Retirement	31		31			
Transfers To Other Funds	49,837		50,025		— 188	
TOTAL EXPENDITURES	6,194,653	106,425	5,881,985		206,243	

INSURANCE GUARANTY

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729,
Presque Isle, Maine 04769 *Telephone:* 764-6611

Mail Address: 15 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020

Established: May 9, 1970

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37

Sunset Review: Not Established

Reference: Policy Area: 07; Umbrella: 98; Unit: 419; Citation: 1937 P&SL, Chap. 18

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has revised its mandate in accordance with the above purpose.

FINANCES, FISCAL YEAR 1986: The State accounting records for FY 86 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono
Mail Address: Chadbourne Hall, Orono, Maine 04469

Telephone: 581-4136

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition, one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1986 State Government Internship Program placed thirty-six (36) Maine college students in state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of \$160. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1986 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which

INTERNSHIP

the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by four meetings with guest speakers from State Government and the Legislative Leadership. These sessions provided the opportunity for interns to hear and learn more about their State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1985 — annual report
(no charge)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$3,600.00 (Administrative Costs) in FY 86. Participating agencies shared these administrative costs.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 Downtown Station, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 274; Citation: 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

PROGRAM:

Judicial Education. The Eighth Maine Judicial Conference was held September 22nd to 24th at the Cliff House, York, Maine. As is the custom, each court level held collegial meetings to confer and discuss matters relating to the administration of the courts. In keeping with a tradition, Governor Joseph E. Brennan addressed the judiciary at the luncheon on the concluding day of the conference.

Eleven justices/judges participated in continuing education during 1985. In December, 1985, some 22 justices/judges attended a satellite TV program at the University of Maine School of Law on Search and Seizure—Revisited. Several other members of the judiciary attended, participated, or made presentations at various professional meetings.

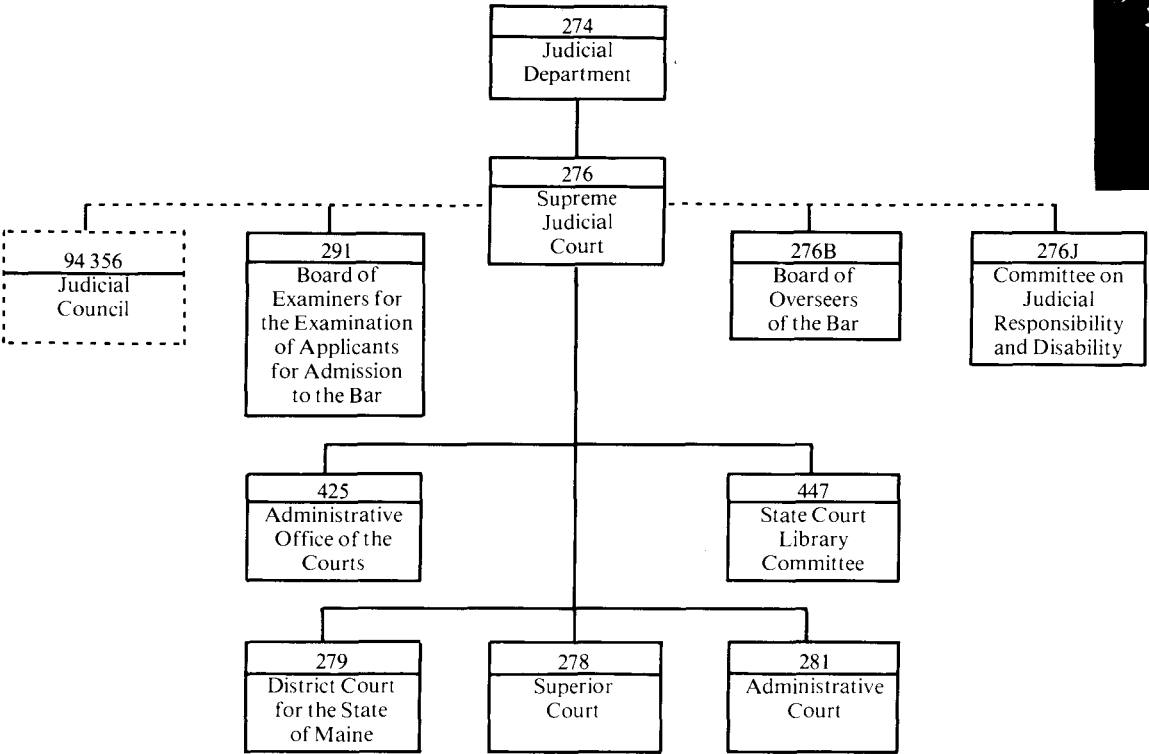
Committees of the Judicial Department. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40



JUDICIAL DEPARTMENT

Judge Vincent L. McKusick
*Chief Justice
of the Superior Court*



JUDICIAL DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY 86 JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,767,788	7,746,688	8,700		12,400	
Health Benefits	391,361	390,458			903	
Retirement	1,256,680	1,254,556			2,124	
Other Fringe Benefits	25,997	25,945			52	
Computer Services—Comm.	7,680	7,680				
Computer Services—State	19,361	19,361				
Other Contractual Service	7,144,570	7,113,718	30,852			
Rents	870,247	870,247				
Commodities	281,309	281,305	4			
Grants—Subsidies—Pensions	1,531,489	1,531,489				
Buildings and Improvement	27,761	7,209	20,552			
Equipment	422,104	388,017	2,733		31,354	
Interest—Debt Retirement	34	34				
Transfers to Other Funds	301		222		79	
TOTAL EXPENDITURES	19,746,682	19,636,707	63,063		46,912	

JUDICIAL DEPARTMENT

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	7,759,088	7,746,688			12,400	
Health Benefits	391,361	390,458			903	
Retirement	1,256,680	1,254,556			2,124	
Other Fringe Benefits	25,997	25,945			52	
Computer Services—Comm.	7,680	7,680				
Computer Services—State	19,361	19,361				
Other Contractual Service	7,113,718	7,113,718				
Rents	870,247	870,247				
Commodities	281,305	281,305				
Grants—Subsidies—Pensions	1,531,489	1,531,489				
Buildings and Improvement	27,761	7,209	20,552			
Equipment	422,104	388,017	2,733		31,354	
Interest—Debt Retirement	34	34				
Transfers to Other Funds	79				79	
TOTAL EXPENDITURES	19,706,904	19,636,707	23,285		46,912	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; Umbrella: 40; Unit: 425; Citation: 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisi-

JUDICIAL DEPARTMENT

tions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend to other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Fiscal Director; Director of Policy and Analysis; Director of Employee Relations; Director of Court Technology; Director of Court Computer Services; State Court Library Supervisor; Accountant; Purchasing Manager/Accountant; Accounting Clerks (2); and Secretaries (2).

By statute, the office was created to serve the entire Judicial Department in the areas of case flow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. §17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Non-Judicial Education. The annual Clerks of Court Conference was held in September, 1985, in conjunction with the Judicial Conference.

During 1985, one official court reporter attended the National Shorthand Reporters Association annual conference. Several other employees attended professional conferences and one employee participated in a management seminar designed to improve management skills and abilities.

Legislative Activity. The Administrative Office of the Courts has continued the practice of preparing a weekly status list of all legislation of concern to the Judicial Department. This list is disseminated to the Supreme Judicial Court, the Judicial Department Legislation Committee, the Judicial Council Legislative Committee and all administrative staff. Throughout each legislative session, the Administrative Office of the Courts reviews all proposed legislation which may impact the Judicial Department and prepares fiscal and programmatic impact statements. Such documentation can require weeks of staff time to compile and analyze pertinent information, and to consult with the Judicial Department Legislation Committee and appropriate persons. It is estimated that the equivalent of one full-time position is devoted to responding to these and other legislative requests from January through May of each year.

Court Automation. Significant progress was made during 1985 toward the computerization of trial courts and the Administrative Office of the Courts. Rockland District Court was chosen as the initial site for the development of an automated criminal case processing system.

JUDICIAL DEPARTMENT

The Director of Court Computer Services completed a systems study of the court and developed the computer program, under the guidance of the Trial Court Automation and Management Committee, chaired by the deputy chief judge of the Maine District Court. Specific computer equipment for use in the trial courts was also selected for the anticipated 1986 system implementation in several other District and Superior Court locations. In addition, the Administrative Office of the Courts acquired several terminals for word processing, personnel, and accounting functions.

Computer-Assisted Legal Research. Installation of Westlaw and Lexis computer-assisted legal research systems using leased equipment in seven pilot sites was accomplished during 1985, for use by the Supreme Judicial Court, Superior Court and District Court. A committee of users evaluated the systems in terms of availability of recent unpublished opinions, thoroughness of searches and time savings in comparison to manual research, and made recommendations as to their continuation.

Records Management. In 1985, the Supreme Judicial Court approved a new records retention schedule of administrative, fiscal, and personnel records. A draft retention and disposition schedule for court exhibits was also developed. The Task Force on Records Management and Court Exhibits continued work on retention and disposition schedules for court-related records for both the Superior and District Courts and is also working with the Administrative Office of the Courts and other state agencies to develop a more adequate central records storage facility.

PUBLICATIONS:

Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook
The Court Crier

FINANCES, FISCAL YEAR 1986: 4 MRSA, Sections 22 and 24, provides that expenditures of this unit, which amounted to \$1,044,620 in FY 86, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland
Mail Address: Box 7260, Portland, Maine 04112
Established: 1973

Telephone: 879-4715

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Effective July 1, 1978, the legislature substantially expanded the jurisdiction of the Administrative Court. Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether

JUDICIAL DEPARTMENT

renewal or issuance of a license of that agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges may regularly sit in the District Court or in the Superior Court.

PROGRAM: Pursuant to P.L. 1977, Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. § 10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a Clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$228,212 in FY 86 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

ARTHUR E. STROUT, CHAIRMAN/SECRETARY

Central Office: AGC Building, Whitten Road, Augusta
Mail Address: P.O. Box 30, Augusta, Maine 04330

Telephone: 623-2464

Established: 1899

Sunset Termination Scheduled to Start by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

JUDICIAL DEPARTMENT

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 82		Feb. 83		July 83		Feb. 84		July 84		Feb. 85		July 85		Feb. 86	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants																
taking exam	122	18	47	22	122	22	46	25	110	34	34	40	137	28	42	30
Number																
passing exam	106	15	37	17	97	16	38	20	86	30	24	37	141	23	29	26

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Rules of the Board

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,700		8,700			
Other Contractual Service	30,852		30,852			
Commodities	4		4			
Transfers to Other Funds	222		222			
TOTAL EXPENDITURES	39,778		39,778			

JUDICIAL DEPARTMENT

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN

ANN PIERCE, State Court Library Supervisor

Central Office: 70 Center Street, Portland, Maine

Mail Address: Box 4820, D.T.S., Portland, Maine 04112

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 18 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader/printers.

PUBLICATIONS:

Manual for County Law Libraries—Free

Guide to Legal Resources in Maine—Free

Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1986: 4 MRSA, Chap. 6, provides that expenditures of this unit, which amounted to \$238,643 in FY 86, shall be borne by the Judicial Department and are, therefore, included in its financial display.

DISTRICT COURT FOR THE STATE OF MAINE

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland

Telephone: 879-4720

Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, termination of parental rights and protection from abuse cases, non-equitable civil

JUDICIAL DEPARTMENT

cases involving not more than \$30,000, and also may grant equitable relief in cases of unfair trade practices and in cases involving local land use violations. The District Court is the small claims court (for cases involving not more than \$1400) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgements.

There are 23 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 8 judges-at-large who serve throughout the state, and 15 resident judges (including the Chief Judge) who sit within the 13 districts of the court. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were six active retired judges in the District Court during 1985.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are eight at-large judges who are scheduled by the deputy chief judge on a monthly basis. Six District Court locations require the services of an at-large judge every month, leaving two judges available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), \$3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court..." Monies in this fund are carried forward from year to year.

The balance forward from fiscal year 1985 was \$72,964. The addition of \$36,000 from appropriations and \$4,800 from the Bureau of Public Improvements for fiscal year 1986 brought the total available funds to \$113,764. Of this amount \$23,285 was spent during the year to replace equipment and for the renovations in Portland, Brunswick Lewiston, Augusta and Ellsworth court locations, leaving a year-end balance of \$90,479.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$8,635,375 in FY 86 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

PATRICIA M. COLLINS, CHAIRPERSON

MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine

Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978

Reference: Policy Area: 00; Umbrella: 40; Unit: 276J; Citation: Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

JUDICIAL DEPARTMENT

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS:

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$50,805 in FY 86 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

JOHN W. BALLOU, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Telephone: 623-1121

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the

JUDICIAL DEPARTMENT

registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

“Legal Fee Arbitration” (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

ROBERT W. CLIFFORD, CHIEF JUSTICE

Central Office: Maine Superior Court, Androscoggin County Courthouse

Telephone: 784-3568

Mail Address: 2 Turner Street, Auburn, Maine 04210

Established: 1930

Sunset Review Required by: No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 15 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Chief Justice of the Superior Court is designated by the Chief Justice of the Supreme Judicial Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Superior Court Justices are assigned throughout the state on a yearly basis by the chief justice of the Superior Court, although justices serve primarily in a few courts for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice. During FY 86, a project to expedite civil case

JUDICIAL DEPARTMENT

processing was established statewide.

FINANCES, FISCAL YEAR 1986: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to \$7,367,819 in FY 86, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland

Telephone: 879-4791

Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820

Sunset Review Required by: No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to hear Superior Court cases in general, including post-conviction matters. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES, PERMITS, ETC.

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1986: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to \$1,633,938 in FY 86, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE

CHAIRMAN, EX OFFICIO

MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 38 High St., Portland

Telephone: 774-4130

Mail Address: Box 370, DTS, Portland, Maine 04112

Established: 1935

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0

Legislative Count: 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1985-86, the Council has been involved in probate court reform; lawyer discipline; the collection of unpaid fines; the future of the Maine legal profession; the preparation of a citizens guide to the courts; and courthouse improvements.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$7,007 in FY 86 and are, by administrative decision, included with those of the Judicial Department.

LABOR

DEPARTMENT OF LABOR

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 158; Citation: 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 566

Legislative Count: 51

Organizational Units:

Bureau of Employment Security
Unemployment Insurance Commission
Bureau of Labor Standards
Maine Occupational Information
Coordinating Committee
Maine Labor Relations Board

Maine Job Training Council
Department of Labor Advisory Council
Bureau of Employment and Training
Programs
Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individuals to improve their economic status.

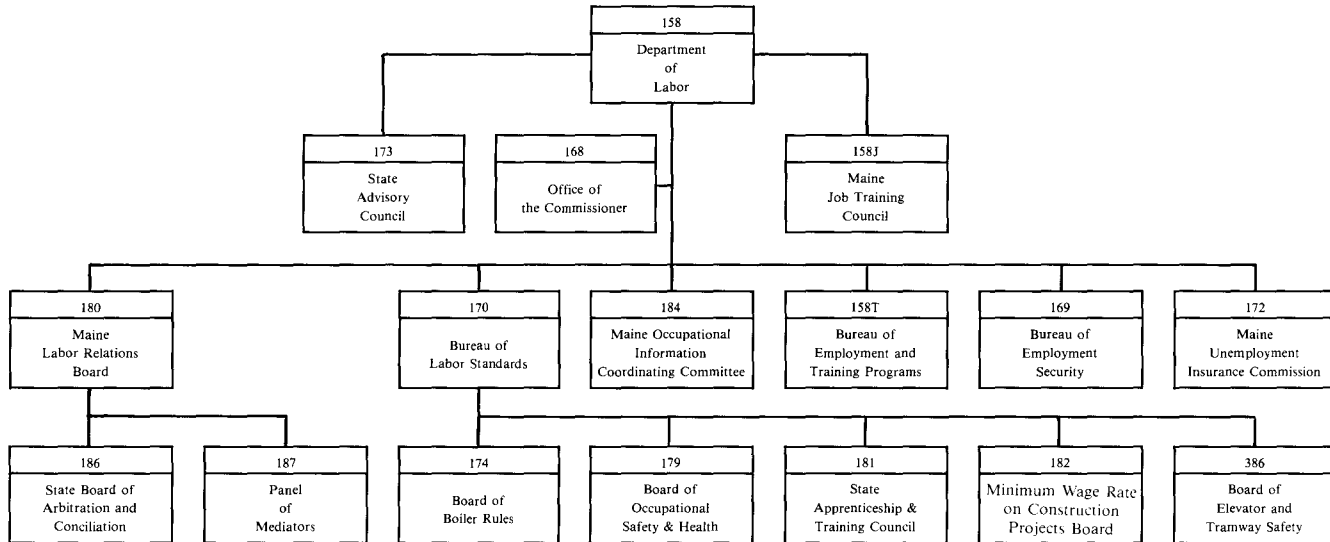
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Job Training Council and the Maine Occupational Information Coordinating Committee, both originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; and the Office of the Commissioner established in 1983.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12**



Approved by the Bureau of the Budget

LABOR

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,774,754	1,108,461	56,117		10,524,273	85,903
Health Benefits	663,373	59,719	3,076		600,578	
Retirement	2,006,292	194,043	9,143		1,803,106	
Other Fringe Benefits	39,537	3,758	187		35,592	
Computer Services—Comm.	116,668	7,229	52		109,387	
Computer Services—State	71,166	36,298	76,105		— 41,237	
Other Contractual Service	3,254,996	251,679	182,221		2,821,096	
Rents	876,254	785	206,201		669,268	
Commodities	394,318	23,872	11,718		358,728	
Grants—Subsidies—Pensions	76,593,666	286,791	92,132		14,930,466	61,284,277
Equipment	328,083	8,169	13,277		306,637	
Transfers to Other Funds	194,295		10,585		183,068	642
TOTAL EXPENDITURES	96,313,402	1,980,804	660,814		32,300,962	61,370,822

LABOR

OFFICE OF THE COMMISSIONER (LABOR)

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: Statehouse Station 54, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 168; Citation: 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE COMMISSIONER (LABOR)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,640	29,640				
Health Benefits	805	805				
Retirement	3,616	3,616				
Other Fringe Benefits	117	117				
Other Contractual Service	3,916	3,916				
Commodities	1,420	1,420				
Grants—Subsidies—Pensions	196,206	196,206				
TOTAL EXPENDITURES	235,720	235,720				

STATE ADVISORY COUNCIL (Labor)

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1936

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 173; Citation: 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

LABOR

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council held two meetings during fiscal year 1986 to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$748 in FY 86 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

STATE APPRENTICESHIP AND TRAINING COUNCIL (Labor)

RICHARD GRANDMAISON, CHAIR
NATHANIEL CROWLEY, Vice Chair

Central Office: State Office Bldg., Floor: 7
Mail Address: Station #45, Augusta, Maine 04333

Telephone: 289-4307

Established: 1943

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 11

Legislative Count: 11

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, WEET, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1985/1986 are as follows:

LABOR

Apprenticeship

New Programs Registered	57
Programs cancelled	99
Total Programs to July 1, 1986—290	
New Apprentices Registered	206
Apprentices Reinstated	0
Apprentices Completed	123
Apprentices Cancelled	89
Apprentices Suspended	0
Total Apprentices as of July 1, 1986—1,548	

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$1,452.47 in FY 86 and are, by administrative decision, included with those of Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Telephone: 289-2016

Established: 1909

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during the year in the increased number of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: The Maine Board of Arbitration and Conciliation had an FY 86 caseload of 52 matters including some which involved more than one grievance. These included 2 fact-findings,

LABOR

and 50 arbitration cases, of which 13 were conciliated by Board panels. This count shows a record number of cases filed with the Board during FY 86; and, the FY 1986 figure is a dramatic increase from the caseload of prior fiscal years. The caseload of the Board over the past several years clearly demonstrates the acceptability of this forum as a dispute resolving mechanism by the public sector labor relations community. Notwithstanding its public sector activity, the Board has the statutory authority to serve as an arbitration forum in either the public or private sector with the consent of the parties.

We believe it important to offer our services in all situations where they are sought as this Board is the only dispute resolution facility available to some parties, whether by contractual or financial constraints. As in the past, we have been successful in addressing the needs of clientele efficiently and expeditiously in FY 86.

A statistical review shows that the Board actually sat and heard or disposed of 20 matters filed during the fiscal year and an additional 4 matters filed in the previous fiscal year but scheduled for hearing in FY 1986. A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

- | | |
|-----------------------------------|-----------------------------------|
| 1. Vacant Shift | 13. Suspension |
| 2. Shift Change | 14. Medical Release Forms |
| 3. Sick Leave Accrual | 15. Compensation Time/Evaluations |
| 4. Termination/Dismissal | 16. Insurance Deductions |
| 5. Removal From Position | 17. Overtime |
| 6. Computation of Overtime | 18. Officer in Charge/Seniority |
| 7. Retirement Plan | 19. Bereavement Leave |
| 8. Vacation Entitlement | 20. Promotion |
| 9. Beat Assignment | 21. Work Outside Unit |
| 10. Pay at Higher Classification | 22. Unilateral Shift Time Change |
| 11. Workmen's Compensation Clause | 23. Discipline |
| 12. Holiday & Sunday Pay | 24. Vacation Pay |

The Board of Arbitration and Conciliation will continue to meet its responsibilities as a forum for dispute resolution—particularly in the area of grievance disposition. With Chapter 294, Public Laws of 1985 in place, it is in a better position to offer its conciliation services and assist the parties in reaching their own resolution of disputes brought before the Board.

FINANCES, FISCAL YEAR 1986: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to \$9,262.62 in FY 86, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

P. DANIEL COYNE, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-4301

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

LABOR

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today, the Board is operating in the Bureau of Labor Standards of the Department of Labor.

PROGRAM: The Board of Boiler Rules met 3 times during fiscal year 1986. The Board heard 3 appeals. One meeting was a joint meeting with the Examining Committee. Four pressure vessels received approval to be used in the State.

Approval of an Adult Education Welding Course at EMVTI was granted by the Board.

The Examining Committee, which reports to the Board, held four meetings. The Committee held four boiler operator and stationary engineer examinations and six disputed applications were resolved.

Review of changes to the National Standards and Codes will be made and rule changes adopted.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$1,173.34 in FY 86 and are, by administrative decision, included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

P. DANIEL COYNE, CHAIR

Central Office: State Office Bldg., Augusta; Floor: 7

Telephone: 289-4301

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs. In 1981 the Department of Manpower Affairs was changed to Department of Labor.

PROGRAM: The board had scheduled two meetings in FY 86 and held one special meeting. The Board heard 4 appeals and granted 2 variances to install residential elevators in church buildings. Several rule changes were discussed concerning handicapped lifts, new elevator installations, and tramways.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$369.72 in FY 1986 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta

Telephone: 289-2411

Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 169; Citation: 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 421

Legislative Count: 0

Organizational Units:

Appeals Division

Job Service Division

Data Processing Division

Division of Economic Analysis and Research

Unemployment Insurance Commission

Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component divisions.

Appeals Division. The purpose of the Appeals Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the Federal Regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. All hearings are held pursuant to provisions of the Administrative Procedure Act. There currently are 12 positions in the division.

The highest priority in fiscal year '85-'86 continued to be education for hearing officers to assure compliance with the Administrative Procedure Act and further automation of systems. In the fiscal year ending June 30, 1986, the Appeals Tribunal disposed of 3,905 cases.

The expenditures of this unit amounted to \$407,919 in FY 86, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Data Processing Division. The purpose of this division is to provide a total data processing service for the Bureau. It includes, but is not limited to, large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 15 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau.

The expenditures of this unit amounted to \$1,423,048.36 in FY 86 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1986.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 19 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal year, the Job Service registered over 125,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 100,000 referrals to over 38,000 job openings, which resulted in over 24,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 400 counseling interviews this past year, and administered various aptitude and performance tests to another 1,500 individuals.

Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Emergency Veteran's Job Training Act: This is a program in which employers can receive

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up to \$10,000 for training and hiring eligible Vietnam-era or Korean Conflict veterans. The training programs must be occupations in growth industries, new technical skills or where the demand for labor exceeds the supply.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1985 to June 30, 1986, 457 training programs have been approved representing \$1.2 million. Seventeen (17) applicants have used the Job Search and Relocation component at a cost of \$9,500.

The expenditures of this unit amounted to \$2,309,665.15 in FY 1986, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of 4 distinct operational units: (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section cited consists of staff stationed in 3 different areas in the State serving the needs of the public and private sectors for local labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment and wages for production workers in manufacturing by industry as well as employment for the Lewiston-Auburn Metropolitan Statistical Area. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in trade and regulated industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry and hospitals. Industry and occupational projections were developed for the State to 1995. Results were published, disseminated, and incorporated in the management and delivery of other programs. The Division is a service center for the processing of industrial and occupational projections for states in the eastern half of the nation.

Occupational Profiles. A series of occupational profiles containing information on job descriptions, work environment, wages, employment outlook, and skill, education and training requirements were developed. These profiles were made available to the public, career counselors, educators, and job placement specialists for a small printing and handling fee.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston and Bangor and at the administrative office in Augusta to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports were made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

Census Data Center Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, and Councils of Governments, are located from Sanford to Fort Kent. In the program year ending May 31, 1985, the Census Data Center and af-

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affiliate network responded to 5,275 requests. Over 1,400 requests for information were processed during 1984. In addition, an on-line computer system was created to facilitate access to over 100,000 tables of 1980 census data.

On-Line Electronic Data Retrieval System. **LABORNET** is the electronic reference library and provides easy and ready access to large files of labor market data, including detailed decennial census information.

Publications.

1. Maine Labor Market Digest (Free-Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas (\$3.50)
3. Women and Minority Labor Force in Maine (\$4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing (\$8.95)
6. Maine Occupational Needs: Outlook to 1990 (\$5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
 - a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
 - b. Manufacturing
 - c. Selected Nonmanufacturing Industries
 - d. Government
 - e. Education
 - f. Hospitals
8. Maine Occupational Wages:
 - a. Manufacturing Industries (\$4.00)
 - b. Selected Nonmanufacturing Industries (\$3.00)
 - c. Hospitals (\$2.50)
9. Job Hunting in Maine (\$2.75)
10. Technical Services Monographs (Varying Fees)
11. Employment Situation (Free-Monthly)
 - a. Employment Situation Summary (Free-Annually)
12. Maine Connections (Free)
13. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes (\$5.00 each)
14. The Maine Employment and Earnings Statistical Handbook (\$5.00)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

The expenditures of this unit amounted to \$1,322,016.30 in FY 1986, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine Fiscal Year 1986. The number of initial claims for unemployment benefits under the regular State program totaled 139,056. There were 700,612 continued claims filed which resulted in \$64,584,685 paid under the State Unemployment Insurance (UI) program. The Federal Supplemental Compensation (FSC) program ended on April 6, 1985 and, therefore, had little activity during Fiscal Year 86; 157 payments made and \$9,320 compensated under the FSC program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 2,378 payments were made and \$287,518 was compensated. Former military personnel were paid \$330,423 for 2,443 weeks compensated under the Unemployment Compensation for Ex-Service-members (UCX) Program. A new program, called Dislocated Workers Benefits (DWB), became effective for the week ending March 22, 1986. This program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. Since its inception, there have been 537 initial claims and 2,005 payments for a total of \$225,806 compensated under the DWB Program.

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Special Payment Unit: The Special Payment Unit of the Benefits Section processed 19,555 payments for a total of \$2,174,000 in trade readjustment allowances (TRA) as provided under the Trade Act.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 55,839 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 3,956 while an additional 631 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 19,586 claim audits were mailed to employers during FY 86. Fraud investigators and local office claims deputies issued 655 determinations relative to fraud and misrepresentation resulting in \$274,429 in overpayments. With the assistance from the District Attorney's Office, 51 cases for misrepresentation resulted in court convictions.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 86, the number of active employer accounts were 28,422 and payroll data submitted by these employers generated a total of 2,116,891 wage items processed by the Wage Record Unit. Field and central office activities produced 9,098 employer status determinations of which 3,969 involved newly liable employer accounts. A total of 1,269 field audits were conducted resulting in a net receipt of \$368,880 in under-reported contributions. Net contributions received in FY 86 totaled \$70,407,697 and the Fund balance was \$69,923,574 as of April 30, 1986.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 86, 37,603 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a scientific base for fiscal and staff management planning and development and control which enabled the division to adjust staff and other resources to changes in workload.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1985: The Unemployment Compensation Fund balance was \$75,396,401, as of December 31, 1985.

The expenditures of this unit amounted to \$8,582,872 in FY 1986 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1986.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL					
	FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,933,466		2,425		8,845,138	85,903
Health Benefits	505,760				505,760	
Retirement	1,513,059				1,513,059	
Other Fringe Benefits	30,347				30,347	
Computer Services—Comm.	108,762				108,762	
Computer Services—State	23,928		71,000		- 47,072	
Other Contractual Service	2,314,963		45,351		2,269,612	
Rents	859,440		206,201		653,239	
Commodities	327,029		7,874		319,155	
Grants—Subsidies—Pensions	65,048,091		5,261		3,758,553	61,284,277
Equipment	266,928				266,928	
Transfers to Other Funds	107,999		2,009		105,348	642
TOTAL EXPENDITURES	80,039,772		340,121		18,328,829	61,370,822

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

ROBERT F. BOURGAULT, EXECUTIVE DIRECTOR
ROBERT A. JONES, DIRECTOR, State Management Unit

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375

Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333

Established: February 2, 1983

Reference: Policy Area: 04; Umbrella: 12; Unit: 158T; Citation: Exec. Order 9 FY 82/83

Average Count—All Positions: 100 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Governor, members of the State Job Training Coordinating Council (SJTCC), and to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982. The Bureau is responsible for developing operational guidelines and procedures for programs conducted under JTPA across the State. Included among the various management systems are monitoring, fiscal accountability, including the allocation of funds and audits, occupational supply and demand and management information, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds.

PROGRAM: The JTPA program currently provides training activities primarily through two SDAs. One SDA provides training activities to Cumberland County residents. The other SDA serves the citizens of the remaining 15 counties. These activities are funded through Title II, Part A & B of the Act. Title II, Part A, provides classroom training, on-the-job training, customized training, and work experience programs for economically disadvantaged youth and adults. Title II, Part B, funds are appropriated to conduct summer youth employment programs for economically disadvantaged youth. The Bureau is also responsible for the management and operation of Title III of JTPA—programs for dislocated workers.

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PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program plans for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,503,615				1,503,615	
Health Benefits	82,805				82,805	
Retirement	258,659				258,659	
Other Fringe Benefits	4,650				4,650	
Computer Services—Comm.	625				625	
Computer Services—State	5,555				5,555	
Other Contractual Service	483,148				483,148	
Rents	2,745				2,745	
Commodities	29,046				29,046	
Grants—Subsidies—Pensions	11,170,413				11,170,413	
Equipment	22,851				22,851	
Transfers to Other Funds	64,773				64,773	
TOTAL EXPENDITURES	13,628,885				13,628,885	

BUREAU OF LABOR STANDARDS

P. DANIEL COYNE, DIRECTOR
PAUL K. LOVEJOY, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1873 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; Umbrella: 12; Unit: 170; Citation: 26 M.R.S.A., Sec. 41

Average Count—All Positions: 59 *Legislative Count:* 49

Organizational Units:

Board of Boiler Rules	Minimum Wage, Child Labor, Stuffed
Board of Occupational Safety and Health	Toys Division
Minimum Wage Rate on Construction	Boiler, Elevator, Tramway Division
Projects Board	Safety Division
Apprenticeship Division	Board of Elevator & Tramway Safety
Research & Statistics Division	State Apprenticeship & Training Council
Commission on Safety in the Maine Workplace	Occupational Safety Loan Review Panel

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their

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effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors, and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council.

The field representatives visited 1,825 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 57 new apprenticeship programs and cancelled 99 apprenticeship programs at the request of the establishments. There were 206 new apprentices registered, no apprentices reinstated, and 123 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division (Labor Standards). The Director of the Bureau of Labor Standards is required by statute to collect and distribute statistical data relating to industrial and construction employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

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In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

The following are the major programs of this Division:

Manufacturing Economic Data. Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufactures*. Special studies are performed on request.

Occupational Injuries and Illnesses. The Division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

Occupational Safety and Health Statistical Program (OSHS): A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From the raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine*.

Supplementary Data System (SDS): This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine*. Special studies are performed on request.

Labor Relations. The Division publishes the *Directory of Maine Labor Organizations*, which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies. In 1984 a new series was started entitled *Labor Relations in Maine*. It features relevant information on union membership and elections. An analysis of contracts negotiated during the year is included.

Construction Wage Rates. Data collected under the Minimum Wage Rate on Construction Projects survey are tabulated and published annually. The *Maine Construction Wage Rates* pamphlet shows high, median and low rates by occupation and type of construction. Special studies are available upon request.

Division of Minimum Wage, Child Labor and Stuffed Toys. The minimum wage increased on January 1, 1986 from \$3.45 to \$3.55 per hour and will increase on January 1, 1987 to \$3.65 per hour.

The number of violations remained close to the previous year but the amount of unpaid wages paid back by employers who were found to be in violation increased by more than six percent. A total of 314 complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in \$51,160.43 in back wages paid to employees. Five complaints against employers were filed in court for this type of violation during the past year.

A total of \$87,005.28 was paid to 245 employees from the Wage Assurance Fund when employers went out of business and left no assets with which to pay the employees their final wages.

During the past year, \$68,223.18 was paid to employees by employers who were in violation of the law for not paying the required minimum wage, overtime or final wages, including vacation pay.

To date, a total of \$806,140.11 has been paid for 1985-86 by employers in severance pay that is due when an employer who has employed 100 or more people relocates or terminates operations. There are currently four severance pay cases in the courts.

There were 6,097 work permits approved for the employment of minors, nearly 1,000 more than last year.

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There were 769 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 671 registrations issued for manufacturers or importers of bedding; upholstered furniture. This is a combined total of 1,440 and shows an increase of eight percent over the previous fiscal year.

The following is a statistical summary of Division activities:

Inspection	10,563
Violations, Total	7,738
Work Permits Approved	6,097
Minimum Wage & Overtime Paid to Employees	\$17,062.75
Unpaid Wages & Vacation Pay	\$51,160.43
Registration Fee, Bedding	\$22,059.50
Registration Fee, Stuffed Toys	\$17,930.00

Boiler, Elevator, Tramway Division (Labor). The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provisions added to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Lifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administered by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. All inspectors within the Division are qualified to inspect boilers, elevators and tramways.

Objectives of the Boiler, Elevator and Tramway Division are to assure that those devices specified in the Statutes are constructed, installed, repaired, altered, used and operated in a safe manner.

The technological advances in the area of the Division's concern caused Division personnel to examine ways these objectives can best be accomplished. The staff found promoting education necessary to create a better understanding, hence compliance, of Rules adopted by the Boiler Board, Elevator and Tramway Safety Board. A newsletter "*The Maine Valve*" was published in the spring of 1986.

Training programs for Division personnel have been established in the past year consisting of once a month training in-house, advanced boiler and pressure vessel training, and participation in tramway and welding seminars. Inspectors have attended seminars on elevator, tramway and welding.

Activities initiated for the benefit of those the Division serves include a program of guest lecturers at Maine Maritime Academy and Eastern Maine Vocational Technical Institute. Staff members serve on welding and power engineer advisory committees of several vocational institutes. A seminar for Boiler and Pressure Vessels was held in Castine at the Maine Maritime Academy on August 12-14, 1985. A meeting was held with building owners, elevator company personnel and fire department rescue units to discuss elevator emergency and evacuation procedures.

The Chief Inspector has been appointed to the American Society of Mechanical Engineers, Boiler, and Pressure Vessel Code Committee which provides input from Maine into the code making process and a direct source of information from the latest technical development.

The change in the elevator inspection frequency and provision for follow up inspections has been effective in having corrected those unsafe conditions found in the elevator inspection program. The change also provided the time to build a more effective tramway inspection program; reported accidents have noticeably decreased in the past year.

The Division programs have had a substantial increase in activity such as: New elevator installations increased by 70%, welders certificates issued increased by 20%, engineers and boiler operators licenses increased by 10%. Certificates issued for vertical and incline lifts increased by 100%. Income to the general fund increased by approximately \$20,000.00.

The Division developed two new Stationary Engineers examinations. Coordination between

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the Adult Educational programs at schools and the Division has been developed for boiler operator and stationary engineers examinations.

Plans for the coming year are to conduct another three day seminar at Maine Maritime Academy with expected attendance of 300. A review of the Engineers Examination process revealed that changes, improvement and upgrading are needed. The recent rule adopted by the Boiler Board requiring operators of boilers having capacities of 5000lb/hr or less to be licensed necessitates the development of procedures to examine these operators for limited licenses. Plans have been made to computerize the Division's programs. Review of the welder qualification procedure will be conducted and changes to the procedure made.

Pertinent statistics for the fiscal year ending June 30, 1986 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,076
State Inspector Boiler Reports	157
Boiler Certificates Issued	2,786
Boiler Inspector Examinations	1
Boiler Inspector Certificates Issued	14
Welder Certificates Issued New/Reissue	1,175
Weld Tests Examined	305
Engineer and Operator Examinations	603
Engineers Licenses Issued	807
Operators Licenses Issued	709
National Board Shop Surveys	4
Income	\$43,960.00
Boiler Codes	357.00
Boiler Travel	246.00
Total Income	<u>\$44,563.00</u>

Elevators and Tramways: approximately 2,000 in Maine are covered by The Statutes

Tramway Certificates Issued	64
Tramway Inspection Reports	89
Wire Rope Inspection Reports	124
New Tramways Installed	5
Elevator Certificates Issued	1,863
Elevator Inspection Reports	1,789
Safety Test Reports	564
Elevator Plans Approved	122
New Elevators Installed	101
Elevator Mechanics Licenses Issued	100
Elevator Mechanics Exams Given	6
Escalator Reports	10
New Escalators Installed	4
Lift Reports	5
Vertical Lift Reports	15
Vertical Lift Plans Approved	1
New Vertical Lifts Installed	11
Incline Lift Reports	18
Incline Lift Plans Approved	8
New Incline Lifts Installed	
Incline & Vertical Certificates Issued	<u>50</u>
Income	\$90,713.55
Elevator Codes (30)	140.00
Elevator Travel	1,491.80
Total Income	<u>\$92,345.35</u>

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Safety Division. The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces chemical/substance identification Rules and Regulations in both the Public and Private Sectors. The Division consists of a staff of 13 field people, 5 clerical, and a Division Director.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visit places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections are issued when violations of the regulations are found.

In addition to enforcement inspections, the Division also makes upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program four State Compliance Officers have been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers.

The Chemical Substance Identification Law program staff is conducting training programs, inspecting work places, and assisting in obtaining material safety data sheets. Fees are collected on an annual basis and are generating amounts substantially below legislative allocations. Considerable improvement in safety awareness of individual employers receiving program services has been accomplished.

A training contract was signed with the Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and milling operations.

The 111th Legislature created an Occupational Safety Education and Training Program and an Occupational Safety Loan Fund in order to reduce the incidence of workplace injury and illnesses, with emphasis to be placed on small employers. The programs will be fully operational early in fiscal year 1987 when staffing is complete. The programs are presently soliciting training proposals, establishing loan policies, lending safety material and consulting with employers on safety and health issues.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 86 are as follows:

Total Number of Calls	2,430
State Agency	557
Municipality	1,019
School District	193
County	34
Water/Sewer District	133
Private	84
7-C-1 Consult	420
Citations	7,204
MSHA Training	2,198

LICENSES, PERMITS, ETC.:

- Boiler Inspection Certificates
- Boiler Inspectors Certificate of Authority
- Boiler Operators License
- Boiler Engineer License
- Welders Certificate of Qualification
- Elevator Inspection Certificate
- Tramway Inspection Certificate
- Elevator Inspectors Certificate of Authority
- Tramway Inspectors License
- Wire Rope Inspector Qualification
- Elevator Mechanics License

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Registration: Bedding & Stuffed Toys

Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Maine Labor Laws—available at \$5.00 per copy

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)

Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)

Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years,
BL No. 1 Rev. 4 (free)

Bedding; Upholstered Furniture Law, BL No. 39 (free)

Stuffed Toy Law, BL No. 450 (free)

Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)

Boiler Rules and Revised Boiler Law (\$1.00)

Elevator and Tramway Rules of Maine (\$4.00)

Census of Maine Manufacturers, annual, free, mailing list maintained

Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.

Directory of Maine Labor Organizations, annual, free, mailing list maintained.

Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.

Labor Relations in Maine, annual, free, mailing list maintained.

Maine Construction Wage Rates, annual, free, mailing list maintained.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,002,185	805,871	53,692		142,622	
Health Benefits	59,950	45,822	3,076		11,052	
Retirement	174,325	140,893	9,143		24,289	
Other Fringe Benefits	3,470	2,802	187		481	
Computer Services—State	13,086	7,701	105		5,280	
Other Contractual Service	208,631	146,646	12,471		49,514	
Rents	13,008	785			12,223	
Commodities	21,940	8,068	3,613		10,259	
Grants—Subsidies—Pensions	86,881	10	86,871			
Equipment	26,128	8,169	1,101		16,858	
Transfers to Other Funds	12,858		2,880		9,978	
TOTAL EXPENDITURES	1,622,462	1,166,767	173,139		282,556	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the effective and efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members of the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the recently enacted Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. Restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector remains the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. During FY 86, voluntary agreements relative to bargaining units were received from 9 public entities in spite of the fact that organizational efforts have saturated much of the municipal, educational and state sectors. Likewise, unit determination or clarification petitions were received from 24 public entities during FY 86.

There were 24 bargaining agent election requests filed in FY 86. In addition to this, there were 10 certification/decertification petitions and 9 petitions for decertification only. The foregoing petitions involved 36 communities and public entities. They reflect a 58% decrease in certification petitions and a 46% increase in decertification petitions from FY 1985.

Mediation requests jumped by 15% to 98 requests during FY 1986. The success rate for matters which had completed the mediation process during the fiscal year was 75%, the second highest settlement rate since such statistics have been maintained. It surpassed the 71% settlement rate reached in FY 84 and 73% reached in FY 83. Likewise, fact-finding increased 73% in FY 86, mostly in the last fiscal quarter. Part of the increase in mediation and fact-finding activity may be attributed to the need to resolve "block grant" funding questions arising from the Educational Reform Act enacted by the 112th Legislature.

Prohibited practice complaints filed with the Board increased 25% during FY 86. Processing of such complaints continues to be one of the most time consuming activities of the Board. Typically this area of the Board's jurisdiction involves both the Board and its staff in the details of docketing, arranging hearings before Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past fiscal year, the Board completed review, revision and publication of its Rules and Procedures. The new version of the Rules and Procedures became effective September 1, 1985, and added a chapter entitled, "General Provisions," which applies across the board to functions common to more than one chapter of the Rules and Procedures. This new chapter reduced the need to reiterate certain provisions and consolidated several definitions.

In July of 1985, the Maine Labor Relations Board and the State of Maine hosted the 34th Annual Meeting of the Association of Labor Relations Agencies in Portland. This task represented a major undertaking for the Board and was the first time such a meeting had been held in the State of Maine. It also represented a great success and attracted a larger group of attendees than had previously participated in annual meetings of the Association of Labor Relations Agencies. This meeting presented an unusual opportunity for agency practitioners and advocates alike to partake of an intellectually stimulating program involving labor relations in both the United States and Canada inasmuch as the composition of the Association of Labor Relations Agencies consists of members from the national, state/provincial, county, city and local government levels in both countries. Canada's Minister of Labour, the Honorable Bill McKnight, was a special guest at the meeting and enjoyed our Maine hospitality.

In addition to passing "An Act to Establish the Maine Vocational-Technical Institute System," LD 2174, subsequently known as Chapter 695 of the Public Laws of 1985 which modified the bargaining units for Vocational Technical Institute employees, the 112th Maine Legislature also enacted LD 2362, "An Act to Authorize the Payment of Retention and Recruitment Stipends in State Government," subsequently known as Chapter 720 of the Public Laws of 1985. This legislation made it permissible for the payment of recruiting and retention adjustments for certain occupations, providing that such payments were made consistent with the requirements of Title 26, Section 979-D, subsection 1 of the Maine Revised Statutes, otherwise known as the State Employees Labor Relations Act.

Given these activities, new legislation, and the growing sophistication of the parties relative to the delineation of issues and the bargaining process, the Board expects that its clientele will continue to look to it to assist them in developing labor relations policy and in creating and maintaining an effective labor-management relationship in the Maine public sector. Trends noted in this program are expected to continue, the demand for mediation services is expected to remain high, and the issues submitted to the Board for determination through prohibited practice complaint proceedings are expected to retain a sophistication representative of the issues referred to the Board for resolution.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act

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The University of Maine Labor Relations Act
The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	204,776	204,776				
Health Benefits	8,956	8,956				
Retirement	37,924	37,924				
Other Fringe Benefits	607	607				
Computer Services—Comm.	7,025	7,025				
Other Contractual Service	37,879	37,879				
Commodities	1,564	1,564				
TOTAL EXPENDITURES	298,731	298,731				

MAINE JOB TRAINING COUNCIL

PATRICIA O. O'CONNOR, CHAIR
JUSTIN SMITH, ACTING EXECUTIVE DIRECTOR

Central Office: Hospital Street, Augusta

Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: February 25, 1983

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158J; *Citation:* Exec. Order 9, FY 83

Average Count—All Positions: 3

Telephone: 289-2686

289-3375

Legislative Count: 0

PURPOSE: The major responsibilities of the Maine Job Training Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

- (1) Advisory
Develop and recommend policy for employment and training activities on a state-wide basis.
- (2) Coordination
Coordinate activities and linkages with other state agencies and private industry.
- (3) Review
Review and certify local job training and job service plans and make recommendations on these and other plans to the Governor.

ORGANIZATION: The Maine Job Training Council, authorized by the Job Training Partnership Act of 1982 and by Executive Order 9 FY 82/83, is a 25-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, State Programs, SDA and Performance Standards—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

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PROGRAM:

Recommendations: The second program year of JTPA (7/1/85-6/30/86) saw the Maine Job Training Council taking a more active role in employment and training programs on a statewide basis. The Council accepted more responsibility for planning and program operation thus fulfilling its role as mandated by law.

Plan Review and Certification: The Council reviewed the respective plans of the JTPA Service Delivery Areas, Job Service and State JTPA programs and certified them in accordance with criteria set by the Council.

Public Meetings: The Council held four public meetings and two workshops during the fiscal year to receive comments regarding the future directions of employment and training activities.

Long-term Work Plan: The Council continued to work on a long term plan for employment and training services in the state. Along with this, planning for the next funding biennium has been completed.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Telephone: 289-2016

Established: 1976

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 892

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: In FY 86, 98 new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators, up 15% from FY 85. This number reflects an increase from the 85 requests received in FY 85 and continues to reflect the acceptance of this dispute resolution device by the labor relations community. As in past years, members of the Panel achieved major accomplishments in assisting public sector parties reach accord in labor contract negotiations. While the contracts for university and state employees involve collective bargaining for large units, the most frequent use of mediation services continues to be in the municipal and school sectors. During FY 86 the Panel of Mediators provided services to 82 communities, public entities, and private enterprises. They attained an extraordinary settlement rate of 75% which was exceeded only by the record settlement rate of 82% in the prior fiscal year and compares favorably with the settlement rates of 71% and 73% in FY 84 and FY 83, respectively.

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FINANCES, FISCAL YEAR 1986: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to \$25,948.03 in FY 86, shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

PATRICIA McDONOUGH, CHAIRPERSON
GERARD BILODEAU, EXECUTIVE DIRECTOR

Central Office: Stevens School Admin. Bldg., Hallowell
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333

Telephone:

Established: August, 1978

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A., Sect. 1452

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The One Hundred and Twelfth Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of VTI students.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders by Governors Longley and Brennan signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Educational and Cultural Services, and Human Services, and the Director of the State Development Office. In accordance with the provisions of the Carl Perkins Federal Vocational Education Act, the One Hundred and Twelfth Legislature expanded the MOICC's membership to include the chairpersons of the State Board of Education and the Maine Job Training Council, and also required that the Director of the State Planning Office be on the Committee. The 112th Legislature in the second regular session further expanded the policy membership on the committee to include the Chairman of the VTI Board of Trustees. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career, occupational, and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 86, the Career Information Delivery System (CIDS) served approximately 40,000 individuals at 100 sites throughout the State. The majority of the sites were secondary schools, but other sites included the campuses of the University of Maine, JTPA Service Deliverers, selected Vocational Rehabilitation sites, a youth correctional institution, and Vocational-Technical Institutes. In addition, other career information products were distributed

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to well over 150 elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope. To assist schools in becoming part of the CIDS network, the MOICC awarded \$69,000 in grants to purchase equipment which was matched by \$125,000 in local funds.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education in planning programs attuned to labor market trends. The Maine Economic Development Data System, designed and implemented jointly by the MOICC and the State Development Office in 1984, continued to be utilized by SDO to meet its economic development information needs. This system contains information on industrial parks, available manufacturing space, population, labor force, transportation services, municipal facilities, as well as a very wide range of other data of interest to economic development officials.

In late spring of 1985, the MOICC put into operation a computerized tourist information system in collaboration with the Tourist Information Division of the State Development Office. This system represents another step by the MOICC to respond to the economic development needs of the State, as well as to its legislative mandate. The system, which is in its first phase of development and implementation, currently contains information on tourist services, attractions and facilities located throughout the State.

As part of its services, the MOICC in FY 1986 continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to over 80 schools and agencies throughout the course of the year.

In FY 1986, the MOICC also sponsored a series of five area workshops to upgrade the skills of school and agency counselors in utilizing career information in the career counseling process. A total of 120 counselors were trained through these workshops.

In the closing week of fiscal 1986, the MOICC, with the Maine Career Education Consortium, jointly sponsored the eighth annual Career Education/Career Information Conference. This week-long event brings together teachers and counselors from all over the State to discuss topical issues relating to career education and career counseling, to review the latest technological and other developments in this field, and to listen to speakers who have a great deal of expertise and are noted for their achievements in various related areas.

PUBLICATIONS:

- The Work/Education Quarterly—No Fee
- The CIDS Secondary Education Guide—Fee: \$15.00
- The CIDS Vocational Rehabilitation Guide—Fee \$15.00
- The CIDS Employment and Training Guide—Fee \$15.00

LABOR

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	101,072	68,174			32,898	
Health Benefits	5,097	4,136			961	
Retirement	18,709	11,610			7,099	
Other Fringe Benefits	346	232			114	
Computer Services—Comm.	256	204	52			
Computer Services—State	28,597	28,597	5,000		— 5,000	
Other Contractual Service	206,459	63,238	124,399		18,822	
Rents	1,061				1,061	
Commodities	13,319	12,820	231		268	
Grants—Subsidies—Pensions	92,075	90,575			1,500	
Equipment	12,176		12,176			
Transfers to Other Funds	8,665		5,696		2,969	
TOTAL EXPENDITURES	487,832	279,586	147,554		60,692	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

P. DANIEL COYNE, CHAIR

LESTER C. WOOD, Director, Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2591

Mail Address: Statehouse Sta. #45, Augusta 04333

Established: 1975

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 04; Umbrella: 12; Unit: 179; Citation: 26 M.R.S.A., Sect. 564

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Safety Division of the Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

PUBLICATIONS:

Safety and Health Standards (free)

LABOR

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

GERARD P. CONLEY, CHAIRMAN

Central Office: 175 Lancaster Street, Portland

Telephone: 774-0427

Mail Address: 175 Lancaster Street, Portland, Maine 04101

Established: 1936

Sunset Review Required by: June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 86. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 87, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

LABOR

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

P. DANIEL COYNE, CHAIR

WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Telephone: 289-4313

Established: 1965

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Bureau of Labor Standards was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing \$10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor Standards.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors, and the Director of the Bureau of Labor Standards serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: During the year there were 195 wage determinations filed. The total cost of these projects was \$27,542,000. Building construction, with 147 determinations and a total contract value of \$18,162,000, was the area with the most activity. Highway construction (25 projects worth \$8,000,000) and Heavy and Bridge construction (23 at \$1,300,000) trailed. There were no appeals filed and no wage complaints investigated.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LAND CLASSIFICATION

LAND CLASSIFICATION APPEALS BOARD

DAVID P. LEDEW, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5

Telephone: 289-2076

Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: 1977

Sunset Termination Scheduled to Start by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A., Sect. 841B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law, and the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the persons who were serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

The Land Classification Appeals Board was merged into the new State Board of Property Tax Review effective July 16, 1986 by PL 1986 c. 764.

PROGRAM: The Board was formally organized in FY 78, and has reviewed two (2) cases during FY 86.

FINANCES, FISCAL YEAR 1986: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to \$350 in FY 86, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

LEGISLATURE

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, Floor: 3

Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Telephone: Senate 289-1540

House 289-1400

Established: 1820

Reference: Policy Area: 00; Umbrella: 30; Unit: 260; Citation: Maine Constitution, Article IV

Organizational Units:

Senate

House of Representatives

Legislative Council

(Office of) Executive Director of

The Legislative Council

(Office of) Revisor of Statutes

(Office of) Fiscal and Program Review

(Office of) Policy and Legal Analysis

Law and Legislative Reference Library

Maine-Canadian Legislative Advisory Office

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section I

ORGANIZATION: The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 18 Joint Standing Committees by joint rule. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business and Commerce, Education, Energy and Natural Resources, Fisheries and Wildlife, Human Resources, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Utilities, State Government, Taxation, Transportation, Aging, Retirement, and Veterans.

PROGRAM: The 112th Legislature met in its second regular session from January 8, 1986 to April 16, 1986.

During this session the Legislature considered 797 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. The Legislature also considered 851 proposed amendments to various legislative documents. Sixty-six joint orders and resolutions were introduced during the session. 379 bills were chaptered into law.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

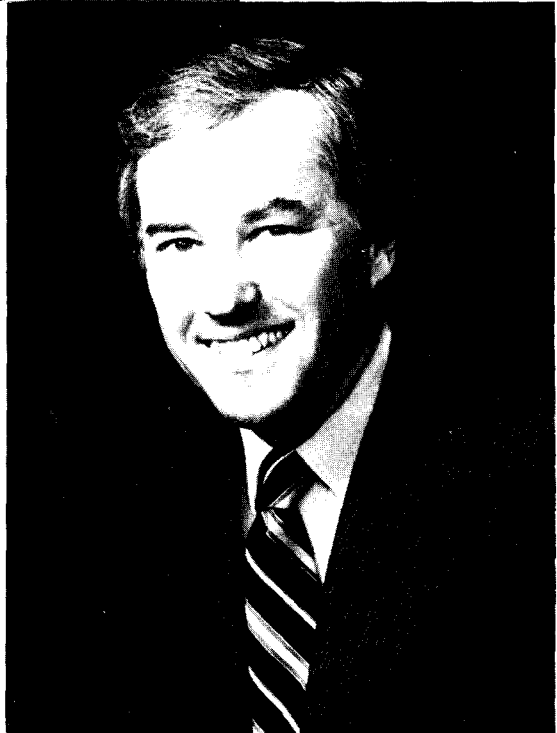
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE

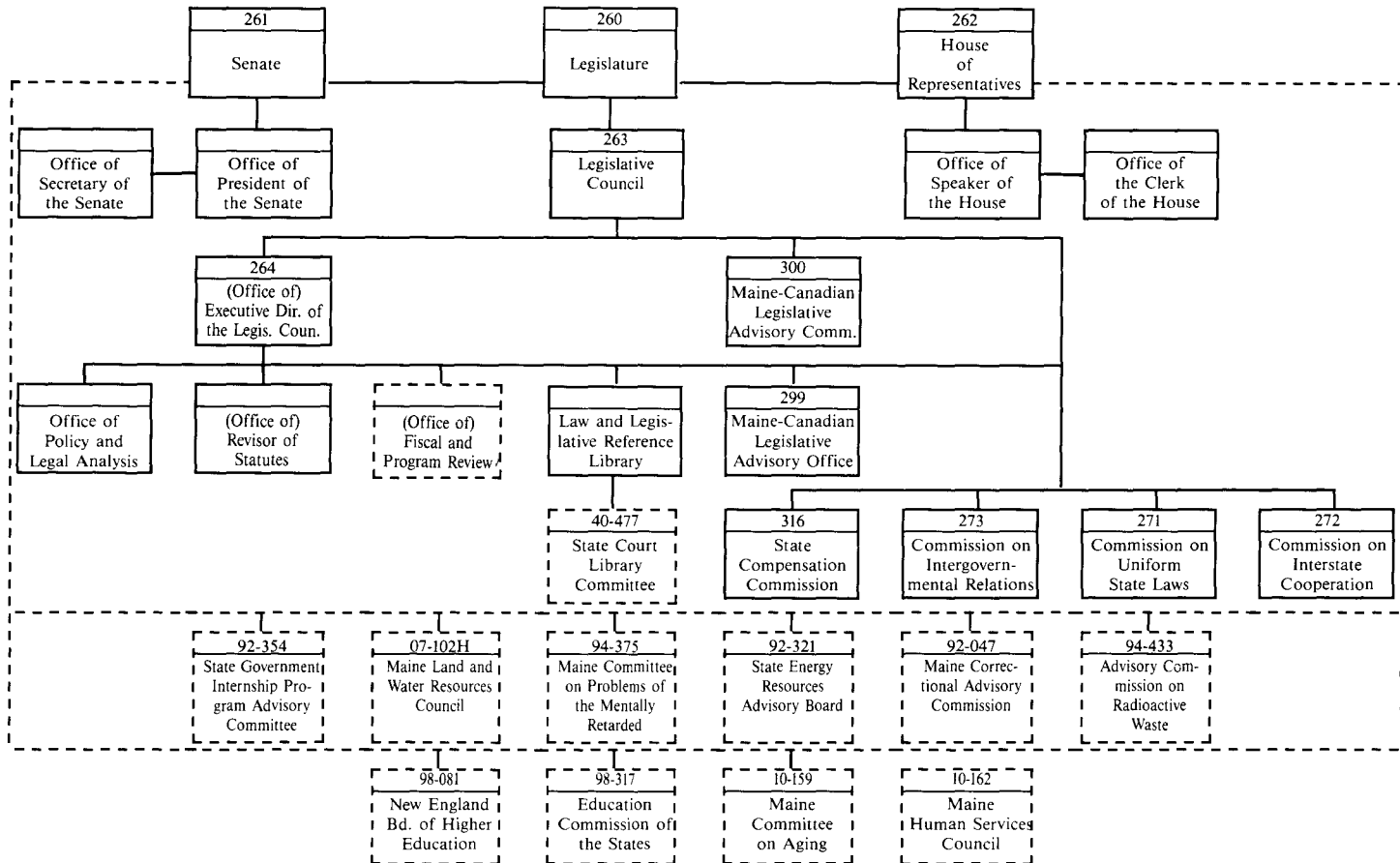


Charles P. Pray
President of the Senate



John Martin
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

LEGISLATURE

CONSOLIDATED FINANCIAL CHART FOR FY 86 LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,594,558	3,569,004	25,554			
Health Benefits	277,897	277,897				
Retirement	579,164	574,814	4,350			
Other Fringe Benefits	9,121	9,121				
Computer Services—State	114,897	114,897				
Other Contractual Service	3,349,307	3,324,086	25,221			
Rents	179,816	179,816				
Commodities	117,518	117,518				
Grants—Subsidies—Pensions	62,250	62,250				
Buildings and Improvement	35,882	35,882				
Equipment	144,013	144,013				
Interest—Debt Retirement	97	97				
Transfers to Other Funds	4		4			
TOTAL EXPENDITURES	8,464,524	8,409,395	55,129			

LEGISLATURE

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE

JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; Floor 3

Telephone: 289-1540

*Incoming WATS—SESSION ONLY—*1-800-423-6900

Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election; and continue to reside within the district during his term, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants.

PROGRAM: The Senate convened for its Second Confirmation Session on Friday, October 11, 1985, for the purpose of acting upon Joint Standing Committee recommendations on 13 gubernatorial nominations. The Senate adjourned *sine die* that same day.

The First Special Session was convened on Wednesday, November 13, 1985, for the purpose of receiving communications, enacting revisions in the forest fire suppression laws, re-enacting the law allowing for certain businesses to operate on Sundays between Thanksgiving Day and Christmas Day, and conducting such other legislative business as was necessary and appropriate. Altogether, the Senate considered 9 legislative documents and 6 gubernatorial appointments. The Senate adjourned *sine die* on the same day.

LEGISLATURE

The Second Regular Session of the Legislature convened on Wednesday, January 8, 1986. During its Second Regular Session, the Senate considered 735 Legislative Documents, 1 Constitutional Amendment, 2 Initiated Bills, and 17 Senate sponsored Joint Orders. In addition, it considered and confirmed 22 gubernatorial appointments to various Boards and Commissions. On April 16, 1986, the Senate adjourned *sine die*.

The Second Special Session was convened on May 28, 1986 to receive communications, enact legislation to implement recommendations of the Governor's Blue Ribbon Commission on Corrections, allocate monies received from the oil overcharge suit against Exxon and conduct such other legislative business as may be necessary and appropriate. Altogether, the Senate considered 37 Legislative Documents, 3 Senate sponsored Joint Orders and 13 Gubernatorial Appointments. The Senate adjourned *sine die* on May 30, 1986.

The Third Confirmation Session was convened on Tuesday, July 15, 1986, for the purpose of acting upon Joint Standing Committee recommendations on 7 gubernatorial nominations. The Senate adjourned *sine die* on the same day.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

Presidents of the Senate of Maine from 1820 (Mundy—\$12.00 and \$6.00, plus postage.)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3

Telephone: 289-1400

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

LEGISLATURE

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term, and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 112th Maine Legislature on Wednesday, December 5, 1984. During the first regular session in 1985, 1660 legislative documents and 23 House-sponsored Joint Orders were considered. House members submitted 485 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on June 20, 1985, after meeting for 96 legislative days.

The second regular session of the 112th Maine Legislature was convened on Wednesday, January 8, 1986. During this session and two special sessions, 782 legislative documents and 20 House-sponsored Joint Orders were introduced. House members submitted 292 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the sessions. The House adjourned from the second regular session on April 16, 1986.

The first special session was convened on November 13, 1985 for 1 day, adjourning on November 13, 1985. The second special session was convened on May 28, 1986 for 3 days, adjourning on May 30, 1986.

The 113th Maine Legislature will be convened on Wednesday, December 3, 1986.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's Office, also available by mail subscription through Legislative Document Service.

Weekly Legislative Calendar—(published weekly) Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public at a cost of \$1.00 plus tax.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

Legislative Record—available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE

LEGISLATIVE COUNCIL

REP. JOHN N. DIAMOND, CHAIRMAN
SEN. CHARLES P. PRAY, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Telephone: 289-1615

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 58

Legislative Count: 58

PURPOSE: The Legislative Council is responsible for overall management of the legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include: approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; allocation of work to Legislative committees when the Legislature is not in session; appointment of the directors of the non-partisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review and Policy and Legal Analysis. The Council also has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA §162-B.

ORGANIZATION: The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and Senate. The Council Chairman and Vice-Chairman are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and Senate.

The Legislative Council has established three subcommittees as a means of improving the Council's overall capacity to oversee management of the legislative branch. These include the Personnel Committee, the Committee on Data and Word Processing, and the Committee on Allocation of Legislative Space. These committee appointments are made by the Council Chair.

PROGRAM: The 112th Legislative Council conducted a major review of the organization and staffing of the non-partisan staff offices during 1985-86. The primary objective of this review was to improve both the utilization of existing staff and coordination of work among the staff offices. This study resulted in the clarification of the functions of each of the offices, reassignment of some functions from one office to another, identification of the need to improve opportunities for professional and career development within the Legislature, and assignment of new names to several of the offices. A summary of the activities of each of these offices follows.

Office of the Executive Director of the Legislative Council, Sarah C. Diamond, Executive Director, Telephone: 289-1615. The primary statutory functions of the Executive Director include direction and supervision of the non-partisan legislative staff offices, whose respective organization and activities are described below; responsibility for implementing policy decisions of the Legislative Council; and acting as executive officer of the Legislature when it is not in session.

The Office manages general administrative services for the entire Legislature including personnel and payroll administration, accounting and budgeting, scheduling legislative hearing rooms, and overall management of the operation of the legislative computer systems and coordination of computer applications development. In addition, the Office coordinates the work of the Committee Clerks during the Legislative Session.

As a result of the Legislative Council's review of organization and staffing, the functions of the Legislative Information Office and its staff were transferred to the Office of the Executive Director in December, 1985, and an Information Systems Division created under the direction of the Information Services Manager. The primary objectives of this transfer were

to improve coordination of efforts related to the collection and reporting of information regarding legislative status, to make more effective use of legislative computer resources and to eliminate duplication of effort in both indexing and the preparation of information regarding legislative action.

The Information Systems division now coordinates the use of legislative computer resources and related services. Computer systems applications include bill drafting and statutory retrieval, tracking the status of all pending legislation, and producing legislative documents such as the daily Advanced Calendars, Journals and Legislative Record in the House and Senate. Through the Information Office, the division responds to a wide range of requests for information from legislators, agencies and the public on the current status of legislative items. Finally, the Legislative Indexer coordinates use of on-line and printed indexes and prepares subject indexes for several legislative publications.

PUBLICATIONS:

The Maine Legislature: Committee Clerks' Handbook

Legislative Council: Minutes of Council Meetings

Bill Status Users Guide

History and Final Disposition of Legislative Documents and Papers (published following each regular session).

Law and Legislative Reference Library, Lynn E. Randall, Acting State Law Librarian, Telephone: 289-1600. The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the Library is responsible for distribution of Session laws, Maine Revised Statutes Annotated, and printed decisions of the Supreme Judicial Court.

The Library was created by action of the Legislature in 1971, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

Public Services. The Library provides reference, research and circulation services to patrons by means of telephone, mail and personal contact. During fiscal year 1986 the library staff responded to over 3,400 reference and research inquiries. Over 6,400 items were circulated, and 25,900 items were used in-house.

Special services include computer access to: the legislative bill status system; SIRS, which provides online searching of the Maine Revised Statutes Annotated; Legisnet, a national computerized legislative database; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc; and WESTLAW, an automated general legal database. The Library continues to coordinate training on WESTLAW for state agency personnel and private attorneys.

The Library's special resources include biographical information on legislators and members of Maine's legal community, and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request. During fiscal year 1986 library staff prepared 113 legislative histories on a wide range of topics.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

Technical Services. The Library continued a special project to classify and arrange by subject the legislative reference collection and other separate collections. To facilitate cataloging the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalog records.

Other types of material in the Library's collection, such as court reports, codes and journals, increased overall by 1,190 volumes. Records for these materials have been standardized and expanded to include complete acquisition and holdings information.

The library continued its efforts to conserve shelf space by acquiring certain state and federal materials in microform.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Distribution of State Publications. The Library distributed either by exchange or sale: 1)

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copies of the 1981, 1982 and 1983 *Laws of Maine*; 2) 1985 supplements of the *Maine Revised Statutes Annotated*; 3) two volumes of the *Maine Reporter* (cases from 479-497 *Atlantic Reporter 2d*); 4) 26 legislative committee studies; 5) 782 legislative documents with amendments from the 1985 special session and the 1986 regular and special sessions; and 6) six issues of the *Maine Bar Bulletin*. *Legislative Record* and slip laws were provided to the Cleaves Law Library and the University of Maine School of Law Library during the session, as well as advance House and Senate calendars and weekly printouts on the status of current legislation.

Office of Fiscal and Program Review, Bent Schlosser, Director, Telephone: 289-1635. Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes both fiscal and program information related to the finances and operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees as information is required.

During 1986 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing several studies on financial policy and budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the Second Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 86 in its evaluation and development of recommendations to the Legislature related to the sunset review of departments of the following: professional and financial regulation; the Maine State Museum; the Maine Arts Commission; child welfare services; and emergency medical services. A 3-volume report documents the Committee's findings and recommendations.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #17, December, 1985 (Free; available on request).

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of the Department of Professional and Financial Regulation, Maine State Museum, Maine Arts Commission, Child Welfare Services, Emergency Medical Services, and independent agencies.

A 10-year Financial and Statistical History of Professional Licensing Boards in Maine.

Office of Policy and Legal Analysis, Helen T. Ginder, Director, Telephone: 289-1670. The Office was first established in 1973 to provide non-partisan research, analysis and support services to Joint Standing Committees of the Legislature, to various boards and commissions that operate under the oversight of the Legislative Council, and to individual legislators. Staff assistance includes drafting bills, providing staff assistance to legislative committees including analyses of legislation, preparation of research documents, and committee amendments and drafts.

In addition to its committee responsibilities, the Office continued its involvement in educational activities. For example, the Office Director and staff served as liaisons with the Dean and faculty of the University of Maine Law School to provide a series of seminars for legislators on topics of current interest. Seminar topics included the Dram Shop Act, Medical Malpractice, the Supremacy Clause and Radioactive Waste Site Relocation—Federal Preemption.

PUBLICATIONS:

The following are illustrative of reports prepared by the Office in conjunction with its work with Committees, boards and commissions. Copies of these reports are available through the Law and Legislative Reference Library.

1. References: A Handbook for Maine Legislators: Facts, Resources and Procedures.
2. The Need for an Economic Development Strategy for the State of Maine.
3. The Need for Protection from Discrimination for State Employees Who Testify Before Legislative Committees.

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4. Final Report of the Joint Standing Committee on Marine Resources on Lobster Trap Limits.
5. Special Commission to Study the Implementation of Educational Reform.
6. Transportation Study: Motor Vehicle Dealers, Motor Vehicle Auctions, General Issue License Plates.
7. Joint Standing Committee on Aging, Retirement & Veterans on Its Study of Disability Retirement under the Maine State Retirement System.

(Office of) Revisor of Statutes, David S. Silsby, Revisor of Statutes, Telephone: 289-1659. Formerly the Office of Legislative Research, The Office of the Revisor of Statutes was established by the Legislature in 1947. The responsibilities of the Revisor of Statutes are set out in law (3 MRSA §163-A). The Office serves as the final processing point for all legislation before it is introduced and is responsible for examining all bills for proper form prior to their engrossment in either the House or the Senate. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. Finally, the Office publishes all laws enacted during each legislative session and assists the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts.

PUBLICATIONS:

1. *Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Twelfth Legislature* of the State of Maine at the second regular session, January to June 1986. Contains a subject index and cross reference table. (Limited copies available at no charge from Revisor's Office).

3. *Legislative Documents and Papers of the 112th Legislature*, second regular session, History and Final Disposition. Compiled and made available by the Information Systems Division, Office of the Executive Director of the Legislative Council.

4. *Laws of Maine*. Volume contains all Session Laws and related documents and pages of each Legislative session. Available for purchase or loan through the Law and Legislative Reference Library.

5. *State of Maine Manual for Legislative Drafting* August 1980.

PUBLICATIONS: See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
LEGISLATIVE COUNCIL						
EXPENDITURES						
Salaries and Wages	3,594,558	3,569,004	25,554			
Health Benefits	277,897	277,897				
Retirement	579,164	574,814	4,350			
Other Fringe Benefits	9,121	9,121				
Computer Services—State	114,897	114,897				
Other Contractual Service	3,269,255	3,244,034	25,221			
Rents	179,816	179,816				
Commodities	117,518	117,518				
Grants—Subsidies—Pensions	62,250	62,250				
Buildings and Improvement	35,882	35,882				
Equipment	144,013	144,013				
Interest—Debt Retirement	97	97				
Transfers to Other Funds	4		4			
TOTAL EXPENDITURES	8,384,472	8,329,343	55,129			

COMMISSION ON AVAILABILITY, QUALITY AND DELIVERY OF SERVICES PROVIDED TO CHILDREN WITH SPECIAL NEEDS

KEVIN W. CONCANNON, CHAIRMAN

Central Office: c/o DMH&MR

Telephone: 289-4223

Mail Address: Statehouse Sta. #40, Augusta, Maine 04303

Established: September, 1983

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263A; *Citation:* P&S 1983, Ch. 47

PURPOSE: This Commission was established initially to review the social service delivery system for children with special needs and to make recommendations for change. The Commission was subsequently established on a permanent basis to monitor this system and continue to advocate for needed changes.

ORGANIZATION: Thirty-one members were appointed representing different areas of the State. Twenty-five members were appointed by the Speaker of the House of Representatives and the President of the Senate; namely, the chairman; a member of the judiciary branch or a designee; a pediatrician; a representative of municipal police; a juvenile services worker; a newspaper editor; a chairman of a pupil evaluation team; a parent; an elementary school teacher; a junior high school guidance counselor; a superintendent of schools; a representative of a residential child care facility; a caseworker or field worker currently providing direct services to children; a representative of a community counseling center; a psychologist specializing in family practice; a psychiatric social worker; a representative from the Bangor Mental Health Institute or the Augusta Mental Health Institute; a representative from the Department of Human Services; a representative of the Department of Mental Health and Mental Retardation; a representative of the Department of Corrections; a representative from the Department of Educational and Cultural Services; a representative from the psychiatric department of a hospital; a member of the clergy; a public representative; a director of an emergency shelter for children and youth; and 6 Legislators: 3 Representatives, one each from the Legislative Human Resources, Judiciary and Appropriations and Financial Affairs Committees, named by the Speaker of the House of Representatives and 3 Senators, one each from the Legislative Human Resources, Judiciary and Appropriations and Financial Affairs Committees, named by the President of the Senate.

Members are appointed for terms of 3 years. Any member appointed to fill a vacancy shall be appointed only for the remainder of the term.

The chairman of the Commission shall be appointed within 10 days after enactment and other members within 20 days after enactment; the first meeting of the Commission shall take place within 40 days after enactment.

The Commission shall receive sufficient staff assistance and pertinent existing information about problems and services from the Office of Policy and Legal Analysis, the Department of Educational and Cultural Services, Department of Human Services, Department of Mental Health and Mental Retardation, Department of Corrections and the Department of the Attorney General to carry out its duties.

PROGRAM: The Commission to Examine the Availability, Quality and Delivery of Services Provided to Children with Special Needs met twice during FY 1986, specifically to review what progress the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation had made in addressing the recommendations in the Commission's report of January, 1985. As a result of the progress noted in addressing issues related to children's services, the Commission was instrumental in drafting and subsequently earning legislative support for the establishment of a Children's Commission on a permanent basis. This newly created Commission will be responsible for monitoring and advocating for continued progress in addressing problems in the service delivery system for children with special needs.

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PUBLICATIONS:

The Report of the Maine Commission to Examine the Availability, Quality and Delivery of Services Provided to Children with Special Needs, January, 1985. Free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4

Telephone: 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A., Sect. 227

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties. During the 112th Legislative Session, the New England and Eastern Canada Legislative Commission, whose membership is to be drawn from the Maine-Canadian Legislative Advisory Commission, was established to strengthen cooperation among the Legislatures of the region.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 House members who shall hold office until their legislative terms expire) and 4 appointed by the President of the Senate (2 for a term of one year and 2 Senators who shall hold office until their legislative terms expire). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

The New England and Eastern Canada Legislative Commission consists of 2 House members and 2 Senators who are appointed to the Maine-Canadian Legislative Advisory Commission.

PROGRAM: Commission deliberations during FY 86 concerned the following issues: creation of the New England and Eastern Canada Legislative Commission; bilateral trade negotiations; Canadian concerns on nuclear waste site proposals; response to survey on Canadian update service; translation services offered to government agencies; Quebec election results and prospects for James Bay II; expanded regional air service; reinstatement of CN Bluenose winter service to Bar Harbor and Canadian seat belt legislation.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR

CLAIRE C. PAQUETTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4

Telephone: 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; Umbrella: 30; Unit: 299; Citation: 3 M.R.S.A., Sect. 223

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be “concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine’s neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces.” (P.L. 1978 c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committee informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office’s broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees and to legislative staff offices.

During FY 86, the Maine-Canadian Office monitored the following Canadian topics for legislative committees: bilateral trade negotiations; Canadian concerns on nuclear waste site proposals; effectiveness of Canadian seat belt legislation; impact of changes in deer hunting legislation; opportunities for importing electricity and natural gas; expanded regional air service; enforcement and management policies on Georges Bank; winter ferry service to Bar Harbor; I.T.C. investigation of Canadian softwood exports; liability insurance crisis in Canada.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern. In FY 86, the director helped draft legislation establishing Maine’s New England and Eastern Canada Legislative Commission, organized meetings with Canadian Health Care administrators for Senate chair of Human Resources, coordinated legislators’ official meetings during Quebec Winter Carnival, participated with a Maine delegation in a joint energy conference and planned Maine’s involvement in the 15th General Assembly of the International Association of French-Speaking Parliamentarians.

In FY 86, the director organized a trade group, including legislators, state and federal representatives, economists and economic development specialists, to keep track of the ongo-

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ing bilateral trade negotiations. The office also assisted individual businesses by providing information on the transportation network, customs regulations, export and import opportunities and sources of supply.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpreter when the occasion arises.

In addition to preparing speeches and correspondence for legislators, the director also translated materials for the following state agencies: Bureau of Public Improvements, Agriculture, Educational and Cultural Services, Labor, Inland Fisheries and Wildlife and the State Museum. In FY 86, the office was authorized to set fees for non-legislative translations and worked with state agencies to establish standards and procedures for translation work.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed, by assisting the various departments in their information searches and by otherwise facilitating the transactions.

During FY 86, the Office provided updates on Canadian issues to the following agencies: Agriculture, Educational and Cultural Services, Environmental Protection, Finance Authority of Maine, Forestry, Inland Fisheries and Wildlife, Marine Resources and the Planning Office.

Francophone Services. The office assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between nonprofit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau. In FY 86, the office helped organize a visit by the Consul General of France, assisted journalists in identifying sources of information on the Franco-Americans of Maine and helped Franco-American organizations publicize their cultural events.

Information Service. The Maine-Canadian Office serves as a reference service for Canadian officials to facilitate their interactions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and speeches.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 316; *Citation:* 3 M.R.S.A., Sect. 2A

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1985-86 Compensation Commission, appointed to serve for the period of the 112th Legislature, is the third Commission to have been appointed since the law took effect in 1981.

PROGRAM: In conducting its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature

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of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges with provisions for annual salary review following their initial appointment.

The current Commission submitted an interim report to the 112th Legislature in February, 1986, following its biennial review of compensation. The report included a recommendation, which was subsequently enacted by the Legislature, that the Governor's annual salary be increased from \$35,000 to \$70,000, marking the first change in the Governor's salary since January, 1975. Other recommendations in the report which were adopted by the Legislature included an increase in the biennial salary and expense allowances paid to Legislators and Indian Representatives and assignment of the Chairs and members of both the Public Utilities Commission and the Workers' Compensation Commission to salary ranges and steps.

PUBLICATIONS:

Copies of all reports submitted by the Compensation Commission are available from the Law and Legislative Reference Library, Room 202, State House, Augusta, Maine 04333. Telephone: 289-1600.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; Floor 2

Telephone: 289-1615

Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; Umbrella: 30; Unit: 272; Citation: 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of the State of Maine as a member of the Council of State Governments. To carry out this participation, the commission is authorized to undertake activities designed to enable Maine to do its part in forming a more perfect union among the various governments in the United States.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	72,892	72,892				
TOTAL EXPENDITURES	72,892	72,892				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland

Telephone: 772-6565

Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112

Established: August 20, 1955

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: the Uniform Securities Act; the Rights of the Terminally Ill Act; the Personal Property Leasing Act; the Health Care Information Act; Amendments to the Uniform Trade Secrets Act; the Uniform Land Securities Interest Act; and the Uniform Limited Partnership Act.

The Commission, like its counterparts in other states, works through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	7,160	7,160				
TOTAL EXPENDITURES	7,160	7,160				

BOARD OF LICENSURE (Water Treatment Plant Operators)

JERRY LOWRY, CHAIRMAN

Central Office: 157 Capitol St., Augusta

Telephone: 289-3826

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 90; Unit: 429; Citation: 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Two examinations are held each year. Four hundred and eighty-five (485) operators are presently licensed.

Three examinations have been administered by the Board. Exams were administered in both Presque Isle and the Augusta area the same date on the occasion to accommodate a group from the Presque Isle area. A total of one hundred six (106) applicants sat for examination. The rules relating to licensure have been rewritten to better define minimum requirements for examination plus to incorporate several recent revisions in legislation.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:

Operator Class I (or Class II) of a Water Supply System

2. Class III or IV Water System:

A. Operator Class III (or Class IV) of a Water Treatment Plant; or

B. Operator Class III (or Class IV) of a Water Distribution System; or

C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

LICENSURE

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,411		1,411			
Rents	314		314			
TOTAL EXPENDITURES	1,725		1,725			

JOINT COMMITTEE OF LICENSURE- CERTIFICATION FOR SCHOOL PSYCHOLOGICAL SERVICES

CAROL A. WISHCAMPER, CHAIRPERSON

Central Office:

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 01; Umbrella: 90; Unit: 487; Citation: 32 M.R.S.A., Sect. 3840

Telephone: 289-5800

PURPOSE: The purpose of the Joint Committee of Licensure-Certification for School Psychological Services is to issue coordinated credentials to school psychologists based on the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education.

ORGANIZATION: The joint committee consists of six members. Three (3) members appointed by the State Board of Examiners of Psychologists from the present membership and three (3) members appointed by the State Board of Education from the present membership. Chair and Vice-Chair are elected annually in September on rotating basis.

PROGRAM: The committee was established in July, 1985. Its activities during its initial year have been to establish a coordinated joint licensure-certification procedure for school psychologists. To this end, public hearings were held in October, 1985. Revised legislative language suggestions were submitted to and approved by the Legislature this spring. Changes were made and approved by the Legislature regarding licensing standards of the Psychologists Board of Examiners. Certification rules were developed and brought through the APA procedure and are pending final adoption by the State Board of Education in August 1986 to become effective in September 1987. Details of the operation of the coordinated process will be developed during 1986-87.

FINANCES, FISCAL YEAR 1986: 32 M.R.S.A., Sec. 3840, provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and the State Board of Examiners of Psychologists and are, therefore, included in its financial display.

LOBSTER ADVISORY COUNCIL

JAMES KIMBRELL, CHAIRMAN

SPENCER APOLLONIO, Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: 1979

Reference: Policy Area: 01; Umbrella: 92; Unit: 340; Citation: 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Council met four times during FY 1986. Throughout the year, as has been the case for the past few years, the Council directed most of its attention to the ever increasing proliferation of lobster traps in Maine's waters. The Council considered several different schemes to reduce the number of lobster traps.

FINANCES, FISCAL YEAR 1986: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to \$960.15 in FY 86, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

DAVID ORDWAY, CHAIRMAN
H. ALAN TIMM, Director

Central Office: 73 Winthrop Street, Augusta
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Telephone: 289-2081
WATS: 1-800-452-8777
Established: 1973
Sunset Termination Scheduled to Start by: June 30, 1990
Reference: Policy Area: 00; Umbrella: 94; Unit: 364; Citation: 8 M.R.S.A., Sect. 351
Average Count—All Positions: 33
Legislative Count: 33

Organizational Units:

Administrative Division
Financial Division
Marketing Division

Production Division
Claim and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: Legislation has been signed by Governor Brennan to permit the State Lottery to join New Hampshire and Vermont in a three state lottery program which will, with the greater population base, generate the sales volume necessary to produce grand prizes in the million dollar range. Scientific Games of Georgia has been selected to provide the computerized sales and accounting network for the Tri-State Megabucks, which will begin September 3, 1985 and for our own Maine Pick 3 and Pick 4 on-line games.

The first Tri-State Megabucks drawing was held on September 14, 1985. The jackpot was \$713,681. The highest jackpot to date was \$9,628,320. This new game is largely responsible for increasing the Lottery's contribution to the State Treasury from \$4,422,746 in fiscal 1985 to \$11,845,910 for the fiscal year ended June 30, 1986.

LICENSES, PERMITS, ETC.

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets or shares may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

LOTTERY

- A. The financial responsibility and security of the person and his business or activity.
- B. The accessibility of his place of business or activity to the public;
- C. The sufficiency of existing licensees to serve the public convenience; and
- D. The volume of expected sales.

PUBLICATIONS: A new Newsletter is currently in the design state and is expected to be available to agents and others interested, in the fall of 1986.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	502,953					502,953
Health Benefits	32,715					32,715
Retirement	86,771					86,771
Other Fringe Benefits	1,564					1,564
Computer Services—State	39,714					39,714
Other Contractual Service	1,273,552					1,273,552
Rents	32,332					32,332
Commodities	26,451					26,451
Grants—Subsidies—Pensions	1,580					1,580
Interest—Debt Retirement	98					98
Transfers to Other Funds	20,374					20,374
TOTAL EXPENDITURES	2,018,104					2,018,104

MAINE HEALTH CARE FINANCE COMMISSION

DAVID WIHRY, PH.D., CHAIRMAN

FRANCIS G. MCGINTY, EXECUTIVE DIRECTOR

Central Office: 9 Green Street, Augusta

Telephone: 289-3006

Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June, 1989

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 460; *Citation:* 22 M.R.S.A., Sect. 383

Average Count—All Positions: 15

Legislative Count: 19

PURPOSE: The Commission was created to design and administer the hospital financing system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine, (2) promote greater equity among those who must pay hospitals and (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. In addition to Dr. Wihry, the members of the Commission are Diantha Carrigan of Medomak, who serves as the Commission's Vice Chairman, David Cluchey of Cape Elizabeth, Agnes Flaherty of Saco, and Paul Poulin of Augusta.

The Commission is empowered to appoint an Executive Director and General Counsel, as well as employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the financing system. The Division of Financial Operations' staff is responsible for the computation of the revenue limit assigned each hospital and the apportionment of that limit to the various payors and purchasers of the hospital's services. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems the Commission is required to establish.

The Commission and its staff regularly consult with the members of three Advisory Committees. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of Unionmutual and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two representatives of allopathic physicians, two representatives of osteopathic physicians, two registered nurses and a representative of other hospital employees directly engaged in the delivery of patient care.

PROGRAM: The Commission has successfully implemented the hospital financing system it was established to administer. It has adopted rules defining the base year financial requirements of hospitals, necessary adjustments for inflation and other factors, and the computation and apportionment of the gross patient service revenue limit to be assigned each hospital. A revenue limit has been established for each of Maine's forty-four hospitals.

The early results of this effort have been most promising. Hospitals' charges have been reduced sharply. The rate of increase in the income they will receive from the delivery of services to patients has been slowed to less than five percent per year. We estimate that those who pay for hospital care will save more than \$40 million. Of equal importance, however, is the fact that our hospitals have been afforded a degree of financial stability, many of them sorely in need in light of recent changes in the Medicare program.

The Commission has also promulgated the rules necessary to reestablish the hospital discharge data system which was administered by the Health Facilities Cost Review Board from 1979 to

HEALTH CARE FINANCE

June 1, 1983. Consistent with the Legislature's direction that such data be made available in the least restrictive manner possible, the Commission has developed a regulatory framework which enables bona fide research organizations to secure the data they require without compromising the confidentiality of data which might indirectly identify patients or practitioners.

LICENSES, PERMITS, ETC.

The Commission does not have the authority to issue licenses or permits. It regulates the charges hospitals are permitted to make for the services they provide to patients and defines the obligations of the Department, Blue Cross and Blue Shield, and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	576,663	145,714	430,949			
Health Benefits	25,155	4,961	20,194			
Retirement	85,741	8,110	77,631			
Other Fringe Benefits	1,808	357	1,451			
Computer Services—State	12,657		12,657			
Other Contractual Service	133,492	87	133,405			
Rents	18,835		18,835			
Commodities	9,987		9,987			
Grants—Subsidies—Pensions	18,109		18,109			
Equipment	21,636		21,636			
TOTAL EXPENDITURES	913,325	159,229	754,094			

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER

E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-2291

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867

Sunset Review Required by: June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 182

Legislative Count: 118

Organizational Units:

Bureau of Administration

Bureau of Marine Sciences

Bureau of Marine Development

Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

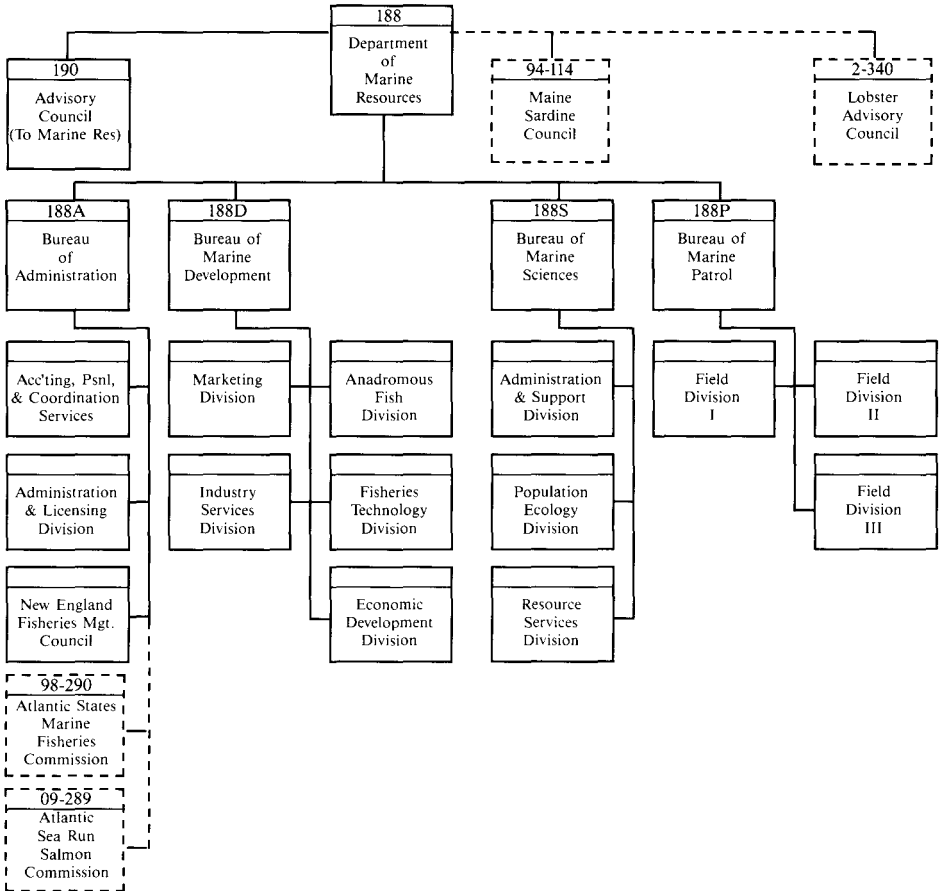
Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

Groundfish Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs.

MARINE RESOURCES

ORGANIZATIONAL CHART DEPARTMENT OF MARINE RESOURCES UMB 13



Approved by the Bureau of the Budget

MARINE RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,198,743	2,748,397	140,372		309,974	
Health Benefits	182,991	157,107	8,214		17,670	
Retirement	754,071	669,069	33,668		51,334	
Other Fringe Benefits	21,583	19,977	516		1,090	
Other Contractual Service	1,008,903	919,497	17,329		72,077	
Rents	20,783	17,951	504		2,328	
Commodities	310,582	202,663	97,814		10,105	
Grants—Subsidies—Pensions	25,225	25,176	49			
Buildings and Improvement	2,958	2,958				
Equipment	270,939	234,242	17,169		19,528	
Interest—Debt Retirement	73	73				
Transfers to Other Funds	16,857		7,133		9,724	
TOTAL EXPENDITURES	5,813,708	4,997,110	322,768		493,830	

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The program has successfully expanded into the mid-Atlantic market and, in Northern New England into restaurants, institutional accounts (hospitals) and increasing numbers of supermarkets. The Maine Groundfish Association continues to address quality enhancement procedures to be used on fishing vessels. The results of their work will be very beneficial to the groundfish development program once completed.

Marine Patrol. Training programs have been carefully reviewed and recommendations made by a committee of officers to insure that our personnel receive as much professional training as is reasonably available. Officers have responded clearly and positively to those opportunities to increase their self-confidence and professional stature as natural resources enforcement officers. Officers in the field contribute direct and immediate knowledge from the field to personnel in other bureaus who have less opportunity for field work and thus less frequent direct contact with the industry.

A thorough and continuing review of the Bureau's needs for boats, vehicles and equipment has been initiated to insure that realistic and economical equipment is available to the officers within the practical limitations of the budget. Use of the aircraft in support of enforcement activity has increased substantially.

The department continues to expand its Volunteer Marine Patrol Officer Program in an effort to meet the increasing responsibilities of the bureau. These volunteer officers will be of great assistance especially in the area of striped bass and Atlantic salmon enforcement.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. Additional resources made available to the service during the past year have resulted in significant achievement in several fisheries.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma," and never dull.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems.

The department's anadromous fish division has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals is a significant part of its activities and is expected to increase.

Fishing Industry Issues. There continues to be great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources

MARINE RESOURCES

attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within and outside the department, the capability of developing innovative non-competing fishing gear is being pursued by DMR. In the future it may be anticipated that measures not presently socially acceptable may be required to deal with increasingly explosive conflicts. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a widespread issue in U.S. fisheries. It should be noted, also, that traditional conservation concerns, more urgent now under increasing fishing pressure, probably can only be addressed through substantial modifications of harvesting equipment. The otter trawl, for example, is a non-selective piece of gear; probably it could be greatly improved. Thus there are substantial reasons for a strong focus on gear development, an effort which is nearly non-existent in the U.S.

DMR's experience in its marketing program is that the principles and methods are now in hand to make the Maine groundfish industry strongly competitive in the national market. The Maine industry increasingly acknowledges and supports this market strategy, but this in turn increases demand for scarce resources.

Three major issues remained in focus during the year. The first was the decision of the World Court on the boundary between Maritime Canada and the U.S. in the Gulf of Maine. The decision affected access to resources and has had a significant impact on the condition of the industry. The second issue concerned the investigation of Canadian subsidies to the Canadian fishing industry and what impact such subsidies have on the U.S. industry. Debate on how to deal with this issue will continue. Even a countervail was imposed on imported unprocessed fish. The third issue was the crystalization of the problem of seafood processing waste disposal. Final resolution to the problem was not attained during the year, although temporary measures have allowed the industry in Maine to continue operations for the short term. Final resolution will have to result from multi-state, federal, and industry initiative.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:

- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Weed (Resident & Non-Resident)
- Hand Scallop
- Boat Scallop
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species Permit
- Shellfish Sanitation Certificates
- Non-resident Special Tuna Permit

Special License for:

- Aquaculture
- Research
- Education

MARINE RESOURCES

PUBLICATIONS:

Recipes from Maine

Lobster (8 panel pamphlet) single copy free—commercial establishments \$8 per 100.

Mussels (8 panel pamphlet) single copy free—commercial establishments \$8 per 100.

Seafood (6 panel pamphlet) single copy free—commercial establishments \$5 per 100.

Shrimp (8 panel pamphlet) single copy free—commercial establishments \$8 per 100.

Seafood Retail Operations Introductory Manual—Brief information in operating a seafood case. Excellent information for part-time employees. \$2.75 per copy.

Harvesters of the Sea—The Story of Maine's Commercial Fisheries (free)

Index of Publications (1964-July 1979)(free)

FINANCES, FISCAL YEAR 1986: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES	TOTAL FOR ALL FUNDS		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	General Fund					
EXPENDITURES						
Other Contractual Service	20,499	20,499				
TOTAL EXPENDITURES	20,499	20,499				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell

Telephone: 289-2291

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Reference: Policy Area: 01; Umbrella: 13; Unit: 188A; Citation: 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; and the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau.

MARINE RESOURCES

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1986, the Department has granted a total of 681.33 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Mussel leases presently account for 637.87 acrea and finfish aquaculture make up 11.30 acres.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	234,631	234,631				
Health Benefits	11,406	11,406				
Retirement	45,745	45,745				
Other Fringe Benefits	784	784				
Other Contractual Service	93,778	93,778				
Rents	1,577	1,577				
Commodities	9,470	9,470				
TOTAL EXPENDITURES	397,391	397,391				

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES WARREN, CHAIRMAN

DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: August 13, 1947

Sunset Review Required by: June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

MARINE RESOURCES

PROGRAM: The Council met five times during the year providing information and advice to the Commissioner. In addition to meeting its broad responsibilities, the Council also performed specific duties established by law. Special licenses were approved. Regulations approved by the Council included: Royal River Fishing; Shellfish Sanitation, Definition of Shellfish; Procedural Requirements for Municipalities having Shellfish Conservation Programs; Amendments to Swans Island Area Trap Regulations; Prohibit Lobster Trawl Strings in Linekin Bay; Scallop Fishing; European Oyster Harvesting and Hancock County Conservation Area.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$2,213.67 in FY 86 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-2291

Established: 1957

Reference: Policy Area: 01; Umbrella: 13; Unit: 188D; Citation: 12 M.R.S.A., Sect. 6021

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's commercial marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

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Shad and Alewife Management: During the spring of 1986, 107,160 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 22,200 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (3,918), Thompson Lake (6,006), Tripp Pond (4,595), Taylor Pond (3,846), Lower Range Pond (1,364), Marshall Pond (514), Hogan Pond (407), and Whitney Pond (516). In addition, 224 adult shad were transferred from the Merrimack River in Massachusetts and released just below Lewiston Falls.

Striped bass: Improved water quality in the Kennebec River estuary has recreated favorable spawning conditions for striped bass. At present, Maine is entirely dependent on migratory stocks of striped bass from the Hudson River and Chesapeake Bay to support an important coastal sportfishery. Recent declines in Atlantic coast migratory stocks has led to a program to reestablish a resident spawning population of striped bass in the Kennebec. In 1984, through cooperation from the State of New York, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group, anadromous fish staff obtained 7,500 striped bass fry from a hatchery in New York State. These fry were transferred to the U.S. Fish and Wildlife Service Hatchery at North Attleboro, Massachusetts and reared to fall fingerling size (3-5"). A total of 2,306 fall fingerlings were subsequently stocked in the Kennebec River at Richmond in September, 1984. In 1985, based on 46,759 fall fingerlings were stocked in the Kennebec. By imprinting these fish to the Kennebec during their early life stages, upon reaching maturity they should spawn and produce future generations of striped bass in the Kennebec River.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the fourth consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and represents the most modern fish passage facility in the State of Maine. From May to July, 1986, 35,471 alewives, 68 Atlantic salmon, and numerous resident fresh water species utilized the fishway. In 1984, 12 Atlantic salmon had used the fishway by early July.

The large run of adult alewives (35,471) passed through Brunswick represents a 148% increase over 1985 (23,890). This large run is presumed to be the result of the 1982 Sabattus Pond stocking of 2,326 adult alewives which were transferred from the Royal River in Yarmouth.

Recent negotiations with dam owners of the Pejepscot and Worumbo Dams located above Brunswick have resulted in agreements to provide fish passages as these dams are redeveloped for expanded hydropower use. Based on current construction schedules, by May, 1988, anadromous fish should have free passage to Lewiston Falls for the first time since 1807.

Kennebec River: Anadromous fish staff completed an alewife and American shad restoration plan for the Kennebec River. The final plan addresses shad and alewife restoration to historical habitat above the Augusta dam. Based on habitat in the drainage, the long term goal is to achieve a production of six (6) million alewives and 725,000 American shad above Augusta. Staff continue to monitor production of shad and alewives in the Kennebec River below the Augusta dam to determine the rate of expansion of these fish stocks. In addition, 4,288 adult alewives from the Royal River and Brunswick fishway were transferred to Sebasticook Lake, 480 to Plymouth Pond, and 525 to Douglas Pond. This stocking represents the second time alewives have been present in Sebasticook Lake since 1837.

Fish Passage Improvement: During the past year, a fish passage improvement project was continued with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities included repair, maintenance, and operation of eleven (11) Department fishways. A new fishway, designed for Highland Lake on the Lower Presumpscot River, is scheduled for construction in 1986. This fishway, in conjunction was a second fishway to be built in a downstream dam, will allow for restoration of alewives to the Lower Presumpscot River.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources. Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large

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run of alewives which returned to the Union River in Ellsworth for the second consecutive year. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. Preliminary returns indicate that the Union River supported the largest commercial alewife fishery in the state for 1986.

Anadromous fish staff participated in several interstate meetings concerning plan development and implementation for interstate management of shad and river herring and striped bass.

Fisheries Technology Division. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Yarmouth, Ellsworth, Wiscasset and Addison with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats or, in the case of larger, long-term projects, use the FTS vessel R/V EXPLORER which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund and by the UNH/UMO Sea Grant Marine Advisory Service. FTS is one of the Sea Grant Programs "co-operators" and serves as their field extension component.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. In addition, unwanted species such as starfish, juvenile herring and whiting are also separated and released saving hours of time picking and cleaning the catch on board, a cold and hazardous job in Maine's winter weather.

Ocean Quahogs: FTS continues to provide assistance and advice to fishermen and seafood handlers involved in the new ocean quahog fishery in Washington County.

Aquaculture: FTS assists other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel fishery is becoming increasingly dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of this rapidly growing industry. FTS is also assisting a fisherman in assessing the feasibility of sea scallop culturing.

Off-bottom Scallop Drag: A new concept in scallop harvesting is being evaluated. If successful, the new drag will be able to harvest scallops without impacting the bottom.

Research Support: FTS provides technical and vessel support to the Bureau of Marine Science projects involved in groundfish tagging, early life history of fishes, scallop growth studies, as well as supplying specimens for the public aquarium.

Education: FTS provides speakers to the annual Fishermen's Forum, Downeast Commercial Fish Show, and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter published monthly in COMMERCIAL FISHERIES NEWS.

Other projects: A number of small projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, the effect of the increase in the seal population on the lobster industry and evaluation of different materials that could be used for a biodegradable vent required in lobster gear after 1987.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

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Economic Development Division. This Division is responsible for both the formulation of long term strategies supporting the growth of Maine's groundfish industry and the resolution of shorter term issues and problems which affect the industry's operation. These activities are part of a sustained State-Industry effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. Since 1979 the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfish industry. The diverse functions of the Division encompass concerns for groundfish production quality control and market quality assurance, both at sea and in plant; the market positioning and prospects for Maine groundfish products, the cost-effectiveness of industry operations, the adequacy of the industry's physical infrastructure, technology assessment and transfer, industry financing, Canadian and intra-regional trade issues, and the effect of Federal and State legislation and policies on Maine groundfishery. In addressing these concerns, the Division works closely with the Bureau of Development's Marketing, Inspection, and Fisheries Technology staff. These concerns are applied in various ways in the following undertakings of the Division.

Production Quality Control and Market Quality Assurance: The primary focus of the Economic Development Division has been the administration of a Vessel Quality Handling Project conducted under the aegis of the Maine Groundfish Association (MGA). The MGA is an industry sponsored organization of harvesters and processors, originally formed by State legislation. Industry may pursue this project because of a grant, designed and acquired by this Division. Since the DMR looks to the private sector (as represented by the MGA) to assume responsibility for fleet production quality improvement, it is appropriate for the DMR to render staff assistance to such an MGA project. The Division provided technical and administrative direction, and coordinated the participation of DMR Inspection and Fisheries Technology staff in the project. The DMR defers to the MGA's Project Steering Committee to set overall work priorities responsive to the industry's needs.

During this reporting period, the Division released the final report of the Vessel Quality Handling Project. This culminated nearly two years of effort which involved DMR and University of Maine Department of Food Science staffs as well as a professional fisheries technology consultant. The Project's final report yielded findings and recommendations of major significance to the Maine groundfish fleet.

Essentially, the project's work and its final report succeeded in resolving certain pivotal on-board quality questions which had long perplexed Maine fishermen and which had put them at a disadvantage in their markets. These questions concerned the actual contributions made to landed groundfish quality, resulting from on board handling procedures such as bleeding, boxing, and short shelving. The project also documented how much the abusive practice of bulk stowage of fish actually costs Maine boats in the form of losses in landed weight and market returns. Further, the project sorted out and evaluated the quality and market choices facing Maine boats as their managers make decisions whether to box, shelve, or bleed fish on board.

In producing this information, project staff were able to identify and address in the final report some of the most persistent vessel management problems which obstruct fleet quality improvement efforts in Maine. In so doing, the project report was able to establish a framework with relevant priorities for how an organization like the MGA would work with the Maine fleet to upgrade landed groundfish quality. Future efforts to troubleshoot on-board quality improvement problems will also be facilitated by a scientific protocol, worked out during the project, to evaluate the effectiveness of any new handling techniques or routines adopted on board.

Following release of the project report, the Division's emphasis shifted to achieving an industry consensus as to how the findings and recommendations of the project would be implemented as part of a fleetwide Maine quality improvement strategy. This strategy focuses on providing technical assistance and on-board troubleshooting to Maine boats with quality control problems. The object of the strategy is to put the maximum number of Maine boats in the best position to benefit from the quality-price rewards offered by Portland's new display fish auction. At the conclusion of this reporting period, the Division was pursuing grant funds, on behalf of industry, to implement a fleet quality improvement program.

Fish By-product Recovery: The Division assists Maine fish processors in developing new products and profitable markets for the protein by-products of their filleting and steaking operations. Until a few years ago these by-products were regarded as waste by processors who sold them for conversion to fish meal. But the complex economics of conventional fish meal markets have changed dramatically. Now processors must pay for the disposal of these same by-products.

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Moreover, options for continued disposal are uncertain, not only in Maine but throughout New England.

The Department and the Division have put a high priority, not only on the maintenance of existing options for disposal, but also upon the investigation and introduction of new processes and products to offset this new cost burden on Maine processors. Environmental compatibility of new processes and the market viability of new products are prime considerations in this effort. The Division has made a comprehensive assessment of all technological alternatives to fish meal production. It has participated in federal and regional initiatives to solve industry problems. Currently the Division is evaluating the feasibility of a Maine processor business venture to produce a protein hydrolysate, which would serve as an amendment to farm animal rations.

Technology Assessment: The Division has responsibility for assessing any new technologies which reduce groundfish production costs, improve the industry's operating efficiencies, or provide opportunities for new product development and business diversification. The Division closely monitors technological developments in the Canadian, Alaskan, and Scandinavian groundfish industries. It has thoroughly studied the emergence of surimi-based products, not only as they affect the market position for Maine groundfish and shellfish products, but also, as to how they are labelled and represented to the Maine consumer. In this latter connection, the Division has rendered extensive technical assistance to the Maine Legislature which has promulgated laws regarding the labelling and representation to the public of products containing surimi.

Canadian Trade and the Portland Fish Pier: While these are basically separate issues, they both affect the economic viability of all sectors of Maine's groundfish industry. In many respects they are also overlapping issues. The Division has continued its on-going assessment of the linkages and impacts of the Maine-New England-Canadian groundfish trade. These assessments are factored into both Departmental, State, and Maine industry positions taken on these issues. Similarly the Division, having participated in the planning and development of the Portland Fish Exchange, continues to monitor how the Portland auction affects the development potential of Maine's groundfish industry.

Program, Proposal, and Legislative Reviews: The Division assists the Department and the industry in an on-going internal evaluation of all programs related to groundfish industry development. The Division also reviews proposals and legislation from State, Federal, and regional sources to determine their affect upon Maine's groundfishery. Among other legislation reviewed during this reporting period, the Division assisted the Commissioner and the industry in gauging the progress and reviewing the impact on Maine of Federal legislation to create Seafood Marketing Councils.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division has gradually expanded in order to meet these needs.

Marketing Data & Product Development: The Division provides a free directory to seafood buyers upon request called, "Directory of Maine Wholesale Processors and Dealers." This popular directory contains a listing of all licensed Maine wholesale seafood processors and dealers who care to be listed. The directory contains detailed data on each processor and dealer such as their complete address, telephone number, contact person, the products they process, and the products they are dealers of. This past year over twenty-five hundred of these directories were sent out to seafood buyers throughout the country. A bi-monthly "Marketing Memorandum" containing seafood leads and general market information was continued since it serves

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both the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible contacts for Maine's industry. The benefits of this are two-fold since foreign markets offer greater demand for under-utilized species in the U.S. and, in addition, offers the Maine industry an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Market Development: The Division continued its role in the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. Our "Certified Fresh Maine Fish" seal means the fish, whether in a supermarket or restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This seal assures the seafood buyer and the consumer that they are consistently purchasing high quality fresh fish processed in Maine. The Program has two basic components: (1) The Maine Fresh Groundfish Quality Control Program, (2) The "Certified Fresh Maine Fish" Merchandising Program. The Division has the primary responsibilities for the latter.

The Division has slowly but soundly built its credibility with processors, distributors, and retail groups participating in this comprehensive Program. The Program offers seafood manuals, seminars, in-store training of retail personnel and supervision, point of purchase material, and spot check performance evaluations of retail stores.

Local Market Projects: In the fall of 1981, the Division implemented the "Certified Fresh Maine Fish" program into supermarkets in Maine. The Program has shown continual growth and in August of 1984 a restaurant/institution program was developed and implemented as part of the "Certified Fresh Maine Fish" program. The Division is now in the process of doing an in-depth evaluation of the local program projects because of the growth and success of our out of state projects.

Distant Market Projects: The Bureau undertook the evaluation of a number of metropolitan markets. From this data, the Division introduced in February of 1983, the Program to a mid-west supermarket group. The Program did not show the growth we were looking for and in the spring of 1984, we decided to end the Program with the thirty-nine store chain for economic reasons. In February of 1985, the Division introduced the Program into a major chain in the Delaware Valley area. The sixty-one store chain has seen major increases in its seafood sales. As we continue to assist this chain group, the Division has received numerous inquiries from other chain groups because of the success the Program has had in this market area. In February of 1986 we introduced the Program into a major chain in the metro New York market area.

Maine Seafood: The Division is assisting Maine processors/dealers in introducing other species from Maine such as mussels, shrimp, crabmeat, etc., to these major market areas; since our "Certified Fresh Maine Fish" program has been so very well received, it creates the opportunity for other Maine seafood products.

The Division aided and cooperated with the Maine Fishermen's Wives Association in a number of product demonstrations in the state. Participation in a number of major trade shows was continued through the New England Fisheries Foundation.

Informational & Educational: The Division has developed a selection of a number of seafood recipe pamphlets and cards, seafood posters, and general information on seafood that assist retail seafood outlets in educating their own personnel, as well as consumers in the purchasing, preparing, and cooking of seafoods.

Seafood Promotional Material: Seafood information, recipe pamphlets, posters, and other necessary material is provided at numerous festivals, special events, Chamber of Commerce offices, etc., throughout the year. A total of 538,741 seafood recipe pamphlets, booklets, and posters were distributed during this past year.

Audio Visual Program: Our video, "From the Boats to the Table" continues to be very popular with retail store personnel as well as with consumers.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems.

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Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with significant uncontaminated soft clam habitat. Forty-three towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. Programs and ordinances for the towns to manage their shellfish resources are developed by shellfish committees, town officials, diggers, dealers and other concerned residents in cooperation with DMR's four resource scientists functioning as area biologists along the entire coast.

Area biologists work with the towns in conducting clam population surveys, training personnel, and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure.

Limited transplanting programs have been carried on in several towns using small hand-operated jet-type hydraulic dredges to collect small clams from heavily populated flats for relaying to depleted intertidal areas where growth and survival have been good. Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: Area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and in advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During the warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects that may have environmental impacts in the marine area.

Clam Reseeding Program: The Department of Marine Resources has developed a program to enable municipalities to better manage their flats. The primary objective of the program is to move seed clams from areas of poor growth to areas more suitable for the development, thereby maximizing the available resource.

During 1985 a floating hydraulic dredge developed for DMR was employed in the Brunswick area for the second year and in Lubec and Machiasport. The areas harvested had dense concentrations of two to three-year-old soft shell clams.

This spring the dredge was extensively overhauled and modified to improve efficiency. There are a number of limitations on how and when the dredge can be used; however, transplanting seed clams can be a productive management measure for municipalities with shellfish conservation programs.

Marine Education: The marine education unit was established to help students, teachers

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and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials, slide shows and video programs were also prepared and made available for teacher/student use.

Two teacher courses were presented, one in the consumer purchasing and utilization of fresh seafood for home economics, vocational foods and extension service people; the other course was a marine science course for teachers who wanted to put more of this type of information in their classes. Several in-service teacher workshops were presented to help teachers develop skills in marine education.

Consumer courses were developed and presented to a wide variety of groups in response to a demand for information on how to buy and handle fresh seafood. This was a very popular program for the heavy fish user groups—elderly, sports and health people.

Curriculum consultation has helped several schools revise their science programs through the marine area. Several high schools have developed mini-research programs that were based upon projects proposed through consultation with this Department.

Programs that provide first-hand experiences in the area of marine studies, consumer education and marine biology were the most popular. A total of 18,526 students, 1,194 teachers, and 2,154 adults participated in formal programs. Approximately another 1,000 teachers were involved in non-formal programs.

A list of programs, publications, slide shows and video programs were produced to help people locate the education materials.

Seafood Quality Management Services: This is a continuing activity that provides technical assistance, consulting services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1985. First, the Shellfish Sanitation Program which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Control Program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Control Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality control projects. The majority of Maine fresh groundfish processors participated in this voluntary inspection program during 1985 and were, therefore, able to take advantage of the Department's marketing of "certified fresh" Maine fish.

Staff members have worked with industry and other government agencies to provide information on seafood quality control.

Pollution Abatement of Shellfishing Areas: In cooperation with the Department of Environmental Protection, we are working on State Assistance for Small Communities, which administers two programs to build waste water treatment facilities.

One program, "The Construction Grants Program," provides major funding utilizing federal monies for large metropolitan sewage treatment needs.

The second program concentrates on small communities which have serious pollution problems. Funding was provided by the 110th Legislature when "An Act to Enable the State of Maine to Fund Waste Water Treatment Systems in the Event Federal Funds Are Not Included or Limited in Future Federal Budgets" was passed. This legislation accomplished two things: (1) it allowed the DEP to make a state grant without the requirement of an approved federal grant in place; and (2) it allowed the DEP to pay up to 90% state funding for small community pollution abatement construction programs that do not exceed \$100,000 construction costs per any one project per year, so long as total expenditures for such small projects do not exceed \$1,000,000 for each fiscal year, and not more than one grant is made to any applicant each year.

Selection of sites for this program is, in part, the responsibility of the Department of Marine Resources, which prioritizes areas where abatement should be implemented under Category 2

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“Shellfishery Protection.”

This priority, second only to “Water Supply Protection,” denotes that the project will eliminate a source of contamination that is partially or wholly responsible for a shellfishing area being presently closed.

Under this program, Eastport and Milbridge completed construction activities to abate pollution to their shellfish areas. Nine communities in 1985, along with ten additional communities considered in 1984, have been designated to receive funding to correct their pollution problems within the next year.

Water Reclassification Study: As part of a state-wide effort to reclassify State surface waters, the Department of Environmental Protection and the Department of Marine Resources entered into a cooperative agreement to collect data on tidal water quality. This data is a major expansion of the tidal water data base and is used to classify tidal waters according to M.R.S.A., Title 38, Chapter 3.

In addition to the above objective, data gathered is of significant value to DMR’s shellfish sanitation program, as water quality data, specifically bacteriological data, has been a serious shortcoming in our current program.

The duration of the project was 3 years, of which the third year’s segment (Penobscot to Calais) was completed at the end of the year. In 1985, 1,520 water samples were collected and analyzed, bringing the total number of samples processed for the entire Maine coast to 5,556 over the three-year study period.

Results continued to show major improvements in water quality at most of our sampling stations, particularly in the coastal waters northeast of Cape Elizabeth. The construction of both private and municipal treatment facilities over the past 10 years has had a significant impact on Maine water quality. The “Water Reclassification Study,” in part, provided both agencies with the information required to document these improvements and identify target areas for additional abatement efforts.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	633,287	633,287				
Health Benefits	35,576	35,576				
Retirement	108,036	108,036				
Other Fringe Benefits	2,765	2,765				
Other Contractual Service	237,842	230,737	7,105			
Rents	2,303	2,303				
Commodities	101,481	27,913	73,568			
Grants—Subsidies—Pensions	498	498				
Equipment	22,181	22,181				
Interest—Debt Retirement	4	4				
Transfers to Other Funds	2,148		2,148			
TOTAL EXPENDITURES	1,146,121	1,063,300	82,821			

BUREAU OF MARINE PATROL

WILLIAM D. PINKHAM, CHIEF OF MARINE PATROL

ROBERT L. FOGG, Captain

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Established: 1978

Reference: Policy Area: 01; Umbrella: 13; Unit: 188P; Citation: 12 M.R.S.A., Sect. 6025

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is a standard part of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Captain, who is Field Commander and Assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. They are the first line supervisory personnel and also carry out special investigations and assignments. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-22' inboard and outboard powered patrol boats strategically located along the coast of Maine.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

This employee is assigned to work with and under the immediate supervision of Marine

MARINE RESOURCES

Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Training Officer. The Training Officer for the Department of Marine Resources, Bureau of Marine Patrol, will also be responsible for the training of Municipal Conservation Wardens under the new 2" Clam Law.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone, being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,132,084	1,085,610	46,474			
Health Benefits	69,988	67,881	2,107			
Retirement	387,670	373,076	14,594			
Other Fringe Benefits	13,590	13,430	160			
Other Contractual Service	254,392	254,392				
Rents	10,956	10,956				
Commodities	53,402	53,402				
Grants—Subsidies—Pensions	20,558	20,558				
Buildings and Improvement	2,958	2,958				
Equipment	180,748	180,748				
Interest—Debt Retirement	4	4				
Transfers to Other Funds	1,576		1,576			
TOTAL EXPENDITURES	2,127,926	2,063,015	64,911			

BUREAU OF MARINE SCIENCES

JOSEPH J. GRAHAM, DIRECTOR

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Established: 1946

Reference: Policy Area: 01; Umbrella: 13; Unit: 188S; Citation: 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

MARINE RESOURCES

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into three divisions: Administration and Support, Population Ecology and Resource Services.

PROGRAM:

Administration and Support Division.

FACILITIES: The Division of Administration and Support is the support group for the Department's Fisheries Research Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings situated at the tip of a peninsula. Facilities include two piers, two running seawater systems, a number of research vessels including 13 small boats and a small dragger. Negotiations are underway to replace the laboratory's 83-foot offshore research vessel. Wet lab facilities include adequate tank space for research on a wide variety of boreal plants and animals. A SCUBA team of nine works with various projects as needed.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are great favorites with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. The fishermen's lending library operates by mail and is a part of the communication and education work of the Department. There are two conference rooms used frequently for meetings related either to management of fisheries or to research of significance to the scientific community, both locally and internationally.

Other facilities include a 14-vehicle motor pool, with carpentry and machine shops for gear servicing, fabrication, and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff. A word processor and operator are available to serve Bureau needs.

DIRECTOR'S OFFICE: This office facilitates the research operations and studies of the laboratory. These operations and studies involved various aspects of the population dynamics of fishes and shellfishes which were significant to fisheries and to the public. Various anticipations of recruitment to fisheries and evaluations of the status of commercial fish stocks were made available to the fishermen and the fishing industry. Environmental effects on important fish and shellfish species were examined through environmental physiology and environmental monitoring. The public benefited from the monitoring of paralytic shellfish poisoning along the Maine coast and the aquaculture industry received protection for its stocks through our research in pathology. An understanding of the biological and physical mechanisms, determining our collective findings in research, were attempted through modeling of the Gulf of Maine ecosystem. Research in oil pollution, herring statistics, commercial groundfish sampling and larval groundfish reached fruition during the year.

AQUARIUM: The small public aquarium at Boothbay Harbor was renovated this year, after the 1985 season, thanks to a special grant from the Legislature. New fiberglass tanks have replaced the old wooden tanks, and one new and very popular open tank has added to our live display area. The complete system of seawater pipes has been replaced. A new fence was installed around the seal pool as was a new deck, benches, picnic tables and walkways. Handicapped accessibility has been improved. The interior of the aquarium has been painted and many new information displays added including: lobster fishing gear; a "major groups of seashore animals" display; herring fishing; trawling (with a model of a URI high rise 340 trawl); flat-fish; fish aging; shells; lobster life stages; and a fish house complete with antique equipment.

After a late 1986 opening due to delays in getting the tanks, approximately 740 people, mostly school children, were given guided tours. We also did beach trips and lab tours for some of the groups. The aquarium opened weekends early in June and will be open 8-5 Monday through Friday and 9-5 Saturday and Sunday through mid-October.

MARINE RESOURCES

Population Ecology Division.

LOBSTER RESEARCH:

Sampling the Catch: Recognizing the economic importance of Maine's nearshore lobster fishery and the attendant need to have current resource information for assessment purposes, we have continued to gather detailed catch and effort data via our commercial port sampling program which has been in progress since August 1966. In 1985 our sampling team collected data from 262 lobster boats landing catches at 45 randomly selected dealers located from Kittery to Cutler. The total catch sampled weighed about 14 tons and consisted of 23,660 lobsters with an ex-vessel value of \$61,350.45. Following are some findings from the survey:

1. the 1985 catch-per-unit effort values of 0.59 lbs./trap-haul and 0.17 lbs./trap-haul-set-over-day are 5-6% higher than 1984 CPUE values, reflecting the 4% increase of 1985 landings;
2. Measured lobsters had an average carapace length of 88.6 mm (3½ in.) and weight of 552 g (1.2 lbs.) with an average per pound price of \$2.83 for hard-shells, \$2.11 for soft-shells, and \$2.10 for culls (a 5-10% reduction from 1984 prices);
3. Newly recruited lobsters (81-92 mm CL) comprised about 82% of the total catch;
4. 11.2% of those lobsters examined had a missing and/or regenerative claw(s) (2% increase over the 1984 cull incidence);
5. 48.5% of traps fished were of wire construction; and
6. 72% of the catch was soft-shell.

To complement our port survey, in 1985 we initiated a sea-sampling program aboard lobster boats fishing out of Cape Porpoise, Boothbay Harbor, and Tenants Harbor (a Jonesport-Beals Island boat is scheduled for 1986). In nine trips aboard three different boats we measured 1,614 (32%) of 4,999 lobsters caught in 2,026 trap-hauls. Legal-sized lobsters weighed 2,481 lbs. and numbered 2,153, yielding a throwback ratio of 1.17 to 1 (shorts:legals). Of 100 ovigerous females 21% were not V-notched while only 26% of all V-notched lobsters were ovigerous. Two hundred nineteen (219) V-notched, non-berried females were caught. As might be expected the cull incidence was lower for legals (12.9%) than sublegals (16.4%).

Tagging: In addition to the dockside and at sea surveys, we have continued our juvenile lobster tagging study in the Boothbay region. Since 1979 we have tagged 8,568 lobsters with persistent back tags, while in 1985 we used microwire tags to mark 111 one-two year-old lobsters 25 mm (1 in. CL). Through 1985 commercial fishermen have reported 574 tag recaptures (101 returns in 1985) whereas research collections with traps, divers, and intertidal hand-gathering have accounted for 1,257 different recaptures (194 in 1985).

Examination of the recapture locations of legal-sized lobsters indicated new recruits (81-92 mm CL, 1-1.25 lbs.) undertake small scale, non-directed movements. For example, in 1985 65% (57 lobsters) of the recaptures were caught within one nautical mile of the release site, 84% (74 lobsters) within four nautical miles, and only one individual wandered 10 nautical miles. In fact since the study's inception in 1979 only two lobsters strayed 10 nautical miles.

Supporting Activities: Additional activities of the Lobster Research Program personnel have included:

1. preparing a paper with University of Maine scientists on the preliminary findings of a lobster tagging study for presentation at an International Lobster Recruitment Workshop at St. Andrews, N.B., June 1985;
2. assisting National Marine Fisheries Service scientists in third year of an undersea study of the offshore lobster population in the central Gulf of Maine, using the research submersible, JOHNSON-SEA-LINK;
3. helping NMFS scientists tag and release lobsters in offshore areas;
4. investigating the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area;
5. reviewing scientific papers for colleagues and various journals;
6. providing scientific advice to members of the Marine Resources Committee and presenting testimony at Legislative Hearings on proposed lobster minimum size increases;
7. furnishing information and advice to industry members regarding lobster shipment and storage, establishing new seawater systems and trouble-shooting existing systems;
8. discussing and distributing literature on the findings of our lobster research with legislators, fishing industry members, international and U.S. scientists, radio-TV and newspaper reporters, and interested public; and
9. collecting and assessing incidental crab data to augment a limited data base upon which

future management decisions might be considered.

HERRING FISHERY RESEARCH: This project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, Massachusetts, since the research is of concern to both the state and the federal government in their attempts to understand and manage the herring resource.

Age and growth involves biological monitoring of all commercial herring catches in New England, and processing of samples from cruises conducted by the Northeast Fisheries Center. Samples are processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. In addition, right pectoral fin ray counts are done on some research cruise samples, to aid in stock discrimination work. All data are sent directly to NMFS, Woods Hole, for key-punching and storage on their computer. The State of Maine keeps copies of the data for use in management decisions, and also eventually receives biostatistical computer runs giving the age composition of the catch in tons and numbers of fish, and copies of the computer tape containing the sample data. The combination of information from the commercial catches and the cruises form the basis for the NMFS herring assessment.

A research paper on herring parasites as tags to indicate herring movements was completed and submitted to the Journal of Northwest Atlantic Fishery Science.

The DMR's involvement in the collection of herring catch and effort statistics has ended. This project is now handled by the National Marine Fisheries Service Statistical Office in Portland, Maine. However, A DMR Research Reference Document 86/3 entitled Herring Fishery Catch and Catch at Age Data was produced as a joint effort of the two organizations.

In addition to the above work on herring biology, the project leader is designated as the DMR's principal industry contact for herring management purposes; monitors the herring gonad somatic index to implement yearly spawning closures in three areas along the Maine coast; writes the Maine herring management plan and/or regulations; attends assessment and management meetings and hearings; produces the monthly DMR news page in Commercial Fisheries News; serves as chairman of the DMR library committee, with special effort on the Fishermen's Library which is open to the public; acts as administrator of the DMR public aquarium and coordinator of school and group tours; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; has recently taken over the duties involved in the spotter pilot brit herring survey; and coordinates DMR efforts in the Marine Mammal Stranding Network, on both dead and stranded seals; porpoises, etc.

HERRING RECRUITMENT AND ASSESSMENT:

Forecasting Recruitment: Forecasting is based on identifying population characteristics of a given larval year class, noting when these characteristics occurred for previous year classes, and using recruitment from these previous year classes to form a forecast (a year class includes all those larvae hatched in the same year, usually in autumn; a cohort contains larvae hatched about the same time, in weeks; recruitment occurs when fish grow large enough to be captured and marketed by the fishery). The characteristics of the 1984 year class resembled those of the 1978 year class. Using the production of this previous year class, we selected as our forecast for the 1986 fishery a harvest of 9,000 MT and 222 million herring (age 2, favored for canning). This forecast is made with a reservation. Prior to 1983 it was not feasible to investigate the ages of larval cohorts that survived into the Spring. Such an investigation was accomplished in recent years by aging the tiny larvae from the rings on their ear bones (as from rings on the trunk of a tree). Thus, it is not known whether an unusually high mortality for some larval cohorts of the 1984 year class prior to Spring is an unusually new event or it is recurrent. If new, it would not be characteristic of the previous year classes and our choice of the 1978 year class would not fulfill the necessary assumptions and would be invalid. For this reason, we were unable to forecast by tonnage and number the fishery for 1985, but suggested that it would be very "good." The "good" fishery did not materialize for the age 2 herring, and the harvest was relatively low for all ages. Possibly, the behavior of the herring made it unavailable to the fishery gear. If so, their harvest as 3-year-old fish in the 1986 fishery might be relatively high. In those years (7) when assumptions were met, our forecasts have had a high efficiency (77% of the harvest).

Assessment: No attempt is made to estimate the relative size of the spawning populations along the Maine coast. Rather, a vigil is kept concerning possible extreme fluctuations indicated by unusual changes in larval production. It is assumed that the general low in larval production begun in 1978 reflects a marked decrease in spawners which was maintained during 1984 and 1985.

Resume' of Research: Our research results suggest that recruitment occurs early in the life

history of the herring and that often the component governing successful recruitment is the larval cohort. A recent publication of this project examined the growth, mortality, and transport (by currents) of larval cohorts in the autumn from the coastal spawning grounds to their in-shore nursery grounds where they overwinter and metamorphose into juveniles by late spring. This information provided a greater understanding of larval events pertinent to our forecasts of recruitment. Recruitment of age 2 herring to the Maine sardine fishery depends upon their survival through a series of life history events which may be critical either individually or through their interaction. Short term (< 10 yr.) management may be effective when based on an event(s) that is critical, but long term management (> 10 yr.) requires a knowledge of events for all life history stages (egg-adult). A Sea Grant study of the egg beds and their resultant larvae in eastern Maine was continued as a cooperative effort of DMR/UMO and the Bigelow Laboratory. Results of this study, when combined with the data routinely collected by project personnel, permitted us to continue to improve our accuracy in determining spawning dates from daily rings on the ear bones (otoliths) of larval herring. This information is used by managers for establishing the dates of spawning closures.

Environmental Physiology: A number of projects are currently underway, all designed to elucidate the effects of environmental parameters on the ecology and physiology of commercially important Gulf of Maine invertebrates. Some of these projects are continuing studies, others are short term investigations designed to answer specific inquiries.

Controlled temperature system: The controlled temperature seawater system has been installed and is currently being utilized in the wet lab facility to maintain seawater at constant temperatures throughout the year. This unit is being used at present to maintain both Larval and adult shrimp, *Pandalus borealis*. Initial studies have been undertaken on the energetics of shrimp larval development and include metabolic requirements, growth rates and chemical composition of all stages of development. We are currently trying to correlate these findings with our field data on food availability and temperature fluctuations in the Gulf of Maine. These data will provide understanding of energy flow through shrimp populations and will further our goal of being able to predict shrimp stock size in the Gulf of Maine. The results of this study have been reported at the Maine Medical and Biological Sciences Symposium and will, also be presented as a thesis at the University of Maine.

Protogonyaulax tamarensis: The study to determine the behavior and physiological effects on *Protogonyaulax tamarensis* on bivalve molluscs is continuing. This study has included the measurement of differential feeding rates, ingestion and digestion rates and egestion in 12 species of bivalve molluscs, as well as studies on oxygen consumption, shell valve activity and heart rate. Our experiments have shown quite conclusively that molluscan responses to the presence of *P. tamarensis* are species-specific and include the following: shell valve activity alteration; oxygen consumption rates increase/decrease; heart rates become erratic; byssus production in mussels is reduced and filtration rates were altered. This work was presented at the National Shellfisheries Association annual meeting and has resulted in 2 further publications.

Energy Reserves and Metabolic Rates: A seasonal study of changes in energy reserves and metabolic rates in *Placopecten magellanicus* is underway in an effort to determine the factors responsible for the differences observed between 'inshore' and 'offshore' scallop populations. In all measures of comparative size between inshore and offshore animals, the inshore scallops prove to be significantly more robust. This is a continuing project and we are currently investigating the reproductive capabilities of the two populations. Data are currently being collected on the levels of glycogen, lipid and protein levels of these two populations. The work is aimed at construction of a complete energy budget for both populations in an attempt to isolate those factors responsible for the already observed differences between the groups. This work has resulted in 1 publication and 2 others have been submitted. In addition, a comprehensive bibliography and a synopsis of the available data on the scallop is currently being prepared.

Diploid and Triploid Shellfish: A study is currently underway, in collaboration with the University of Maine to investigate the physiological differences between diploid and triploid shellfish. We have been able to establish a number of polyploid shellfish stocks and we are now trying to determine the mechanisms responsible for the observed differences in growth rate between the two groups. This project, funded through Sea Grant, has resulted in one Master's thesis and one publication. Another thesis is underway.

Finally, we completed a study on the effects of quicklime on mussel beds. It was our conclusion that quicklime has no detrimental effects on the inhabitants of mussel beds, including lobsters, worms, mussels and snails. This study resulted in one publication.

MARINE WORM RESEARCH: The objective of this research is to understand the biology, ecology and population dynamics of Maine's commercially harvested marine worms, the sandworm, *Nereis virens*, and the bloodworm, *Glycera dibranchiata*, in an effort to effectively maintain this multimillion dollars resource.

The marine worm program's activities for the preceding year can be divided in the following categories: industry requests and data; environmental problems; life history, ecological, anatomical and physiological data on the bloodworm, *Glycera dibranchiata*.

Minimum Size: One issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. Certain industry members feel a great need for such measures while others see this a waste of time. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms such as these it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. Basically, the worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once, therefore regardless of size if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant for once it is removed from the population it cannot reproduce. Before any conservation measures can be employed, migration and movement need to be studied and understood.

Marine worm landings data are constantly being updated as well as the marine worm dealer list. The dealer list is of use when people contact the DMR with regard from whom they may purchase worms.

Toxins: Time was devoted to studying the toxicity of the blueberry spray, Guthion, and the spruce budworm spray, Zectran, on bloodworms and sandworms. These efforts were on behalf of several dealers who felt that the poor quality of worms taken from a particular area was due to an overspraying of a pesticide. Laboratory studies showed worms tolerate concentrations far above those encountered in any natural situation. Literature searches were conducted in conjunction with laboratory studies reviewing any previous work done on polychaetes or invertebrates with these or similar pesticides.

The sandworm and blood worm were also exposed to concentrations of the red tide organism, *Gonyaulax tamarensis*, with no ill effects or odd behavior noted.

Tagging: A manuscript entitled "A study of the bloodworm, *Glycera dibranchiata* (Polychaeta), using microwave tags in a natural environment" has been submitted for publication and at present is out for peer review. This manuscript is the culmination of a year long tagging study conducted in Ryder Cove, Islesboro Island. An important note regarding the feasibility of reseeded flats were the large number of juvenile worms that migrated from the flat. Answers to where and why these worms are moving must be discerned before full scale reseeding programs can be initiated. A similar study was to be undertaken along a central coastal area, Montsweag Bay, however, due to lack of funds and manpower it was impossible. This work may be possible during the upcoming year. The objectives of this study are to determine: seasonal and annual growth rates, natural mortality rates, behavior (i.e., winter migration, movement, etc.) and collect baseline physical and chemical data for productive *Glycera* flats in two different sections of the coast. Initial findings from the Islesboro data corroborated by anecdotal data suggest bloodworm populations in the eastern sector differ from those in the central sector. Size and apparent lack of spawning worms found "downeast" have raised questions among industry members.

Studies: A series of screened and semi-screened enclosures were placed in the Wiscasset closed area to determine mortality rates and vertical and horizontal movement. Hurricane Gloria disrupted this work which is presently being repeated.

In an attempt to understand bloodworm behavior and ecology, laboratory studies are underway determining its feeding mode, respiration rates and excretory products. These factors are being examined in order to look at the overall question of what makes a productive bloodworm flat or why bloodworms are found on certain flats and not on others.

Food preference studies are being conducted to determine what are potential prey (food) organisms for *Glycera*. Sediment samples from a productive bloodworm flat are collected, sieved and the remaining organisms identified. Gut contents have been examined for undigested remains. Respiration rates for *Glycera* have been calculated at 20°C, 15°C, 10°C, 5°C and 2°C. Excretory products, i.e., what is being put out and in what form, are being determined. Overall

feeding, respiration and excretory results can be used in the energy budget equation, [Consumption = Production (what is devoted to growth) + Respiration + Gonad Output (this is not considered until final months prior to spawning) + Excretion + Feces], to calculate how much a bloodworm must consume for a healthy existence. This knowledge may enable bloodworm distributions to be evaluated through several parameters.

Extensive literature reviews were conducted during the past year to keep abreast of all present polychaete research. Numerous public inquiries about the worm industry and how it functions have been responded to as well as talks to student and other groups on these topics.

During the upcoming year proposals will be written to fund tagging projects. Research will continue and be completed on the areas discussed above that were not yet completed.

ALEWIFE RESEARCH: Studies of the population dynamics of the Damariscotta Lake alewife stock continued during the past year. The decline in this stock has continued but this ten year trend has not affected the abundance of spawning run fish entering the lake nor has it affected the numbers of juveniles produced by the annual spawnings. The maintenance of full time access to the lake for spawning run fish during commercial harvesting has been a major factor in sustaining this level of reproduction.

The juvenile emigration was managed, in coordination with power turbine operations, to reduce turbine mortality of juvenile emigrants to an estimated 1% for the summer and fall emigration during 1985. This result demonstrates that avoiding turbine operations during daylight hours can have a significant effect on juvenile alewife survival.

Analyses of data from 1977-1984 permitted the development of a production model that accounts for more than 86% of the variability in juvenile alewife growth and biomass production. The major factor determining juvenile alewife growth in this watershed is the productive capacity of the lake which varies from year to year depending on the volume of snow melt and spring rainfall. Surface water runoff from the lake watershed may be the major source of nutrients controlling juvenile alewife growth. The abundance of spawning adults in the lake has a secondary effect on juvenile production, in general greater numbers of spawning adults in the lake tend to produce smaller juvenile emigrants and there is no evidence that increasing the numbers of spawning fish in the lake beyond a certain point has any effect on the numbers of juveniles produced.

Available data suggest that the long term decline in the Damariscotta Lake alewife stock is not related to the production of juveniles or the numbers of spawning run fish entering the lake. Changes in the age composition of the spawning runs at Damariscotta Lake and in some other rivers suggest that harvesting may be a factor in recent declines in Maine alewife stocks.

SOFT-SHELLED CLAM RESEARCH: A Maine Department of Marine Resources joint research/management program has been undertaken by the Industry Services Division (Bureau of Marine Development) and the Population Ecology Division (Bureau of Marine Sciences). The purpose of this program is to coordinate, design, implement, and analyze research studies which will assist area biologists and management personnel in clam (*Mya arenaria*) management issues.

A soft-shelled clam sampling and interview program was initiated at the Scarborough and Searsport depuration facilities between Jan.-April 1986. This initial study period involved the development of statistical procedures for computing clam length, catch and effort data, and useful, landings statistics data.

Landings of soft-shelled clams harvested from a depuration area at Machiasport, Maine (which has been closed to all digging for at least 25 years) are being closely monitored for length frequency composition, mean size, catch/effort, bushels dug and shipped, breakage, and landed value. With the exception of the length data, information on the above parameters has been collected for every tide dug. This procedures will be continued for as long as the depuration area remains open. The intent of this study is to record changes in some of the above parameters (length frequency, mean size catch/effort, bushel dug) that are associated with changes in tidal height (exposure time) or the length of time the depuration area is subjected to digging pressure.

EARLY LIFE HISTORIES:

Shrimp: The Department has conducted winter plankton surveys in Sheepscot Bay since 1978 as part of a broad research program designed to investigate the relationship between *Pandalus borealis* and its environment as it might relate to the observed severe fluctuations in year class strength. The approach has been to combine laboratory experiments, where larvae were fed various kinds and quantities of food under controlled conditions, and field studies which examine laboratory derived hypotheses under natural conditions. To date, results have suggested

that the normally low density of zooplankton food that is present in Sheepscot Bay during the early development stages of *Pandalus borealis* is augmented by a phytoplankton bloom of *Thalassiosira* sp., the timing and density of which may be critical to the survival of the shrimp.

Groundfish: Beginning in 1984 the winter plankton survey was extended through October for the purpose of collecting fish eggs and larvae in Sheepscot Bay. By monitoring the seasonal abundance and development of ichthyoplankton in relation to the food supply, we hoped to improve our understanding of what is required for survival during the early stages of development for the economically important species that spawn in the Bay. This effort will also help us evaluate coastal embayments, such as the Sheepscot, as spawning and nursery areas for many of the fish species in the Gulf of Maine.

Samples of fish eggs and larvae and larval food organisms were collected on 19 sampling dates during 1984 and 13 sampling dates in 1985. In addition, two offshore surveys were conducted from Massachusetts Bay to the Bay of Fundy in May and July 1985 to compare the spawning production along the western Gulf of Maine with that of the Sheepscot. Twenty-six species of fish larvae were collected during these surveys. Among the species represented, a number were of commercial importance: herring, winter flounder (blackback), American plaice (dab), yellowtail flounder, witch flounder (Grey Sole), cod, pollock, hake, and redfish.

Two conclusions can be drawn concerning the reproduction of fish in the Sheepscot estuary based on the 1984 and 1985 data. First, it appears that the fish larvae in the area can be divided into two groups; those in the first group hatch from demersal eggs (eggs that are attached to the bottom) and remain in the estuary during larval development, those in the second group hatch from pelagic (floating) eggs which are probably flushed out of the estuary and develop in the coastal waters of the western Gulf of Maine. To the former group belong the commercially important herring and winter flounder, to the latter group belong many of the groundfish species, e.g., cod, American plaice, and hake. Secondly, the food supply for the larvae that do depend on the waters of the Sheepscot and its environs for development is available in quantity only during intermittent pulses, suggesting that the timing of the food pulse with the occurrence of the larvae may be important for their survival. In general, Sheepscot Bay can be considered an important spawning area for groundfish, particularly cod and American plaice.

The coastwide production of fish eggs, fish larvae, and the small caepods that provide food for the fish larvae, as indicated by the offshore surveys, was most intense along the coastal belt of the western Gulf of Maine and showed a seasonal progression of spawning from west to east.

Resource Services Division.

SHELLFISH:

Paralytic Shellfish Poisoning: Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence of paralytic shellfish toxin. This extensive sampling assures the public of safe mussels and clams. 1985 was a low intensity PSP year. Increased industry cooperation has lessened the impact of PSP closures. In 1985, 3,700 samples were processed using 11,100 mice in the bioassay.

Recent advances have been made by the F.D.A. in the use of high pressure liquid chromatography (HPLC) in the development of a chemical test for PSP toxins. This method, if accepted, would not only be cheaper to run but would give more accurate results. This method would replace the mouse bioassay. In anticipation of acquiring the necessary equipment, Maine has an interim agreement with the F.D.A. concerning the use of HPLC for screening shellfish samples for the presence of P.S.P. This method will reduce the cost of analysis. HPLC will also allow for the differentiation of the various toxins and will thus give information not available by the mouse bioassay.

Red Tide Cysts: A program to survey the winter distribution of resting cysts of the toxic red tide dinoflagellate *Gonyaulax tamarens* var. *excavata* was initiated by Bigelow Laboratory for Ocean Sciences in 1977 and has been conducted by DMR since 1980. The initial objectives of this study were: (1) to determine if the specific objectives of this study were: (A) to determine if the specific locations of resting cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication; and (B) to establish a biographical baseline record of this species.

During the winter, samples were collected at DMR primary and secondary paralytic shellfish poison stations and other sites between Kittery and Eastport for analysis of the presence or absence of cysts. Data derived from this and the previous five years' surveys do not show a

consistent positive correlation between toxin rise in shellfish and the presence of cysts, and therefore this type of study is not of predictive value to Maine's established PSP monitoring program.

PSP Status: Calendar year 1985 was relatively low PSP wise. The reason for this is somewhat obscure but can be partially explained by the drought conditions which resulted in low run-off from the land. Run-off adds nutrients necessary for bloom conditions of PSP.

An international workshop was held in June concerning PSP monitoring and the resulting economic impact of PSP on the shellfish industry. The ocean quahog again presented a potential public health problem due to high PSP scores. This problem will be resolved by added funds in 1986.

The first three quarters of FY 1986 were very low PSP wise. This phenomenon can partially be explained by the drought conditions of 1985. The fourth quarter of FY 1986 had high PSP scores. Higher than normal rainfall and mild conditions apparently promoted the conditions necessary for a PSP bloom.

The problems PSP wise with ocean quahogs in the Jonesport area persist. Sampling for PSP is difficult in this species because it is harvested in 100+ feet of water. Added funds will aid in this problem in FY 1987.

PATHOLOGY: The pathology unit is a diagnostic, research, and teaching unit. Responsibilities include: (1) determining the geographic distribution and prevalence of fish and shellfish diseases in Maine and identifying emerging disease problems, (2) examining imports of live marine organisms to assure that importation will not be detrimental to Maine's indigenous marine life, (3) diagnosing diseases in marine organisms that are submitted for examination by the commercial fishing and aquaculture industries, other DMR projects, the private sector, and other laboratories (4) investigating new diseases to determine their impact on commercial fisheries (5) teaching college and high school students (summer and work-study) the latest diagnostic methods in marine pathology.

Endemic Survey: During fiscal year 1985-86, 383 mussels were sampled from Boothbay Harbor, Friendship, Walpole, Belfast, Hancock, Harpswell, Kittery Point, Lincolnville Beach, Searsport, Glen Cove, and York.

A total of 926 soft-shell clams, *Mya arenaria*, were collected from 20 years ranging from Kittery Point to Perry. These were examined for evidence of neoplasia and any other diseases and/or abnormalities. Populations of neoplastic clams have now been found along nearly the entire length of the Maine coast, from Kittery to Dennysville on Cobscook Bay.

10 *Macoma balthica* were sampled from Searsport.

Specimens submitted for diagnosis: A total of 392 *Mya arenaria* were submitted over a five month period by DMR's clam reseeding project from Crow Island and Thomas Point Beach. These clams are being archived and processed as time permits—allowing us to follow their monthly condition in relation to a recently discovered neoplastic disease.

Examination of 50 clams purchased at a Bath fish market showed that neoplastic clams were being sold to the public. We do not have, at this time, any evidence that neoplastic clams are harmful to human health.

Blue mussels, *Mytilus edulis*, from Nantucket, Mass. were brought to the pathology department for examination prior to possible importation. Gross examination revealed the presence of *P. maculatus* (pea crabs), thus eliminating this area as a possible source of mussels for importation into Maine.

A total of 276 American oysters from the Piscataqua, Damariscotta and Sheepscot Rivers were submitted for examination from the regional biologist and the aquaculture industry. Neoplasia was evident in an oyster from Stacey Creek on the Piscataqua River. This is the first evidence of neoplasia in Maine oysters.

Nine European oysters were submitted from the Damariscotta River by an aquaculturist. No pathogens were detected.

A cunner with larval trematodes was submitted from the DMR aquarium staff, abscessed scallops were examined for a local draggerman, and a spiny dogfish with abnormally brown-colored cartilage was submitted from a fish processing plant.

Histopathological work-up was pursued on cusk tumors from Cozy Harbor Seafoods.

Lobsters from Hancock Point Lobster Pound were examined for evidence of *Gaffkaemia*. Bacterial examinations were made of 30 codfish held captive to test fish traps at DMR. Salps were identified for local fishermen and codfish were examined for evidence of piscine erythrocytic necrosis (PEN).

Special Investigations: Major mortalities of menhaden and bluefish were invested in the Kennebec River and Southport areas as well as mortalities of nine species of fish and lobsters in South Bristol. The death of lobsters in South Bristol was the first time that menhaden have been implicated in the cause of death of lobsters. Low dissolved oxygen levels were associated with the mortalities.

Examination has begun of approximately 1,000 histological slides of soft-shell clams, prepared by the U.S. Fish and Wildlife Service during 1950-1953 after massive mortalities of clams occurred along the northeast seaboard in 1949.

We are determining whether the cancerous condition presently occurring in clams from Maine to Chesapeake Bay was also associated with the mortalities of 1949.

Initial examination of clam sections from the Newburyport, Massachusetts area, prepared in 1950, shows that cancerous clams were present during mortalities in that area. Thus, we have found evidence that this condition occurred in clams 22 years prior to the first report of cancer in clams in 1972, after an oil spill at Long Cove, Searsport, Maine in 1971.

We are also examining approximately 1000 histological sections of clams prepared in 1959-1960 from along the Maine coast for evidence of neoplasia.

A new bacterial pathogen of the sea scallop has been isolated and identified as a species of *Pseudomonas*. Initially isolated from abscesses in the adductor muscle, the bacteria could also be found in the kidney and gills. Under experimental conditions the pathogen killed 8 of 10 scallops over a nine week period. Characteristic lesions were demonstrated in three of the eight mortalities. The disease appears to be associated with heavy fouling of the shells by burrowing sponges and annelids. A research paper describing this work is near completion.

The first of three experiments has begun to determine whether the standard practice of V-notching has an adverse effect on the survivability, resistance to infection, and health of female lobsters. Included in these experiments will be an examination of the healing rate of the V-notch wound using histological methods.

Collaboration with Other Institutions: High lead values were found in 1982 in rock crab gills from the Boothbay area. In addition, chemical analysis of sediments for lead by the Army Corps of Engineers in 1974 (the last sampling) found that Boothbay Harbor had the second highest lead burden of 30 locations along the coast, with a mean lead value of 235.25 parts per million.

Since lead is very toxic the State Public Health Lab has agreed to test not only crabs but mussels, clams and lobsters from the Boothbay area and from other locations along the coast, not only for lead, but for other heavy metals. In addition, tissues from the above specimens will undergo histopathological examination at our lab.

Lobsters from the 6 following locations were collected for heavy metal analyses in January and February: Isle of Shoals, Kennebunkport, Damariscove Island off Boothbay, Monhegan Island, Vinalhaven Island and South Addison. In addition, lobsters are being collected from the 5 following inshore locations: Piscataqua River; Saco River; Fore River, Portland; Boothbay Harbor and Jonesport. Rock crabs were collected from the following 9 locations from October to January: Kennebunkport; Harpswell; Sheepscot River, West Southport; Capitol Island, Southport; West Boothbay Harbor; Linekin Bay, East Boothbay; Damariscove Island; Green Island, Penobscot Bay and Moosabec Reach, Jonesport. Soft-shell clams and blue mussels were collected for heavy metal analyses from the following 10 areas in March: Saco River; Fore River, Portland; Barnes Pt., Brunswick; Boothbay Harbor; Waldoboro; Rockland; Owls Head; Stockton Springs; Jonesport and Eastport.

Tests on the above will not be completed until September, 1986.

Mackerel of specific sizes were caught, numbered with a jaw tag, gross examined for parasites, blood smears and tissue imprints prepared, heads removed and preserved in formalin and the material and data sent to the National Marine Fisheries Service pathology lab at Oxford, Maryland for their parasite studies of this species. Sea-scallop gonads were processed histologically for DMR's scallop project and Rutgers shellfish lab. Scallop abscess isolates were sent to NMFS Milford lab for their shellfish pathogen collection. Effects of quicklime on mussels and lobsters were pursued with other DMR investigators and Great Eastern Mussel Farms. DMR's anadromous fish division was assisted with health exams of shad from the Merrimack River prior to importation.

Slides, reprints and diagnostic methodology on clam cancers were sent to the UMO pathology unit for their information and student instruction.

MSX: The Haplosporidian, *Minchinia nelsoni* (MSX), the most serious pathogen of American oysters, was previously discovered in an oyster sampled in 1983 from the Marsh River. This was the first time MSX had been found north of Cape Cod. During this fiscal year our prior oyster slides were reviewed and another oyster from the Marsh River that was sampled in 1983 was found to have MSX. In addition, in a review of slides, MSX was also found in an oyster sampled in 1983 from the Piscataqua River, the first discovery of MSX from this river. Additional oysters were collected in June 1986 from the Marsh River for histopathological work-up and examination to determine if this disease is still endemic to this river system. Other samples will be taken not only from the Marsh but from the Piscataqua River in the next fiscal year.

Students: Two students from the Boothbay Region High School, one enrolled in Advanced Biology, the other in Environmental Sciences, spent part of 3 mornings a week during the month of May at our lab gaining hands-on experience in marine pathology. Several State Science Fair winners were with us for a day of experience in marine pathology. A student from Bates College spent several weeks of her Christmas vacation working with us.

Publications: Sherburne, S.W. 1985. Fish and lobster mortalities associated with an influx of Atlantic menhaden, *Brevoortia tyrannus*, and resultant low oxygen levels in South Bristol, Maine. Fish Health Section, American Fisheries Society Newsletter, Vol. 13, No. 4, October, 1985.

Sherburne, S.W. and L.L. Bean. 1985. A synopsis of the most serious diseases occurring in Maine shellfish. Fish Health Section, American Fisheries Society Newsletter, Vol. 13, No. 4, October, 1985.

Sherburne, S.W. and L.L. Bean. 1985. Investigation of cancer in Maine clams. Fish Health Section, American Fisheries Society Newsletter, Vol. 13, No. 4, October, 1985.

ENVIRONMENTAL MONITORING:

Physical Data: All past records (dating back to 1905) of sea surface, sea bottom and air temperatures, salinity, barometric pressure, and precipitation for Boothbay Harbor have been archived on magnetic tapes, and are updated on a monthly basis. Data processing of the dew point time series 1966-1980 has continued. Analogs proofed and data entry completed through 1972. This backlog is being processed as time permits.

Dissemination of the information has been by regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly summaries of environmental data are included in the weekly newsletter of DMR, private individual, the Portland Weather Bureau, the weekly newspaper "The Boothbay Register," and most recently requested by the Pell Marine Science Library, University of Rhode Island. A new issue of a Research Reference Document is issued each year to update the complete record of sea surface temperatures. Sea surface temperatures are included in the monthly "Maine Climate" issue of the Northeastern Regional Climate Program publication from Cornell University and University of Maine at Orono. 1985 marked 20 years of precipitation and salinity recordings and a brief Research Reference Document is now available describing the two data sets from 1966-1985 inclusive. The entire environmental data set completed to date was presented in the poster session for the Gulf of Maine Workshop held during August 1985 at the University of Maine in Portland. Also, the historical and current sea surface and air temperature data sets from Boothbay Harbor and Gloucester, Mass. (historical only) were requested in their entirety by the Climate Research Group at the Scripps Institute of Oceanography.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of data to magnetic tape records and summaries; (3) to archive original, historical data for safe storage; and (4) to familiarize and continue investigating promising technologies which represent the forefront of marine-related environmental monitoring.

A new automated data acquisition system for goal #1 was installed in January 1986. Eleven environment parameters are included in this system: sea surface temperature, sea bottom temperature, air temperature, wind speed, wind direction, salinity, barometric pressure, precipitation, relative humidity (replaces dew point), tide level and solar radiation. The computer bugs, sensor adjustments, and general system modifications will take approximately one year to be

100% operational. The older instrumentation is also maintained to keep the records up to date, for back-up and calibration purposes. Tabulations and summaries of sea surface temperature, air temperature, sea bottom temperature, salinity, precipitation and barometric pressure are being kept up to date and a monthly summary available shortly after the end of each month.

Biological Data: At present, one species, the green crab (*Carcinus maenas*), is monitored by the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery for this species, relative seasonal abundance has been estimated by DMR through shore samples taken in the fall at approximately 12 selected stations along the coast from Kittery to Perry. An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast. The population level in the 1985 survey is low relative to the extreme high levels associated with high predation in the 1950's as described in the Research Reference Document. The most recent concern in green crab abundance has been from aquaculturists whose sites have the potential for high localized predation. A presentation of the survey was given at the ERF/NEERS conference held at the Univ. of New Hampshire in July 1985.

The short-term goal of this portion of the project is to determine the relative status of green crab abundance along the Maine coast on an annual basis. In the longer term, the goal of the project is to serve a predictive purpose in relating temperature trends to trends in crab abundance and its ultimate effect on soft-shell clam stocks.

OIL POLLUTION RESEARCH: Oil Pollution Research at the Department of Marine Resources (DMR) provides information to protect vulnerable marine resources from spilled oil and to assess damage caused by oil spills.

The work done on oil pollution by the DMR in the past year consisted of assembling an atlas of the Penobscot Bay area showing over 600 vulnerable marine resources in 15 different categories. The information for the atlas was taken from work done in 1984-1985 by Department personnel.

This 132 page atlas marks the final installment in an 8 year long program. Vulnerable marine resources from Cape Elizabeth to Isle au Haut have been catalogued and described in four volumes. This area includes most of the shoreline that is most susceptible to oil spill damage.

Special Joint Positions with University of Maine, Orono.

POPULATION DYNAMICS: The University of Maine and the Department of Marine Resources share a joint faculty appointment. This is a research position based at the Marine Resources Laboratory in Boothbay Harbor with a teaching commitment at the University campus in Orono. Teaching and student advisory activities at the University are conducted through the Zoology Department, the Oceanography Program, and the Center for Marine Studies. An undergraduate oceanography course was taught during the spring semester to 30 students. Two students continued working on Masters degrees in the Zoology Department. One of them is working on the vertical distribution of larval herring and a predatory copepod over egg beds in eastern Maine and the other on the effects of environmental variables on recruitment and harvest of juvenile herring along the Maine coast. Other campus responsibilities included participation in meetings of the Oceanography Program faculty and the Oceanography graduate student admissions committee.

Research continued on the dynamics of herring spawning and larval production in eastern Maine coastal waters during 1985-86. Field studies of herring eggs and larvae were conducted on the eastern Maine spawning ground. Objectives of the field work were: 1) to locate and survey herring egg beds; 2) to estimate spawning times; and 3) to collect additional data relating to the vertical distribution of recently-hatched herring larvae and a predatory copepod to combine with data obtained in 1984. Larval sampling at discrete depths over an egg bed was conducted with support from the UMO/UNH Sea Grant program. Surveys of two egg beds were conducted with a remotely-operated underwater vehicle provided by the National Undersea Research Program at the University of Connecticut. Video taped observations of the egg beds and egg bed substrate revealed a number of important features of egg deposition and habitat. Larval net samples from one spawning site were examined in the laboratory and larval densities at discrete depths were estimated. A hydroacoustic survey for adult herring was conducted in

eastern Maine and New Brunswick coastal waters aboard a Canadian research vessel in August 1985. This survey was a collaborative effort with the Canadian Department of Fisheries and Oceans in St. Andrews, N.B., and the National Marine Fisheries Service in Woods Hole, MA. The hydroacoustic equipment functioned successfully, but only a single school of fish was found during the five-day cruise.

Other research activities included the revision of manuscripts relating to temperature effects on the biology of northern shrimp and spatial-temporal variations in herring fecundity in the Gulf of Maine, both of which were submitted for publication. The herring fecundity paper was published in December 1985. Two additional research papers submitted the previous year were published during 1985-86. One of these, a description of life history characteristics of two species of pandalid shrimp in Penobscot Bay, was published in July 1985 and the other, an analysis of larval herring production dynamics in eastern Maine, was published in the spring of 1986. Two reports summarizing the results of herring early life history studies in eastern Maine were published in the popular press, one for Commercial Fisheries News and the other for Explorations, a journal of research at the University of Maine.

Other activities included the submission of three pre-proposals to the University of Maine Sea Grant Program. One of these, entitled "Herring egg bed studies: factors affecting hatching success and hatching rates of eggs and survival and dispersal of larvae" received favorable reviews and was developed into a full proposal which was included in a group of proposals which were sent to the National Sea Grant Office in Washington for funding in 1987-88. A proposal to support further use of an underwater vehicle to survey herring egg bed sites in eastern Maine in the fall of 1986 was approved by the National Undersea Research Program at the University of Connecticut. Complementary funds for the same project were obtained from the Maine State Planning Office in the spring of 1986.

Three meetings were attended during the year. They were a stock identification workshop sponsored by the National Marine Fisheries Service in Panama City, Florida in November 1985; a larval fish conference sponsored by the early life history section of the American Fisheries Society in Miami, Florida in May 1986; and, a workshop held at the National Academy of Sciences in Washington, D.C. in January 1986 to draft a preliminary scientific plan for Caribbean marine research in support of marine resource development. Presentations on various aspects of herring population dynamics and the eastern Maine herring research project were presented at a Gulf of Maine symposium in Portland in August 1985, at Bates College in March 1986 and at a meeting of the Marine Mammal Association in Boston in March 1986.

GULF OF MAINE ECOSYSTEM MODELS: This report summarizes work done on Gulf of Maine ecosystem models during the fiscal year. As a result of work related to this project two papers will be published this year. The completion of work on these papers occupied the final months of 1985. In January of 1986 research was begun to develop a multi-species management model for Gulf of Maine fisheries. Four submodels were outlined for later development using important species or groups of species in the Gulf. These submodels can be integrated into a combined system model which can describe the interaction of species within Gulf of Maine fisheries and the interaction of these fisheries with the larger economic system.

The four submodels to be developed are as follows:

- (1) A model which uses the basic equation of fisheries science,

$$S = R + G - M - F$$

where S is the stock of fish, R is recruitment, G is growth, M is natural mortality, and F is fishing mortality. This model can be validated with catch and effort data which is often collected by fishery scientists.

- (2) A model which predicts the recruitment of each species of interest. This model uses detailed information about the biology and ecology of a species as well as environmental relationships to calculate a function for recruitment, R, in #1.

- (3) A model of the trophic relationships of a species or group of species from which values for growth, G, and natural mortality, M, are supplied to the model in #1.

- (4) A model of the fishery for a species or species group which includes the driving effects from man's economy. This model will supply a value for fishing mortality, F, to the model in #1.

The evaluation and further development of these general models for particular cases was begun in April of 1986 after an initial three month period of research, planning, and model formulation. A summary of the progress made up to June 30, 1986 is given below.

A model for herring recruitment has been started. This work will occupy the rest of the summer and culminate in the presentation of a NAFO paper in September. The completion

MARINE RESOURCES

of this work will constitute the creation of a template for the construction of recruitment models for other fish species.

The months of April, May and much of June were used to develop a biosocioeconomic-model of the now defunct redfish fishery in the Gulf of Maine. This model establishes a format for estimating fishing mortality (#4 above) within a socioeconomic, as well as a biological, context. The successful completion of this work will aid in the development of models to estimate and understand the effects of fishery management decisions.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,198,741	794,869	93,898		309,974	
Health Benefits	66,021	42,244	6,107		17,670	
Retirement	212,620	142,212	19,074		51,334	
Other Fringe Benefits	4,444	2,998	356		1,090	
Other Contractual Service	402,392	320,091	10,224		72,077	
Rents	5,947	3,115	504		2,328	
Commodities	146,229	111,878	24,246		10,105	
Grants—Subsidies—Pensions	4,169	4,120	49			
Equipment	68,010	31,313	17,169		19,528	
Interest—Debt Retirement	65	65				
Transfers to Other Funds	13,133		3,409		9,724	
TOTAL EXPENDITURES	2,121,771	1,452,905	175,036		493,830	

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou
Mail Address: P.O. Box 145, Caribou, Maine

Telephone: 498-6130
Recorder: 800-462-8818

Established: September 23, 1983

Program Terminates: July 31, 1987

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, on initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers. Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Council and the Maine Potato Sales Association.

PROGRAM: The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry. The newsletters are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations. This program also provides a pre-recorded message to growers that is updated twice daily. These recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

PUBLICATIONS:

Weekly Newsletter to potato growers, free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Department of Agriculture, Food and Rural Resources.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
THE HONORABLE KENNETH M. CURTIS, PRESIDENT

Central Office: Castine, Maine
Mail Address: Castine, Maine 04420

Telephone: 326-4311

Established: 1941

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165

Legislative Count: N.A.

Organizational Units:

Board of Trustees

Academic Division

Board of Visitors

Administrative Division

Office of the Superintendent

Student Affairs Division

Training Division

External Affairs Division

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of \$100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget. (As of this date, the Federal government has notified the Academy that it does not plan to provide any direct financial support after September 30, 1986.)

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the Fall Term, September 1985, stood at 552. Of these, 137 were seniors, 154 juniors, 118 sophomores and 143 freshmen. The student body included 14 women. Students from the State of Maine numbered 360 or 65% of the total. There were 182 students from other states and 10 students from abroad, 3 from Liberia, 3 from

MARITIME ACADEMY

Panama, 1 from Brazil and 3 from Malaysia. The Bachelor of Science degree was awarded to 138 graduating seniors in April 1986.

Due to depressed conditions which persist in the maritime industry graduates experienced considerable difficulty in finding deep sea billets. However, graduates continue to find employment opportunities with a wide range of marine and non-marine related companies. Nearly 98% of the class of 1985 found employment within 6 months of graduation. Twenty graduates of the class of 1986 accepted active duty commissions in the U.S. Navy and three enrolled in the Master of Science Program in Shipping Management.

The annual Training Cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Norfolk, VA; Portsmouth, England; Dublin, Ireland; Funchal, Madeira; and Boston before returning to Castine on 26 June 1986.

No new major construction projects were undertaken during the year. A barge was acquired for use with the tugboat in the tug/barge training program for undergraduate students. A liquid Natural Gas cargo simulator valued at \$250,000 was presented to the Academy from Energy Transportation Corporation.

Legislation was proposed and passed which allows Maine Maritime Academy to become a participating member of the New England Regional Student Program. Commencing in the Fall of 1986 eligible students from New England states will pay only in-state tuition plus 25%.

The Fall of 1985 saw two new majors added to the traditional majors of Marine Engineering and Nautical Science. The new majors are: Marine Engineering Technology and Marine Transportation and Management. While all four majors prepare graduates for seagoing jobs, the newest majors provide students with an education that prepares them for shoreside engineering and management positions as well.

On 6 May 1985 the first module of the Master of Science in Maritime Management Program began with seventeen graduate students. Today, one year later, over 40 students are enrolled in the graduate school.

Evening programs during the Fall and Spring, and an extensive array of courses, seminars and meetings during the summer months, play an increasing role in Academy routine, as wider opportunities for adult study and other community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis.

Applications from prospective students continue to decline due to various factors, including the state of the maritime job market, the declining state high school population and the high cost of matriculation. Student enrollment for the Fall Term 1986 is expected to number from 475 to 520.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.

Master of Science in Maritime Management.

PUBLICATIONS:

Maine Maritime Academy Catalog(no charge)

Maine Maritime Academy—The Formative Years 1941-1966

by Howard C. Jordan\$5.00

Maine Maritime Academy Viewbook(no charge)

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MARITIME ACADEMY

MAINE MARITIME ACADEMY Statement of Current Fund Revenues, Expenditures and Other Changes Year ending June 30, 1986 with comparative figures for 1985

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	2,062,202		2,062,202	2,000,554
Federal appropriations	199,934		199,934	418,604
State appropriations and grants	3,645,870	63,807	3,709,677	3,463,991
Federal grants and contracts	17,668	335,643	353,311	326,942
Private gifts, grants and contracts	119,639	221,935	341,574	291,335
Endowment income	34,883	34,084	68,967	89,873
Sales and services of auxiliary enterprises	1,985,338		1,985,338	2,332,775
Other income	409,868	3	409,871	372,479
Total current fund revenues	<u>8,475,402</u>	<u>655,472</u>	<u>9,130,874</u>	<u>9,296,553</u>
Expenditures and mandatory transfers:				
Educational and general:				
Instruction	2,034,329	218,635	2,252,964	2,367,092
Public service	202,398	9,639	212,037	187,037
Academic support	432,908	9,610	442,518	459,493
Student services	801,796	20,848	822,644	757,607
Institutional support	1,463,846	1,868	1,465,714	1,416,679
Operation and maintenance of plant	1,140,047	54,830	1,194,877	1,311,957
Scholarships and fellowships	29,961	306,917	336,678	290,468
	<u>6,105,285</u>	<u>622,147</u>	<u>6,727,432</u>	<u>6,790,333</u>
Mandatory transfers for:				
Principal and interest	120,953		120,953	88,079
Local fund	10,189	5,500	15,689	10,556
Total educational and general	<u>6,236,427</u>	<u>627,647</u>	<u>6,864,074</u>	<u>6,888,968</u>
Auxiliary enterprises:				
Expenditures	1,615,562	27,825	1,643,387	1,975,056
Mandatory transfers for:				
Principal and interest	53,974		53,974	68,883
Renewals and replacements				
Total auxiliary enterprises	<u>1,669,536</u>	<u>27,825</u>	<u>1,697,361</u>	<u>2,043,939</u>
Total expenditures and mandatory transfers	<u>7,905,963</u>	<u>655,472</u>	<u>8,561,435</u>	<u>8,932,907</u>
Other transfers and additions (deductions):				
Excess of restricted receipts (expenditures)				
over transfers to revenues		19,922	19,922	(30,824)
Unrestricted gifts allocated to other funds	(10,000)		(10,000)	(579)
Net allocation of unrestricted resources from (to) other funds	<u>(551,796)</u>		<u>(551,796)</u>	<u>(320,865)</u>
Total transfers	<u>(561,796)</u>	<u>19,922</u>	<u>(541,874)</u>	<u>(352,268)</u>
Net increase (decrease) in fund balance	<u>\$ 7,643</u>	<u>19,922</u>	<u>27,565</u>	<u>11,378</u>

See accompanying summary of significant accounting policies and notes to financial statements.

MEDICAL LABORATORY

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta

Telephone: 289-2727

Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1975

Sunset Termination Scheduled to Start by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets as necessary and conducts business by mail whenever possible. During FY 86, the Commission did not meet but acted by mail on several items. Two licenses were surrendered, due to closure of the facilities, and one new license was issued, for a total of six laboratories licensed at year's end. The Public Health Laboratory's Laboratory Certification Supervisor continues to visit and evaluate each laboratory annually.

LICENSES, PERMITS, ETC.

License:

Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to less than \$500.00 in FY 86 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

MENTAL HEALTH ADVISORY

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
AMORY M. HOUGHTON, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4230

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 92; Unit: 196; Citation: 34B M.R.S.A., Sect. 1209

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Council provides citizen contribution to the identification of needs, resources, goals and objectives for the Mental Health System. The Council mechanism allows the opportunity for many Maine citizens to:

- a. Review departmental policy and plans to assure that they are consistent with the needs and wishes of Maine people;
- b. Consider solutions to mental health problems which are impacted by socio-demographic and economic conditions within the state;
- c. Consider the cross cutting areas between the mental health system and the corresponding health, human service and educational systems; and
- d. Advise the department relative to the capital construction of mental health care facilities.

ORGANIZATION: There are thirty (30) members appointed by the Governor to represent both the consumer and provider communities. The Governor's Mental Health Advisory Council meets monthly to discuss matters of departmental policy and broad program issues. Representatives from the department, including the Commissioner and the Bureau Director of Mental Health, meet with the Council to present plans, issues, concerns and to discuss these matters with Council members. The Council reviews, makes recommendations regarding, and subsequently approves the State Mental Health Services Plan as drafted by the department.

PROGRAM: The Council's activities encompass matters involving broad policy and program issues and long-range planning for mental health services, including preparation of the annual update of the Maine mental health report. During FY 86 the Council advised the Department on legislation regarding community mental health services and actively monitored Bureau of Mental Health funding and reimbursement mechanisms. The Council reviewed the recommendations of various task forces and commissions relating to mental health and provided comprehensive advice to the Department concerning those recommendations. The Council was also involved in reviewing federal funding issues and legislative appropriations concerning mental health, including a comprehensive review of the Bureau's budget. Various members of the Council were also involved in other Departmental and inter-Departmental planning and advisory groups. Council members continued to be involved in the annual public forums on mental health needs held throughout the state.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

KEVIN W. CONCANNON, COMMISSIONER

RONALD S. WELCH, Associate Commissioner, Programs

RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; Floor: 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4200

Established: 1939

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; Umbrella: 14; Unit: 191; Citation: 34B M.R.S.A., Sect. 1201

Average Count—All Positions: 2,144

Legislative Count: 2,210.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Bureau of Children with
Special Needs
Public Information Office

Division of Data and Research
Developmental Disabilities Office
Mental Health Advisory Council
State Planning & Advisory Council on
Developmental Disabilities
Maine Committee on Problems of the Mentally
Retarded

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of mental health, mental retardation and children's services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making processes.

Within the central administration, the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and Institutions or contracted for through private agencies.

The Associate Commissioner for Administration is responsible for all of the Department's financial affairs as well as personnel and employee relations.

PROGRAM: Specific program information pertaining to FY 86 is included in the separate reports of the Department's subdivisions.

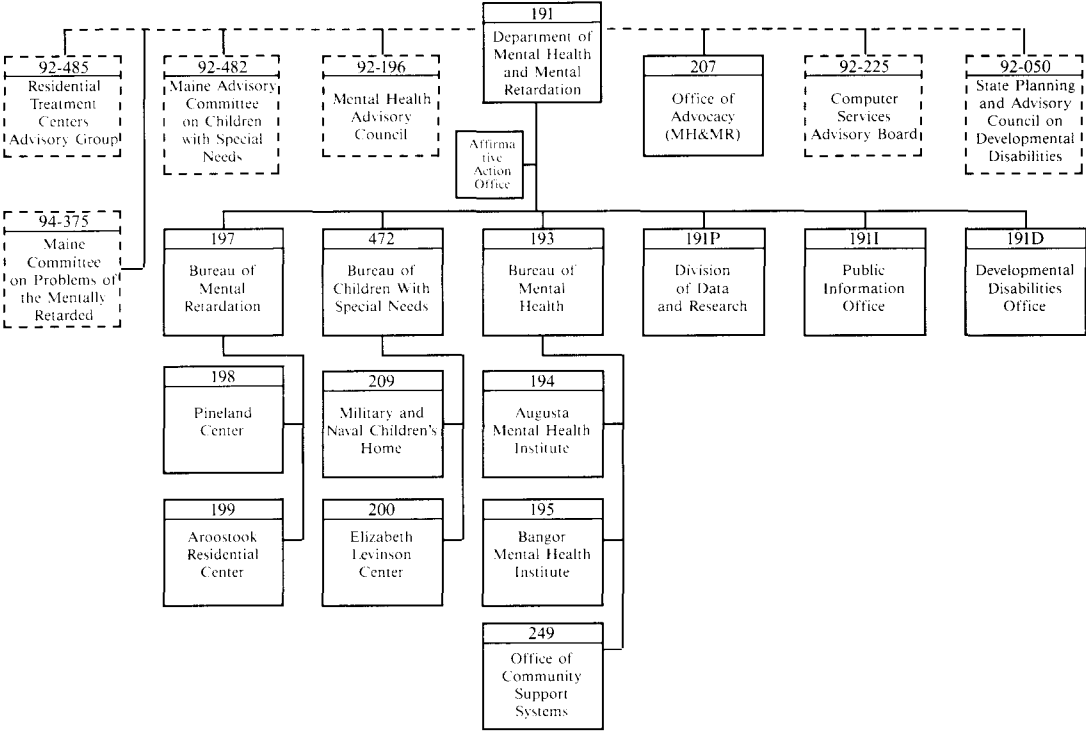
LICENSES, PERMITS, ETC.

Refer to Specific Program areas for details.

PUBLICATIONS:

Refer to Specific Program areas for details.

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14



Approved by the Bureau of the Budget

MENTAL HEALTH AND MENTAL RETARDATION

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,891,289	38,202,301	109,255		579,733	
Health Benefits	2,443,164	2,400,652	9,868		32,644	
Retirement	7,398,380	7,276,485	22,266		99,629	
Other Fringe Benefits	137,030	134,525	385		2,120	
Computer Services—Comm.	278	278				
Computer Services—State	53,111	53,111				
Other Contractual Service	4,758,784	4,229,833	340,519		188,432	
Rents	201,084	194,163	423		6,498	
Commodities	3,588,535	3,408,684	169,722		10,079	
Grants—Subsidies—Pensions	23,315,702	19,991,341	239,227		3,085,134	
Buildings and Improvement	291,935	247,652	38,283		6,000	
Equipment	382,068	363,854	13,767		4,447	
Interest—Debt Retirement	337	334			3	
Transfers to Other Funds	23,315		6,133		17,182	
TOTAL EXPENDITURES	81,485,012	76,503,213	949,898		4,031,901	

MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	1,034,028	1,034,028				
Health Benefits	47,641	47,641				
Retirement	176,573	176,573				
Other Fringe Benefits	3,327	3,327				
Computer Services—State	19,710	19,710				
Other Contractual Service	758,251	758,251				
Rents	115	115				
Commodities	1,947,497	1,947,201	296			
Grants—Subsidies—Pensions	51,269	51,269				
Buildings and Improvement	260,667	247,391	13,276			
Equipment	39,188	39,188				
Interest—Debt Retirement	98	98				
TOTAL EXPENDITURES	4,338,364	4,324,792	13,572			

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4243

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; Umbrella: 14; Unit: 207; Citation: 34-B M.R.S.A., Subsec. 1205

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional mental health representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

In the Bureau of Mental Retardation (BMR), the 4 community advocates and the Pineland Center advocate: (1) represent clients at inter-disciplinary team meetings at which a prescriptive program for their treatment for the upcoming year is planned and developed; (2) approve and periodically observe the utilization of aversive behavior modification programs both at Pineland and in the community; and (3) initiate or accept complaints and grievances on behalf of BMR clients, including investigations of abuse.

The institutional mental health advocates: (1) attend treatment planning meetings; and (2) assist in the investigation and resolution of client grievances, including those involving allegations of abuse, mistreatment or neglect.

MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM: The Office of Advocacy has provided assistance or information to upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of regulations assuring mentally ill patients' rights, and will be actively enforcing those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services", are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle

Telephone: 764-4104

Mail Address: Box 1285, Presque Isle, Maine 04769

Established: 1972

Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34-B M.R.S.A., Sect. 5403

Average Count—All Positions: 22

Legislative Count: 19

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

- A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
- B. Residence for adults attending either a sheltered workshop or adult day activity program;
- C. Transitional programming for Pineland Center residents who are returning to Aroostook County;
- D. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
- E. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months residency; and
- F. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

MENTAL HEALTH AND MENTAL RETARDATION

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 12 years or older and experiencing behavioral adjustment or training difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 60% of the Center's operating costs.

These changes have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	306,280	306,280				
Health Benefits	17,555	17,555				
Retirement	61,381	61,381				
Other Fringe Benefits	938	938				
Other Contractual Service	123,224	123,263	- 39			
Rents	2,388	2,388				
Commodities	14,255	14,255				
Grants—Subsidies—Pensions	996	996				
Equipment	22,417	20,919	1,498			
TOTAL EXPENDITURES	549,434	547,975	1,459			

AUGUSTA MENTAL HEALTH INSTITUTE

WILLIAM C. DAUMUELLER, ACSW, SUPERINTENDENT

Central Office: Hospital Street, Augusta
Mail Address: Box 724, Augusta, Maine 04330

Telephone: 622-3751

Established: 1834

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; Umbrella: 14; Unit: 194; Citation: 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 547

Legislative Count: 561.5

Organizational Units:

Psychiatric Admissions Unit
Psychiatric Transitional Units
Psychiatric Rehabilitation and Reentry Units
Psychiatric Adolescent and Family Therapy Unit
Psychiatric Forensic Unit

Medical Infirmary
Nursing Home
Program Evaluation
Research & Evaluation
Staff Development
Hospital and Business Services
Health Sciences Library

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept some additional acute patients on a voluntary basis. The demand for mandated services is such that voluntary admissions have to be refused, delayed or diverted to assure suitable accommodations for those most in need.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role as a viable part of the community-based, mental health supported system.

The Augusta Mental Health Institute is organized as a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional treatment units is responsible for the total treatment and rehabilitation of its patients:

- A. Admission Unit: The Admission Unit has a 25 bed capacity and is equipped to provide evaluation and crisis management. Only adult patients requiring three weeks or more of inpatient services move beyond this Unit and are treated elsewhere in the Institute.
- B. Forensic Unit: Under Title 15, Superior and District Courts may order examinations to determine mental competency and responsibility for criminal acts. The Department of Mental Health and Mental Retardation is responsible for all examinations beyond the "preliminary" stage, and is required to perform many of the "preliminary" examinations as well (resulting in a saving of considerable money to the Court system).
- C. Transition Unit: The 85 bed Transition Unit provides intensive treatment for actively

MENTAL HEALTH AND MENTAL RETARDATION

psychotic adults who may require several months of hospitalization. These include both acutely mentally ill individuals who require intensive intervention over a period of weeks or months and chronically mentally disabled persons who are able to live in the community with occasional admissions to the hospital for further treatment. A subdivision of the Transition Unit, the Young Adult Treatment Program provides special services for patients 18-35 who currently comprise 51% of all admissions to the hospital—part of what is currently recognized as a national epidemic of mental illness in the 18-35 age group.

- D. The Adolescent Unit: The Adolescent Unit provides a specialized program for youths between the ages of 12 and 18, statewide, who require a psychiatric hospital level of inpatient treatment services. An extra emphasis on family involvement in therapy and individual treatment for these adolescent patients is designed to promote early return home with minimal disruption of family and community support systems.
- E. Rehabilitation & Reentry Unit: This Unit provides comprehensive social, educational and vocational rehabilitational services in a variety of settings to patients with social skill needs. Programs are focused on the development of community living skills which will allow eventual discharge from the hospital. A sheltered workshop/vocational training program, GROW, is part of this unit and serves both inpatient and community clients.
- F. Nursing Home Unit: The Institute maintains and staffs 70 beds certified by the Department of Human Services as a Nursing Home Unit reimbursable under Title XIX. It admits only from the AMHI psychiatric population, assuring that those patients who are more appropriate to community nursing homes are not admitted to this program.
- G. Infirmary & Clinics: The 16-bed Infirmary provides a Medicare certified general hospital level of care, at less cost than would be incurred by a transfer to a general hospital, thus generating significant amounts of third-party reimbursement to the general fund. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical Center. A Medical Clinic provides ambulatory care in support of the psychiatric units.

PROGRAM: During the fiscal year 1986, Augusta Mental Health Institute continued to provide programming specific to the needs of the severely mentally ill and mentally disabled. AMHI received its three year accreditation from the Joint Commission on Accreditation of Hospitals (JCAH) as a long term care facility and as a psychiatric and substance abuse hospital. In addition, AMHI was approved for continued participation in the Medicare program, despite some difficulties in staffing which were overcome by legislative action.

Admissions to AMHI were less than in the past fiscal year numbering 1,128, which is a decrease of 219; however, the average daily population increased to 332. AMHI continues to see a large percentage of young adult patients with multiple problems including alcohol and other drug abuse and many more individuals who are resistant to treatment.

AMHI continues to utilize two aftercare coordinators to promote smooth entry into local community aftercare networks. These aftercare coordinators serve the Portland area and the Augusta/Waterville area.

AMHI also functions as a teaching hospital for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Grand Rounds are also sponsored, which bring in nationally known experts, as well as State and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the Dept. of Mental Health & Mental Retardation, as well as providing a meeting site for the Maine Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship.

Recently AMHI acquired and installed a computer system designed to provide for billing, financial data, clinical and management information. It is hoped that this will impact positively on our service provision, as well as in our business management and administrative functioning.

PUBLICATIONS:

Structured Learning Therapy
The Adolescent Program at Augusta Mental Health Institute
AMHI Fact Sheet
The Treatment Planning Index

MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	EXPENDITURES						
Salaries and Wages	10,406,148	10,296,893		109,255			
Health Benefits	644,905	635,037		9,868			
Retirement	1,979,432	1,957,166		22,266			
Other Fringe Benefits	33,382	32,997		385			
Computer Services—State	17,625	17,625					
Other Contractual Service	874,112	818,545		55,282		285	
Rents	1,939	1,745		194			
Commodities	546,675	478,212		67,515		948	
Grants—Subsidies—Pensions	564,639	394,737		169,902			
Buildings and Improvement	14,184			14,184			
Equipment	91,745	85,202		6,543			
Transfers to Other Funds	2,101			2,091		10	
TOTAL EXPENDITURES	15,176,887	14,718,159		457,485		1,243	

BANGOR MENTAL HEALTH INSTITUTE

CHARLES MEREDITH, M.D., SUPERINTENDENT

Central Office: Hogan Road, Bangor

Telephone: 941-4000

Mail Address: Box 926, Bangor, Maine 04401

Established: 1885

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 527

Legislative Count: 559

Organizational Units:

Institute Services

Educational & Rehabilitative Services

Personnel

Quality Assurance

Adult Psychiatric Program

Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

Bangor Mental Health Institute is organized by specific functional treatment programs. The Adult Psychiatric Program consists of 158 beds in eight residential programs organized into four units. Those units include an Admissions Unit which provides short term acute care

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and crisis management, a Skills Learning Program including an Intermediate Program for patients requiring psychiatric care up to one year, a Rehabilitation Unit for longer stay patients, a Transitional Living Unit which includes a halfway house program for patients preparing to leave the Institute, and a Forensic Program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and corrections facilities. The Forensic Unit also does court mandated evaluations and provides treatment. The Autistic Unit provides treatment for the small residual autistic and mentally retarded dually diagnosed patients who have not found placement within the Mental Retardation system.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remotivation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

A number of other clinical departments provide essential services to these units including Medical Clinic, Lab, X-ray, Pharmacy, and Rehabilitative Services which contains Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Patient Education and Health Sciences Media Center, and Volunteer Services.

Other administrative support departments include Quality Assurance, Personnel, and Support Services which includes Business Office, Plant Maintenance, Dietary, Laundry, and House-keeping.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkage with community programs, B.M.H.I. Administration has worked closely with the Community Health and Counseling Services Board and the Northern Tier Planning group. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, and Together Place; Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association to provide increased communication and advocacy for increased mental health services for older citizens of Maine.

All departments within B.M.H.I. put forth a major effort this year to prepare for a focus survey in June. The focus survey addressed five major areas in which B.M.H.I. has received contingencies in the May 1985 survey. A great deal of effort and attention were focused on a revision of the treatment planning and patient care monitoring process, clinical privileging, written plan for professional services, infection control and assessment. The survey was intensive and thorough and resulted in a recommendation to the Joint Commission that all previous cited contingencies be removed. All B.M.H.I. staff have every right to be proud of their efforts and the excellent results.

The Admissions Unit was again certified by Medicare following some concerns and subsequent corrections involving the specificity of treatment plans.

The Program on Aging again received renewed Medicaid certification as an I.C.F.

The Benchmark Vocational Program has served 111 B.M.H.I. patients over the past year and has undergone a series of revisions both in programs and staffing. Planning is currently underway for a new Benchmark building to be constructed on the grounds later this year.

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The Psychiatric Rehabilitation Program at B.M.H.I. has continued to advance, with the implementation of the model on K-2 and completion of training of three in-house trainers. These three will begin a training program for other B.M.H.I. staff in August of this year.

On the administrative side, much effort has gone into the development and implementation of a new fiscal management system for the Institute. The new system has allowed not only for much greater accountability, monitoring, and control of expenditures, but for far more realistic budget preparation, as well.

Finally, as the fiscal year drew to a close a new Superintendent, Dr. Charles Meredith, was appointed to take up the reins at B.M.H.I., effective July 14.

LICENSES, PERMITS, ETC.

Nursing Assistant Certificates
Medication Assistant Certificates

PUBLICATIONS:

Patient's Handbook—B.M.H.I.
Staff Handbook
Patients' Rights Manual

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,707,396	9,689,730			17,666	
Health Benefits	602,303	600,983			1,320	
Retirement	1,856,038	1,853,029			3,009	
Other Fringe Benefits	33,336	33,275			61	
Computer Services—Comm.	278	278				
Computer Services—State	6,511	6,511				
Other Contractual Service	684,091	655,079	29,012			
Rents	66,150	66,150				
Commodities	526,732	431,547	94,471		714	
Grants—Subsidies—Pensions	298,072	283,267	14,805			
Equipment	104,711	101,138	3,573			
Interest—Debt Retirement	147	144			3	
Transfers to Other Funds	1,322		1,123		199	
TOTAL EXPENDITURES	13,887,087	13,721,131	142,984		22,972	

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT N. FOSTER, DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor *Telephone:* (207) 289-4250

Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: 1985

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 472; *Citation:* 34-B M.R.S.A., Sect. 6204

Average Count—All Positions: 34.5

Legislative Count: 34.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions, explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau plans to expand and improve services to Maine children who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of previous action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (a respite care facility for severely handicapped children) in Bangor joined the Military-Naval Children's Home, in Bath, as institutions under the administrative jurisdiction of the Bureau.

PROGRAM: During 1985-86, grants developed or administered by the Bureau of Children with Special Needs totaled approximately \$4,500,000. Services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the approximate proportion of these services to the total budget:

Residential Treatment Services (23%)

Day Treatment Services (3%)

Family Intervention & Support Services (20%)

Early Intervention Services (17%)

Mental Health Services (37%)

In all but one or two instances, funds from the Bureau are combined with those of other children-oriented programs or agencies, such as public schools, the Department of Human Services, the Department of Corrections, the Department of Educational and Cultural Services, and the Developmental Disabilities Planning Council. As a result, at least half the energy of the bureau's central office is devoted to continuation and strengthening of Maine's successful ten-year effort to coordinate child and family services between state agencies, represented by the Interdepartmental Committee.

Approximately 2500-3000 children receive services in programs assisted by Bureau grants. Competitive federal grants are also obtained from time-to-time; at present the Bureau administers a national demonstration grant from the U.S. Department of Education in the area of preventive intervention, and a Child and Adolescent Service System Program grant from the National Institute of Mental Health.

Major efforts during the current year are focused on the reorganization of children's services within the department. On the day the enabling legislation became effective, the Office of Children's Services with a staff count of 3.5 and a total appropriation of some \$2,000,000

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became a major Bureau with responsibilities for a total staff of 109 and a total appropriation of more than \$6,000,000. In order to realize fully the positive potential of this reorganization, many activities related to staff recruitment and training, the development of policies and interagency agreements, the creation of new plans and budget justifications, contract renegotiations, and public information and education have all been started.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; Floor: 4

Telephone: 289-4238

Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333

Established: January 16, 1984

Reference: Policy Area: 03; Umbrella: 14; Unit: 249; Citation: 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with chronic mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to chronically mentally ill persons became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with chronic mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Support Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support and contracts, OCSS has promoted the development of twelve family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state which meet through statewide teleconferencing.

Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs. For example, OCSS, as part of its focus on the housing and vocational needs of mentally ill persons, sponsors annual housing and vocational conferences which bring providers together to share programs and ideas and learn about innovations in those fields.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which continue to provide in FY 86 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization. The Legislature has appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area.

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OCSS also works with local and regional groups to conduct needs assessment and planning for service system development.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

PUBLICATIONS:

Community Support Housing Technical Assistance

Family Support Group Organizing Manual

WORK; Work, Opportunities, Resources, Knowledge—Quarterly Newsletter

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DIVISION OF DATA AND RESEARCH

VACANT, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4203

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1984

Reference: Policy Area: 03; Umbrella: 14; Unit: 191P; Citation: 34B M.R.S.A., Sect. 1204

Average Count—All Positions: 8

Legislative Count: 7

PURPOSE: The overall goal of the Division of Data and Research is to support and assist in the development and implementation of programs, plans, and policies which reflect Departmental mandates and contribute to more effective service delivery. Specific responsibilities include:

- 1) Implementation and operation of an electronic data processing system supporting office management; an integrated billing system capturing third party revenues for services rendered to Departmental clients; and various reporting systems providing program management and quality assurance tools utilizing client demographic, treatment, unmet needs, financial, staffing, and other data bases.
- 2) Preparation of various reports, evaluations, surveys, grant applications, and other documents supporting Departmental initiatives.
- 3) Plan and program development, which includes preparation of departmental plans or guidelines for compliance with state and federal mandates, participation on committees concerned with the needs of particular client groups, and coordination with other units of the department and state agencies in areas of mutual concern.
- 4) Education, training, and human resource development functions which coordinate and design training and education opportunities for department personnel; improve management and professional skills at all staff levels; and, through conferences, seminars, and workshops, provide nationally recognized expertise to public and private organizations serving Department clientele.

ORGANIZATION: Originally created in 1977 as the Division of Planning in what is now the Department of Mental Health and Mental Retardation, the current Division of Data and Research is the result of a 1984 administrative realignment integrating data related and training functions, and making these directly responsible to the Associate Commissioner for Programs.

PROGRAM: During FY 86 the Division administered the Maine Human Resource Development Program. Activities included close linkages with Maine's University system and other institutions in the design and sponsorship of a variety of educational and training activities enhancing the treatment and direct care capabilities of Department staff at the Augusta and Bangor Mental Health Institutes, Pineland Center, Elizabeth Levinson Center and Department regional of-

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fices. Vital to this effort was the integrated development of curriculum and course offerings at University of Maine at Augusta, University of Maine at Farmington and Orono campuses focusing on psychiatric, mental health, and rehabilitative areas of immediate utility to front line staff.

Division education and training staff, with support from the National Institute of Mental Health, are implementing a human resource development initiative which will develop further training and education alternatives for mental health providers and administrators; train key staff in new roles, tasks, and skills necessary to the Department's establishment of the legislatively mandated Bureau of Children with Special Needs; improve the functional management skills of Department managers; and assist correctional staff in Maine's jails to identify and deal with symptoms of mental illness and access the appropriate community resources.

Additionally, the Division provided support and organization for a variety of seminars, symposiums and workshops addressing key issues in the provision of services to mentally ill, mentally retarded, and developmentally disabled adults and children. Among these were:

- William Schumacher Lecture Series on Mental Health. *The Young Adult Chronic Patient*, Bert Pepper, M.D.
- Psychosocial Rehabilitation conference for Administrators with University of Maine-Farmington and Boston University.
- Special series of workshops for mental health professionals dealing with deaf clients.
- Conference on psychogeriatric interventions for mental health care providers.
- Survey of training/educational needs of nursing staffs in mental health institutes and development of formal linkages with Baccalaureate programs in Nursing.
- Joint sponsorship with DECS of a conference on "wellness" directed at health educators and the development of comprehensive health education curricula incorporating mental health.
- Series of special workshops dealing with the educational needs of staff dealing with children with special needs.

PUBLICATIONS:

- Resource Directory—Fee to be determined—Available September, 1986
- Audiotape—Young Adult Chronic Patients—Bert Pepper, M.D.—No fee
- Videotapes—Young Adult Chronic Patients—Bert Pepper, M.D.—No fee
- Psychogeriatric Interventions—Ken Solomon, M.D.—No fee
- Mental Health Services for the Deaf—John Scanlon, M.D.—No fee
- Infant Mental Health Training—Michael Trout, M.D.—No fee

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Department of Mental Health and Mental Retardation.

DEVELOPMENTAL DISABILITIES OFFICE

KEVIN W. CONCANNON, COMMISSIONER

PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: State Office Building, Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4213

Established: 1971

Sunset Review Required by: June 30, 1984

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 3

Legislative Count: 2

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 98-527, "The Developmental Disabilities Act of 1984."

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The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner, Consumer Education Coordinator and a secretary.

The staff assists The State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

- DD Dispatch (The DD Council's newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Third Edition)
- *Three-year State DD Plan 1987-89
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- *Every Child a Healthy Child: Report of the Select Committee for the Prevention of Developmental Disabilities. Prepared by Medical Care Development, Inc.
- *Making the Transition from School to Community Living: Final Report to the 112th Maine Legislature. By the Select Committee to Address Training and Employment Opportunities for Handicapped Persons Beyond School Age.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

ROBERT DURGAN, Ph.D., DIRECTOR

Central Office: 159 Hogan Rd., Bangor

Telephone: 941-4400

Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697

Established: September 23, 1971

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34B M.R.S.A., Sect. 6252

Average Count—All Positions: 72

Legislative Count: 67

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation regional offices located throughout the state.

The primary purpose of the Center is Respite Care, Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children.
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors

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- which may prevent that child from taking part in community and school programs.
4. Provision of short-term evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments.
 5. Support placement of severely retarded children in the community.
 6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation. A regional office case worker and Center social worker makes an intake visit to the family and present the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). A Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly, depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition into the home once the child is discharged.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS:

Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	989,065	989,065				
Health Benefits	60,926	60,926				
Retirement	188,531	188,531				
Other Fringe Benefits	3,313	3,313				
Other Contractual Service	80,189	78,411			1,778	
Rents	3,823	3,823				
Commodities	42,820	38,708			4,112	
Grants—Subsidies—Pensions	60,595	60,595				
Equipment	9,813	9,813				
Transfers to Other Funds	67				67	
TOTAL EXPENDITURES	1,439,142	1,433,185			5,957	

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1959

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34B M.R.S.A., Sect. 3001

Average Count—All Positions: 1,079.5

Legislative Count: 1,125

Organizational Units:

Mental Health Advisory Council

Interstate Compact on Mental Health

Office of Community Support Services

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health (BMH) is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. In recent years, this has involved the reduction of the populations of the two mental health institutes and the growth of community mental health services in the eight mental health service areas in the state. This reduction in the population levels in institutional care has been commensurate with an improvement in the quality of services in the institutes.

Mental health goals and objectives are contained in the State mental health report which is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of the comprehensive system, including both the institutional and community components, especially in its ability to serve persons with chronic mental illness, children and adolescents, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY 86 several major activities and accomplishments occurred. Among these are the development of program initiatives in the areas of crisis assistance, housing, social support, socialization, and vocational services for persons with chronic mental illness, mutual support for families with mentally ill members, and early intervention. Through its Deaf Services Coor-

dinator, the Bureau has focused on improved and expanded services to deaf persons in Maine, such as the development of a specialized therapeutic community residential program, enhanced in-patient services, education and consultation activities, and improved use of interpreters. In addition, the Bureau continued to support the work of the Joint Task Force on Mental Health Services to Elderly Persons and began, through the Bureau's Elderly Services Coordinator, the implementation of major Task Force recommendations, such as assisting in the development of regional coordinating groups, housing alternatives, and training/public education efforts. The Bureau has also continued a national research and demonstration program of deinstitutionalization of individuals with chronic mental illness through Medicaid waiver funding of model community rehabilitation residences. Such program initiatives often occurred in cooperation with community agencies and organizations and other state and federal agencies.

The Bureau has continued to improve accountability for state resources through its uniform cost identification and reporting format and principles of reimbursement for community mental health services. Continued efforts have resulted in the improvement of the structure for reimbursement of services through the Medicaid program and private insurance. In other areas of accountability, improvements were made in the process of licensing mental health programs through the continued implementation of joint licensing standards for residential child care facilities and updated licensing statutes. FY 85 marked the beginning of patients' rights monitoring and training through the licensing process.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with chronic mental illness, with a special focus on the need for housing, vocational, and crisis and respite services. With the creation of the Crisis Stabilization Program, three sites were established to provide around the clock crisis intervention and emergency and respite housing services, and the Legislature has appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area.

Maine has provided national leadership in several areas of mental health policy during this year. The Bureau is continuing to implement comprehensive regulations on the rights of persons who receive mental health services in the state and has developed major policies relating to treatment of incapacitated patients. Other areas, where broad input was promoted through task groups, workshops, media, training, public forums, and advisory groups, included the needs of elderly citizens, seriously disturbed children and adolescents, deaf persons, and persons with chronic mental illness.

LICENSES, PERMITS, ETC.

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Valley AMI Center
3. Community Health & Counseling Services
4. St. Michael's Center
5. Blue Hill Memorial Hospital, Inc.
6. Three Hudson Street
7. The Together Place, Inc.
8. Families United of Washington County
9. Opportunity Housing, Inc.
10. Kennebec Valley Mental Health Center
11. Motivational Services, Inc.
12. Kennebec Valley Regional Health Agency
13. Kennebec-Somerset Home Aide Services
14. Crisis and Counseling Centers, Inc.
15. Youth & Family Services, Inc.
16. Tri-County Mental Health Services
17. Area IV Mental Health Coalition
18. Maine Medical Center Community Mental Health Center
19. Cumberland Area Mental Health Consortium
20. Western Maine Counseling Service

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21. Amity Center
22. Shalom House, Inc.
23. Ingraham Volunteers
24. Holy Innocents Home Care Service
25. Community Health Services, Inc.
26. Community Counseling Center
27. Residential Services for the Deaf
28. Marriage & Family Counseling
29. York County Counseling Services, Inc.
30. Bath-Brunswick Mental Health Association
31. Dirigo Resources, Inc.
32. Mid-Coast Mental Health Center
33. Home Counselors, Inc.
- Licensed by Interdepartmental Licensing Committee
34. The Homestead Project, Inc.
35. Little Brothers Association of Greater Portland
36. The Spurwink School
37. Sweetser Children's Home

PUBLICATIONS:

Mental Health in Maine 1984-1985
 Maine Mental Health Plan 1981-1986
 Rights of Recipients of Mental Health Services
 Your Rights as a Psychiatric Inpatient in Maine
 Service Definitions for the Prevention and Treatment of Mental Health Disorders
 Mental Health Licensing Review Protocol
 Guardianship
 Report of the Task Force on Mental Health Services to Elderly Persons
 Mental Health in Maine 1985-1986
 Mental Health Services in Maine Series:
 Vocational Programs in Maine for Individuals with Psychiatric Disabilities
 Alternative Mental Health Residential Programs in Maine
 Mental Health Consumer Organizations and Social Clubs
 Family Self-Help Support Groups in Maine
 Comprehensive Mental Health Agencies in Maine
 State of Maine Mental Health Institutes
 Mental Health for Maine's Elderly
 Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,130,036	793,977			336,059	
Health Benefits	59,627	42,313			17,314	
Retirement	193,543	136,620			56,923	
Other Fringe Benefits	4,105	3,070			1,035	
Other Contractual Service	607,630	326,815	188,194		92,621	
Rents	18,780	12,864			5,916	
Commodities	83,208	81,838			1,370	
Grants—Subsidies—Pensions	12,131,988	10,017,640	53,500		2,060,848	
Equipment	1,455				1,455	
Transfers to Other Funds	10,556		2,348		8,208	
TOTAL EXPENDITURES	14,240,928	11,415,137	244,042		2,581,749	

BUREAU OF MENTAL RETARDATION

BETSY J. DAVENPORT, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4242

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: July 1, 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 14; Unit: 197; Citation: 34-B M.R.S.A., Sect. 5201

Average Count—All Positions: 934

Legislative Count: 951.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for persons with mental retardation. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Guardianship Program Manager, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of Pineland Center and Aroostook Residential Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and program planning services to clients.

PROGRAM: During FY 86, the Bureau has increased its focus on the involvement of parents and providers in the development of state-wide plans. Each region held forums in order to gather the thoughts, concerns and suggestions of parents and providers. From this, regional plans will be developed, as will a statewide plan.

Transition services for young adults completing school remained a top priority. The Bureau continued its participation in the Select Committee on Transition and received funds from the Legislature in order to continue to address the employment and training needs of young adults.

Two national consultants independently reviewed two separate aspects of the service system. One consultant reviewed the crisis intervention system. The report cites many positive qualities to the system and provides excellent recommendations on which the Bureau will base its plan to improve crisis prevention and intervention services. The second consultant reviewed day programs providing work and work-related opportunities. Preliminary results are positive. The final report is forthcoming.

PUBLICATIONS:

The Maine Approach

Directory of Programs Serving Maine Citizens with Mental Retardation

Pineland Consent Decree (Appendices A & B)

Questions and Answers on Guardianship

Bureau of Mental Retardation Services

MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,501,339	3,282,821			218,518	
Health Benefits	196,708	183,420			13,288	
Retirement	602,283	563,971			38,312	
Other Fringe Benefits	18,304	17,315			989	
Other Contractual Service	892,698	795,404	3,546		93,748	
Rents	88,056	87,474			582	
Commodities	36,791	28,146	6,008		2,637	
Grants—Subsidies—Pensions	9,290,168	8,264,862	1,020		1,024,286	
Equipment	8,639	5,318	329		2,992	
Interest—Debt Retirement	4	4				
Transfers to Other Funds	8,682		17		8,665	
TOTAL EXPENDITURES	14,643,672	13,288,735	10,920		1,404,017	

MILITARY AND NAVAL CHILDREN'S HOME

EDWARD W. MORRIS, SUPERINTENDENT

Central Office: 103 South Street, Bath

Telephone: 443-4251 or 443-9575

Mail Address: 103 South Street, Bath, Maine 04530

Established: February, 1866

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 13

Legislative Count: 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 2-18, of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care; potential or actual abuse or neglect; or family crisis and upheaval. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admission procedure also requires the completion of an application, a record of the child's history and behavior and a medical examination form. The child remains at the Home until the situation that necessitated placement is resolved or the family indicates that they want the child or children returned home or to an acceptable alternative placement with another family member.

MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM:

The Home has enlarged its population to meet a growing need to provide short term care for children whose parents are receiving treatment for family violence, child neglect, alcoholism, etc. Since April, 1983, the average population has been 23, with a new maximum set at 25 children.

A Board of Visitors has been established to assist in the development of policy and program changes, to monitor the progress of the Home during the current period of transition, and to provide continuing oversight to the operation of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

Professional training, courses, workshops and seminars have been established for the child care staff at the Home, on a continuing basis. A contracted Social Worker is also assigned to the Home on a full-time basis.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	245,413	245,413				
Health Benefits	13,688	13,688				
Retirement	50,951	50,951				
Other Fringe Benefits	652	652				
Other Contractual Service	25,916	25,916				
Commodities	6,666	6,666				
Buildings and Improvement	261	261				
Equipment	14,944	14,944				
Interest---Debt Retirement	1	1				
TOTAL EXPENDITURES	358,492	358,492				

PINELAND CENTER

KEVIN W. CONCANNON, ACTING SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine

Telephone: 688-4811

Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402

Average Count---All Positions: 675

Legislative Count: 688.5

Organizational Units:

Residential Services

Case Management Services

Program Support Services

Medical Support Services

Volunteer Services

Institutional Support Services

Personnel

Psychological Services

Staff Development

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree,

MENTAL HEALTH AND MENTAL RETARDATION

and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

- a. To provide residential treatment, both long and short term, which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
- b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
- c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
- d. To provide a total treatment program based on residents' needs through the Individual Program Plan (I.P.P.);
- e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
- f. To provide resident information to families, guardian and correspondents;
- g. To provide out-patient diagnostic and evaluation services;
- h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement; and
- i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents.

A more general purpose is to provide preventive services through genetic counseling and public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

Pineland Center provides comprehensive education, training and residential care to 280 Maine citizens with mental retardation. Twenty-three residential units ranging in size from 6 to 16 beds offer a normalized and home-like living environment. Pineland Center also operates two community-based ICF/MR group homes in Freeport which accommodate a total of 12 clients. Structured day programming is provided through five developmental training centers located at Pineland Center and the Marti Wuori Sheltered Workshop in Freeport. This sheltered workshop was expanded to serve 20 additional clients in the Fall of 1985 and serves 65 enrollees per day. In addition to the day programming for 280 residential clients, 26 day students or sheltered workshop client employees participated in work and developmental activities.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission:

- a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
- b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
- c. Community Education, Information and Consultative Services.

PROGRAM: During FY 86 Pineland Center received a 3 year accreditation from the Joint Commission on Accreditation of Hospitals; it also received renewal of Certification as an Intermediate Care Facility-Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

The Center continued its comprehensive programs of education, training, nursing and medical care in a normalized and homelike living and teaching environment.

The census of this past year remained in the low to mid 280's. There were 30 community placements made, with only one returning to Pineland Center. During the year there were 38 new judicial certifications. Out of the total of 117 admissions to Pineland Center, 32 were for

respite care, 74 were for emergency restraint, 10 were for medical reasons, and one was involuntarily committed for evaluation of competency to stand trial. One significant indication reflected in the admissions data is the continued high use of the Behavior Stabilization Unit for short term, intensive intervention in assisting community-based programs and individual families in the management of behaviorally disruptive clients. These emergency admissions represented 63 percent of all admissions to Pineland Center during this past year.

Pineland's outpatient services were maintained, making diagnostic, evaluative and treatment services available to retarded persons statewide, for the assistance of their parents, guardians or other caretakers. Such programs included; dental clinic services, medical evaluations, special clinics (orthopedic, scoliosis), electrocardiogram, X-ray, laboratory work and genetic chromosome analysis, as well as communications, occupational therapy, physical therapy, psychology, and others. The dental clinic with 1,695 units of service, maintained its offices for outpatients at Pineland and also conducted an active outreach program, bringing dental services for the retarded to other locations through the state. X-ray services for visiting outpatients totaled 399, while the laboratory, in addition to its work for retarded outpatients, performed 1,035 biochemical and microbiological tests for individuals at other state facilities.

Pineland Center's role as a resource and training center continued to expand. Workshops and training seminars are routinely attended by staff from the Bureau of Mental Retardation's regional offices and group homes. For the first time, the 32-hour group orientation program for new Pineland employees was opened to community waiver home staff. Major training programs offered at Pineland during FY 86 included a series of skill-building programs for supervisors, a workshop on Active Stimulation Programs, training on client related health issues, and aggression management. Dr. Brian Iwata provided consultation on the Behavior Stabilization Unit as part of his review of the State's Crisis Intervention Program.

Books, journal articles and audio-visual materials from Pineland's library were shared with individuals and facilities throughout the state. One hundred and thirty-four literature searches were provided for Pineland and BMR staff; more than 400 inter-library loan requests were filled. The Parent Family Section of the library was expanded through the support of the Pineland Parents and Friends Association.

A legislatively appointed Special Commission to Study the Utilization of Vacant Buildings at Pineland Center pursued an evaluation of how best to utilize the vacant space available. Representative Donnell Carroll of Gray was Commission Chairperson. A report of recommendations was submitted to the Governor and Legislative Leadership. The Legislature continued the role of the Special Commission by Chapter 76 of the Resolves. The Commission must submit a second report by December 3, 1986.

PUBLICATIONS:

Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge
Pineland Center Training Catalogue	No Charge
Pineland Center Assessment Tool	No Charge
Pineland Observer	No Charge
Pineland Communicator	

MENTAL HEALTH AND MENTAL RETARDATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,571,584	11,564,094			7,490	
Health Benefits	799,811	799,089			722	
Retirement	2,289,648	2,288,263			1,385	
Other Fringe Benefits	39,673	39,638			35	
Computer Services—State	9,265	9,265				
Other Contractual Service	712,673	648,149	64,524			
Rents	19,833	19,604	229			
Commodities	383,891	382,111	1,482		298	
Grants—Subsidies—Pensions	917,975	917,975				
Buildings and Improvement	16,823		10,823		6,000	
Equipment	89,156	87,332	1,824			
Interest—Debt Retirement	87	87				
Transfers to Other Funds	587		554		33	
TOTAL EXPENDITURES	16,851,006	16,755,607	79,436		15,963	

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4212

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 14; Unit: 191I; Citation: 34-B M.R.S.A., Sect. 1204

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

- a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
- b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
- c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

- a. Preparing news releases concerning events within the department;
- b. Maintaining daily contact with the news media;
- c. Preparing educational brochures regarding departmental services for public distribution;
- d. Preparing daily news summary for departmental officials;
- e. Functioning as legislative liaison;
- f. Consulting and advising the Volunteer Services Coordinators from the institutions; and
- g. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM: During the second half of 1985 and through the first six months of 1986, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Helped publicize the largest National Institute of Mental Health Resources Development grant ever approved for Maine to launch initiatives to improve mental health services and administration.
2. Coordinated media coverage of the three-day conference of the National Association of State Mental Health Program Directors, held to examine improvements in the system of services for children and youth with special needs.
3. Coordinated media coverage of the dedication of a new therapeutic pool for developmentally disabled children at Levinson Center.
4. Coordinated media coverage of the MH/MR Seminar for casework supervisors held at Bowdoin College.
5. Set up a special news briefing for the Consumer Advisory Board to announce their new Executive Secretary and to outline a series of program initiatives intended to improve services to developmentally disabled citizens at Pineland Center.
6. Announced to media and public that Dr. Henry M. Taylor had assumed duties as Pineland's new Clinical Director.
7. Announced to media and public that the Augusta Mental Health Institute Laboratory had been awarded national accreditation on its first try for that distinction.
8. Coordinated media coverage of an Honors Ceremony for the Androscoggin County Jail Alcoholism Early Intervention Project.
9. Announced the launching of a special Employee Health Program at Pineland Center.
10. Handled media coverage of commissioner's appearance as keynote speaker at a Major Mental Health Conference in Colorado.
11. Handled media coverage of special news conference to respond to allegations of abuse and rights violations at Pineland Center.
12. Announced how Maine families with handicapped children would be helped through respite care grants.
13. Coordinated media coverage of the resignation of AMHI's superintendent.
14. Publicized Family Day activities at Levinson Center.
15. Publicized how special needs children in the Greater Bangor area would be helped through new programming.
16. Announced how more deaf persons in Maine were using mental health services than in prior years.
17. Helped public awareness of the beginning of the third year of Family Mental Health Informational Discussion Meetings co-sponsored by AMHI and MH/MR and Alliance for Troubled Families.
18. Coordinated media coverage of Dr. John Scanlan's visit to Maine; Scanlan being an award-winning authority on deafness and mental health.
19. Assisted in publicizing statewide question-and-answer workshops on the future of services for mentally retarded and developmentally disabled citizens.
20. Coordinated media coverage of the 6th Annual Schumacher Distinguished Lecture Series on Mental Health Problems.
21. Publicized the Open House at the new Adaptive Equipment Shop facility maintained by the Mental Retardation Regional Office in Lewiston.
22. Assisted with efforts to alert public to Mental Illness Awareness Week.
23. Coordinated media participation in a special news conference to outline new initiatives to help detect and treat disorders in children, caused by alcohol and other developmental disabilities.
24. Helped publicize Conference on Housing and Support Services for people with psychiatric disabilities.
25. Assisted in media coverage of honors ceremony paying tribute to employers of persons with disabilities and special supported employment training projects preparing people with handicaps for competitive employment.
26. Coordinated media coverage of the dedication of "Martti A. Wuori Workshop" at Freeport Towne Square.
27. Released information that Maine workers, who have recovered from mental illness, are doing well in marketplace.

MENTAL HEALTH AND MENTAL RETARDATION

28. Announced workshops, conducted by nationally noted authority, Dr. Anne M. Donnellan, on latest techniques and program development to aid parents and professionals in helping mentally handicapped people.
29. Announced "temporary" moratorium on new patients admissions at AMHI.
30. Coordinated media coverage of Governor Brennan's annual Christmas visit to mental health and correctional institutions.
31. Assisted in urging public to present ideas and opinions concerning mental health services in Maine at Community Mental Health Forums.
32. Assisted in coordinating media coverage of ceremony honoring State Developmental Disabilities Poster Contest winners.
33. Coordinated media coverage of Psychiatric Rehabilitation Conference keynoted by Dr. William Anthony.
34. Put out information on a Family Forum series sponsored by the Child and Adolescent Service System Project in MH/MR, to provide assistance to families of troubled children and adolescents in York County.
35. Notified media and public of Pineland's accreditation.
36. Announced formation of statewide advisory committee to assist the Bureau of Children With Special Needs.
37. Announced public hearings to review Maine's efforts to help citizens with mental retardation.
38. Announced appointment of Betsy Davenport as the new Director of the Bureau of Mental Retardation.
39. Coordinated media coverage of Maine physicians being enlisted in departmental campaign against alcohol related birth defects.
40. Publicized need for more parental assistance in planning programs helping children with special needs.
41. Announced Maine's ranking as #4 nationally in providing good care for seriously mentally ill patients.
42. Announced the formation of three Impact Councils seeking unified strategies in directing Maine's responses to Federal legislation and rules.
43. Handled media awareness of special seminar teaching families how best to cope with mental illness.
44. Announced the new superintendent for AMHI.
45. Coordinated special news briefing on Pineland Inquiry Panel Report.
46. Alerted public and media to mental retardation regional forums in Lewiston and Rumford.
47. Handled news information on special workshop on needs of Maine citizens who are deaf.
48. Coordinated media coverage of annual Volunteer Services Recognition Ceremony.
49. Handled coverage of appearance of national authority, Dr. Agnes Hatfield, speaking on the search for bridges reconciling professionals and the families of those they treat.
50. Announced finding of nationally-recognized authority, Dr. Brian Iwata's finding that Maine's crisis intervention programs are effective.
51. Announced AMHI's accreditation and continued Medicare coverage.
52. Announced John Hornstein's appointment as Director of Infant Development Center.
53. Announced special workshop featuring Dr. Kenneth Solomon on mental health difficulties and solutions for Maine's elderly population.
54. Announced intensive training conference for professionals who care for Maine's high-risk infants.
55. Announced major research project to examine what happens to mental patients after discharge.

During this period, the Information Office also issued other news releases concerning specialized events, appointments, photo opportunities, legislative testimony and appointments.

It continued into its fifth year the publication of "Report," a special journal distributed statewide and across the country, designed to increase public knowledge and awareness of programs, activities, policies and other matters affecting the entire mental health/mental retardation/children with special needs services system.

It carried out a comprehensive public service campaign on radio and television.

It continued with its statewide awareness program on the dangers of drinking during pregnan-

MENTAL HEALTH AND MENTAL RETARDATION

cy, around the theme: "A Pregnant Woman Never Drinks Alone," with brochures, posters and bumper stickers in both English and French.

It opened a new campaign on services provided by the new Bureau of Children With Special Needs, with a bumper sticker embodying the theme: "To Keep Pace In Life's Race, Children Need Plenty Of Lap Time."

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
"To Keep Pace In Life's Race, Children Need Plenty Of Lap Time" Sticker
ALL ARE FREE

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4242

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 94; Unit: 375; Citation: 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Committee holds monthly public meetings in various locations across the state. The major accomplishment of the Committee during FY 86 was the continuation of its involvement and focus on the needs of young adults with mental retardation who are recent graduates of public schools. This effort assisted in securing additional funds specifically for the expansion of employment and day program opportunities to meet these needs.

In addition, the Committee has presented supportive testimony before the Legislature regarding the budget of the Bureau and legislation affecting Maine's citizens with mental retardation.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MUNICIPAL BOND BANK

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta
Mail Address: Community Drive, Augusta, Maine 04330

Telephone: 622-9386

Established: 1972

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; Umbrella: 94; Unit: 376; Citation: 30 M.R.S.A., Sect. 5164

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October 1985, a bond offering was issued for \$20,415,000 which helped a total of twenty-four governmental units finance their capital projects. In December 1985, a refunding of \$22,660,000 was issued which reduced interest costs for a total of forty-two units. In May 1986, another bond offering of \$48,875,000 was issued which helped a total of thirty-eight governmental units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc. and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1986: The State accounting records for FY 86 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities. Municipal officers attended the on-going document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records*.

FINANCES, FISCAL YEAR 1986: 30 MRSA Sections 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MUNICIPAL AND RURAL ELECTRIFICATION

(BOARD OF DIRECTORS) MAINE MUNICIPAL AND RURAL ELECTRIFICATION COOPERATIVE AGENCY

GORDON L. WEIL, ADMINISTRATIVE OFFICER

Central Office: Two Central Plaza, Augusta

Mail Address: Two Central Plaza, Augusta, Maine 04330

Reference: Policy Area: 01; Umbrella: 99; Unit: 431; Citation: 35 M.R.S.A., Sect. 4101

Average Count—All Positions: 0

Telephone: 622-4406

Established: 1981

Legislative Count: 0

PURPOSE: The Maine Municipal and Rural Electrification Cooperative Agency (MMRECA) is a joint action agency of Maine's consumer-owned electric utilities. It is to provide tax-exempt financing for joint projects.

ORGANIZATION: The Board of Directors is composed of 8 members appointed by member utilities, one member appointed by the Governor, and the Director of the Office of Energy Resources or his designee. The Board appoints an Administrative Officer. Staff services are provided by the Dirigo Electric Cooperative, Inc.

PROGRAM: The Board met on February 13, 1986 to receive the appointments of new members and to elect officers. An Administrative Officer was appointed. The Board decided to seek preservation of Federal tax legislation that would enable it to continue to provide a financing option to members. This effort has been pursued. In addition, functional problems resulting from the enactment of the 1984 Federal tax law and the status of cooperatives have been explored with a view to necessary changes.

No budget was established. It was decided that MMRECA should rely on the Dirigo Electric Cooperative, Inc. for administrative support. Dirigo is funded by MMRECA member utilities.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MUNICIPAL VALUATION

MUNICIPAL VALUATION APPEALS BOARD

RAYNOR I. CROSMAN, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 179 Mt. Vernon Ave., Augusta
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333

Telephone: 623-4158

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 36 M.R.S.A., Sect. 291

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: Originally established in 1969, the Municipal Valuation Appeals Board consists of five members appointed by the Governor; one member a former town assessor, one member a former city assessor, two members with prior experience in the appraisal of real estate and personal property, and one member "who shall represent the public." All former assessors and appraisers are required to have had a minimum of five years experience in their field. The term of office of each member is three years.

PROGRAM: The Municipal Valuation Appeals Board received requests for hearings of the proposed State Valuation from six municipalities during 1985. Three appeals were adjusted following revised studies made by the Property Tax Division and jointly agreed to by the Board. The proposed State Valuation was reduced in one municipality and two were sustained following hearings before the Board. There were no appeals from municipalities failing to achieve an assessment ratio of 70% required under Title 36, M.R.S.A., section 327, sub-section 1.

The Board keeps abreast of all legislation adopted by the Legislature of any changes which would affect the determination of the State Valuation of municipalities by the Property Tax Division.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,588	17,588				
Health Benefits	961	961				
Retirement	2,229	2,229				
Other Fringe Benefits	48	48				
Other Contractual Service	4,352	4,352				
Rents	2,750	2,750				
Commodities	116	116				
TOTAL EXPENDITURES	28,044	28,044				

NEW ENGLAND BOARD OF HIGHER EDUCATION

REPRESENTATIVE NEIL ROLDE, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111

Telephone: (617) 357-9620

Maine Delegation Liaison Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1955

Sunset Review: Not Established

Reference: *Policy Area:* 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of resources among colleges and universities in New England. Basic funding comes from the region's six states, private foundations and New England corporations. The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of stimulating the region's economic development by furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region, and emphasis on the retraining of the New England workforce.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 86 is as follows:

NEW ENGLAND BOARD OF HIGHER EDUCATION

Representative Neil Rolde, York (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Richard W. Redmond, Commissioner of the Department of Educational & Cultural Services
Robert L. Woodbury, Chancellor of the University of Maine System
Rosalyne Bernstein, Portland
Senator Nancy Randall Clark, Freeport
Jane de Frees, Rumford Center
Richard Barringer, Augusta

PUBLICATIONS:

Connection: New England's Journal of Higher Education

A Quarterly magazine which is devoted to discussion of major problem areas in the region's higher education community (Free)

New England Regional Student Program Enrollment Report (Free)

New England Residence and Migration Report 1975-1976 (Free)

New England Regional Student Program Offerings (Undergraduate) (Free)

New England Regional Student Program Offerings (Graduate) (Free)

New England Higher Education and the Economy:

Commission Prospectus (\$2.00)

Issues Reports (\$1.00)

Preliminary Report, A Threat to Excellence (\$3.00)

Business and Academia, Hoy and Bernstein (\$12.00)

New England's Vital Resource: The Labor Force, Hoy and Bernstein (\$12.00)

Financing Higher Education: The Public Investment (\$19.95)

Renewing Excellence (\$5.00)

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OCCUPATIONAL SAFETY LOAN REVIEW PANEL

VACANT, CHAIRMAN

Central Office: State Office Bldg.

Telephone: 289-4291

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 04; Umbrella: 92; Unit: 488; Citation: 26 M.R.S.A., Sect. 63

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Occupational Safety Loan Review Panel was established by 1985 Public Law, Chapter 372, to review applications for loans from the Occupational Safety Loan Fund.

ORGANIZATION: The Panel is in the process of being organized according to the provisions of the law which requires six members, of which five are to be appointed by the Governor representing employers, employees, insurance companies and the public. The sixth member is the Commissioner of the Department of Labor.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DAVID W. BUSTIN, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761

Established: 1937

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631

Average Count—All Positions: 36

Legislative Count: 36

Organizational Units:

Merit System Division

Administrative Division

Employee Relations Division (See also Governor's Office

of Employee Relations unit reported under the Executive Department).

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law, upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. The Commissioner serves at the pleasure of the Governor or until a successor has been appointed and qualified.

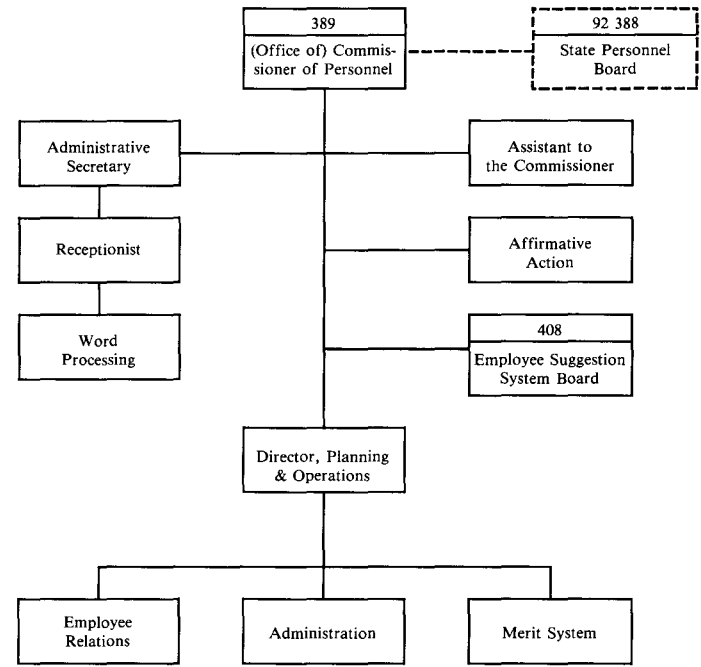
In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

All functions are accomplished through the following divisions:

The Administrative Division is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

The Merit System Division is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and automated), collective bargaining advice and support, and review of legislation.

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60



PERSONNEL

Approved by the Bureau of the Budget

PERSONNEL

**CONSOLIDATED FINANCIAL CHART FOR FY 86
(OFFICE OF) COMMISSIONER OF PERSONNEL**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	713,074	713,074				
Health Benefits	38,424	38,424				
Retirement	145,064	145,064				
Other Fringe Benefits	2,404	2,404				
Computer Services—Comm.	25	25				
Computer Services—State	140,523	140,523				
Other Contractual Service	104,792	104,792				
Rents	186	186				
Commodities	28,464	28,464				
Equipment	82,348	82,348				
TOTAL EXPENDITURES	1,255,304	1,255,304				

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The Employee Relations Division is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

PROGRAM: FY 1986 marks the 49th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. The purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented, referenced to job analysis findings, and meets service needs.
5. Continue to explore and implement effective use of electronic data processing and streamlined processes.
6. Continue to improve communication with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity, affirmative action and employment of the handicapped in the public service.
9. Continue and expand cooperative personnel functions and improvements with line agencies.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The Merit System Division, the Administrative Division and the Affirmative Action Coordinator continued to monitor the automated applicant tracking system in order to refine and improve processing procedures and to identify and correct any system difficulties. This system provides the capability to track applicants by minority status, veterans status, sex, age or handicap as they progress through the application and examination processes required for placement on class registers. Using the tracking system, the department can determine the point in the screening and testing processes where a particular applicant group may be having difficulty or appears to be adversely affected, so that any needed corrective action can be taken.

The tracking system also assists the department with scheduling applicants for testing, and with maintaining a large number of records accurately and with minimal processing time. Approximately 22,000 applications for employment were processed through the system during this reporting period.

To assist State agencies in filling positions, the Merit Division continued to provide job training and apprenticeship opportunities in several data processing classifications, and continued a trainee program in the Human Services Caseworker classification to ensure the availability of appropriately trained employees in problem rural areas of the State. Also, an apprenticeship program for direct care workers at Pineland Center was continued.

The Merit Division continued to work with the Employee Relations Division with respect to requirements of the Federal Fair Labor Standards Act (FLSA) and the revised regulations for administration of this Act. Technical assistance was provided on the application of the overtime provisions of the Act, and staff of the Merit Division assisted the Employee Relations Division with meetings held to inform State agencies of revisions to the FLSA regulations and the effect of these revisions on State practices and policies.

Both divisions continued their efforts to meet the recommendations and objectives set forth in the joint report of the Governor's Management Task Force and the Department of Personnel:

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- (1) The Merit Division continued its activities to enhance the management of the classification system.
- (2) As required by a recent amendment to the State Employee Labor Relations Act, negotiations were started with respect to the job evaluation system used by the Merit Division to allocate job classifications to pay grades. During the negotiations process, the Merit Division will provide technical assistance to the Employee Relations Division.
- (3) The design process for an automated register certification system was started during the reporting period. Automation will provide Merit Division personnel with the information needed to monitor the effectiveness and efficiency of the employment registers used to fill vacancies, and to identify procedures which may need to be improved.
- (4) Employee records were converted to a new comprehensive human resource management data base. Activities are in process and new procedures are being developed to insure that the converted data base is correct and remains correct. Initial plans have been developed to train State agencies with respect to the use of the new automated system, including procedures to be followed for direct, on-line access to records.
- (5) The department continued to refine its Personnel Management and Administration system software to improve authorization, recordkeeping and analysis of personnel actions.
- (6) During FY 1986 legislation was enacted to provide the Commissioner of Personnel a one-year authority to identify classifications in need of a recruitment and retention stipend. A formula was developed to help decide when a stipend is needed and the type and amount of stipend most appropriate for a given situation. Under this formula, stipends will be decided on a position-by-position basis.
- (7) The Comparable Worth Study jointly undertaken by the State and the MSEA was completed and a final report was issued on January 31, 1986. The findings of this study did not require any immediate corrective action with respect to the State's job evaluation system and procedures.

The Governor's Office of Employee Relations continued its responsibility for negotiating and administering contractual agreements, providing assistance to line agencies in labor relations activities and representing the State in grievance and arbitration proceedings and proceedings before the Maine Labor Relations Board and the courts.

After many months of bargaining, including a period of mediation, a settlement was reached with the State Police Bargaining Unit in May of 1986 effective through June 30, 1986.

Since collective bargaining agreements for all nine (9) bargaining units in State government expired on June 30, 1986, the Office was heavily involved in collective bargaining from December of 1985 through the remainder of FY 1986. At the end of FY 1986, negotiations were still in process with all nine bargaining units. Mid-term bargaining also occurred during the year with several groups of employees in the Law Enforcement bargaining unit, as the State made changes in hours and schedules to insure compliance with the federal Fair Labor Standards Act.

During the year, the Training unit provided training to 1,417 participants, most of them supervisors. Courses covered core supervisory skills, labor relations, clerical skills, personnel policies, stress management, interviewing, and other subjects relevant to State employment. In addition, the unit offered specialized training and consulting services to line agencies. Training was provided by a five-member staff with a 25-member volunteer training cadre drawn from line agencies and managed by the staff.

The Workers' Compensation unit provides central monitoring, case management and directional policy for workers' compensation claims involving State employees. This six-member unit supervises departmental handling of all such workers' compensation claims; supervises the contract with a private service firm for claims and bill processing; and coordinates claim development for the Attorney General's Department and the Department of Transportation in their representation of the State at formal legal proceedings. One thousand three hundred and ninety-five (1,395) cases involving State employee claims of lost time or medical expenses were filed in FY 1986.

The Workers' Compensation unit, or a designee, represents the State at all informal conferences before the Workers' Compensation Commission. There were approximately three hundred (300) informal conferences involving State employee claims during FY 1986.

The unit continued to assist all departmental designees by providing training, policies and

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procedures relating to statutory requirements, effective case management and coordination of support activities for the injured employee, accident prevention activities and formal rehabilitation programs for severely injured employees.

PUBLICATIONS: The following publications are obtained through the Department of Personnel unless otherwise noted:

- State of Maine Personnel Rules (also available through Central Warehouse, Bureau of Purchases, Code #F139-A) (\$2.59 ea)
- Instructional Pamphlet for Oral Examination Candidates (Free)
- Informational Pamphlet on Veterans Preference in Maine State Service (Free)
- A Listing of Classes Continuously Open to Application (Free)
- Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)
- Salary Schedules (With Alphabetical Listing of Classes and Ranges) Available through Central Warehouse, Bureau of Purchases, Order #F139) (\$0.97 ea)
- State of Maine Application for Employment. (Application forms are also available from branch offices of the Maine Job Service). (Free)
- Affirmative Action Manual. (Prepared by the State Affirmative Action Task Force, and available through Central Warehouse, Bureau of Purchases, Order #F135). (\$2.00 ea)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EMPLOYEE SUGGESTION SYSTEM BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761

Established: 1981

Reference: Policy Area: 00; Umbrella: 60; Unit: 408; Citation: 5 M.R.S.A., Sect. 642

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Suggestions System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: The Board consists of the Commissioners of Personnel and Finance and Administration, ex officio, and one other Commissioner appointed by the Governor. The Commissioner of Business, Occupational and Professional Regulation has been appointed as the third member.

PROGRAM: Under the guidelines endorsed by the Suggestion System Board, cash awards are provided for suggestions which result in a cost savings to the State. The amount of a cash award is based on the amount of savings (10% of the annual savings estimated or realized up to a maximum award of \$2,000).

A staff person of the Department of Personnel functions as the Administrator of the Suggestion Program, and each major department provides a staff person to promote the Suggestion Program to its employees and to work with the Administrator to establish committees with the expertise needed to prepare evaluation reports for the Board's use.

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A total of 94 suggestions have been submitted since the Suggestion Program was implemented in June, 1984. Cash awards have been granted for nine of these suggestions as shown below:

Cash Award	Number
\$ 25-100	6
101-200	1
201-300	—
301-400	1
401-500	—
501-600	—
601-700	1

These nine suggestions are expected to save the State about \$14,900 per year in operational costs.

Of the remaining 85 suggestions, 36 were considered but not adopted, 35 were determined to be ineligible for award consideration, 3 were adopted but were not eligible for cash award, and evaluation reports for 11 suggestions were not completed at the time of this report.

PUBLICATIONS:

Guidelines for the Maine State Employee Suggestion System.

FINANCES, FISCAL YEAR 1986: \$1,410.20 was transferred from the accounts of other State agencies to a special revenue fund available to the Department of Personnel for administering the Suggestion Award Program.

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761

Established: 1937

Sunset Review: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Except where addressed through a governing bargaining agreement, the State Personnel Board hears and resolves appeals concerning the application of the State's classification and pay allocation systems and concerning disputes between permanent employees and their agencies. The Board serves as a general advisory board to the Commissioner.

ORGANIZATION: The Board consists of five members of the public, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Governor as chairman. Each appointment is for a term of four years and until a successor has been appointed and qualified.

PROGRAM: The Board met three times during FY 1986 to hear and decide two employee appeals of range allocation and reclassification actions. In February, representatives of the (Office of) Commissioner of Personnel met with Board members to discuss and explain the State Government Committee Report on the State personnel system, legislative proposals for organizational change to the (Office of) Commissioner of Personnel, the results of a Comparable Worth Study and the status of the new automated personnel and records management system developed by the (Office of) Commissioner of Personnel.

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PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the (Office of) Commissioner of Personnel.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$1,249.51 in FY 86 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

PINE TREE LEGAL ASSISTANCE

JOHN DAVID KENNEDY, EXECUTIVE DIRECTOR
ELINOR G. MILLER, Program Administrator

Central Office: 4 Milk Street, Portland

Telephone: 774-4753

Mail Address: P.O. Box 547, DTS, Portland, Maine 04112

Reference: Policy Area: 03; Umbrella: 99; Unit: 479; Citation: P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Program Administrator located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation.

PROGRAM: Pine Tree Legal Assistance, Inc. is an independent Maine not-for-profit corporation which receives funding from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, a quasi-public not-for-profit corporation in Washington, D.C. with additional funding from the State of Maine, United Way, Maine Bar Foundation, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 210,000 persons or 18.7% of the state's population.

Pine Tree operates on a calendar year basis and in 1985 it's six area offices were contacted by 11,731 eligible clients. 10,222 eligible clients or client groups received simple advice, printed informational materials, referral to another source of help, or brief service by program personnel. More substantial legal assistance was provided in 1,509 cases, and included representation of clients before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, Federal District and Appellate Courts, and Federal Agencies. The program handled 219 cases of significant import in 1985 including 12 cases argued before the Supreme Judicial Court, 3 cases argued in the United States Court of Appeals and 3 cases submitted to the United States Supreme Court.

PTLA accepts cases for representation based on case acceptance priority plans developed by each office, with cases involving termination and/or denial of governmental benefits and cases involving housing problems generally assigned the highest priority. Of all cases closed in 1985, 3,298 were in the public benefits area; 4,218 were in the housing area; 1,436 were in the family law area; 1,420 in the consumer area and the remaining 1,359 in the areas of employment, education, individual rights and other miscellaneous.

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover housing, General Assistance, and domestic violence issues.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211) Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558) Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731) Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241) Machias Area (Washington, Hancock Counties: 255-8656) Presque Isle Area (Aroostook County: 762-1341)

PINE TREE LEGAL

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

**PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES — STATE OF MAINE FUNDS
July 1, 1985 — June 30, 1986**

SUPPORT & REVENUE	
State of Maine Grant Award	\$90,000
EXPENSES	
Salaries, Wages & Benefits	
Lawyers	31,472
Non-lawyers	17,363
Employee Benefits & Payroll Taxes	7,211
Sub-Total	\$56,046
Contracted Services	1,416
Travel & Meetings	655
Space & Occupancy	3,951
Office & Consumable Support	1,916
Telephone	4,500
Equipment Rental & Maintenance	125
Litigation, Judicare & Court Costs	1,200
Library Maintenance	650
Other Expenses	2,618
Application of Management & General	16,923
Sub-Total	\$33,954
TOTAL	\$90,000
Excess (Deficiency) of Support & Revenue over Expenses	0
Fund Balance, at beginning of year	0
Fund Balance, at year end	0

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above budget is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD (Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth

Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; Umbrella: 92; Unit: 467; Citation: 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

- A. Making policy recommendations to the superintendent and the commissioner;
- B. Reviewing policy development by the superintendent and commissioner;
- C. Reviewing the implementation of policy;
- D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
- E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
- F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

- A. The term of office shall be 3 years.
- B. The initial appointments shall be as follows:
 - (1) Three members for 3 years;
 - (2) Two members for 2 years; and
 - (3) Two members for one year.
- C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
- D. No member of the Legislature may serve on the board.
- E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
 - (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
 - (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
 - (3) Representatives of handicap advocacy groups;
 - (4) School administrative unit administrators or special education directors;
 - (5) Members of the deaf and hearing impaired community; and
 - (6) Interested citizens.

POLICY REVIEW — BAXTER SCHOOL

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. The Board met four times during the 1985-1986 school year. Detailed minutes are available as part of the Board's Annual Report. At each meeting, an executive session was held involving only the Board and the administration. In these sessions, confidential matters were discussed. In addition, Board members conducted exit interviews with staff members who left the school during the year.

FINANCES, FISCAL YEAR 1986: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

POTATO QUALITY

MAINE POTATO QUALITY CONTROL BOARD

BARBARA S. GOTTSCHALK, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle
Mail Address: 744 Main St., Presque Isle, Maine 04769

Telephone: 764-3413

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule for inspection of potatoes packed in Maine bags.

ORGANIZATION: The board consists of nine members, of whom one is elected by the Maine Potato Commission; one elected by the Maine Potato Sales Association; one a representative of the department, one appointed by the Governor to represent consumers, and five elected by the Maine Potato Council, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection Program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at 12 cents/cwt for track inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt.

The total percentage of tablestock potatoes shipped and meeting the requirements of the Maine Bag Standards amounted to 36% by cwt.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO QUALITY CONTROL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	37,200	37,200				
TOTAL EXPENDITURES	37,200	37,200				

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta

Telephone: 289-3801

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 593

Legislative Count: 591

Organizational Units:

Bureau of State Police

Bureau of Liquor Enforcement

Office of the State Fire Marshal

Maine Criminal Justice Academy

Capitol Security Police

Board of Trustees Criminal Justice Academy

Bureau of Safety

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

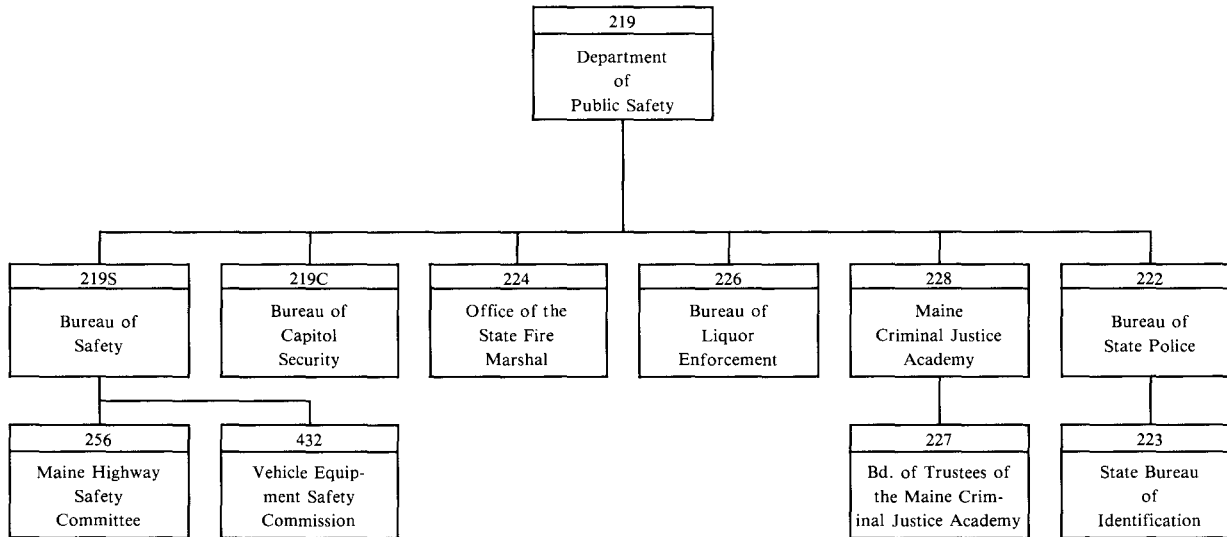
In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

PROGRAM: Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 86 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

**ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16**



Approved by the Bureau of the Budget

PUBLIC SAFETY

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,264,523	5,138,224	1,810,014	5,176,443	139,842	
Health Benefits	750,274	69,421	107,456	567,761	5,636	
Retirement	4,028,597	851,716	516,994	2,624,400	35,487	
Other Fringe Benefits	126,524	10,508	19,890	95,710	416	
Computer Services—State	136,072	941	11,770	122,924	437	
Other Contractual Service	3,367,430	475,266	323,404	2,406,637	162,123	
Rents	169,365	472	23,573	144,692	628	
Commodities	469,175	59,042	54,454	345,203	10,476	
Grants—Subsidies—Pensions	1,061,872	10,705	1,822	985,813	63,532	
Equipment	2,531,221	220,495	242,852	1,950,451	117,423	
Interest—Debt Retirement	1,384	41		1,280	63	
Transfers to Other Funds	290,263		33,268	246,505	10,490	
TOTAL EXPENDITURES	25,196,700	6,836,831	3,145,497	14,667,819	546,553	

PUBLIC SAFETY

During fiscal year 1986, this office continued the conversion of manual capital equipment records to a computerized fixed asset file. This effort will continue in fiscal year 1987.

For fiscal year 1987, this office will continue to emphasize effective budget planning at all levels of the Department in order to maintain appropriate financial management and control of Department finances. Financial accountability at the lowest level of management responsibility is a particular goal of the Finance Office with respect to the Bureau of State Police. This effort has taken on special significance to the State Police in conjunction with their "Policing By Objectives" program. In order to further this end, the Finance Office presented a one day seminar in fiscal year 1986 entitled "Budget Planning and Control" to all State Police Management personnel.

Following the Administration account reorganization approved by the First Regular Session of the 112th Legislature, the Finance Office, in fiscal year 1986, completed the preparation of a Manual of Financial Procedures. In fiscal year 1987, this manual will be reviewed and approved by a Department Management Team prior to implementation.

During fiscal year 1986, the Finance Office looked into various computer hardware solutions to improve its financial reporting and analysis capability. The intent of this study was to accomplish the following improvements: more effective use of accountants time; more timely financial reporting to managers; better financial analysis and forecasting; better access to mainframe financial applications; multi-use access to financial files by managers and finance personnel; and, preparation for a move toward a statewide integrated accounting system. In fiscal year 1987, a decision will be made concerning the most appropriate computer hardware to meet the above objectives.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 593 employees in the department who comprise 75 different authorized classifications.

Major accomplishments for fiscal year 1986 were as follows: 26 promotions; 29 demotions/transfers; 18 orientations; 105 new hires; 87 separations; 70 job analyses for new positions and reclassification/range changes; 1,666 applicant inquiries answered; 395 performance appraisals; 39 grievances and arbitration cases (excluding State Police uniform positions); 138 training requests; 9 human rights cases; and, 23 acting capacity requests.

The major achievement for fiscal year 1986 was the establishment of a new Personnel Assistant position to administer the State Police Trooper applicant process. This position will dovetail into a major reorganization of the Personnel Office during fiscal year 1987. As a result of the Administration account reorganization approved by the 112th Legislature, the Personnel Office will become a full-service function to include State Police Uniform labor relations, employee assistance, and performance appraisal monitoring. The new Personnel Assistant position will assist in this effort by being a personnel resource contact to the State Police. In addition, the Personnel Office will add a Personnel Specialist position during fiscal year 1987 in order to resume efforts in the following areas which had been neglected due to increased workload: affirmative action; job analyses; organization review; policies and procedures; and, training.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

In fiscal year 1986, this office completed the majority of work in auditing the Highway Safety Program for the years ended June 30, 1984 and June 30, 1985. This task is being accomplished in conjunction with a Public Accounting firm with a final audit report due early in fiscal year 1987.

During fiscal year 1986, project grant audits were kept up-to-date as highlighted in FY 85. Project grant auditing, which is a major function of this office, will continue to be accomplished in a timely fashion during fiscal year 1987. Also in fiscal year 1987 this office will begin developing an internal audit function for the entire Department.

Print Shop: This office provides a full range of in-house printing and graphic arts to Department Bureaus and Divisions at the least cost possible.

During fiscal year 1986, this office achieved the following operational results: 1,983,523 impressions; 138,770 copies collated; 159,490 copies stapled; 506,263 copies padded; 5,500 copies

PUBLIC SAFETY

bound; 173,249 copies drilled; 116,248 copies folded; 547,083 copies cut; and 91¾ layout/design/typesetting hours.

In fiscal year 1986, this office replaced its fast copy system with a more efficient copier which offers multicolor capability. This change should improve the productivity of the Print Shop.

Print Shop policies and procedures were completed in fiscal year 1986. During fiscal year 1987, these policies, as with the financial policies, will be reviewed by a Department Management Team prior to implementation.

For fiscal year 1987, this office will continue to maintain the lowest possible cost per impression by evaluating printing equipment, procedures, and methods in the interest of cost effectiveness. Funds have been allocated for the purchase of capital equipment in fiscal year 1987 which will be used to acquire an overhead camera and, possibly, a collating machine. These purchases will be evaluated in terms of their ability to improve the Print Shop's productivity.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	598,779	145,174	13,555	440,050		
Health Benefits	37,192	5,142	760	31,290		
Retirement	159,400	27,828	2,309	129,263		
Other Fringe Benefits	4,212	536	41	3,635		
Computer Services—State	10,342			10,342		
Other Contractual Service	94,847	18,666	3,804	72,377		
Rents	365		5	360		
Commodities	16,304	1,606	5,595	9,103		
Equipment	252,562	137,867		114,695		
Transfers to Other Funds	23,913		566	23,347		
TOTAL EXPENDITURES	1,197,916	336,819	26,635	834,462		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER

Central Office: State Office Bldg., Augusta

Telephone: 289-3477

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 219C; Citation: 25 M.R.S.A., Sect. 2901A

Average Count—All Positions: 12

Legislative Count: 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PUBLIC SAFETY

PROGRAM: During fiscal year 1986, the Bureau processed over 2700 complaints, handled 7 demonstrations, dealt with 3 bomb threats, investigated 13 automobile accidents, and issued over 5,000 parking tickets, which generated over \$11,000 to the State's General Fund.

The major objective of the Bureau for fiscal year 1987 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex.

LICENSES, PERMITS, ETC.

Capitol Area Activity Permit.
And as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	189,469	189,469				
Health Benefits	11,318	11,318				
Retirement	32,374	32,374				
Other Fringe Benefits	2,679	2,679				
Other Contractual Service	11,380	11,380				
Commodities	3,757	3,757				
Equipment	12,959	12,959				
TOTAL EXPENDITURES	263,936	263,936				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville

Telephone: 289-2788

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1973

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 228; Citation: 25 M.R.S.A., Sect. 2801

Average Count—All Positions: 15

Legislative Count: 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the

PUBLIC SAFETY

Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesignated Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 86 the Trustees certified 147 Law Enforcement Officers, 132 Corrections Officers and 319 Reserve Officers. They also waived 14 law enforcement training requirements. The "Board" certified 2 Training Coordinator certificates and issued 10 Instructor Certificates. They recognized 3 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 90 specialized and refresher in-service courses that were conducted for approximately 1,973 law enforcement and correction officers. Also during FY 86, outside agencies utilized the Academy's facilities with 2,110 persons in attendance.

LICENSES, PERMITS, ETC.

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

PUBLICATIONS:

Administrative Provisions Manual
Newsletter
Law Enforcement Officer's Manual

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	297,511	276,512	20,999			
Health Benefits	17,359	17,409	- 50			
Retirement	52,219	48,995	3,224			
Other Fringe Benefits	1,097	1,135	- 38			
Other Contractual Service	230,718	148,815	81,903			
Rents	9,205	472	8,733			
Commodities	69,068	45,502	23,566			
Grants—Subsidies—Pensions	37	37				
Equipment	8,271	1,066	7,205			
Transfers to Other Funds	4,204		4,204			
TOTAL EXPENDITURES	689,689	539,943	149,746			

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville

Telephone: 289-2788

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1969

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor; a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.

Basic Certificate (full-time law enforcement/corrections personnel)

Chief/Sheriff Certification

Instructor Certification

Course Certification

Reserve Officer Certification

Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL

RONALD I. EVANS, Assist. State Fire Marshal

Central Office: 99 Western Ave., Augusta
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333

Telephone: 289-FIRE

Established: 1973

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 224; Citation: 25 M.R.S.A., Sect. 2396

Average Count—All Positions: 30

Legislative Count: 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

The reorganization initiated last year has been working well. The field Sergeants responsible for fire investigations have been able to bring more efficiency to the field force and are helping make its operation more cost effective. During the last half of the fiscal year, set fires have been slowly increasing, and vacancies created by the promotion of the Sergeants will be filled during the next year. The Sergeant supervising the inspection section has been able to utilize the computer system to generate Statement of Deficiencies and Plan of Correction reports. The number of inspections conducted by his section have increased again this year.

The increase in building construction has resulted in a nearly doubling of plans requiring review by the Fire Protection Specialist. Consideration is now being given to securing an additional position to help eliminate the backlog of plan reviews now pending. The Fire Protection Specialist also coordinates training for both fire investigator and inspector sections.

PROGRAM: During the second regular session of the 112th Legislature, the Fire Marshal's Office worked with the Attorney General's Office to draft a bill protecting investigative records from public disclosure without due process.

The Life Safety Sprinkler System Advisory Committee met twice during the past year and are now finalizing the fifth draft of the proposed regulations. Regulations will be adopted in FY 86-87.

The office continues to update several of its regulatory Codes. In September, the 1985 Edition of the Life Safety Code was adopted; and in June, filing was made to adopt the current edi-

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tions of NFPA #58, "Storage and Handling of Liquefied Petroleum Gases;" NFPA #54, "National Fuel Gas Code;" and NFPA #211, "Chimneys, Fireplaces & Vents and Solid Fuel Burning Appliances."

During FY 84-85, a significant decrease in revenue for fire premium tax was noted and a consultant was engaged to determine the reason for the shortfall. In his final report issued in FY 86, he was unable to pinpoint a single cause but predicted increased revenue as insurance sales and rates increased. Starting in December a modest increase was noted in premium tax receipts, and the experience of the premium tax of the last six months of the fiscal year indicates the funding problem has been corrected.

Fire deaths in Maine continue to remain in the low thirties with thirty-three people losing their lives to fire during the calendar year 1985. Although Maine has experienced a dramatic reduction of fire deaths during the first half of the decade of the 80's, it is still unacceptable; however, when compared to the nearly forty-nine deaths averaged per year for the thirty-year period of the 50's, 60's, and 70's, we continue to have significantly fewer fire fatalities.

LICENSES, PERMITS, ETC.

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.
- Dance

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above-Ground.

PUBLICATIONS:

- Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
- Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
- Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
- Maine Safety Rules for Amusement Devices and Midways (No Fee).
- Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).
- Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	503,800		503,800			
Health Benefits	30,942		30,942			
Retirement	88,163		88,163			
Other Fringe Benefits	5,602		5,602			
Computer Services—State	11,226		11,226			
Other Contractual Service	84,846		84,846			
Rents	14,612		14,612			
Commodities	7,360		7,360			
Grants—Subsidies—Pensions	693		693			
Equipment	27,763		27,763			
Transfers to Other Funds	5,801		5,801			
TOTAL EXPENDITURES	780,808		780,808			

PUBLIC SAFETY

MAINE HIGHWAY SAFETY COMMITTEE

ARTHUR A. STILPHEN, ACTING CHAIRMAN

ALBERT L. GODFREY, SR., Governor's Highway Safety Representative

Central Office: 36 Hospital Street, Augusta, Floor: 2
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Telephone: 289-2581

Established: 1957

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 256; Citation: 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Public Information and Education, Local Safety Efforts, and Driver and Traffic Safety Education, Alcohol Control, Legislative, which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee, in planning for fiscal year 87, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Alcohol Is Maine's Favorite Drug Brochure.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$500 in FY 86 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ALAN H. WEEKS, CHIEF, STATE POLICE

RICHARD C. RIDEOUT, Director

Central Office: 36 Hospital Street, Augusta
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Telephone: 289-2296

Established: 1937

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 223; Citation: 25 M.R.S.A., Sect. 1541

Average Count—All Positions: 13

Legislative Count: 13

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies of fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.)

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to the State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, Legislature, other governmental officials, and the public as to the nature of the crime problem in Maine — its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the eight Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, crime clearance data and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. (MRSA Title 25, §1542). This section also has the responsibility for the timely and appropriate dissemination

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tion of CHRI data to criminal justice agencies and others upon proper request for the data (MRSA Title 16, §611 through §622).

In October 1981 a fee system was established to cover the cost for release of CHRI to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1985 the fee system for CHRI generated \$12,510 which was turned over to the financial division for deposit to the General Fund.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. Training is provided when necessary to agencies in the proper submission of fingerprints and records in all subjects related to the storage and use of criminal history record information.

The Maine Freedom of Access Law (1 MRSA §401) vs. the Maine Criminal History Record Information (privacy and security) law continues to be a problem for some agencies and necessitates an ongoing training program. Inquiries for criminal history record information in this Division continue to increase each year. During 1978 the division processed 24,443 inquiries from criminal justice agencies and others requesting CHRI data. During 1985 the Division processed 62,476 inquiries, (an increase of 155.6%) with the 1986 totals expected to exceed 65,000.

In 1985 the 112th Legislature gave the Bureau the funding for two additional positions. The positions are a Clerk Typist II and a Fingerprint Classifier I, bringing the current staff to a total of nine. These new positions will assist the Bureau in providing a more timely response to inquirers.

In October 1985 a policy decision was made to receive all non-criminal requests previously being processed through the teletype system by mail. This change allows the Bureau to process those requests needed for ongoing criminal investigations more immediately. Approximately two-thirds of the teletype requests were for non-criminal related matters.

Other activity performed within the Identification Division during 1985 includes the following:

- 6,390 Criminal fingerprint cards received
- 2,543 Fingerprint cards classified and searched
- 1,985 Fingerprint cards matched with existing cards
- 2,262 Final disposition sheets received and filed
- 2,780 Out-of-State records received and filed
- 23,152 Court abstracts received and filed
- 10,724 Criminal records disseminated in response to inquiries (17.2% "hit rate")
- 14,920 Preparation of Mail (pieces)

In 1984, the 111th Legislature passed a law directing the Commissioner of the Department of Public Safety to conduct a study of Maine's criminal history record information system.

This study was assigned to the Director of the State Bureau of Identification and the directions of the study request were fully carried out. The Director of the State Data Analysis Center assisted in the study along with other SBI staff members.

The criminal history record information procedure in Maine was researched, other systems studied for comparisons, comprehensive related information made available and recommendations for upgrading the Maine system were included in the study.

The study was printed and delivered to the Legislature prior to the November 1, 1984 reporting date by the Commissioner of the Department of Public Safety.

National laws and plans are expected to have a large impact on SBI duties and activities in the near future.

In 1985 the Unit actively researched ways to computerize the criminal history records and to prepare them for Maine's eventual participation in the computerized Interstate Identification Index.

The Interstate Identification Index (III) is a nationwide system for the exchange of criminal history information. This system, already in place and functioning in twenty-two states, is a decentralized criminal history record system which contains personal descriptors, state and federal identification numbers and criminal charge(s) data, which serves as a "pointer" for directing CHRI inquiries to the State in which an offender's record is held. There would be no duplication of records at the National level and States would retain management and control over the

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lawful dissemination of their records. Inquiries are handled electronically through the state operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would eventually make the State Bureau of Identification the sole source focal point for all incoming and outgoing CHRI data for the State of Maine.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This division is the central repository of the investigative records of the Maine State Police.

In 1984, the investigative reference file, developed as a by-product of the investigative records, was automated on a word processor computer terminal for the first time.

Starting with the original assigned case number, each report is entered into a computerized master name file by complainant's name, victim, witnesses, interviews, medical, and respondent. Every name that appears on the investigative report is entered into the system. 49,324 names have been entered to the master name file from 1983 to the present. In 1985 alone, 19,111 names were entered to this file.

Also entered into the system is the report number, date of birth, date reported, character of the case and status of the report.

On microfilm the master name file dates back to 1955 and is used as a pointer system to retrieving actual reports. All reports are microfilmed after they have been closed and each report can be recalled and a copy provided at any time.

In 1985, 914 inquiries were checked in the Unit's master name file. The inquirers of this system are primarily State Police, who use this system for investigative purposes and background checks. Other inquirers include SBI-Identification Section, State Prison and correctional centers, and Probation and Parole.

This Division deals with confidential investigative records. (25 MRSA, §1631) Every effort is made to cooperate with persons or agencies with vested interests for information on file as permitted by applicable law or Departmental policy. Principal inquiries are from insurance companies verifying claims. All non-criminal justice agencies, attorneys, insurance companies and private individuals are charged a fee of five dollars (\$5.00) to cover administrative and clerical costs when they request copies and/or verification of reports from the investigative files. Fees collected by this Division in 1985 totalled \$1,065.00. These fees were turned over to the Finance Division for submission to the States General Fund account.

Activity within the Investigative Record Division during 1985 consisted of the following:

CRIMINAL CASES Received/Filed	7,393
CRIMINAL CONTINUATIONS Received/Filed	3,385
CIVIL CASES Received/Filed	309
CIVIL CONTINUATIONS Received/Filed	143
NAMES ADDED TO COMPUTER REFERENCE FILE:	
Names entered	19,111
INSURANCE REQUESTS Received/Answered	264
PRISON REQUESTS Received/Answered	49
CASES MICROFILMED DURING 1985:	
1982 Cases	1,773
1983 Cases	2,082
TOTAL NUMBER OF CASES MICROFILMED	3,855

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Troop	Criminal Cases Received	Criminal Continuations Received	Civil Cases Received	Civil Continuations Received
CID	1,083	1,207		4
A	532	270	49	31
B	536	199	19	8
C	1,230	316	15	2
D	1,071	426	2	1
E	735	169	26	9
F	1,150	452	26	16
G	474	132	149	68
J	569	209	23	8
Traffic	13	5		
TOTALS	7,393	3,385	309	143

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1544 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data; assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date on a comparison by month and year basis, are mailed out to each contributor automatically. All UCR data is submitted to the FBI in Washington for inclusion in the national publication, "Crime in the United States."

In April of 1985 and 1986, the publication entitled "Crime in Maine" was compiled, printed and released. This annual publication, concerning crime activity for the calendar years 1984 and 1985, serves as a report to the Governor, Legislature, law enforcement officials and the general public on the existing status of Index crimes within the State of Maine.

A brief bulletin with data covering the period January-June 1985 was generated and forwarded to all contributors and related criminal justice agencies.

PUBLICATIONS:

Crime in Maine 1984, 1985

Limited copies of these publications are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

Special study publication—"Criminal History Record Information" Oct., 1984—Limited copies—Information available—SBI, Telephone 289-2296, Department of Public Safety, 36 Hospital St., Augusta, ME. 04330.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta

Telephone: 289-3571

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 22

Legislative Count: 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 21 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant.

In 1977, full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 1463 written warnings during FY 86 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints

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that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 86 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,675 licensee premise inspections; and a total of 10,162 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,524 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 86 a total of 394 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is \$95,980.00 with 476 license suspension days. As a result of criminal citations in Maine Courts, \$41,811.00 was paid in fines, thus total fines amounted to \$137,791.00 for FY 86.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau received permission from the 112th Legislature to use blue lights and sirens to stop motor vehicles, and this should aid the Bureau in many areas.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 86 the number of agency stores in the State of Maine rose to 72. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 72 agency stores.

During FY 86 two officers of the Bureau of Liquor Enforcement were involved with the problem of drug and alcohol abuse. They attended seminars, and gave presentations on the abuse of alcohol, and the effects it has on alcoholics and their families. This involvement has been an asset to the Bureau, because working close to those that have a problem with liquor helps alleviate potential problems for the Bureau and Liquor Licensees.

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FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	525,309	525,309				
Health Benefits	31,727	31,727				
Retirement	107,498	107,498				
Other Fringe Benefits	5,781	5,781				
Computer Services—State	941	941				
Other Contractual Service	42,892	42,892				
Commodities	8,117	8,117				
Grants—Subsidies—Pensions	10,668	10,668				
Equipment	58,132	58,132				
Interest—Debt Retirement	41	41				
TOTAL EXPENDITURES	791,106	791,106				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta; *Floor 2*
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Telephone: 289-2581

Established: December 13, 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 219S; Citation: Exec. Order 6 FY 81

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end, the Bureau is involved in a working relationship with other State, county, and municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

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PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Alcohol Is Maine's Favorite Drug Brochure.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,445	1,963	11,626	60,262	105,594	
Health Benefits	10,645		760	5,275	4,610	
Retirement	29,588	334	2,080	4,300	22,874	
Other Fringe Benefits	661		59	306	296	
Other Contractual Service	402,651	247,861	28,382	16,153	110,255	
Rents	521		218		303	
Commodities	17,593		7,175	9,780	638	
Grants—Subsidies—Pensions	63,532				63,532	
Equipment	219				219	
Interest—Debt Retirement	44				44	
Transfers to Other Funds	11,660		1,515	2,340	7,805	
TOTAL EXPENDITURES	716,559	250,158	51,815	98,416	316,170	

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF

LT. COL. JOHN W. CLARK, Deputy Chief

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Established: 1925

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Average Count—All Positions: 488

Legislative Count: 414

Organizational Units:

Field Divisions
Office of Planning and Research
Personnel and Training
Crime Laboratory
Support Services
Radio Repair
Internal Affairs

Public Information Office
Traffic Division
Criminal Division
Organized Crime Unit
Data Processing
Communications
Community Relations

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was

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established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,896 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into two field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Automotive Maintenance. The Automotive Maintenance Unit operates State Police garages in Augusta, Houlton, Orono, and Scarborough. Eight mechanics were responsible for performing virtually all aspects of automotive maintenance and repair. As an example, 31 transmissions were completely overhauled, as were 10 engines. Rebuilt components such as these were kept available throughout the year, so that the down time for the cruisers were kept to an absolute minimum. Other major services that were performed were three complete frame transplants, resulting in the salvaging of three nearly new cruisers that would otherwise have to be replaced. Replacements of doors, fenders, windshields, and other major body panels were routine assignments in 1985.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal Investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local

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police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

During 1985, the investigation of homicides increased (from 19 in 1984 to 26 in 1985), reflecting a decrease in domestic-related deaths, but an increase in drug- and/or violence-related deaths.

The CIDs increased their training in the awareness of and the procedures required for investigating child abuse. CID detectives worked 1,273 cases (involving 14,594 investigative hours), in cooperation with the district attorneys and the Maine Department of Human Services. To meet the increased demand for investigatory expertise, State Police child abuse investigators were assigned by the entire CID complement.

One of the tools used by detectives to help with their investigations is the polygraph. The polygraph is utilized by examiners to discern truth or deception from what is said by an individual who has volunteered to take the examination. During 1985, there were 423 polygraph examinations, the bulk of which were done for the Maine State Police and the remainder for other law enforcement agencies.

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-State criminal justice agencies. Much of the work done by the detectives was facilitated by State Police officers assigned to the field divisions.

Crime Laboratory: The application of forensic sciences at the State Police Crime Laboratory has proven one of law enforcements most potent weapons. Examinations of submitted evidence coupled with expert testimony in court can link the crime or victim to the criminal, establish an element of the crime, corroborate or disprove an alibi, induce an admission or a confession, or most importantly, exonerate the innocent.

Crime Scene Search: The recognition, collection, preservation and recording of physical evidence to be examined by the individual sections of the Laboratory and the dissemination of the physical evidence to the respective section are the responsibility of the Crime Lab.

Crime Scenes processed	53
Autopsies attended	22

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment. The Photography Section provides the full service of all photo lab functions:

- a) development and printing of color film
- b) development and printing of black and white film
- c) furnishes enlargements, duplicates, etc. as required
- d) provides files for all negatives and log of the same
- e) provides portrait services as necessary
- f) provides identification photos as necessary
- g) orders photographic supplies and film for the department

Photography	Rolls	Prints
35mm color	1,295	19,011
35mm black and white	70	1,346
2¼ color	48	550
2¼ black and white	11	72
35mm slides	80	0
4 x 5's	187	311
Special Projects	218	6,591
Total	2,909	17,881

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

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Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Firearms Identification	
Firearms Examinations	5,238
Items Examined	730
Gunpowder Residue Examinations	
Gunpowder Residue Exams	30
Items Examined	192
Toolmark Identification	
Toolmark Examinations	8
Items Examined	45
Serial Number Restoration	
Serial Number Exams	5
Items Examined	5

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means.

Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indiscernible impressions left carelessly behind.

In addition to its criminal application, fingerprints are used to identify missing persons and resolves uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the thread of the respective item. The State Police Crime Laboratory is presently improving its capabilities in this area.

Fingerprint Processing	
Items Examined	1,706
Items Processed	2,504
Fingerprint Comparison	
Comparisons	7,172
Cases	146
Footwear/Tire Comparisons	
Items Examined	16
Cases	7

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations. The technical capacity in each area is to be improved in the coming year with the acquisition of new instrumentation and the hiring of additional personnel.

Capabilities of the Forensic Chemistry Section is as follows:

Blood

- Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
- Determination of the species of bloodstains
- Determination of the blood group (ABO) of bloodstains

Seminal Fluid/Sperm Cells

- Determination of the presence of seminal fluid/sperm cells on clothing, bedding, objects, etc.
- Determination of the blood group (ABO) of seminal fluid stains

Saliva

- Determination of the presence of saliva on various objects
- Determination of the blood group (ABO) of saliva stains

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Hairs

- Determination of the species of hairs
- Determination of body area of origin of human hairs
- Comparison of hair samples to determine possible common source of origin

Fibers

- Identification of fibers
- Comparison of fiber samples to determine possible common source of origin

Paint

- Identification of paint on clothing/tools etc.
- Comparison of automotive/structural paint samples to determine possible common source of origin

Glass

- Identification of glass on clothing/tools, etc.
- Comparison of glass samples to determine possible common source of origin

Urine, Feces

- Identification of urine and feces on clothing, bedding, objects, etc.

Hair and Fiber Examination

Items Examined	1,107
Cases	92
Serology Examinations	
Items Examined	2,709
Cases	127
Paint/Glass Examinations	
Items Examined	296
Cases	21

(A new Crime Laboratory is expected to be completed during 1986.)

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I

- Troop A (Scarborough)—responsible for York and southwest Oxford counties
- Troop B (Scarborough)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
- Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
- Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II

- Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.
- Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Sherman.
- Troop F (Houlton)—responsible for Aroostook County, and Interstate 95 from Sherman to Houlton (Canadian Border)
- Troop J (E. Machias)—responsible for Hancock and Washington counties.

First Field Division: Speed enforcement and getting the drinking driver off the roadways were major law enforcement goals throughout the First Field Division during 1985. The enforcement efforts helped reduce the number of fatal motor vehicle accidents occurring within the Division.

An increase of traffic, especially on the Maine Turnpike, resulted in increased attention to the overland drug smuggling problem. On the Maine Turnpike alone, approximately 300 drug cases resulted from traffic stops—with the net result being more than two dozen drug furnishing or trafficking charges and numerous referrals to the Organized Crime Division's Drug

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Enforcement Unit. The Division had a very active marijuana eradication program, especially in Lincoln County.

In mid-coastal Maine, State Police watercraft provided quick access to the islands to assist the U.S. Coast Guard; management and supervisory personnel also participated in the Maine Yankee contingency disaster plan. In addition, Maine Troopers (in conjunction with local and county police departments) fingerprinted a large number of students whose parents desired having the volunteered fingerprints for identification purposes.

In the Sebago Lake region, a camp property identification program was coordinated with area camp associations. And, Maine Troopers expanded what had originated as basically a State Police co-sponsored Cystic Fibrosis walk-a-thon in the Cumberland County area in 1984 to a statewide effort in 1985—resulting in \$14,000 being raised to help battle the essentially childhood crippling disease.

In York County, a child abuse education program was initiated and was presented to approximately 400 children, K-6 grades, as well as parents and teachers. (The program is scheduled to continue during 1986.) Also, in York County, Maine Troopers presented Defensive Driving Courses (with the assistance from the Maine Bureau of Safety) to approximately 500 drivers and 60 school bus drivers.

The First Field Division troops continued to provide assistance to local police agencies and specialized assistance from K-9 teams and accident reconstructionists. In addition, Division officers spoke to social, civil, and fraternal groups on chemical abuse, highway safety, and crime prevention.

Second Field Division: All Troops within the Second Division were actively participating in the Policing by Objectives (PBO) program which was the first full calendar year. Although a year in which everyone was learning about the process and one that was considered to be partly experimental, many of the troop objectives were met. In the area of 55 mph enforcement, average speeds and percentages of vehicles over 55 mph dropped for the first time in five years.

A Division-wide effort to bring some kind of an educational program into the schools was made, mostly as a spin-off of PBO. These types of programs are always well received and are a positive public relations tool with very broad and lasting effect.

Anti-drinking and driving was very much emphasized by the public, the media and the State Police in the Second Division and during 1985. Our campaign centered around public awareness through public appearances and speaking engagements along with road blocks and special emphasis saturation patrols in selected areas. One unique program in Aroostook County focused on educating servers of alcoholic beverages to know when to refuse further alcohol to certain customers.

In the area of criminal investigation, the Second Field Division continued to be very active with close to 70 percent of all the cases turned in by troops throughout the State. Over \$1,000,000 in stolen property was recovered in 1985 by officers in this Division, with \$200,000 recovered in Aroostook County alone.

In the area of training, the Second Field Division was very active continuing the commitment that education is the key to an effective law enforcement program. Nearly 10,000 hours were developed to training with many of these being as trainers for other agencies. One troop alone, with reduced manpower, had nearly 2,000 hours of training, with much of this being provided to other agencies.

Troops in the Second Field Division spent the latter part of 1985 reviewing and analyzing programs in detail, and approached 1986 with new and updated goal directed programs for specific desired results.

Internal Affairs. The Maine State Police Internal Affairs Division has been operational for approximately two years. This Division investigates or coordinates the investigation of all allegations of State Police Officers misconduct.

During 1985, eighty-five such complaints were administered through the Internal Affairs process. In accomplishing these matters, close liaison was maintained with numerous other members of the law enforcement community, as well as with the private and business sectors.

The automated data base which was started when the Division was created is approaching the point where sufficient data is available to allow preliminary statistical analysis in order to identify trends, problem areas, etc. As the data base grows, the validity of such analysis will increase, and will assist management in overall agency operations.

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Organized Crime Investigative Division. The Organized Crime Investigative Division, known as the "Organized Crime Division" or OCD, is commanded by a captain and is responsible for the investigation of major crimes that have an organized crime connotation and those crimes that require coordination on a statewide multi-unit basis. The Division coordinates criminal intelligence and gambling, drug enforcement, and special investigative activities.

Criminal Intelligence & Gambling Investigation.

Criminal Intelligence: The Criminal Intelligence Unit of the Maine State Police in the calendar year 1985 received 281 requests for investigative assistance. The request related to major crime investigations in which the State of Maine was used as a base of operation and/or citizens of this State were involved in criminal activities in other jurisdictions.

The breakdown of requests for investigative assistance by case type is as follows:

188 drugs; 10 fugitives; 5 disreputable motorcycle gangs; 3 murders; 3 bank robberies; 4 terrorists; 1 gambling; 5 receivers of stolen property; 3 white collar crimes; 2 hazardous wastes; 14 theft of explosives and weapons; 3 threats against public officials; 4 child pornography; 5 antique larcenies; 10 tax frauds (relating to monies from drug sales); and, 21 organized crimes.

Gambling Investigations: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 795 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for 1985 included, but were not limited to:

1918 Administrative Hours

33 Court Hours

266 Investigations (complaints) for a total of 579 hours

84 Premise Inspections for a total of 146 hours

94 Special workshops or audits for a total of 282 hours

59 New application investigations for a total of 177 hours

16 Speaking Assignments for a total of 48 hours

The above resulted in 331 warnings and 5 arrests.

Summary of licensing activities for 1985.

Beano and Bingo

—Total Beano organizations licensed—412

—Total number of Beano licenses issued—4,063

—Total revenue received by State of Maine from license fees—\$49,515

—Total operating expenses for 1985 year—\$56,359.13

—No surplus from Beano license fees for 1984-85 year—actual deficit of \$6,844.13

Games of Chance

—Total Games of Chance organizations licensed—384

—Total number of Games of Chance licenses issued—8,317

—Distributors licensed—10

—Total revenue received by State of Maine from Games of Chance license fees—\$164,904

—Total operating expenses for 1985 year—\$101,954.08

—Surplus from Games of Chance licenses for 1984-85 year—\$62,949.92

—Combined surplus from Beano and Games of Chance license fees to State of Maine

General Fund Account for 1985—\$56,105.79

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services.

Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

During the year 1985, the State Police issued 338 licenses. A total of \$44,875 was received from application fees. \$22,239.60 was spent/allocated for Unit operations. \$15,450 was provided to the State.

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	Private Investigators	Assistant Private Investigators	Private Security Guard Agencies
New	22	5	6
Renewal	100		45
	Non-Resident Concealed Firearm	Possession by Ex-Felon	
New	155	0	

Drug Enforcement.

Drug Enforcement Unit: The Drug Enforcement Unit investigated 181 cases during 1985 with 139 people arrested or facing indictment in the future. The quality of violators and complexity of the cases increased over previous years. Over 40 search warrants were executed on vehicles and buildings. Major investigations concluded during the year were:

- Arrest of two individuals and seizure of 62 pounds of marijuana that was shipped via commercial air into Bangor area.
- Seizure of over one pound of cocaine and arrest of involved individuals in Augusta.
- Seizure of 80 pounds of hashish and arrest of three Maine men who were shipping the hash to New Mexico. This arrest was a co-operative effort with FBI and New Mexico State Police.
- Arrest of one person and seizure of a clandestine laboratory that was producing DMA and cultivating psilocybin mushrooms.

Seven vehicles and \$63,050 in cash were seized for forfeiture to the State. The Drug Unit also received \$8,653 in court ordered restitution from defendants which was also turned over to the State.

From both purchases and seizures, the Unit confiscated approximately 6.5 pounds of cocaine, 81 pounds of hashish, 1,600 pounds of marijuana, 1,700 "hits" of LSD and an assortment of valiums, librium and psilocybin mushrooms, as well as miscellaneous quantities of drug paraphernalia. Approximately \$1,755,500 worth of street drugs were removed from circulation in Maine.

The Drug Enforcement Unit also coordinated and participated in the State Marijuana Eradication Program. Nine-thousand four-hundred eighty-four plants were eradicated in 332 plots. Although the plant count was down slightly, the number of plots nearly doubled.

The Cumberland County Task Force was formed through the cooperative efforts of the State Police, Cumberland County Sheriff's Office and the local police agencies in Cumberland County. The objective was to target major drug offenders (primarily cocaine) and attempt to put together cases against them. The Cumberland County Task Force investigated 63 cases in 1985. Of these cases 42 purchases of drugs were made, eight search warrants were executed and four marijuana fields were seized yielding 464 plants. Through purchases and seizures, the Task Force confiscated 1.6 ounces of cocaine, 9.57 pounds of marijuana, 77 "hits" of LSD, 50 bags (dosage units) of heroin, 3.5 ounces of psilocybin mushrooms and over 200 tablets of assorted drugs. Approximately \$20,017 worth of street drugs were removed from the streets. One vehicle, one firearm and \$21,149 were seized by the Task Force for forfeiture to the State.

Major investigations during the year included:

- The arrest of a pharmacist who diverted \$100,000 of prescription drugs.

Anti-Smuggling Unit: The Anti-Smuggling Unit during 1985 investigated approximately 25 cases of marijuana smuggling which resulted in 170 individuals being indicted for two to four counts each of smuggling, possession and distribution of marijuana in the State of Maine. Out of the 170 indicted, 135 were convicted, 12 are fugitives, 21 are pending trial, one case was dismissed upon cooperation with murder is currently being investigated by the Florida Department of Law Enforcement.

The above cases involved 14 separate smuggling operations along the Maine Coast, which occurred during a period of time from 1981 to 1984. Sentences in these cases were from five years to 15 years in Federal Prison.

Also during 1985, the anti-Smuggling Unit seized a twin engine aircraft valued at \$300,000. The funds from the sale of this aircraft was used to assist in the building of the new State Crime Lab.

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Special Investigations.

Auto Theft: The Auto Theft Unit investigated 84 cases in 1985 along with several cases that were carried over from 1984. These cases resulted in 14 convictions with 103 cases awaiting trial or grand jury indictments in this State and out of state. The Unit recovered or assisted in the recovery of \$1,142,200 worth of stolen property.

During 1985 the Auto Theft Unit, working in conjunction with other units of OCD, State Police field units, F.B.I., National Auto Theft Bureau, Enforcement Division of the Secretary of State's Office and out of state enforcement agencies, was successful in closing down several major "chop shop" operations.

During 1985 Detective Clifford Howard was appointed Director of the Northeast Chapter of the International Association of Auto Theft Investigators.

Arson: In conjunction with the State Fire Marshal personnel, 104 cases were investigated. Of these, 29 remain under investigation, 12 await court action and 30 were closed, 6 of these by conviction.

Attorney General and Executive Security: During 1985, the three State Police officers assigned to the Attorney General Investigation Division were assigned 85 cases. Of these 85, one awaits sentencing, four cases await trial or Grand Jury action, nine cases are under attorney review, 54 cases were closed to other agencies, unfounded, or warranted no further action. Fifteen cases remain open to further investigation, one is on hold, and one is in a fugitive status. There were 11 convictions and \$17,743 in stolen property recovered.

Additionally, the officers drove 103,161 miles, attended five training sessions, covered executive security (8 and/or 24 hour shifts) 19 times, worked a total 6,032.5 hours (reported) and participated in special activities or aid to other agencies 22 times. One officer, while on loan to the Auto Theft Unit, assisted in the recovery of three vehicles with a dollar value of \$72,000, as well as one of the officers while on loan to the Drug Unit conducting and concluding four felony cases, aided in the investigation, arrest and conviction of 15 other drug and stolen property cases and assisted the State Fire Marshal's Office for three weeks in arson investigations.

Support Services. The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Public Information/Community Relations, State Bureau of Identification, Supply, Traffic and Safety, and Training/Special Services.

Communications. During 1985 the Communications Unit was involved in many projects designed to keep pace with technology that is becoming available in the communications field.

One of the projects relates to replacing 10 year old computers at Headquarters with state-of-the-art equipment. A successful testing program on software programs to be used on the equipment has resulted in a request to purchase computer hardware.

The National Crime Information Center (NCIC) unveiled new procedures and mandates for their system during 1985 that must be in effect by December 1986. During the year, the Communications Unit implemented several of the mandates by:

- Drafting a statute approved by the Legislature to recognize the Maine State Police as the authority for the Statewide law enforcement teletype system.
- Implementing a new system of quality control to assure, on a daily basis, that all "Wanted" and "Cancelled" items are entered and discharged in a timely manner.
- Preparing and printing a formal user agreement for the Maine Telecommunications & Radio Operators (METRO) system, and making sure each user signed the agreement.

In addition, the Unit updated and distributed the METRO Manual and continued appropriate training activities.

Radio Maintenance Unit: In 1985, the Radio Maintenance Unit completed its 45th year of service and support to the Department. The Unit provided maintenance, installation/removal and technical support to the Department and 18 other State level agencies.

The services were for point-to-point communications, command and control, base and mobile operations, as well as maintaining 1,470 pieces of electronic equipment using four radio repair facilities. Radio Technicians installed/repaired/maintained two-way radios in marked and unmarked police cruisers, covert vehicles, aircraft and watercraft.

A most outstanding achievement this year came from Radio Technician Roy O'Hara. He designed and installed a complete solar power communications system for Baxter State Park. His efforts were recognized this year in Washington, D.C., by the U.S. Department of Energy where the Park received awards for the project. The solar power design was tailored to the exact needs of the Park by Technician O'Hara.

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Other activities performed by our Maintenance Unit included the dismantling of the old communications tower at the Houlton Radio Communications Center, the installation of two microwave radomes at Spruce and Ossipee Mountain radio sites; and installing two anti-smuggling task force repeaters.

The installation of two Warden repeater stations and the addition of 30 programmable radios into their fleet were the efforts of Scarborough Technician, Eric Lowell.

The Radio Repair Unit has noted a major improvement in the Zone 3 communications due to the efforts of Ronald Campbell. There will be more improvements after locating new radio sites to insure interference-free communications.

We have added forty-nine 16-channel, programmable radios to our system, as well as 33 smaller, easier to conceal, radios for CID and administrative vehicles. The programs for these new radios are being written by Technician Tom Poto, Augusta Headquarters, saving our Department, as well as other departments, money by not requiring a factory programmer.

The Unit assisted many local and federal agencies through the year with some of their communications programs, including the Augusta Police Department, Oxford County Sheriff's Office, Emergency Medical Services, U.S. Marshal's Office and the Federal Bureau of Investigation.

Preliminary work has been done to meet future communication needs, such as the investigation into digital communication consoles for our Regional Communication Centers (RCCs), more microwave equipment, and added radio towers for digital communications that include mobile phones and data terminals in patrol vehicles.

Management Information Systems Office. The Management Information Systems Office is responsible for accurate and timely reporting of computerized business and statistical systems for the Department. The Unit is also responsible for computer programming, program maintenance and operation of computer hardware, as well as the State Police Officer Allocation Program and the Incident Based Reporting System.

As commitment to "Policing By Objectives" continues to grow, data processing becomes increasingly important for the success of the program. New reports are being designed and current application being modified in order to provide management with the information needed to properly identify problem areas.

During 1985 a number of major projects were undertaken. Most notably was our entry into the personal computer market. A network of "PC's" was installed for the Traffic Division. (Motor Carrier and hazardous material violation programs are being written and will be operational during 1986.)

A "PC" was purchased and placed in the Supply Inventory control. (This system will be operational in 1986.)

Planning & Research. The Office of Planning and Research is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through development of both short and long range goals. In addition, Planning and Research is responsible for program development and coordination in numerous areas relating to Federal NHTSA grants and State Police evaluation projects.

One of the major functions of this office is the coordination of the Policing By Objectives Program.

During 1985 there were in excess of sixty projects/programs coordinated or directed by Planning & Research. Some of the major efforts involved:

- Radar evaluation resulting in the purchase of thirty-five new radar units.
- Computer review and assessment study involving present and future use of computers by the Department of Public Safety.

Public Information/Community Relations.

Public Information: The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesperson for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1985, the Office disseminated 119 news releases about activities, programs and services to the news media. The Office also responded to numerous queries and provided public

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information to the news media on 234 major incidents. There were 268 feature articles/programs and interviews facilitated.

Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) Winter Road Safety, Troopers Wanted (Recruitment), School Bus Law, School Bus Safety, Bicycle Safety, Memorial Day Weekend Road Safety, Burglary Prevention, Independence Day Road Safety (Drunk Driving Prevention), 55 MPH Speed Limit, Operating Under the Influence, Safety Belt Safety, Maine Marijuana Eradication Program, Labor Day Weekend Road Safety, Schools Open, Autumn Driving Safety, Fire Prevention Week, Woodburning Stove Safety, Car & Winter Safety, Drinking and Driving Prevention, Motor Vehicle Inspection, and Holiday Drunk Driving Prevention.

In addition, the Office compiled and edited the annual report, updated Departmental publications and the Maine Print & Broadcast Media Booklet, and published the employee newsletter ("Communicator"). The Public Information Officer instructed News Media Relations at the Maine Criminal Justice Academy, and assisted the Community Relations Officer with the first Maine State Police Awards Night.

Community Relations Office: The Community Relations Office is responsible for addressing such issues as Infant and Child Restraint Use, Operating Under the Influence .02 Drinking and Driving Law, OUI Roadblocks, 55 MPH national mandatory speed limit, Motor Vehicle Inspection and Pedestrian Safety. The Community Relations Office is also involved in various activities aimed at fostering good community relations, enhancing the image of the Maine State Police and assisting with Trooper Recruitment programs.

The Community Relations position was instituted in January, 1985, and was fully funded by the National Highway Traffic Safety Administration through the Department's Bureau of Safety. The Community Relations Office is presently staffed with one uniformed State Trooper.

During 1985 the Community Relations Office was active in developing and coordinating various media campaigns aimed at educating and informing the people in Maine. These include: working with the Public Information Office in the production of television and recorded radio public service announcements, and coordinating the following print media campaigns: the 1955 Maine Marijuana Eradication Program including development of new posters (One of Maine's Largest Crops is Illegal), Safety Belt Poster ("Trooper Tested"), Child Abuse Publicity Program (Old Tavern Farms and Shaw's Supermarkets Milk Cartons). Also, the Community Relations Office prepared a quarterly question and answer column in the AAA publication "The Maine Motorist," entitled "Ask a Trooper." The column addressed highway safety and other law enforcement topics (and is scheduled to continue during 1986).

In addition, the Community Relations Office addressed law enforcement issues as a guest on radio interview programs, conducted 45 speaking engagements and arranged 50 others through the field troops.

The Community Relations Office established and coordinates the Maine State Police Annual Awards Night Program and Reception in order to give due recognition to Departmental and civilian award recipients. Three new awards were established: 1) Legendary Trooper Award, 2) Outstanding Officer of the Year, 3) Outstanding Sergeant of the Year.

Additional activities of the CRO included the development of an official Maine State Police motto—SEMPER AEQUUS—(Always Just). A liaison was established with the CBS television series "Murder, She Wrote" and the Community Relations Office acts as a consultant to the program. The Office assisted Support Services and the University of Maine (Orono) with a Statewide public opinion survey. The Community Relations Office instructed the Community Relations Course at the Maine State Police School, and is manager of the Maine State Police Benevolent Fund.

Supply. The Supply Office is responsible for the purchase, storage, and distribution of clothing, office supplies, office equipment, departmental forms and support equipment to approximately 500 sworn and civilian members, as well as supplying forms, intoxilyzer materials and other related items to municipal police departments and county sheriff offices. The Supply Office has implemented a computer system for all inventory control. Supply is also responsible for obtaining any new products that could be beneficial to the Department, and with the aid of field personnel, tests these products for economic and durability factors.

Traffic & Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

PUBLIC SAFETY

Accident Reconstruction: The Maine State Police currently has 35 active accident reconstruction specialists assigned to the field Troops throughout the State. In addition to their regular duties, these officers are ready to assist any officer or agency with the highly technical aspects of accident reconstruction. Many accident cases are prosecuted each year as a direct result of the reconstructionist's efforts, and charges will vary from motor vehicle manslaughter to speeding.

The technical, administrative, and supervisory responsibilities for the reconstruction program are assigned to the Traffic Division. The reconstruction program is approaching the end of its seventh year and has been involved in the reconstruction of over 1600 accidents.

(In order to maintain the high integrity and standards of professional reconstruction, 1986 will see the beginning of an annual certification program for all active reconstructionists, as well as scheduled upgrade and refresher programs.)

Accident Records: The Traffic Division's Accident Records Section is maintained to comply with the statutory requirements of Maine Motor Vehicle Law. This section receives, processes, and reviews all accident reports submitted. Each report is checked for completeness, accuracy, and compliance with the Accident Reporting Manual.

Accident reports are received from every police agency in the State. Each year the Accident Records Section processes well over 25,000 such reports.

Copies of reports are made available to interested parties in accordance with statutes and Departmental policies. Reports are most often requested by attorneys and insurance companies, but many requests come in from the courts, district attorneys and other governmental agencies. Sales of accident reports exceed \$30,000 annually.

The Accident Records Section maintains regular contact with the Data Processing Section to insure accurate and up-to-date statistics, and with the Bureau of Safety to keep the Governor's Highway Safety Representative abreast of Maine's current accident picture.

Air Wing: The year 1985 was again a period of priority readjustment resulting in more diversification of activities. The period saw an increase in coastal surveillance and intelligence gathering.

During 1985 enforcement of the national maximum speed limit gained a high priority slot with the air wing once again. Pilots flew numerous missions in support of ground officers resulting in hundreds of violations noted. Eight percent of the contacts with the public were for speeds less than 70 miles per hour and the remaining 92 percent involved speeds greater than seventy. The airplane continues to be an extremely effective tool in the detection and apprehension of the speed violator on the highways of our State.

A total of 112 missions were flown in support of criminal investigation for the purposes of intelligence gathering, surveillance of actual criminal activity, and attempts to locate lost and wanted persons or property. The year saw continued use of aerial electronic surveillance techniques facilitating the monitoring of suspect activity which might otherwise go undetected.

Due to the expertise of our pilots in the aerial identification of marijuana, the Federal Drug Enforcement Administration solicited their assistance in teaching this technique to other enforcement pilots throughout New England. Schools were held in both New Hampshire and Vermont in which our pilots, as instructors, played a critical role in bringing it to a successful conclusion.

The marijuana detection flights of 1985 resulted in less fields detected than the previous year. The 1983 and 1984 program were so effective that they caused a major alteration of domestic growing habits. The perpetrators seemed to be so aware of the aerial efforts that they were forced to cultivate in areas not so open to air detection or completely indoors. The potential beginners in the illegal business may have been discouraged to a great extent in engaging in such activity through heavy enforcement pressure. Aerial infrared color photography, a new technique deployed by the air wing this year, appears to have great potential in identifying marijuana that otherwise goes undetected by the naked eye. (The year 1986 will see continued refinement of high technology applications in the field of airborne law enforcement hopefully resulting in an even greater impact on the criminal element.)

Commercial Vehicle Enforcement: The Truck Size and Weight Section has the responsibility of enforcing the size and weight laws as they apply to commercial vehicles. During 1985 this Section weighed 67,505 trucks and checked 102,356 trucks for compliance. The two weigh stations in Kittery and York are open and in constant use. These areas are used primarily by the State Police but are often used in conjunction with the Federal Bureau of Motor Carrier Safety, Marine Patrol, and other State and federal organizations.

PUBLIC SAFETY

During calendar year 1985, the Motor Carrier Section registered and issued operating permits to 4,775 for-hire motor carriers, which included 4,319 carriers operating in Interstate Commerce and 456 in Intrastate Commerce. Vehicle Identification Stamps were issued for 141,018 interstate trucks and 3,052 intrastate trucks being operated by motor carriers. 4,117 temporary telegraphic authorities were sent to motor carriers in order to expedite legal movement of their vehicles into or through the State. Revenue from Motor Carrier Operations was \$1,193,438.10, a 13 percent increase over calendar year 1984.

Fleet Safety Program: In compliance with Departmental Policy, the Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. In addition to the Chairman, the Board consists of six voting members who represent a cross section of duty assignments, driving assignments, and rank structure.

The Fleet Safety Board receives, reviews, and evaluates all reports of fleet vehicle damage or accidents. The Board is charged with the responsibility of making decisions as to the preventability of all such reports of damage or accidents and with making recommendations to the Chief for any additional actions to be taken.

Records are maintained on all individuals involved in reported damage or accidents, and those records are used to determine qualifications for the wearing of safe driver awards on the uniform.

The Maine State Police Fleet Safety Program was recently used as the main guideline by the Insurance Advisory Board in establishing a review system for all State agencies when damage to State vehicles is involved.

Hazardous Materials: The Traffic Division continues to be involved in Hazardous Materials Safety and Enforcement. Involvement is centered around the highway transportation of hazardous materials.

The State Police Commercial Vehicle Enforcement Section entered into a contract called "The State Police Hazardous Materials Enforcement Development Program" with the U.S. Department of Transportation which provides monies and materials to enhance State Police enforcement programs. This contract has and continues to enable the State Police to obtain needed training and equipment.

Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 1,860 inspection stations and 6,162 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,250 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

The Unit provided assistance to the Boy Scouts during their Statewide bike safety program and jamboree.

Working in conjunction with the Maine Department of Education, the Unit promoted school bus safety through classroom training sessions and bus rodeos throughout the State.

Inspection sticker sales for 1985 are as follows:

Motor Vehicle	973,780
Motorcycle	29,160
School Bus	6,507
Trailer	1,690
TOTAL SALES	1,011,137
Total dollar amount of all sticker sales	\$505,568.50

Training/Special Services.

Training: The Training Office was busy with the year long preparation for the largest State Police Academy ever conducted—55 men and women were scheduled to attend the 39th Maine State Police Training Academy beginning on January 5, 1986. In addition to this responsibility, Maine was chair state for New England State Police Non-Commissioned Officers Academy training for first-line supervisors. This required continual attention throughout the New England States at training meetings, administrative support as well as instructional support, and site and topic matter selection.

Support was provided in the form of staff, administrative aid and/or instruction to:
The Maine Warden Academy
Two Municipal/County Basic Police Academies
State Fire Academy

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Three Basic Corrections Classes

State Police, Capital Police, Fire Marshal's Office and Liquor Enforcement, Firearms Requalifications

Policing By Objectives Instructor/Coordinator Class

State Police Performance Evaluation Classes

Physical Agility Testing for Canine Handlers

The Allagash Waterway Rangers

The Maine Department of Transportation—Bangor Office

Several ambulance units and fire departments throughout the State

In June, 37 women participated in the three day Women's Recruitment Program. Four Troopers completed the two-week Emergency Medical Technician course conducted at the Maine Criminal Justice Academy in October.

Due to the growing demand of police resources, due to hostage situations, training in hostage negotiations was provided by the training staff to state, county, and municipal agencies. Throughout the State this training was also given at the New England State Police Administrators Conference (NESPAC) Tactical School in Massachusetts and Connecticut. A first time joint training session was also conducted in Alfred between the Maine State Police Tactical Team and Hostage Negotiators Team by setting up scenarios of hostage situations and responding to them.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit increased its activity by over 150 calls during 1985.

The activities were broken down as follows:

Tracking	229 calls
Drug Searches	103 calls
Backing Up other officers	79 calls
(During life threatening situations)	
Deterrent	48 calls
(People stopped violent behavior on sight of dog)	
Building searches	40 calls
Evidence searches	23 calls
(at crime scenes)	

The Canine Team conducted 82 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 1985632 calls

During a time of Federal hour limitations, the Canine Unit handled 179 calls while off-shift or on days-off, and provided canine services to local departments, federal agencies, and county sheriffs 246 times.

The ability of the canine teams to perform successful calls is directly related to the number of dedicated hours in training.

The third Basic Patrol Dog School was held in 1985. This school provided training for one new State Police Handler and refresher training for two other Troopers. We also trained new canine teams for Portland, South Portland, and Sanford police departments.

A drug dog was trained for Troop G (Maine Turnpike) this year to bring us to six narcotics detection dogs in the State Police Canine Unit.

The Maine State Police hosted a one week New England State Police Administrators Compact (NESPAC) Advanced Canine Handlers School in Alfred, Maine. The 40-hour training school was attended by Troopers from five New England States.

Because of the physical requirements of canine handling, and to reduce injuries, 1985 saw the inception of physical requirements to become a handler and an ongoing Physical Assessment Program for all canine handlers.

The canines were directly responsible for 64 felony and misdemeanor arrests during 1985.

The narcotics-trained dogs assisted the State Police Drug Enforcement Unit with numerous raids and searches, and were directly responsible for several large drug seizures.

The Maine State Police Canine Unit has completed another year without any serious bites.

Tactical Team: The Maine State Police Tactical Team consists of specially trained Troopers who, for the most part, are centrally located within the State in order to ensure maximum Team mobility. The purpose of the Team is to respond to extreme emergencies in which serious in-

PUBLIC SAFETY

jury or death could neutralize the effect of any person(s) threatening the lives and safety of the public.

During 1985, the Tactical Team continued its specialized effectiveness with three weeks of professional training in Maine, Massachusetts, and Rhode Island. The training was sponsored by the New England State Police Administrators Conference.

The Team responded to numerous requests for assistance from local, county, and State agencies with requests ranging from:

- Armed individuals
- Barricaded individuals threatening the lives of others or the public
- Hostage situations

The Team was able to accomplish each mission without injury or loss of life.

Underwater Recovery Team: The Maine State Police Underwater Recovery Team (URT) conducted 15 operational dives which included searches for bodies, vehicles, airplanes, and various pieces of evidence in rivers, lakes, quarries, ponds, and the ocean. The URT added two new members to the team (for a total of eight members), and through advanced training with the U.S. Navy and Connecticut State Police, the URT has been able to improve its safety procedures and expand the capabilities of the Team to include more effective search techniques and deep diving operations.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual (\$3.50)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)
- Private Investigator (Free)
- Private Security Guard (Free)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,970,210	3,999,797	1,260,034	4,676,131	34,248	
Health Benefits	611,091	3,825	75,044	531,196	1,026	
Retirement	3,559,355	634,687	421,218	2,490,837	12,613	
Other Fringe Benefits	106,492	377	14,226	91,769	120	
Computer Services—State	113,563		544	112,582	437	
Other Contractual Service	2,500,096	5,652	124,469	2,318,107	51,868	
Rents	144,662		5	144,332	325	
Commodities	346,976	60	10,758	326,320	9,838	
Grants—Subsidies—Pensions	986,942		1,129	985,813		
Equipment	2,171,315	10,471	207,884	1,835,756	117,204	
Interest—Debt Retirement	1,299			1,280	19	
Transfers to Other Funds	244,685		21,182	220,818	2,685	
TOTAL EXPENDITURES	20,756,686	4,654,869	2,136,493	13,734,941	230,383	

VEHICLE EQUIPMENT SAFETY COMMISSION

ARTHUR A. STILPHEN, STATE OF MAINE, COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE
COMMISSIONER

Central Office: 36 Hospital Street, Augusta; Floor: 2
Mail Address: State House Sta. #42, Augusta, Maine 04333

Telephone: 289-2581

Established: 1963

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 432; Citation: 29 M.R.S.A., Sect. 1513

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by appointing an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was inactive during FY 1986. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

MAY HOWE, DIRECTOR REGIONAL TRANSPORTATION PROGRAM
LINWOOD F. WRIGHT, SUPERVISOR OF PUBLIC TRANSPORTATION

Central Office: Transportation Bldg., Augusta, Maine
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2841

Established: June 21, 1979

Sunset Review Required by: Not Established

Reference: Policy Area: 07; Umbrella: 92; Unit: 363; Citation: 23 M.R.S.A., Sect. 4209

Average Count—All Positions: 16

Legislative Count: 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met two times during the preceeding year and conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

PETER A. BRADFORD, CHAIRMAN

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913

Sunset Termination Scheduled to Start by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 65; Unit: 407; Citation: 35 M.R.S.A., Sect. 1

Average Count—All Positions: 67

Legislative Count: 65

Organizational Units:

Administrative Division

Consumer Assistance Division

Legal Division

Technical Analysis Division

Finance Division

PURPOSE: The Public Utilities Commission's mission is to protect the public interest by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as an adjudicatory body on specific cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 148 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 5 water carriers, and limited aspects of radio common carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

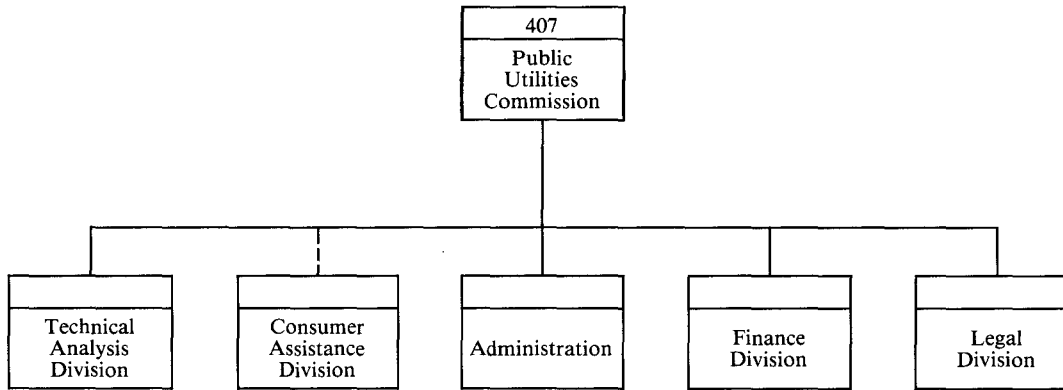
Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies and the Maine Legislature. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits, assists in the preparation of engineering related cross-examination and provides expert witnesses

**ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65**



Approved by the Bureau of the Budget

PUBLIC UTILITIES

CONSOLIDATED FINANCIAL CHART FOR FY 86 PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,411,829	583,641	828,188			
Health Benefits	63,586	23,293	40,293			
Retirement	231,953	75,796	156,157			
Other Fringe Benefits	4,710	1,934	2,776			
Computer Services—State	2,817		2,817			
Other Contractual Service	514,929	53,096	461,833			
Rents	14,907		14,907			
Commodities	19,126	560	18,566			
Grants—Subsidies—Pensions	762		762			
Equipment	29,555	11,066	18,489			
Transfers to Other Funds	94,428		94,428			
TOTAL EXPENDITURES	2,388,602	749,386	1,639,216			

PUBLIC UTILITIES

in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection of system improvements, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

During fiscal year 1985-86, a large portion of the Commission's resources were devoted to its investigation of the Seabrook Nuclear Power Project. In May, the Commission approved a stipulation with respect to Central Maine Power Company that disallowed 40% of its costs of Seabrook II and 30% of its costs of Seabrook I prior to 1985. A similar stipulation was subsequently approved for Bangor Hydro-Electric Company. The Maine utilities subsequently received an offer from Eastern Utility Associates of Massachusetts to purchase their share of Seabrook. In May 1986, the PUC approved the sale of the Maine utilities' shares of Seabrook to EUA.

Local Measured Service was another important issue for 1985. A compromise to establish an optional measured service plan among the Commission Staff, the Public Advocate and NET was approved in November 1985. The plan went into effect in certain exchanges in February 1986, but will be the subject of a referendum in November 1986. In September 1985, a cost of fuel adjustment for CMP resulted in a reduction of rates of \$19.4 million. About \$12.7 million was due to lower oil prices. This was also an active year for implementation of conservation programs.

Consumer Assistance Division: During the calendar year 1985 the Commission's Consumer Assistance Division received 4,351 complaints from utility customers and processed 4,319 of them. Investigations of customer complaints by the Division resulted in refunds of \$52,594.40 to customers for 1985.

Legislation: Recently enacted legislation during the 1985 session, which affects the Commission includes:

- (1) The enactment of legislation creating the position of Director of Consumer Assistance and further improving the effectiveness of the Consumer Assistance Division.

PUBLIC UTILITIES

- (2) The enactment of legislation which authorizes non-investor owned water utilities to elect (1) to make no investment in water main extensions and (2) to charge future customers for the cost of future additions to the water system.
- (3) The enactment of legislation authorizing transmission of electric power by electric utilities from small power producers and cogenerators to other utilities and affiliates of the small power producers and cogenerators. The PUC is also directed to assist the Legislature in a study of transmission, wheeling and foreign power purchases.
- (4) The enactment of an omnibus bill making several limited changes to the PUC statutes.

LICENSES, PERMITS, ETC.

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities of energy.

Two-way Radio Telecommunications — Application for Certificate of Convenience and Necessity to provide service.

Water Carrier in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature.

All Rules and Decisions

Summary of Chapter 81

FINANCES, FISCAL YEAR 1986: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PUBLIC UTILITY FINANCING BANK

MAINE PUBLIC UTILITY FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN

HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta

Telephone: 622-9386

Mail Address: 35 Community Drive, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 184

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1986: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

RICHARD D. DUTREMBLE, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735

Central Office: State Office Bldg., Augusta

Telephone: 289-4080

Mail Address: Statehouse Station #72, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 01; Umbrella: 94; Unit: 400; Citation: 37B M.R.S.A., Sect. 954

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 “An Act to Establish an Emergency Radiological Response System” was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and provides \$50,000 annually to accomplish their work. The monies are obtained by a fee on nuclear reactor license holders.

The REP Committee has completed its fifth annual budget. Monies from the budget (\$50,000) were used to enhance emergency public notification, communications, and planning within the twenty (20) towns in the Emergency Planning Zone around the Maine Yankee Nuclear Plant. The Bureau of Civil Emergency Preparedness provides the REP Committee administrative and financial services.

PUBLICATIONS:

1. “State of Maine Emergency Procedures in the event of a Maine Yankee Incident.” Free to citizens.

2. Radiological Emergency Preparedness—“Handbook for emergency workers and notifier teams in the Maine Yankee Emergency Planning Zone.” This handbook is directed to emergency personnel and services, not for general distribution to the public.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit’s accounts as recorded in the files of the Bureau of the Budget’s PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,743		1,743			
Commodities	3,369		3,369			
Grants—Subsidies—Pensions	14,633		14,633			
Equipment	25,611		25,611			
Transfers to Other Funds	446		446			
TOTAL EXPENDITURES	45,802		45,802			

RADIOLOGIC TECHNOLOGY

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

AMBERANN GEORGE, R.T. (R), (ARRT), CHAIRPERSON

Central Office: Hallowell Annex, Hallowell

Telephone: 289-3671

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1983

Sunset Termination Starting by: 1992

Reference: Policy Area: 03; Umbrella: 90; Unit: 465; Citation: 32 M.R.S.A., Sect. 9853

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulations who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners promulgated its rules on September 1, 1984. These rules outlined the examination and licensing requirements for radiologic technologists who applied ionizing radiation to human beings. Meetings were held 13 times during the period July 1, 1985 to June 30, 1986. Six exams during that period were given as follows: October 17, 1985; March 20, 1986 for Limited License exam; nuclear medicine technologists exam (September 27, 1985; June 28, 1986); and radiographic technologists exam (October 7, 1985; March 20, 1986). Nine examinations are scheduled for FY 87. Site visits, through contract, are made periodically to verify technologist licensing requirements.

LICENSES, PERMITS, ETC.

License:

To use radioactive materials or equipment emitting ionizing radiation on human beings for diagnostic or therapeutic purposes. Each full license is valid for a 2 year period from the date of issuance.

PUBLICATIONS:

90-465 CMR 1 "Medical Radiation Technology Licensing Rules" — no charge.

90-465 CMR 2 "Educational Requirements for Limited Licensure"—no charge.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	11,170		11,170			
Rents	—329		—329			
Commodities	155		155			
TOTAL EXPENDITURES	10,996		10,996			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

SEN. JUDY KANY, CHAIRPERSON

COMM. KENNETH C. YOUNG, JR. (D.E.P.), VICE-CHAIRMAN

Central Office: Room 109, State Office Building, Augusta *Telephone:* 289-3058, 3059

Mail Address: Statehouse Sta. #120, Augusta, Maine 04333 1-800-453-4013

Established: 1985

Reference: Policy Area: 05; Umbrella: 94; Unit: 433; Citation: 38 M.R.S.A., Sect. 1453

Average Count—All Positions: 14

Legislative Count: 3

PURPOSE:

- A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
- B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
- C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
- D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
- E. Assist the Governor in regional efforts to manage radioactive waste; and
- F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under purpose.

RADIOACTIVE WASTE

PUBLICATIONS:

Comments On the US Department of Energy's Draft Area Recommendation Report, April 1986.

Executive Summary On Comments On The US DOE's Draft Area Recommendation Report, April 1986.

Monthly newsletter on Radioactive Waste.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

REGIONAL AGRICULTURE COMMITTEE

COMMISSIONER OF AGRICULTURE, FOOD AND RURAL RESOURCES

Central Office: Augusta

Established: September 23, 1983

Reference: Policy Area: 01; Umbrella: 94; Unit: 464; Citation: Resolves 1983, Chap. 46

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Common problems in the effective utilization of our agricultural resource base, natural and human, compels a closer working relationship on projects which offer potential for more food production of a diversified nature, not only to strengthen the economic position of our rural areas, but also to ensure greater food self-sufficiency for the region. To this end, the Regional Agriculture Committee is established to promote regional and international cooperation in the development of agricultural programs designed to encourage greater food production, marketing, and food self-sufficiency among the states of New England, and Quebec, and the Maritimes to build a more productive and diversified agricultural community on a regional basis, comprised of small and mid-sized family farms; to review proposals from public and private non-profit institutions in New England, Quebec, and the Maritimes which aim to strengthen the agricultural capacity of the region; to establish conditions for the application of matching funds to support projects, insuring that results will be adequately disseminated in a timely fashion; to administer matching funds made available to it by the Legislature and other sources for the purposes stated and to prepare an annual financial report along with a written account of investment practices and matching donors; and to report annually to the Legislature to share information about the activities of the committee and the benefits achieved as a result of matching grants extended.

ORGANIZATION: The committee consists of 9 members: The Commissioner of Agriculture, Food and Rural Resources, who is chairman; Director of the Maine Canadian Legislative Advisory Commission; Director of the Cooperative Extension Service; 2 members of the Legislature; representation from 2 different farm organizations, one associated with an established major commodity crop such as apples, potatoes, milk, etc., and the other associated with a more diversified farm production unit chosen by the Commissioner of Agriculture, Food and Rural Resources; a consumer, non-farmer representative from a private foundation in Maine with an interest in agriculture appointed by the Governor; and a representative from the communications-media field. Representatives from the legislative branch which include the Director of the Maine Canadian Legislative Advisory Committee and 2 members of the Legislature also serve on the committee in an advisory capacity with no voting power. The committee meets at least once a year, but not more than 4 times in a calendar year.

PROGRAM: The committee hired a coordinator to organize the Small Farm Technology Field Days, a regional effort of the New England States and the Eastern Canadian provinces, aimed at the growing number of small and part-time farmers.

Additionally, the coordinator was charged with visiting each jurisdiction, to do a needs assessment of each area and to prepare a report defining agricultural interests shared by New England and Eastern Canada and recommend joint projects they might consider.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$8,473 in FY 86 and are, by administrative decision, included with those of the Administrative Services Division, Department of Agriculture, Food and Rural Resources.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TERESE HAYES, CHAIR

JAYE B. ARMINGTON, Administrative Assistant

Central Office: Stevens School, Central Bldg., Hallowell, Maine *Telephone:* 289-3735

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Reference: Policy Area: 01; Umbrella: 90; Unit: 040; Citation: 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include in-office classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 7 meetings during the fiscal year. During this period the Committee approved forty programs that served over 4,000 licensees.

LICENSES, PERMITS, ETC.

Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

RESIDENTIAL TREATMENT

RESIDENTIAL TREATMENT CENTER ADVISORY GROUP

Central Office: State Office Bldg., Augusta

Telephone: 289-4205

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 92; Unit: 485; Citation: 22 M.R.S.A., Sect. 8154

PURPOSE: To jointly develop and coordinate the State's role in contracting for the placement and treatment of children in residential treatment centers.

ORGANIZATION: The committee is composed of the Commissioner of Educational and Cultural Services, Commissioner of Human Services, the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections, or their designees.

PROGRAM: The Children's Residential Treatment Committee (CRTC) meets on a monthly basis and on alternate months meets with the Children's Residential Advisory Group. The CRTC has implemented a simplification plan for rate setting for the period being October 1, 1986, and designed needs assessment tools for use in determining the future number of children who may require a residential treatment placement. Work continues on the promulgation of rate setting rules; analysis of the impact of L.D. 1284, AN Act to Define Eligibility for School Purposes and to Determine Financial Responsibility for the Education, Care and Treatment of State Agency Clients; the development of an overall state policy for treatment of children in need of placement in residential treatment centers; and contracting procedures.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

RICHARD J. McDONOUGH, CHAIRPERSON, BOARD OF TRUSTEES
ROBERTA M. WEIL, EXECUTIVE DIRECTOR

1-(800)-451-9800
Telephone: 289-3461

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; Umbrella: 94; Unit: 411; Citation: 5 M.R.S.A., Sect. 1002

Average Count—All Positions: 52

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary and state police officers employed before 1943), and the employees of 262 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance as a retired state employee or retired participating local district employee under the System and is selected by the foregoing members of the Board. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1986, was comprised of 42,079 active members (18,882 teachers, 14,272 state employees and 8,925 employees of participating local districts). In addition there were 25,197 inactive accounts on the System's records (13,200 teachers, 9,192 state employees and 2,805 participating local district employees).

Trust fund reserves of the System at June 30, 1986, totalled \$950,041,261, an increase of \$171,657,814 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

RETIREMENT SYSTEM

	Trust Fund Reserves
State Employees	\$371,440,207
Teachers (Post 7/1/24)	496,216,471
Teachers (Pre 7/1/24)	(198,790,059)
Participating Local Districts	281,174,642
Total	\$950,041,261

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was \$58,314,266 more than the previous year's end balance, the Retirement Allowance Fund, which was \$109,807,027 greater than at the previous year end, and the Survivor Benefit Fund, which was \$3,545,422 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of \$17,206,000 were authorized for 1985-86.

State contributions to the System during the past year totalled \$116,266,186, of which \$68,224,127 was made on account of teachers and \$48,042,059 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling \$20,436,560. Individual members made contributions totalling \$47,503,907 as compared with \$43,871,715 in the previous year, as may be seen by the following tabulation:

	FY 1986	FY 1985
Teachers	\$23,291,990	\$21,270,157
State Employees	15,417,939	14,319,173
Participating Local Districts	8,793,978	8,282,385
Total	\$47,503,907	\$43,871,715

Retirements processed during the last fiscal year totalled 1017, representing 289 teachers, 433 state employees and 295 participating local district employees. This represents a decrease of 24 retirement authorizations as compared with the previous year. As of June 30, 1986, there were 19,569 persons on the retirement payroll which amounted to \$10,605,087. There were 7,797 teachers, 7,588 state employees and 4,184 employees retired from participating local districts on the June 1986 payroll.

Retired persons and their beneficiaries were paid retirement allowances of \$125,371,133 during the year, an increase of \$8,663,258 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1985. The cost-of-living increase was 3.7%. This cost-of-living increase was paid to all state employees, teachers and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were \$2,034,197 during the year.

Administrative expenses for the fiscal year were \$1,509,239, a decrease of \$82,297.

The retired state employee health insurance premiums totalled \$2,772,727 during the fiscal year as compared to \$2,557,185 during the previous year. This is an increase of 8 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

RETIREMENT AND SURVIVOR PAYMENTS

<i>Fiscal Year Ending June 30</i>	<i>Retirement Payments</i>	<i>Survivor Benefit Payments</i>
1986	\$125,371,133	\$2,034,197
1985	\$116,707,875	\$1,955,484
1984	\$108,349,618	\$1,955,484
1983	\$ 99,371,049	\$1,914,680
1982	\$ 90,499,330	\$1,656,799

RETIREMENT SYSTEM

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	870,938					870,938
Health Benefits	59,297					59,297
Retirement	150,011					150,011
Other Fringe Benefits	2,796					2,796
Computer Services—State	290,815					290,815
Other Contractual Service	3,017,086					3,017,086
Rents	34,546					34,546
Commodities	39,924					39,924
Grants—Subsidies—Pensions	91,171,309					91,171,309
Equipment	8,571					8,571
Interest—Debt Retirement	46,498,949					46,498,949
Transfers to Other Funds	74,497,127	108,046				74,389,081
TOTAL EXPENDITURES	216,641,369	108,046				216,533,323

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine
Mail Address: Box 283, Cornish, Maine 04020

Telephone: 625-8123

Established: 1973

Sunset Termination Scheduled to Start by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 94; Unit: 412; Citation: 38 M.R.S.A., Sect. 954

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 18 public hearings and considered 94 applications for permits or variances. The Commission also considered 22 amendments to permits or variances previously granted. Staff has also conducted 85 site investigations during the twelve month period. These figures reflect what appears to be a continuing surge of development activities within the Corridor. Development proposals considered by the Commission continue to reflect a diversity of uses for river front lands. A major proposal reviewed by the Commission this year was the proposed redevelopment of "Factory Island" in the City of Saco. The proposal includes rehabilitation of several decaying mill buildings for mixed residential, office, retail and light manufacturing uses, and also calls for construction of a hotel and marina.

This year, the Commission, after public hearing, amended its *Rules for the Processing of Applications for Permits, Variances and Certificates of Compliance*. The amendments bring the regulations in line with last year's statutory changes regarding Certificates of Compliance

SACO RIVER CORRIDOR

and also add new regulatory requirements for applications involving variances from performance standards. A new schedule of fees was also adopted by the Commission after public hearing.

The Department of Energy's Draft Area Recommendation Report citing the Sebago Lake Batholith as a preliminary candidate site for disposal of high level nuclear wastes was a serious concern of the Commission this year. Commission staff and individual members responded through letters to the DOE and through public hearing testimony, emphasizing that such a location posed a substantial threat to the Saco River as a regional water supply and as a nationally significant recreational resource.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.

Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$1.00).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$4.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	\$18,470.81	\$10,000.00				\$8,470.81
Rent	3,020.00					3,020.00
Operating Expenses	4,825.16					4,825.16
Utilities	476.49					476.49
Contractual Services	2,880.00					2,880.00
TOTAL EXPENDITURES	\$29,672.46	\$10,000.00				\$19,672.46

COMMISSION ON SAFETY IN THE MAINE WORKPLACE

MARTHA LAYNE, CHAIR

PATRICIA M. McDONOUGH, VICE CHAIR

Central Office: State Office Bldg., Augusta

Telephone: 289-4291

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: None Established

Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 489; *Citation:* 39 M.R.S.A., Subsec. 194B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Safety in the Maine Workplace was created by 1985 Public Law, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; and identify initiatives to reduce the frequency, severity and cost of work-related accidents and illnesses; and to promote and improve best-practice safety programs.

ORGANIZATION: The Commission consists of ten members, three with expertise and professional qualifications in the field of occupational safety and health, three representatives of employers and three representatives of employees all knowledgeable in the area of workplace safety, and the Commissioner of the Department of Labor.

PROGRAM: The Commission is charged with making recommendations to the Legislature, the Governor, educators, the safety profession, employers and workers which will reduce the frequency, severity and costs of work-related accidents and illnesses and which will enhance, promote and improve safety in Maine's workplaces. The Commission also was established to make recommendations on a continuing basis for actions that will improve employer, worker and public attitudes toward safety in the workplace and that will create a continuing public-private, employer-employee partnership in the area of job safety.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

MAINE SARDINE COUNCIL

JEFFREY H. KAELIN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer
Mail Address: P.O. Box 337, Brewer, Maine 04412

Telephone: 989-2180

Established: 1951

Sunset Termination Scheduled to Start by: June 30, 1995

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 86 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from \$500,000 to \$600,000 a year, presently it can be projected to a maximum of approximately \$300,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations, and related problems. Sales promotion and merchandising activities were greatly reduced. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to attempting to find a solution to the Sardine Industry's Wastewater Discharge Problem. The Sardine Council, along with representatives from the Sardine Industry and the Department of Environmental Protection, completed a two year study to achieve this end. Also staff have been developing data to respond to the Federal Food and Drug Administration request for voluntary sodium labelling on prepared foods. The Council, during the past year, has also spent considerable time helping solve a can seam problem which was of concern to the Industry and the Food and Drug Administration.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry petitioned the 110th Legislature to increase the sardine tax from 25¢ to 30¢ per case. The

SARDINE

Legislature enacted this increase and this has now become law.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill) in 1977, much of the staff time has been devoted to representing the Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. During the past few years more emphasis has been placed on States' Management by the Coastal New England States, inasmuch as most of the herring are caught in States' waters.

Sardine Industry. During the 1985 season, the Industry saw some increase in its production, after a two year period, reflecting the poorest catches of herring on the Maine coast in recent years. The Industry packed 855,000 cases which is nearly 20 percent less than the average production for the past ten years. Such fluctuations in the supply of raw material require substantial reductions in Council activities during poor years. These fluctuations continue to plague the Industry and make management of the resource extremely difficult. The State of Maine and the other New England States continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	102,340		102,340			
Health Benefits	5,196		5,196			
Retirement	18,777		18,777			
Other Fringe Benefits	325		325			
Computer Services—State	230		230			
Other Contractual Service	60,430		60,430			
Rents	1,700		1,700			
Commodities	4,889		4,889			
Grants—Subsidies—Pensions	200		200			
Buildings and Improvement	9,348		9,348			
Equipment	8,091		8,091			
Transfers to Other Funds	11,433		11,433			
TOTAL EXPENDITURES	222,959		222,959			

SCHOOL BUILDING AUTHORITY

MAINE SCHOOL BUILDING AUTHORITY

RICHARD W. REDMOND, CHAIRMAN
LINDA L. SAWYER, Secretary-Treasurer

Central Office: Education Bldg., Augusta

Telephone: 289-5902

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 20, 1951

Sunset Review Required by: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 078; Citation: 20A M.R.S.A., Sect. 15704

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 86 as outlined above.

Although this is an annual report for FY 86, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

- 57 elementary schools
- 5 additions to elementary schools
- 9 high schools
- 2 junior high schools
- 4 lessees have financed additions with the aid of the Authority.
- 26 lessees have construction additions to projects with local funds.
- 1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	\$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23

SCHOOL BUILDING AUTHORITY

Interest earned on all construction fund investments	740,781.91
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1985 through January 1, 1986 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	\$4,210,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	\$ 539,000.00
Outstanding Bonds at End of Period	\$3,671,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1986.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Floor:* 2

Telephone: 289-3501

Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 333

Legislative Count: 371

Organizational Units:

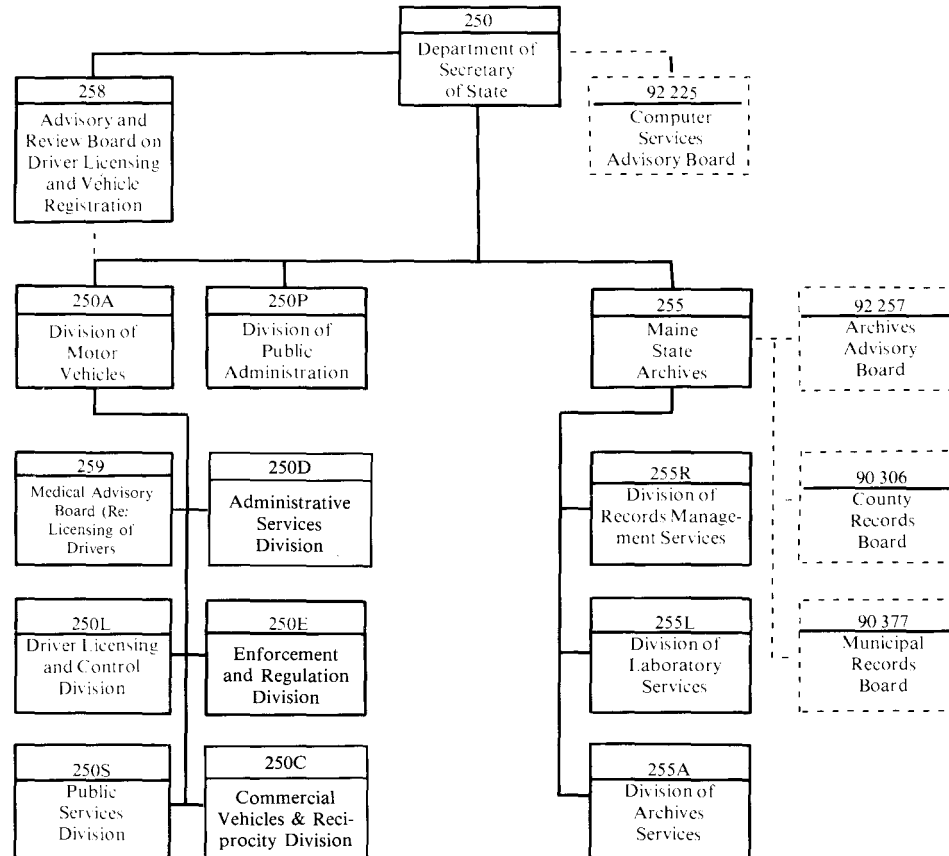
Public Administration Division
Administration Bureau
Administrative Procedures Office
Commissions and Pardons Bureau
Corporation Bureau
Elections Bureau
Public Disclosure Bureau
UCC Bureau

Maine State Archives
Archives Advisory Board
Motor Vehicle Division
Advisory and Review Board
Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

**ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29**



Approved by the Bureau of the Budget

SECRETARY OF STATE

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,702,865	839,761	9,855	4,853,249		
Health Benefits	373,758	50,375	519	322,864		
Retirement	974,343	145,890	1,361	827,092		
Other Fringe Benefits	26,880	3,080	59	23,741		
Computer Services—State	507,439	58,245		449,194		
Other Contractual Service	1,355,190	128,863	7,118	1,219,209		
Rents	136,009			136,009		
Commodities	835,529	108,779	226	726,524		
Grants—Subsidies—Pensions	82,189			82,189		
Equipment	254,347	2,397	12,074	239,876		
Interest—Debt Retirement	4			4		
Transfers to Other Funds	337,926		1,710	336,216		
TOTAL EXPENDITURES	10,586,479	1,337,390	32,922	9,216,167		

SECRETARY OF STATE

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Division of Public Administration.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2761

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1943

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; Umbrella: 29; Unit: 250D; Citation: 29 M.R.S.A., Sect. 51

Average Count—All Positions: 77

Legislative Count: 83

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by an increase in the number of Municipal Agents and a new Division in Motor Vehicle to support.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18

Legislative Count: 18

Organizational Units:

Office of the State Archivist

Archives Advisory Board

Division of Archives Services

Advisory Committee on Judicial Records

Division of Laboratory Services

County Records Board

Division of Records Management Services

Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

SECRETARY OF STATE

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Publications in Progress. Research was continued in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820*. Other publications being developed include a pamphlet describing the growth and development of Vital Records registration in the State of Maine in cooperation with the Office of Vital Records, and the third volume of *Archives of the Legislature of Maine: Legislative Index Series 1831-1836*.

Professional Development Activities. The Maine State Archives participates in several professional associations, including the Association for Information and Image Management, the International Council on Archives, the Association of Records Managers and Administrators, and the Society of American Archivists.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

LICENSES, PERMITS, ETC.

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. \$1.00

Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. \$5.00

Lands and Forests: Maine and the Nation — A Select Bibliography. \$1.00

Public Record Repositories in Maine. \$5.25

Microfilm List — Maine Town and Census Records. \$1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825, and 1826-1830. \$10.00 each

The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (To be published)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. \$3.00.

SECRETARY OF STATE

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	352,162	352,162				
Health Benefits	18,996	18,996				
Retirement	59,973	59,973				
Other Fringe Benefits	1,234	1,234				
Other Contractual Service	33,167	29,792	3,375			
Commodities	22,894	22,668	226			
Equipment	12,074		12,074			
Transfers to Other Funds	1,776		1,776			
TOTAL EXPENDITURES	502,276	484,825	17,451			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; Umbrella: 29; Unit: 255A; Citation: 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The long-planned conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1986. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the third volume of the publication *Archives of the Maine Legislature: 1831-1835* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1825; an index to the papers of the Secretary of State, 1820-1825; and an index of the names of settlers on the public lots in Maine during the 19th century.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

CAROLYN MANSON, DIVISION CHIEF
CHESTER MESERVEY, Branch Chief

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-5440

Reference: Policy Area: 00; Umbrella: 29; Unit: 250C; Citation: 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 12

Legislative Count: 14

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer the Motor Vehicle laws of this State pertaining to Commercial Vehicles, including registration requirements, Fuel Use Identification Decals, the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont, Commodity Permits, Short-term Gross Weight Increase Permits, Reciprocal Taxation, long-term trailers, and establish and maintain reciprocity agreements between Maine and other jurisdictions.

ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the operation of commercial vehicles in Maine. The Division is organized to include: registration of commercial vehicles; issuance of commodity permits, booster permits, increased gross weight permits, duplicates and replacements; Fuel Use Identification Decal program; Regional Fuel Tax Agreement with the States of Maine, New Hampshire and Vermont; Long-term trailer program; and the Reciprocal Taxation program for third structure taxes levied by thirteen states.

PROGRAM: The State of Maine entered the Regional Fuel Tax Agreement along with the States of New Hampshire and Vermont. Maine and Vermont implemented the Agreement commencing with the 1985 issue year, with New Hampshire in 1986. Maine presently has 1,500 companies as members of the Agreement with approximately 40,000 New Hampshire and 22,000 Vermont decals issued under the terms of the Regional Fuel Tax Agreement for 1986.

A feasibility study assessing the impact of Maine joining the International Registration Plan was completed in June, 1985. The International Registration Plan is a registration reciprocity agreement for commercial vehicles and has been implemented in thirty-three jurisdictions throughout the United States and Canada. Legislation was enacted in 1986 allowing Maine to apply for membership with a 1988 effective date.

Effective October 1985, Federal law and regulations required all States to receive "proof of payment" of the Federal Heavy Vehicle Use Tax for vehicles 55,000 lbs and greater. Emergency legislation enacted January 1986, allows Maine to implement this program in accordance with Federal regulations. There are approximately 5000 vehicles in the category for which proof of payment must be submitted to the Division of Motor Vehicles.

The Commercial Vehicle Division continues to issue Commodity Permits and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

LICENSES, PERMITS, ETC.

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

- Fuel Use Identification Decals
- Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
- Long-term Trailer Registrations
- Special Commodity Permits
- Short-term Gross Weight Increase Permits
- Special Increase Gross Weight Permits
- Special Commercial Weight Registration Certificates

SECRETARY OF STATE

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIVISION CHIEF

SHIRLEY HARVEY, BRANCH CHIEF

DAVID SCHULZ, CHIEF HEARING EXAMINER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2398

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1920

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 29 M.R.S.A., Sect. 530

Average Count—All Positions: 60

Legislative Count: 59

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

SECRETARY OF STATE

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-5409

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 101

Legislative Count: 110

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has five major functions. These functions include Driver Licensing, Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These five functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: The Division of Enforcement and Regulation is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division has a completely automated scheduling process for examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer infor-

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mation is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure the dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:

- Driver licenses — Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operation

Permits:

- Instruction — Class (1) (2) (3) and motorcycle
- Permit for dealer to operate loaded vehicles
- Vehicle titles

PUBLICATIONS:

- Driver Examination Manual — no fee
- Motor Vehicle Laws Title (29) — no fee
- Rules and Regulations — no fee
- Title Manual
- Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies

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and other technical assistance for other government agencies.

The Photoduplication Laboratory continued a weekly series of workshops focusing on the history of photography. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1

Telephone: 289-2879

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; Umbrella: 29; Unit: 259; Citation: 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PROGRAM: Major accomplishments during the past fiscal year include:

- (1) Meeting of the subcommittee on vision for the Medical Advisory Board to set standards for Bioptic lens licensure. (February 1986)
- (2) Passage and implementation under Rules and Regulations; physical, emotional, and mental competence to operate a motor vehicle. These were accepted for filing on March 19, 1986.
- (3) Continued planning process for peer groups training at Maine Medical Association county society meetings.

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PUBLICATIONS:

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2761

Established: 1905

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 342

Legislative Count: 314

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation and Commercial Vehicles and Reciprocity.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division.

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PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 10 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 378 Municipal Agents.

LICENSES, PERMITS, ETC.

License:

- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Salvage Yard
- Bus Operator

Registration:

- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:

- Instruction (operator)
- Instruction (motorcycle)
- Trip permit (fuel use)
- Transit (registration allowing one way trip of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

PUBLICATIONS:

- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,853,249			4,853,249		
Health Benefits	322,864			322,864		
Retirement	827,092			827,092		
Other Fringe Benefits	23,741			23,741		
Computer Services—State	449,194			449,194		
Other Contractual Service	1,219,209			1,219,209		
Rents	136,009			136,009		
Commodities	726,524			726,524		
Grants—Subsidies—Pensions	82,189			82,189		
Equipment	239,876			239,876		
Interest—Debt Retirement	4			4		
Transfers to Other Funds	336,216			336,216		
TOTAL EXPENDITURES	9,216,167			9,216,167		

SECRETARY OF STATE

DIVISION OF PUBLIC ADMINISTRATION

JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221

Telephone: 289-3501

Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

289-3676

Established: 1979

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 26

Legislative Count: 26

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. (289-4182)

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing. (289-4194)

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here. (289-4181)

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations. (Recording 289-4195 and Reports 289-4190)

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Legal Affairs. (289-4186 and 289-4189)

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several

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reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency. (289-4178)

UCC Bureau: The Uniform Commercial Code generates hundreds of filing and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans. (289-4177)

LICENSES, PERMITS, ETC.:

Regulations:

Regulation of Trading Stamp Companies

Commissions:

Notary Public

Filings:

Administrative Rules and Regulations

Domestic Profit & Nonprofit Corporations

Foreign Profit & Nonprofit Corporations

Miscellaneous Filings by State Agencies

Trade Marks & Servicemarks

Uniform Commercial Code

Uniform Limited Partnership

Lobbyist Registrations

PUBLICATIONS:

Business Corporations, Laws Relating to
Corporations Without Capital Stock, Laws Relating To
Election, Laws Pertaining To
Election Officials Guidebook
Running for Office in Maine
Trade Mark & Servicemark Laws
Registered Lobbyists

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	497,454	487,599	9,855			
Health Benefits	31,898	31,379	519			
Retirement	87,278	85,917	1,361			
Other Fringe Benefits	1,905	1,846	59			
Computer Services—State	58,245	58,245				
Other Contractual Service	102,814	99,071	3,743			
Commodities	86,111	86,111				
Equipment	2,397	2,397				
Transfers to Other Funds	—66		—66			
TOTAL EXPENDITURES	868,036	852,565	15,471			

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PUBLIC SERVICES DIVISION

JENNIE BREED, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta

Telephone: 289-3656

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 70

Legislative Count: 76

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle and operator license renewals.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Division of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; registration of all classes and types of vehicles; administration of 10 Branch Offices throughout the State; and issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Municipal Registration Program authorized in 1976 was moved to the Division of Administrative Services in February 1986. A Branch Office in Saco was established by the 112th Legislature.

PROGRAM: The primary function and activities of the Public Services Division of supporting services were continued during the past year.

LICENSES, PERMITS, ETC.

- Motor Vehicle Operator Licenses
- Vehicle Registrations
- Transit permits for one trip only
- Short-term registered weight increases
- Highway crossing permits (golf carts, etc.)
- Fuel Use Identification Decals
- Commodity Permits
- Special Increase Gross Weight Permits

PUBLICATIONS:

- Motor Vehicle Laws (no fee)
- Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

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DIVISION OF RECORDS MANAGEMENT SERVICES

ALICE I. FLEURY, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1981

Reference: Policy Area: 00; Umbrella: 29; Unit: 255R; Citation: 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

The Records Management Services Division has been under new management since September, 1984. Since that time, Department Heads have appointed a network of 48 Departmental Records Officers and 131 Assistant Records Officers. Training workshops for these Records Officers were held during the 1985-86 fiscal year. Included in the agenda were presentations by members of the Archives Services Division and the Maine State Archives Photoduplication Laboratory, as well as staff of the Records Management Services Division in order to present a comprehensive understanding of the types of services offered by the Maine State Archives.

Operations of the Division are being improved through the establishment of proper finding aids. A number of forms have been revised to allow for more efficient processing of records transfers from other State agencies.

During March, 1985, a Records Center Annex became available for use to store State government semi-current records. The Division maintains figures for agency records holdings in order to more accurately determine the records storage requirements of State government.

The Division continued to work with the Courts and the Advisory Committee on Judicial Records to establish records disposition schedules for the Judicial Branch.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

STERILIZATION PROCEDURES

STERILIZATION PROCEDURES REVIEW COMMITTEE

Central Office: Chief Advocate, MH & MR

Telephone: 289-4243

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Reference: Policy Area: 03; Umbrella: 92; Unit: 427; Citation: 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established during fiscal year 1984 to review annually the authorization of sterilizations under 34B Chapter 7 for the purpose of assessing the need for any changes in the procedures or standards set forth in this chapter.

ORGANIZATION: The Committee, once formally established, will consist of not less than six members who represent the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation, and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: Members of the Committee have not yet been designated.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit, when it begins operation, will be included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: 1972

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2,391

Legislative Count: 2,391

Organizational Units:

Bureau of Finance and Administration	Office of Policy Analysis
Bureau of Transportation Services	Office of Legal Services
Bureau of Planning	Office of Audit
Bureau of Project Development	Maine State Ferry Advisory Board
Bureau of Maintenance & Operations	Maine Port Authority
Office of Human Resources	Maine Aeronautical Advisory Board
Office of Public Information and Mapping	

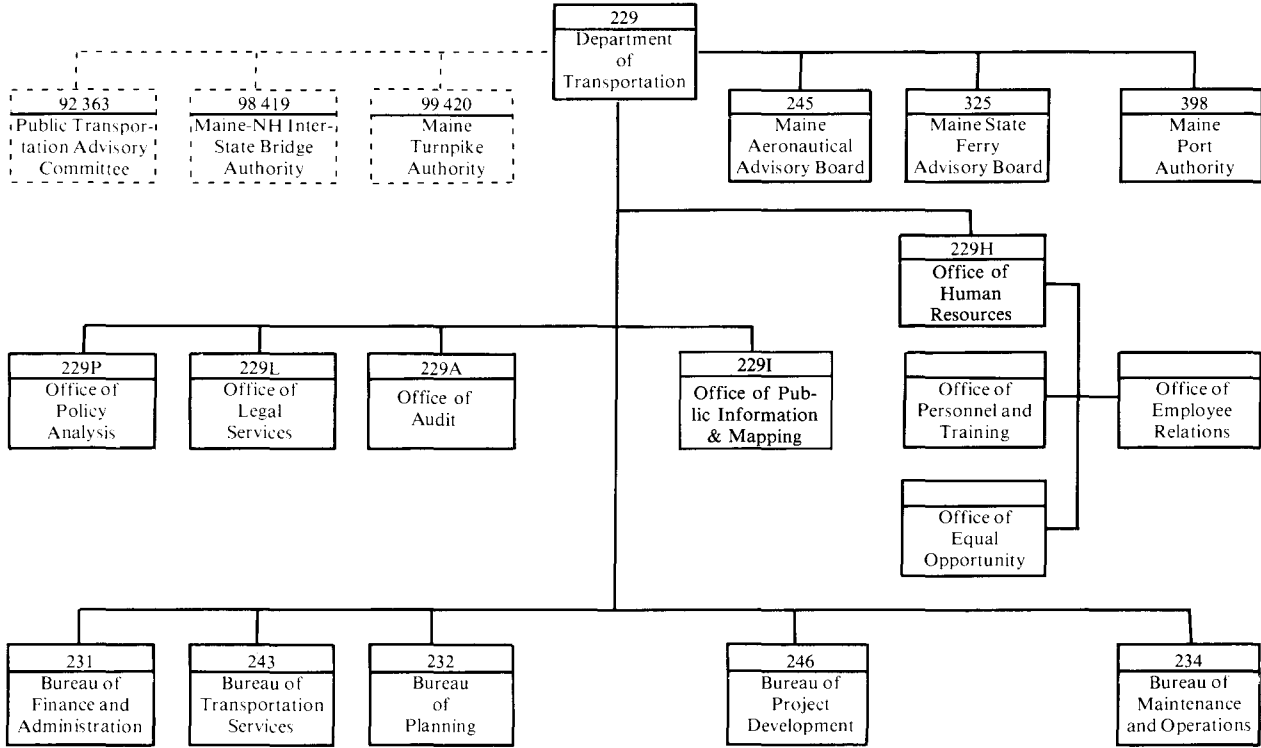
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in

ORGANIZATIONAL CHART DEPARTMENT OF TRANSPORTATION UMB 17



Approved by the Bureau of the Budget

TRANSPORTATION

CONSOLIDATED FINANCIAL CHART FOR FY 86 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	44,033,337	175,035	192,098	32,521,925	8,915,454	2,228,825
Health Benefits	3,192,035	6,312	7,490	2,113,232	709,928	355,073
Retirement	8,064,745	31,269	32,929	5,661,745	1,430,730	908,072
Other Fringe Benefits	250,744	788		218,602		31,354
Computer Services—State				—94	94	
Other Contractual Service	24,433,188	292,506	65,684	5,463,455	2,684,395	15,927,148
Rents	20,417,513	798	39,692	19,538,024	438,715	400,284
Commodities	11,174,403	2,025	44,802	9,992,518	378,563	756,495
Grants—Subsidies—Pensions	18,011,339	559,433	50,789	15,329,881	1,498,482	572,754
Purchases of Land	1,971,874		1,932	767,775	922,167	280,000
Buildings and Improvement	78,160	19,919		52,951	5,290	
Equipment	82,393,219	4,757	29,376	23,424,214	58,513,976	420,896
Interest—Debt Retirement	15,440,717			15,440,713	4	
Transfers to Other Funds	4,148,970	1,632,756	—8,232	2,350,278	—5,990	180,158
TOTAL EXPENDITURES	233,610,244	2,725,598	456,560	132,875,219	75,491,808	22,061,059

TRANSPORTATION

June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organizational chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1986: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration.

BUREAU OF FINANCE AND ADMINISTRATION

EARLE D. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2641

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 60

Legislative Count: 60

Organizational Units:

Financial Management Division
Systems & Support Services Division

Computer Services Division
Financial Analysis Division

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

TRANSPORTATION

PROGRAM: The Bureau, in an effort to improve fiscal management, continued a review and comparison of actual revenues with estimated projections and developed revised expenditure limits for the various programs. This included a comprehensive review of all requirements for travel, purchasing supplies and equipment and filling personnel vacancies.

The cash flow of Federal funds received from the Federal Highway Administration continues at a high level by utilizing a weekly billing system.

The Project Management Information System (PROMIS), developed jointly by MDOT and a consultant in FY 1983, continued to be utilized. The Capital Equipment Programming and Financial Management portions of the System are fully functional and is the primary source of data for the financial management of all Federal/State projects within the Department.

Applications developed and installed by the Computer Services Division within the last year include: Special Employee Benefit Payments, Utilities Accounts Payable, Project Scheduling, and extensions to the Fleet Management, Fuel Management and Personnel Systems. The Bid Analysis and Management System and the Bridge Analysis and Rating System have been acquired from the American Association of State Highway and Transportation Officials (AASHTO) and will be implemented within the next fiscal year. The Department, through the Computer Services Division Information Resource and Training Center, has acquired forty personal computers, sponsored over twenty different training classes and involved over 750 class participants in computer training. The Division Office Automation Project begun this past year will bring computer capability to the Maintenance Division Offices over the next two years. A vendor has been selected, equipment ordered, and installations scheduled for the coming fiscal year.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,017,967		192,098	3,326,268	499,601	
Health Benefits	210,518		7,490	176,225	26,803	
Retirement	668,679		32,929	560,931	74,819	
Other Fringe Benefits	13,664			13,664		
Other Contractual Service	—208,716		11,795	—493,980	273,469	
Rents	1,210,620		39,692	1,154,830	16,098	
Commodities	296,646		43,754	250,013	2,879	
Grants—Subsidies—Pensions	246,354			246,354		
Purchases of Land	3,012		1,932	1,080		
Buildings and Improvement	3,662			3,662		
Equipment	155,502		2,533	135,054	17,915	
Interest—Debt Retirement	61			61		
Transfers to Other Funds	1,571,150		—8,660	1,579,810		
TOTAL EXPENDITURES	8,189,119		323,563	6,953,972	911,584	

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN

BARRY L. VALENTINE, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta

Telephone: 289-3185

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: March 27, 1978

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 07; Umbrella: 17; Unit: 245; Citation: 6 M.R.S.A., Sect. 302

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change

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to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Air-port Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

GEORGE MARQUIS, CHAIRMAN, TOWN MANAGER, ISLESBORO

ROBERT E. ELDER, DIRECTOR, DIV. PORTS & MARINE TRANSPORTATION

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1975

Reference: Policy Area: 07; Umbrella: 17; Unit: 325; Citation: 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry Ssystem and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 86 were Patricia Curtis, Chairman—North Haven; David G. Benson—Southwest Harbor; James D. Gillispie—Swans Island; David L. Lunt—Frenchboro; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; Charles Noonan—Vinalhaven; and Vance Bunker—Matinicus; George Martin—Islesboro.

The major topics of discussion during the year were the new vessel, increased demand for service, tariff changes, and the impact of new year round construction on the Ferry Service.

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FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

OFFICE OF HUMAN RESOURCES

JANE L. LINCOLN, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 23

Legislative Count: 23

Organizational Units:

Office of Personnel and Training

Office of Employee Relations

Office of Equal Opportunity

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all informational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. Specific programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions; staff development and training; and Health, Safety and Industrial Accident Prevention and Administration necessary for labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs; ensuring proper selection and placement; and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. A revised selection process for crew positions, due for implementation in 1985, was delayed to work out potential conflicts between EEO guidelines, health and physical screening requirements and collective bargaining considerations.

Full-time Safety Coordinators were appointed to five of the seven Maintenance Divisions in the Spring of 1986. The remaining two divisions and MTS are operating with volunteers. The Safety & Training Program, which was established in 1982 is still providing effective services and accident costs have been held to the same level as last year. Committees made up of three Safety Coordinators are reviewing and writing policy in the areas of Safety Awards, Hearing and Eye Protection, as well as developing a Safety Manual. The Assistant Health and Safety Director has been assigned to the DOT Advisory Committee on Training. His input will assist the Committee in developing the Supervisors Training Course as well as the Safety Section of a Supervisors Manual.

In its first year, the DOT Advisory Committee on Training assisted the Staff Development Coordinator in sponsoring a variety of Department-wide training programs. Examples of these

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efforts were: approximately 500 individuals each in Cardio Pulmonary Resuscitation (CPR) and First Aid; over 200 individuals each in Workers Compensation, Employee Relations for Supervisors, Stress Management, and Interviewing Skills. In addition to the overall efforts of the full Committee, several sub-committees have formed for specific tasks, such as a policy on continuing education, now in place, and development of a supervisor's manual for maintenance foremen, soon to be completed. The Committee works on a regular schedule, beginning the planning of a new cycle simultaneously with implementation of the current cycle.

Employee Relations. This office represents the Department at all levels of the appeals process utilizing contracts statewide, investigates and recommends course of action in grievance resolution at all lower levels of the grievance procedure, and represents the Commissioner at Department head level procedures, and also at the Governor's Office of Employee Relations (GOER); and works in conjunction with the legal staff in preparing and presenting grievances at arbitration. The staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. The staff provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the area of Labor Relations relative to proposed policy development or change and participates at the bargaining table for each set of contract negotiations.

The staff conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels.

Equal Opportunity. This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504; external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and to further improve the internal and external coordination of equal opportunity activities. The Internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis during FY 86 has resulted in increased awareness by, and certification and participation of firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

PUBLICATIONS:

D/WBE Program (annual), free

D/WBE Directory (updated monthly), free

OJT Program (annual), free

D/WBE Certification Guide (annual), free

Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2902

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; Umbrella: 17; Unit: 229A; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement

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the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were completed for receipt of revenues, goods, and services; and for cash disbursements. In progress was a review of billing and matching share related to Federal programs, which will be completed in the first quarter of Fiscal Year 1987 and will complete financial and compliance audit coverage for the two fiscal years ending June 30, 1985.

External audits were made for expenditures of approximately \$7.1 million under negotiated contracts and grants with consultants, railroads, utilities, public transportation agencies, political subdivisions, and other organizations.

The Office continued to represent the Department on the transition committee formed by the Commissioner of Finance and Administration to develop uniform standards and requirements by December 31, 1986 for administration and single audits of State grants with community agencies in accordance with 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1986: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta

Telephone: 289-2681

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; Umbrella: 17; Unit: 229L; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 20

Legislative Count: 20

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 153 State Claims Board referrals; 65 were presented for hearing and 100 were settled. The Office also completed and updated for the Department 3,184 title abstracts. Twenty-seven titles were prepared for the Attorney General's Office. \$54,740.90 of outstanding accounts receivable are currently being handled by the Office. \$57,562 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1986: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2661

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,500

Legislative Count: 1,500

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division

Motor Transport Service
Radio Operations Section
Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,931 lane miles of State and State-aid highways, the winter maintenance of 8,257 lane miles of State highways, the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

Highway Maintenance Division.

Winter Maintenance. This past fall in Division V in the Montville Lot an 82' diameter Domar Building was constructed. This was the second building constructed in environmentally sensitive areas. Under construction now is another sand storage building in Freeport. In fact, the whole Freeport facility is under construction, as we were displaced by recent reconstruction of the Freeport Interchange. As money is made available, sand piles will be covered throughout the State. Highway Maintenance and Motor Transport Services are presently in a joint effort to test its some 550 underground fuel storage tanks to comply with recent regulations enacted governing the underground storage of petroleum products.

Summer Maintenance. Hot maintenance mulch is still the major summer maintenance activity. This past summer we placed 269,134 tons of mix and resurfaced 605 miles of roadway. This program is popular from both the standpoint of the traveling public and also the contracting industry. The project is a joint venture whereby the contractors make and place the mix by contract and the State does all the trucking.

Safety Rest Area Program. The Highway Maintenance Division maintains 103 Safety Rest Areas and approximately the same number of turnouts. In these, there are seven areas with flush facilities all located on the Interstate System. There are two semi-flush areas (chemical-type) both located on Route 1. The rest area privy type facilities are very difficult to maintain especially in heavy traffic areas. We have recently started experimenting with portable type chemical toilets and they seem to be receiving better acceptance by the public.

Radio Operations. By mid-summer 1986, the Ellsworth Division office will be operating on their new radio equipment which was installed to meet federal regulations. Bangor's local desk set system has been redesigned for more efficient use. The development and installation of remote control equipment for the Ferry Service will be completed early summer 1986. A new dispatch control center will be installed in Augusta which will replace the present equipment which is 14 years old. During FY 1986, 50 additional vehicles were equipped with two-way radios, and approximately 30 radios were purchased to replace old and outdated equipment.

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Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance and operation of approximately 2800 bridges and the administration of the National Bridge Inspection Standards. The operation of moveable bridges included manning 9 bridges with operators on a full time or seasonal basis. In addition the Carlton Bridge in Bath is operated by the Maine Central Railroad and costs are reimbursed by the State. One bridge is operated on advance notice and two are not required to be opened for navigation. Routine maintenance, including the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, and channel maintenance, are considered priority activities. Major deck rehabilitation and wearing surface replacement was also accomplished on several major structures.

Bridge painting received major effort on several of the major structures including Waldo-Hancock Bridge in Prospect-Verona; Veterans Memorial Bridge in Belfast; Joshua Chamberlain Bridge in Bangor; Memorial Bridge in Augusta; and Carlton Bridge in Bath. Maintaining the paint system on major structures is considered high priority and essential to extend the service lives of these very valuable structures. The Division also continued maintenance and painting of the ferry transfer bridges for the Bureau of Transportation Services.

In addition to maintenance activities, a few force account projects were accomplished. These included replacement of two wings on the Medunkeunk culvert in T2R9, replacement of the wearing surface on Cousins Island Bridge in Yarmouth and replacement of the wearing surface on West Approach structure in Bath.

Inspection of approximately 4000 public bridges having spans over 20 feet was continued on a two year cycle. Emphasis is being placed on weight limit posting of municipal bridges not capable of supporting legal loads. This action is necessary to protect the traveling public and meet the requirements of Federal inspection standards and State legislation. In addition, preparation for the implementation of the local bridge legislation began and consisted of an in-depth review of the bridge data file, field review of many bridges, and formally advising municipalities of transfer of ownership and/or maintenance of bridges.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain, install and design traffic control devices as follows: painted pavement markings were applied at 373 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. 140,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 6,000 miles of conventional highways. Maintenance operations on electrical systems, flashing beacons, and street lighting systems were continued, with reductions in street lighting levels where possible. 16,000 signs were manufactured and distributed to various sections and divisions for distribution. Plans and specifications were developed for 22 traffic signal projects, 1 major signing project, 3 major lighting projects and 151 traffic control plans (TCP) for construction projects. As a part of Maine's so-called, "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. 2100 pre-approval location reviews of business directional signs are accomplished by Traffic Engineering personnel. Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews or requests from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Permit Section. For the fiscal year beginning July 1, 1985 thru June 30, 1986, the Permit Section, including the 7 Division Offices, issued a total of 20,924 Overlimit Permits for moving loads that exceeded the legal limits. A total of 511 Road Opening Permits were issued for repair work or for new utility installations. Exempt Certificates were issued for 23 Fuel Oil Delivery Vehicles. There were 21 Bulk Milk/Grain Certificates for Posted Roads issued. Two (2) permits were issued to make transit moves for vehicles with studded tires. No Trip tickets were issued for trucks hauling perishable products. There were 20 Grocery Delivery Certificates for Posted Roads issued. Nine (9) certificates were issued to terminals for Reasonable Access Permits for Double Bottoms and 48' Semi-Trailers.

Motor Transport Service. Motor Transport has operated with 260 personnel in 42 facilities state-wide to maintain a fleet of 468 cars and pickups, 560 trucks and 336 pieces of associated equipment. Forty pickups and 25 cars ordered last year were received and are currently in service. Motor Transport is in the process of updating its specifications for the purchase of 59 replacement vehicles which has been approved by the Commissioner.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981, and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the 19½

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million dollars committed November of 1981, approximately 2¼ million dollars remain to be expended as of February 1986. Project work, as controlled under the old State Aid statutes and operating procedures, will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds. This Division continues to administer the Capital Improvement Program which replaces the repealed State Aid Program.

LICENSES, PERMITS, ETC.

Permit:

- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:

- Fuel Oil exemption
- Axle and Gross Weight

PUBLICATIONS:

- Commercial Vehicle Limit Pamphlet — no fee
- Regulations and Instructions Governing Overweight and Overdimension — no fee
- Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services — \$2.00; if mailed, \$3.00)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,823,162			24,472,108	187,032	1,164,022
Health Benefits	2,114,421			1,818,650	6,744	289,027
Retirement	4,922,009			4,166,618	28,521	726,870
Other Fringe Benefits	188,216			162,858		25,358
Other Contractual Service	17,569,259			3,766,497	39,222	13,763,540
Rents	18,458,732			17,989,091	75,622	394,019
Commodities	9,716,945			8,941,787	78,670	696,488
Grants—Subsidies—Pensions	16,254,808			16,155,562	—13,195	112,441
Purchases of Land	38,557			38,117	440	
Buildings and Improvement	7,289			7,289		
Equipment	10,401,272			9,834,492	566,780	
Interest—Debt Retirement	38			38		
Transfers to Other Funds	621,652			459,506	—153	162,299
TOTAL EXPENDITURES	106,116,360			87,812,613	969,683	17,334,064

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-3131

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45

Legislative Count: 45

Organizational Units:

Systems Planning Division

Program Management Division

Safety and Data Systems Division

Pavement Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems. In November 1982, the Division of Pavement Management was added to the Bureau.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary.

Program Management. This Division is responsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. During FY 86 this function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division began development of the 1988-89 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1986-87 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing informa-

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tion in the above areas in FY 86, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the Highway Safety Annual Work Program; and the annual certifications and reports for the 55-Speed Monitoring Program, and the Size and Weight Enforcement Program.

Pavement Management. This Division provides an organized methodology to assist in evaluating pavement conditions of the State and Federal highway systems at the network and project levels. This system establishes the actual condition of the pavement and shoulders and observes and predicts the changes in these conditions with time. On a network basis, the system is used in prioritizing and evaluating candidates for resurfacing, rehabilitation and reconstruction. The Pavement Management Division is responsible for determining those data needed, assignment of areas to be tested with non-destructive strength testing and roughness, measuring devices, coordination with other Bureaus and over-all administration of this activity. In FY 85-86, this Division completed biennial pavement distress ratings and annual roughness data collection on the 8,300 miles of the State highway and State-aid systems. Reduction and analysis of this data was begun. The Division initiated research for development of a new pavement overlay design procedure, and initiated a detailed long-term Pavement Performance Monitoring Project to evaluate the effectiveness of various pavement rehabilitation strategies. The Division also developed and conducted training seminars for municipal officials to assist them in implementing pavement management at the local level.

PUBLICATIONS: (Free)

Transportation Investment Program
Rail Safety Improvement Program
Highway Safety Improvement Program
Maine's Highway Needs 1986-1987

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Bureau of Finance and Administration.

OFFICE OF POLICY ANALYSIS

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2902

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6

Legislative Count: 6

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Truck Issues Study, with legislation, implementation of relevant portions of Local Bridge legislation, expansion of the ski access law applicability, and organizational conversion of the Maine-New Hampshire Interstate Bridge Authority. Current work efforts include Bridge Management System Development, Information Needs Study, Maintenance Information Needs Pilot Study, implementation of Truck Issues Study legislation, National Uniformity Efforts, Highway Financing and National Highway Program Reauthorization.

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Bridge Management System Development. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

Information Needs. A study of Departmental Information Needs is being conducted. The purpose of the study is to provide a more effective and efficient means of collecting, summarizing, and disseminating the various types of information and data collected by the Department. The intent is to improve the management of the Department.

Maintenance Information Needs Pilot Study. This is a sub-unit of Information Needs and is aimed at expanding the implementation of an earlier Maintenance Management System Study to track inventory and cost items by location and to interface this system with other MDOT information systems.

Implementation of Truck Issues Study Legislation. Many study recommendations were incorporated into legislation. They fall into four distinct groups: (1) Administrative, (2) Improving Productivity, (3) Improving Safety, and (4) Protection of the Highway System. Efforts are being made to implement this important legislation.

National Uniformity Efforts. Nationwide uniformity in the areas of truck registration, fuel tax payments, operating authority, permits, and vehicle dimensions is sought. The Office of Policy Analysis is actively implementing uniformity measures for the State.

Highway Financing. Traditional and innovative financing methods are being studied in relation to the development and implementation of Maine's Highway Program.

National Highway Program Reauthorization. The Office of Policy Analysis is actively engaged in assuring that National Reauthorization Legislation preserves the interest of the highway program at National, State, and local levels.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, December 1982
Highway Cost Allocation Working Paper #'s 1-9
Commercial Vehicle Limits for Highway Use, Revised 1984
Maine Truck Size and Weights — Legislative History — March 1985
Overweight Violations in Maine — 1984
Local Bridges — Condition and Management Strategy — Feb. 1985
Final Report of the Truck Issues Advisory Committee, March 1986
Publications are available and free upon request.

FINANCES, FISCAL YEAR 1986: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

MAINE PORT AUTHORITY

DANA F. CONNORS, PRESIDENT

Central Office: Transportation Bldg., Augusta; *Floor:* 3

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1951

Reference: Policy Area: 07; Umbrella: 17; Unit: 398; Citation: 23 M.R.S.A., Sect. 4420

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

TRANSPORTATION

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At that time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors and president. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown. Members of the Maine Port Authority during FY 86 were: Dana Connors, Chairman; Robert Keezer, Eastport; Ken McLoed, Bar Harbor; Joe Casale, Portland; Donald Grant, Searsport.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

**RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT
AND CHIEF ENGINEER**

Central Office: Transportation Bldg., Augusta

Telephone: 289-2055

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 665

Legislative Count: 665

Organizational Units:

Location and Environment

Design

Right-of-Way

Technical Services

Construction

Project Management

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau; primarily Location and Environment, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the

TRANSPORTATION

Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Environment, Design, Right-of-Way, Construction, Technical Services, and Project Management. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 95 projects to the construction stage during the fiscal year. These projects had a contract value of approximately \$56.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues at a steady pace taking advantage of recent increases in both Federal-aid and State Revenues. The most notable single contract awarded this year was for reconstruction of a portion of I-295 in Portland with a value of over \$13 million. Other contracts account for improvements to some 170 miles of highways, 25 bridges and 14 intersection locations. Other programs and activities of the Division are as follows:

Location & Environment. This Division consists of two sections; the Location Section and the Environmental Services Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with five (5) firms to provide up to five (5) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an as needed basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise and hydrographics; and performs required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering required by the Division. All units provide assistance in special environmental studies on an as needed basis.

The Environmental Services Section has four Scientific/Technical Units. The Environmental Planning Unit provides early environmental information reviews for highway and bridge projects, gathers natural and cultural resource data, and maintains liaison with natural and cultural resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, recommends project mitigation and protection measures, and administers consultant environmental impact statement contracts. The Group satisfactorily processed over 125 federally and non-federally funded highway and bridge projects during calendar year 1985. The Landscape Group makes project loam and seed recommendations, designs and inspects landscaping projects, conducts agronomic research, and has an important shared management role in the Bureau of Maintenance & Operations' weed and brush control program. The Group presently has three landscape projects underway and is involved in weed and brush control along 9,700 miles of roadway. The Well Claims Group supports both Transportation Investment and Maintenance Programs by primarily investigating claims of damage to private water supplies. The Group developed a prioritization system for housing sand-salt piles at maintenance facilities for prevention of future contamination claims, and is currently developing a similar system for underground storage tanks. During fiscal year 1986 the Group obtained 450 samples for analysis, investigated 58 well claims, accomplished 37 preconstruction project reviews, drilled or dug 8 wells, and otherwise compensated 17 property owners. The Group is also responsible for special studies such as ongoing monitoring of the impacts of selected construction projects (3) and of salt storage facilities (14). The Group also acted as hydrogeological consultant to the State Aid Highway Program, the Maintenance Divisions and Legal Services.

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Both Sections occasionally provide services for other State and Federal agencies such as cooperating with the ongoing State ground water study.

Design. With the completion of the design of two more Tourist Information Centers, one in Calais and the other in Yarmouth, the number of these facilities has increased to a total of four, the other two being in Kittery and Houlton. These buildings offer the convenience of dispensing tourist information to the travelling public and providing a rest area for driver safety. Continuing the departmental policy of utilizing highway funds to best use, the Design Division designed and placed under contract 14 pavement overlay and guard rail improvement projects. By following this policy the department can extend the life of existing pavement structures and provide a smooth roadway surface. Bridge replacements have continued by the design and contract award of 10 new bridges along with several bridge rehabilitation projects. This work provides the minimum rate of improvement to maintain a safe and economical bridge system throughout the State. Since many of these structures were built 50-75 years ago under very different traffic conditions, the continuing replacement and rehabilitation of bridges is essential.

Right-Of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 59 projects involving the appraisal and negotiation of 962 parcels with a total appraised value of \$1,235,520.00. The Division administered the Department's \$1.8 million Railroad-Highway Grade Crossing Improvement Program. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and Municipal/State agreements. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 1,091 illegal and abandoned signs without compensation, and issued 5,167 Official Business Directional Sign Permits. Approximately 2500 permits accommodating utilities within the highway right-of-way were issued and over 3500 requests for information regarding highway rights-of-way were processed. Eleven (11) railroad hearings were conducted, resulting in drafting decrees for the Commissioner's consideration and issuance. Twenty-five (25) parcels/pieces of excess Departmental real estate were sold.

Construction. During Fiscal Year 1986, the Construction Division, through its administrative-ly created divisions, assumed contract administration, construction engineering and construction inspection responsibility for fifty-four contracts amounting to an estimated \$54,700,000.00 as follows:

- 20 Complete highway construction contracts (including bridges)
- 6 Highway paving contracts
- 2 Highway intersection improvements contracts
- 11 Bridge construction contracts (including approaches)
- 2 Bridge deck rehabilitation contracts
- 3 Traffic signal contracts
- 1 Roadside improvements contract
- 3 Pavement markings contracts
- 2 Tourist information building contracts
- 1 Grading & paving tourist information center contract
- 1 Highway grading contract
- 1 Highway lighting
- 1 Highway lighting & signing

Technical Services. This Division consists of two major subdivisions: Research and Development, Geotechnical and Materials; plus the Technology Section.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as technical reviews, problem solving, specifications, design recommendation and new product evaluation. It also administers a continuing program for the use of experimental products that are incorporated and evaluated in construction projects. Research and Development is subdivided into two sections: the Roadway Section and the Structures Section. In addition, an electronic group is housed in Pittsfield at the Maine Facility.

During the past year investigations were concluded and final technical reports published on the following subjects:

Influence of Highways on Water Chemistry, Vegetation and Invertebrates in a Central Maine

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Wetland; First Field Trials with Sulfur Extended Asphalt (SEA) Binders in Maine; Weigh-In-Motion (WIM) Instrumentation of a Bridge; Evaluation of a Capacitance Type Portable Light Weight W.I.M. System; Evaluation of Early AASHTO (AASHTO) Designed and Other Selected Old Projects.

Interim reports for on-going studies were published for the following:

Seasonal Variation for Structural Strength Value; FHWA Demonstration Project #966 Automated Traffic/Truck Weight Monitoring Equipment (Weigh-In-Motion)

The following experimental construction projects were also initiated:

The Evaluation of Darex Corrosion Inhibitors; Evaluation of Anti-Stripping Agent—Grand Isle-Madawaska; Cracking, Sealing & Overlaying of Portland Cement Concrete on I-95 at Freeport-Brunswick, Maine; In-Service Evaluation of Highway Safety Appurtenances; Evaluating Sawed Filled Longitudinal Joints on A Bituminous Concrete Pavement Between the Travel Way and Paved Shoulders.

The Geotechnical and Materials Subdivision includes the following three sections:

The Field Quality Control Section is responsible for providing a testing service to other Divisions within DOT. During the past year a total of 133 projects required the services of this group. There were 76 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by ten different suppliers and each product monitored for quality and workmanship. A total of 35 personnel completed approximately 11,459 tests for acceptance. In addition, nearly 944 independent assurance samples of 56 different products were tested.

The Geotechnical Section conducted subsurface investigation for all projects for which the Design Division required subsurface information. Soils reports, materials, inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Central Laboratory Section is responsible for providing testing services for those products not able to be tested in the field. The laboratory performs both chemical and physical testing. Tests are performed by American Association of State Highway and Transportation Officials (AASHTO) and American Society for Testing Materials (ASTM) methods on soils, aggregate, bituminous materials, cement, concrete, pipe and miscellaneous highway materials. The laboratory is regularly inspected by AASHTO Materials Reference Laboratory (AMRL) and Cement and Concrete Reference Laboratory (CCRL) to insure the quality of the testing.

The Technology Section is newly initiated and its present primary activity is the administration of the Rural Technology Transfer Program. This program started in the spring of 1986 and its primary objective is to assist all the municipalities in Maine by making available technical information on transportation related items.

Project Management. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has major responsibility for the management of a Program/Project Management Information System (PROMIS). This system provides a computer oriented database for project development and funding data. Use of this new system has had a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (program level, budget cost, schedule, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:

Outdoor Advertising
Utility Location

PUBLICATIONS: (Provided free upon request)

- 85-1 Peru Experimental Road Project—Final Report
- 85-2 Frictional Resistance Characteristics—Standard Test Tires (501) Vs Conventional Tires
- 85-3 Bridge Deck Expansion Joints
- 85-4 Pilot Study on the Soil and Water Monitoring of Herbicide Residues
- 85-5 Ecological Evaluation of an Artificially Created Salt Marsh at Harrington, Maine

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- 85-6 Determination of Optimum Scale and Type of Aerial Photography for Use in Delineation of Very Small Drainage Areas
- 85-7 Emulsion Study in Casco, Maine
- 86-3 FHWA Demo #966-Automated Truck/Traffic Monitoring Equipment (Initial Report)

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,931,455			4,723,549	8,207,906	
Health Benefits	793,727			118,357	675,370	
Retirement	2,258,980			934,196	1,324,784	
Other Fringe Benefits	42,080			42,080		
Computer Services—State				—94	94	
Other Contractual Service	4,513,487			2,190,938	2,322,549	
Rents	741,055			394,103	346,952	
Commodities	1,096,918			800,718	296,200	
Grants—Subsidies—Pensions	—916,930			—1,072,035	155,105	
Purchases of Land	1,650,305			728,578	921,727	
Buildings and Improvement	42,000			42,000		
Equipment	71,226,463			13,454,668	57,771,795	
Interest—Debt Retirement	15,440,618			15,440,614	4	
Transfers to Other Funds	304,760			310,962	—6,202	
TOTAL EXPENDITURES	110,124,918			38,108,634	72,016,284	

OFFICE OF PUBLIC INFORMATION & MAPPING

JOHN M. STANLEY, ASS'T. TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2672

Established: 1984

Reference: Policy Area: 07; Umbrella: 17; Unit: 229I; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: To provide information about Department programs, policies and procedures through internal and external information programs; to provide mapping services for Department and public needs; to provide Departmental graphic arts services; and to conduct other related activities.

ORGANIZATION: This Office was administratively established in 1984, replacing the Special Services Division formerly within the Office of Human Resources and Special Services.

PROGRAM: The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

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PUBLICATIONS:

County Maps (Large Scale \$1.00, Small Scale \$.15)
Urban Maps (\$.75)
Minor Civil Division Maps: (Large Scale \$1.00, Medium Scale \$.15, Small Scale — Free)
Highway Systems Map (Free)

FINANCES, FISCAL YEAR 1986: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance & Administration.

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2841

Established: June 25, 1981

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; Umbrella: 17; Unit: 243; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 87

Legislative Count: 87

PURPOSE: The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau also undertakes a continuing analysis of the Maine Port traffic. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for both ports and the ferry service and administers the operations and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State which includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. The Bureau promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

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ORGANIZATION: A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of the 1979, 1981, and 1983 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) \$5.7 million dollars of Federal funds were received for improvements at Maine's 40 publicly owned airports. Combined Federal, State and local funds allowed for a total program of \$6.5 million dollars. The Maine Department of Transportation entered into a contractual agreement with the FAA for the inspection of 51 airports and for the updating of the Airport Master Records. Additionally, the Division of Aeronautics investigated 20 aircraft accidents; reimbursed 34 sponsors of publicly owned airports for a portion of their snow removal costs for a total outlay of \$178,648; registered 994 aircraft, 78 airports, and collected \$105,609 in excise taxes in behalf of Maine communities. The Augusta State Airport is served by two commuter airlines, and total passenger enplanements and deplanements were approximately 21,000. The new Executive Aircraft continued to be used frequently by State officials, logging nearly 400 hours.

Rail Transportation Division. Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, the Maine Central Railroad, and the Bangor and Aroostook Railroad. Rehabilitation projects are ongoing on the Aroostook Valley Railroad and the Bangor Aroostook Railroad.

Public Transportation Division. During fiscal year 1986, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1986, the Division contracted with 25 different transportation providers. State funds consisted of \$400,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of four separate grants totalling approximately \$2,382,910 and with the match provided approximately \$3,854,356 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing rates and charges of the State Ferry Service. A new Ferry has been designed, and a contract was awarded for construction in 1986. During the calendar year 1985, the State Ferry Service transported 109,705 vehicles and 301,176 passengers between the three mainland and four island terminals. In addition, a rehabilitation of the Islesboro and Lincolnville ferry pens were completed, as well as major preventive maintenance items on all five ferry vessels. New engines were installed on the Governor Curtis. In addition, crew quarters were completed on Vinalhaven. The Little Diamond Island Pier is also being rebuilt for the Casco Bay Island Transit District. The Sears Island Cargo Facility Project started a full Environmental Impact Study this year.

The Division is also directing implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, Vinalhaven, Eastport, Stonington and Portland are complete. Rockland will be completed during the summer and fall of 1986. The Division is working to improve the flow of import-export cargo through Maine Ports. It conducted a market study for the Sears Island EIS during the year. It is also working with existing operators, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. The Division is also working with Casco Bay Lines on a new terminal, new vessel and fleet improvements. Finally, the Division is conducting an inventory of the waterfront infrastructure along the coast.

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LICENSES, PERMITS, ETC.:

Permit:

- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:

- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:

- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan
- Ferry Service Tariff — No Fee
- Maine Ports — Brochure — No Fee
- Railroad Transportation Policy and Plan—No Fee

FINANCES, FISCAL YEAR 1986: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,260,753	175,035			20,915	1,064,803
Health Benefits	73,369	6,312			1,011	66,046
Retirement	215,077	31,269			2,606	181,202
Other Fringe Benefits	6,784	788				5,996
Other Contractual Service	2,559,158	292,506	53,889		49,155	2,163,608
Rents	7,106	798			43	6,265
Commodities	63,894	2,025	1,048		814	60,007
Grants—Subsidies—Pensions	2,427,107	559,433	50,789		1,356,572	460,313
Purchases of Land	280,000					280,000
Buildings and Improvement	25,209	19,919			5,290	
Equipment	609,982	4,757	26,843		157,486	420,896
Transfers to Other Funds	1,651,408	1,632,756	428		365	17,859
TOTAL EXPENDITURES	9,179,847	2,725,598	132,997		1,594,257	4,726,995

TREASURER

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER

MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-2771

Mail Address: Statehouse Sta. #39, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121

Average Count—All Positions: 15

Legislative Count: 15

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine and the Health and Higher Education Loan Authority Boards.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

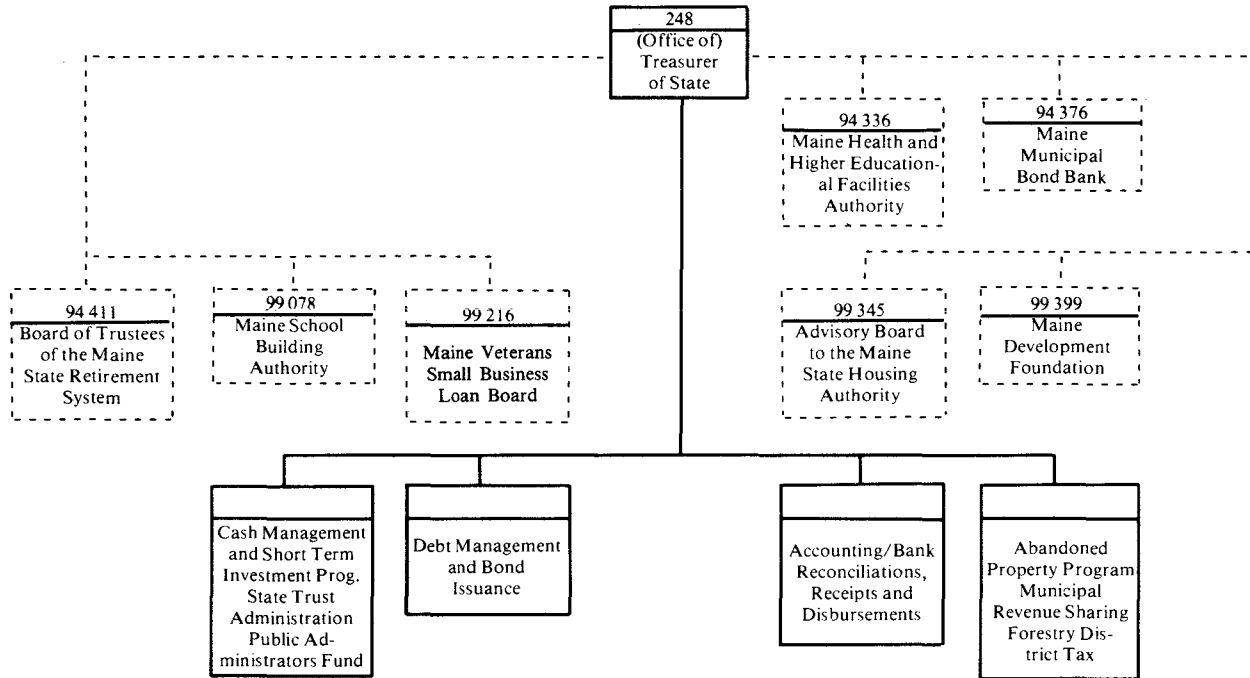
The basic unit of cash income management is the income statement. State agencies file over 36,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 125,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

**ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28**



Approved by the Bureau of the Budget

TREASURER

CONSOLIDATED FINANCIAL CHART FOR FY 86 TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	310,873	310,873				
Health Benefits	17,657	17,657				
Retirement	54,651	54,651				
Other Fringe Benefits	1,024	1,024				
Computer Services—State	24,329	24,194	135			
Other Contractual Service	191,581	190,139	1,442			
Commodities	26,361	26,361				
Grants—Subsidies—Pensions	41,398,059		41,398,059			
Equipment	533	533				
Interest—Debt Retirement	38,668,398	38,668,398				
Transfers to Other Funds	286		286			
TOTAL EXPENDITURES	80,693,752	39,293,830	41,399,922			

TREASURER

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year over twenty million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly \$289,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes. In 1984 Registered Bonds replaced Coupon Bonds. There is now \$60,000,000 of Registered Bonds outstanding.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 4.75% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance. Effective July 1, 1985 the percentage increased to 5.1%.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer recently established an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state assets which are found and reported to the Treasurer. The division has a supervisor, 2 outside auditors and an office clerical staff of two. In 1984, approximately 2 million of found money came into the treasury and 1 million was paid out to rightful owners. An on-going effort is made to find the owners of the remaining million. Audits started in 1984 to induce compliance will result in an increase of revenue over 1984.

TREASURER

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.

Issued State Debt since inception of Bond Program.

FINANCES, FISCAL YEAR 1986: The financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation,
Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977

Sunset Review Required by: Not Established

Reference: Policy Area: 07; Umbrella: 92; Unit: 379; Citation: 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing non-profit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1986: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

TURNPIKE

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: 430 Riverside St., Portland

Telephone: 207-871-7771

Mail Address: 430 Riverside St., Portland, Maine 04103

Established: 1941

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 M.R.S.A., Sect. 1963

Average Count—All Positions: 235

Legislative Count: 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is \$10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

JOSEPH G. HAKANSON, CHAIRMAN
HARLAN A. PHILIPPI, Acting Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; Umbrella: 78; Unit: 421; Citation: 1967 P&SL Chap. 229
Average Count—All Positions: 3,823

Organizational Units:

Board of Trustees	University of Maine at Fort Kent (UMFK)
Office of the Chancellor	University of Maine at Machias (UMM)
University System Office	University of Maine (UM)
University of Maine at Augusta (UMA)	University of Southern Maine (USM)
University of Maine at Farmington (UMF)	University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)	

PURPOSE: The University of Maine System is the State University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to “develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities...” (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus’s administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. The University of Maine was renamed the University of Maine System and the University of Maine at Orono’s name was changed to University of Maine in 1986.

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a com-

UNIVERSITY OF MAINE

prehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1985 enrollment in all University programs totaled 28,112 and 4,193 persons were awarded degrees in 1984/85. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UM, New Enterprise Institute at USM, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES OCTOBER 1985

BY EMPLOYEE CATEGORY

Faculty	1,267
Professional and Administrative	827
Classified	1,729
Total	3,823

BY SOURCE OF FUNDING

Educational and General	2,638
Auxiliary Enterprise	535
Restricted	650
Total	3,823

PUBLICATIONS:

- (1) *The Chancellor's Report*, University of Maine.
- (2) Chancellor's Newsletter, University of Maine.
- (3) The Maine Book.

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FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE SYSTEM STATEMENT OF CURRENT FUND REVENUES EXPENDITURES AND TRANSFERS FOR THE YEAR ENDED JUNE 30, 1986

	Unrestricted		1986	
	General	Designated	Restricted	Total
REVENUES:				
Educational and general —				
Tuition and fees	\$ 35,107,046	\$ —	\$ —	\$ 35,107,046
Governmental appropriations-state	77,975,551	—	1,473,593	79,449,144
Governmental appropriations-federal	50,000	—	3,816,710	3,866,710
Governmental grants and contracts-state	—	—	3,329,003	3,329,003
Governmental grants and contracts-federal	—	—	26,210,805	26,210,805
Private gifts, grants and contracts	—	430,391	6,013,663	6,444,054
Endowment income	—	264,982	563,052	828,034
Recovery of indirect costs	2,532,178	200	—	2,532,378
Sales and services of educational activities	3,307,704	2,712,671	103,443	6,123,818
Other sources	3,571,308	2,156,945	—	5,728,253
Total educational and general	\$122,543,787	\$ 5,565,189	\$41,510,269	\$169,619,245
Sales and services of auxiliary enterprises	30,743,440	—	—	30,743,440
Total revenues	\$153,287,227	\$ 5,565,189	\$41,510,269	\$200,362,685
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$ 51,299,880	\$ 2,171,010	\$ 2,306,527	\$ 55,777,417
Research	4,816,256	1,354,213	10,706,008	16,876,477
Public service	4,231,204	2,659,481	8,895,084	15,785,769
Academic support	14,818,971	84,453	1,006,079	15,909,503
Student services	11,224,590	124,208	137,953	11,486,751
Institutional support	14,048,050	557,816	138,371	14,744,237
Operation and maintenance of plant	14,866,420	2,757	55	14,869,232
Student aid	2,125,589	39,446	18,320,192	20,485,227
Mandatory transfers for loan funds	29,276	—	—	29,276
Total educational and general expenditures and mandatory transfers	\$117,460,236	\$ 6,993,384	\$41,510,269	\$165,963,889
Auxiliary Enterprises-				
Expenditures	\$ 29,385,271	\$ —	—	\$29,385,271
Mandatory transfers for retirement of indebtedness	1,366,988	—	—	1,366,988
Total auxiliary enterprises	\$ 30,752,259	\$ —	—	\$30,752,259
OTHER TRANSFERS:				
Current funds-appropriated	\$ 1,535,265	\$ —	—	\$ 1,535,265
Current funds-designated	1,601,996	(1,428,195)	—	173,801
Current funds-restricted	14,084	—	—	14,084
Endowment funds	(46,960)	—	—	(46,960)
Plant funds-unexpended	1,412,743	—	—	1,412,743
Plant funds-retirement of indebtedness	474,320	—	—	474,320
Total transfers	\$ 4,991,448	\$(1,428,195)	—	\$ 3,563,253
Excess of revenues over expenditures and transfers	\$ 83,284	—	—	\$ 83,284

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine, Orono
Mail Address: Chadbourne Hall, Orono, Maine 04469

Telephone: 581-4136

Established: 1965

Sunset Review Required by: June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, and at that time placed within the Department of Government, the Bureau of Public Administration is currently a public service unit of External Affairs at the University of Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Zoning: An Overview, Ross Plambeck, *Zoning Series No. 1, May, 1974.*

Zoning: The View of the Courts, Paul Braciotti, *Zoning Series No. 2, May, 1975.*

Zoning: Roles and Relationships, Cynthia Brown, ed., *Zoning Series No. 3, May, 1975.*

Zoning: The Code Enforcement Officer, Laura E. Campbell, *Zoning Series No. 4, May, 1975.*

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Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. \$2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine System.

MAINE VACATION-TRAVEL COMMISSION

NANCY PRAY, CHAIRPERSON

DAVID PALMER, Vice-Chairperson

Central Office: Augusta

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: September 23, 1983

Reference: Policy Area: 01; Umbrella: 92; Unit: 461; Citation: 5 M.R.S.A., Sect. 7005

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Vacation Travel Commission is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation Travel Commission also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the vacation travel industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, the Maine Arts Commission, Bureau of Public Improvements and Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation Travel Commission has served as an advisory group both to the State Development Office and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the Commission in FY 1986 undertook a number of specific projects to assist the state in formulating tourism policy. In December, 1985, the Commission sponsored a conference for the Tourism Industry at Sugarloaf, USA. In March, 1986, the successful "Tourism Day" for Maine legislators was repeated. For National Tourism Week, in May, the Commission instituted a hospitality awards program to recognize outstanding achievement by employees of the Maine tourism industry.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

VETERANS HOME

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta

Telephone: 622-2454

Mail Address: Cony Road, RFD #2, Augusta, Maine 04330

Established: 1977

Sunset Review: Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans Home was established to plan, build and manage a home for veterans, their spouses, widows, and widowers. In April 1986, the 112th Maine Legislature authorized the Trustees to plan and develop two additional State Veterans' Homes, a 120-bed nursing home to be located in southern Maine and a nursing home, not to exceed 60 beds, located in Aroostook County.

ORGANIZATION: The Board of Trustees of the Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care Facility, located in Augusta, accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care. During fiscal year 1986, a total of 43,465 days of care were provided.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

FINANCES, FISCAL YEAR 1986: There are no general fund appropriations for the Maine Veterans Home. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of \$17.05 paid the Home on behalf of each eligible veteran.

BOARD OF VISITORS — AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta

Telephone: 289-4223

Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 451; Citation: 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at Augusta Mental Health Institute will meet on a regular basis and provide supportive advice to the hospital. It will be comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

BOARD OF VISITORS— BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-3161

Established: 1971

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1986: The expenditure of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT L. WOODBURY, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta

Telephone: 289-2711

Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 449; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by the Governor.

PROGRAM: During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine
Mail Address: 103 South St., Bath, Maine 04530

Telephone: 443-4251

Established: September 2, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 466; Citation: 34-B M.R.S.A., Sect. 1412

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward the objectives outlined and presented during the Homes' current transition; and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associate Commissioner of Programs, Department of Mental Health and Mental Retardation, a representative from the Bath Community, a Bath school principal, a representative from an Alcohol Treatment Program, a social worker, a designee of a veteran's organization, 2 citizens from outside the Bath area and someone appointed from the Department of Human Services.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are included with those of the Military and Naval Children's Home.

BOARD OF VISITORS — PINELAND CENTER

WILLIAM FLAHIVE, CHAIRPERSON

Central Office: State Office Bldg., Augusta: *Floor:* 4;

Telephone: 289-4223

Mail Address: Statehouse Station, #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: *Policy Area:* 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 5

Legislative Count: 5

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 86 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

JOHN F. CORCORAN, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 450; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

ORGANIZATION: A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. The current Board of Visitors was appointed in October, 1985 and will serve from October, 1985 to October, 1986. The members for the 1985-1986 Board of Visitors, Maine State Prison, Thomaston were:

John F. Corcoran, Chairperson

Richard J. Kelley

Daniel P. McGuirl

Peter Jonitis

Lauretta Luke Rush

PROGRAM: The major goal of the 1985-86 Board was to complete the study on overcrowding at the Maine State Prison.

The Board met six (6) times in FY 1986 to discuss overcrowding and, on two (2) occasions, toured the prison, talked with the inmates, guards and staff. Existing conditions were observed. Each visit brought the Board to all parts of the prison.

The Board members have studied "The Ehrenkrantz Report," the report of the Governor's Blue Ribbon Commission on Corrections (1985) and many other reports and studies on overcrowding.

It is the consensus of the Board of Visitors that the Maine State Prison is inadequate as a maximum security prison.

It is recommended that a new 500-bed prison be built in Warren, on state-owned land.

The Department of Corrections and its various facilities, due to overcrowding and the need for new construction, are in the public eye. It is the feeling of the Board to have a specialist in "Public Relations" in the Commissioner's office to inform the people of the facts and enhance the reputation of the Department of Corrections and its many institutions and personnel.

The Board has found that management at the Maine State Prison has been excellent and with the configuration of the building, along with overcrowding and shortage of personnel, tends to be outstanding.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

JOHN ROSSER, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: October 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 448; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.

4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The activities listed above refer to the major types of activities during the past year. Interim reports submitted to the Commissioner can provide added details as to the findings of the Board of Visitors.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities during the past year. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

The Board plans to continue its activities, which will include meetings with former and present residents, interested members of the public, and any other individuals who might have knowledge and interest which might provide positive contributions to the work of the group.

At this time, the Board wishes to express its appreciation to Dick Wyse, Superintendent, members of the staff, and Commissioner Donald L. Allen for the very refreshing, open and honest response to our inquiries.

FINANCES, FISCAL YEAR 1986: This unit is not authorized to receive or expend funds.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL TECHNICAL INSTITUTES

FRED KAHRL, CHAIRMAN

Central Office: 283 State Street, Augusta, ME

Telephone: 289-1070

Mail Address: 283 State St., Sta. #131, Augusta, Maine 04330

Established: June 28, 1985

Reference: Policy Area: 02; Umbrella: 99; Unit: 480; Citation: 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Vocational Technical Institute was established on June 28, 1985, by P.L. 1985 Chapter 497. During fiscal year 1986, its only mandate under Chapter 497 was, in cooperation with the Department of Finance and Administration, the Department of Personnel, the Governor's Office of Employee Relations, the Department of Educational and Cultural Services, and representatives of the Joint Standing Committee on State Government, the Joint Standing Committee on Education, and the Joint Standing Committee on Appropriations and Financial Affairs, to submit legislation to the Governor addressing the following issues:

1. Appropriations in the form of a lump sum for the vocational-technical institutes;
2. The authority and procedures governing personnel and labor related functions of the vocational-technical institutes, for the purpose of providing flexibility in personnel, employment, and management decisions; and,
3. Other administrative authority and functions, including staffing, relating to the vocational-technical institutes.

ORGANIZATION: The Board of Trustees of the Maine Vocational-Technical Institute System, as established by Chapter 695, P.L. 1985, consists of 9 members. Seven are from the fields of business, industry, labor, education and the general public, one from the State Board of Education and one from the Board of Trustees of the University of Maine System. The Commissioner of Educational and Cultural Services and the Director of the State Development Office serve ex officio.

PROGRAM: The Board of Trustees held a series of public hearings during the summer and fall of 1985. The outcome of that process was a legislative proposal to Governor Brennan, which he in turn submitted to the Legislature in February of 1986. The legislation, L.D. 2174, passed both houses of the Legislature unanimously, and on April 16, 1986, Governor Brennan signed into law P.L. 1985 Chapter 695, "AN ACT to establish the Maine Vocational Technical Institute System."

Chapter 695 has set in motion the reorganization of the statewide network of vocational technical institutes — up until now operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees of the Maine Vocational Technical Institute System, the successor to the Board of Trustees of the Maine Vocational-Technical Institutes established by P.L. 1985 Chapter 497.

The new System constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy or the University of Maine System.

The VTI system represents an investment of approximately \$100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first VTI was established after World War II to provide vocational and technical training to returning veterans.

Today, the new VTI System offers certificate, diploma, and associate degree programs in over 65 different program areas — including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding

VOCATIONAL TECHNICAL INSTITUTE

technology, and graphic arts.

Overall, the six Maine Vocational Technical Institutes have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The VTI network has consistently enjoyed strong support from the Legislature and the voters of Maine. Most recently, the Legislature awarded \$1.85 million in General Fund appropriations to the VTI network for FY 1986 and \$2.1 million for FY 1987, to compensate for decreases in Federal support. In addition, the past year and a half witnessed the passage of a \$12.9 million dollar bond issue for new construction on the six campuses and the passage of another \$2.2 million bond issue for new equipment, building renovations, and land purchases.

But to fulfill its potential as an economic development tool of the first rank, and also to fully meet the multiple and ever-changing needs of the growing population of "non-traditional" students in the State, the VTI system must develop a high level of flexibility and visibility, and an ability to move quickly and decisively in response to business requests and shifts in the labor market. Such a level of flexibility is simply not feasible within the confines of a line State agency.

Since Chapter 695 was defined as emergency legislation, the law took effect on the date it was signed. However, the full-scale implementation of the VTI System will be phased in on an orderly basis over the course of the next fiscal year.

The VTI Support Office, set up by legislation to provide statewide coordination and leadership to the System, began operation at 283 State St. on June 30, 1986. The transition to complete independence for all six campuses — Central Maine VTI, Eastern Maine VTI, Kennebec Valley VTI, Northern Maine VTI, Southern Maine VTI, and Washington County VTI — will be completed by December 31, 1986.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the VTI system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the VTI system after the reorganization is completed will include:

- a new, rationalized planning process, with statewide coordination but a regional focus;
- increased coordination in program planning between the VTI system, the University of Maine System, and the employment training system;
- new partnerships between the VTI system and the private sector; and,
- a new emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the VTI's, secondary Vocational Regions and Centers, and adult education programs.

In the long term, the board looks toward the development of an integrated education and economic development system, in which secondary vocational education, postsecondary technical education, adult education, and employment training all have important roles to play. The Board looks forward to a close working partnership with the Bureau of Vocational Education during the coming fiscal year.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL TECHNICAL INSTITUTES	TOTAL FOR		Special			
	ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	1,515,263	256,132				1,259,131
Commodities	6,961	329				6,632
Grants—Subsidies—Pensions	7,099	7,099				
Buildings and improvement	3,243,577	31,721				3,211,856
Equipment	476,914	17,118				459,796
Interest—Debt Retirement	821,399					821,399
TOTAL EXPENDITURES	6,071,213	312,399				5,758,814

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

KENNETH C. YOUNG, JR. is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524

Location: AMHI — Ray Building, Augusta

Mail Address: Statehouse Station #17, Augusta, Maine 04333

Established: 1947

Sunset Review: Not Established

Reference: Policy Area: 05; Umbrella: 98; Unit: 428; Citation: 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description

Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute
NEIWPCC Annual Report

The Facts of Life ... or the Birds & Bees of Water

Why Should I Save Water?

Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants

A Cause for Alarm — Acid Precipitation in the Northeast

MTF — The Training Facility That's Going Places

Regional Information Clearinghouse & Instructional Resource Center

Water Connection, quarterly newsletter

Here lies the Problem — a brochure on underground storage tanks

ALL FREE

FINANCES, FISCAL YEAR 1986: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were \$4,800.

WHTEWATER

WHTEWATER ADVISORY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)

LARRY CUMMINGS, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Sunset Termination Starting by: June 30, 1990

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met twice during fiscal year 1986 to review the results of the 1985 rafting season. The special session of the 112th Legislature extended this committee until June of 1990.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$136.92 in FY 86 and are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY

WHITEWATER SAFETY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
LARRY CUMMINGS, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Reference: Policy Area: 05; Umbrella: 92; Unit: 453; Citation: 12 M.R.S.A., Sect. 7367

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held many meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the review and testing of new products on the market for possible statute changes.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit amounted to \$470.97 in FY 86 and are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

CELESTE BRANHAM, CHAIRPERSON

BETSY SWEET, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Telephone: 289-3417, 8

Established: 1964

Sunset Termination Scheduled to Start by: June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

- 1) To create ongoing forums and projects and do research which provides information to and about women in Government.
- 2) To provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches.
- 3) To supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
- 4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1987-1990 are Women, Work and Family; The Quest for Equality; and Creating a Non-violent future. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

During the past several years, in the area of economic equity, MCW has been instrumental in raising the minimum wage, securing increased funding for job training and job readiness programs through WEET and Displaced Homemakers, negotiating increases in AFDC payments for single parents and their children. We also succeeded in creating an Office of Child Care in the Department of Human Services and providing grant monies for model "latch-key" child care programs.

WOMEN

MCW developed and organized two very successful conferences entitled "Women and Economic Development" and the "Governor's Forum on the Changing Workforce," both of which provided specific recommendations and a sophisticated approach to defining issues affecting women primarily, such as child care, welfare, job training, equity in education — which have been traditionally viewed in only a social service context.

Further, we have printed and distributed thousands of our Job Search Guide and Non-Traditional Occupations brochures to insure that women have the tools necessary to locate and secure a job.

In the area of violence against women, the Commission has succeeded in removing the marital exemption in our rape statutes, worked legislatively for the creation of a new rape crisis center in Augusta and funds for the other eight centers, advocated for funding for the family violence projects to promote community education and programming for children, provided support for incest survivors and, raised the level of awareness about the severity of the problems of violence against women.

The Commission for Women has strengthened its commitment to encourage more women to become involved in electoral and legislative processes. We play a key role in the Women's Legislative Agenda Coalition which has presented an agenda of women's, children's and family concerns the past three years. We have conducted hundreds of training sessions for people wanting to become familiar with the legislative process and, as we have done in the past, co-sponsored a day-long training session for women who are interested in running for elected office.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Displaced Homemakers Advisory Council, Child Care Advisory Council, the Maine Coalition on Rape and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls. The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs.

"Non Traditional Occupation" Brochure — A poster/brochure depicting some NTO's, relating women's experiences in NTO's and encouraging women to explore non-traditional occupations when making career choices.

WOMEN

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,266	45,266				
Health Benefits	2,681	2,681				
Retirement	9,466	9,466				
Other Fringe Benefits	991	991				
Computer Services—State	1,445	1,302	143			
Other Contractual Service	24,841	18,638	4,805		1,398	
Rents	311	238	73			
Commodities	2,375	2,339	36			
Equipment	448	448				
Transfers to Other Funds	399		22		377	
TOTAL EXPENDITURES	88,223	81,369	5,079		1,775	

WORK CENTER PURCHASES COMMITTEE

FRANK WOOD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: June 14, 1985

Sunset Termination Scheduled to Start by: July 1, 1988

Reference: Policy Area: 03; Umbrella: 90; Unit: 486; Citation: 5 M.R.S.A., 1826C

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Products and Services from Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and for settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

In closing out the 1985-86 State fiscal year, the Committee received applications from and qualified approximately twenty work centers during its June, 1986 meeting. The Committee is looking forward to awarding its first contracts to work centers early in the 1986-87 state fiscal year.

FINANCES, FISCAL YEAR 1986: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN

JOHN J. JOLICOEUR, Director of Administrative Services

DOUGLAS F. BEAULIEU, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; Floor: 1

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

District Offices:

106 Hogan Road, Bangor, Maine 04401

Telephone: 941-4550

One Vaughn Place, Caribou, Maine 04736

Telephone: 498-6428

377 Main Street, Lewiston, Maine 04240

Telephone: 783-5300

62 Elm Street, Portland, Maine 04101

Telephone: 879-4840

Established: 1916

Sunset Termination Scheduled to Start by: June 30, 1987

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 61

Legislative Count: 61

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission. The present Commission consists of nine members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years. The nine appointed members must be lawyers and members in good standing of the Maine Bar. The chairman appoints an assistant to the chairman and, subject to Personnel Law, appoints a Director of Administrative Services, full-time or part-time reporters and such legal, professional and clerical assistants as necessary.

In 1981, the Legislature created the Appellate Division to hear appeals from Commission decisions. Hearings are held quarterly. Since its creation, the Division has issued approximately 500 decisions. See the Program section for more detail.

Effective January 1, 1984, the Legislature created an Early Pay System designed to attempt to resolve controverted cases in order to decrease the number of formal hearings, to pay benefits to deserving injured workers more quickly, and to decrease attorney involvement. An informal conference procedure was enacted, along with the creation of four district offices manned by Employee Assistants and additional clerical support. STATISTICS ARE GIVEN IN A SEPARATE REPORT ON THIS UNIT.

On January 1, 1986, the Office of Employment Rehabilitation was created to regulate and administer the provision of rehabilitation services to injured workers throughout the State. Information on this Office is given in a separate report.

A Unit of Abuse Investigation was established by legislation taking effect on January 1, 1986. Its primary purpose is to investigate complaints of abuse, fraud, and violations of law within the workers' compensation system by employees, employers, and insurers. The unit has only recently been staffed and statistics are not yet available.

The phased implementation of the Commission's computer system was completed in July of 1986. In addition to providing word processing support at all Commission locations the system contains records for all employers doing business within the State along with historical records of each one's workers' compensation insurance coverage. It contains a record of each First Report of Injury, a record of each payment period established for each case, and the pertinent data resulting from each controverted case. The system provides online access for inquiry and up-

WORKERS' COMPENSATION

date from all Commission locations. The system supports the scheduling and conduct of informal conferences, the response to inquiry for case or employer data, the locating of case paper records, and the office-to-office transmission of textual material.

System and programming work is currently in progress to create a statistical reporting package, to assist the Unit of Abuse Investigation in identifying patterns of abuse, to assist the formal hearing process, and to enhance the existing applications. Work will begin soon to establish the system requirements for the Vocational Rehabilitation division.

PROGRAM: For the statistics that follow, the Commission has amended its reporting from fiscal to calendar year in order to obtain more accurate data.

First Reports of Injury. In calendar year 1983, the Commission received 49,260 First Reports of Injuries. The number increased substantially in 1984 to 63,721. This increase was probably due to more stringent reporting requirements that came with the creation of the Early Pay System. The number leveled off in 1985 to 63,672, but the 1986 projection is for a greater number than were received in 1984.

Agreements to Pay Compensation. The following data relates only to pre-Early Pay System cases, that is, any injury that occurred before January 1, 1984. The number of Agreements recorded in 1983 was 13,775. This number plunged substantially in 1984 to 6,435 and to 1,890 in 1985 with the creation of the Early Pay System which replaced the Agreement System on 1/1/84.

Memoranda of Payment. As of January 1, 1984, the Early Pay System went into effect and the Memorandum of Payment replaced the agreement form that is filed to show payment to injured workers. The only available statistical data is for calendar year 1985. The number of Memoranda of Payment received was 44,719. The Commission's workload in this area has more than tripled since the effective date of the Early Pay System.

Notices of Controversy. With the creation of the Early Pay System on January 1, 1984, came the Office of Employee Assistants and the informal conference procedure. See the report of the Office of Employee Assistants for data on this unit.

Petitions. Petitions processed in calendar year 1983 numbered 7,360. The number decreased in 1984 to 5,968 and to 5,919 in 1985. The '84 and '85 figures are only estimates due to the unavailability of exact data.

Hearings Held. The number of hearings held by commissioners on petitions received amounted to 8,334 in 1983, 10,309 hearings in 1984, and 10,282 hearings in 1985.

Hearing Level Decisions Issued. The number of decisions issued by commissioners have been increasing consistently over the past three years. In 1983, 2,968 decisions were issued, 3,524 were issued in 1984, and 4,534 were issued in 1985.

Appellate Level Decisions Issued. The number of decisions issued by the Appellate Division have also experienced a substantial increase over the past three years. There were 108 decisions issued in 1983, 162 decisions were issued in 1984, and 1985 decisions numbered 200.

The balance of the Second Injury Fund as of June 30, 1986 was \$349,199.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	\$ 5,617,718	\$ 110,860	\$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420
1980	98,930,344	1,941,259	65,151,004
1981	115,353,852	2,271,093	85,060,585
1982	124,262,683	2,451,954	90,698,465
1983	143,354,547	2,840,537	109,492,213
1984	158,895,000	3,154,000	127,747,000
1985	170,628,000	3,358,876	158,898,000

LICENSES, PERMITS, ETC.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3,

WORKERS' COMPENSATION

1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

The *Maine Workers' Compensation Practice and Procedure* handbook is available for purchase from Tower Publishing Company in Portland. Interested persons should contact the publisher for the cost of this publication which contains the Workers' Compensation Act, decisions of the Appellate Division, rules and regulations, and forms.

Free copies of rules and regulations are available at the Commission's Office in Augusta.

Copies of Appellate Division decisions are maintained in the State and County law libraries and are also available from the Commission for the cost of reproduction.

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES							
Salaries and Wages	1,278,647		1,278,647				
Health Benefits	65,977		65,977				
Retirement	203,830		203,830				
Other Fringe Benefits	4,240		4,240				
Computer Services—State	1,851		1,851				
Other Contractual Service	295,268		295,268				
Rents	41,749		41,749				
Commodities	45,004		45,004				
Grants—Subsidies—Pensions	40,567		40,567				
Equipment	51,176		51,176				
TOTAL EXPENDITURES	2,028,316		2,028,316				

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

Central Office: Deering Bldg., A.M.H.I. Augusta;

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1986 *Sunset Termination Scheduled to Start by:* July 1, 1988

Reference: Policy Area: 01; Umbrella: 90; Unit: 491; Citation: 39 M.R.S.A., Sect. 82

Average Count—All Positions: 13

Legislative Count: 13

PURPOSE: To regulate and administer the provision of rehabilitation services to the injured workers throughout the state. Responsibilities include:

1. Approving qualified rehabilitation providers and maintaining a list of the providers.
2. Monitoring the evaluations of injured workers, the development or rehabilitation plans, the services provided under each plan, and results of the services.
3. Educating the public and answering questions about individual cases.
4. Holding administrative conferences to resolve disputes.
5. Telephone contact with all parties to monitor cases.
6. Issuing reports showing results and costs to system.

ORGANIZATION: Administration is directed from Augusta at the Workers' Compensation Commission's central office.

WORKERS' COMPENSATION

Four regional offices to serve constituents located in:

Portland
Augusta
Lewiston
Bangor

PROGRAM: The Office of Employment Rehabilitation was newly created by statute on January 1, 1986. During the first six months of its existence, a number of major goals were accomplished.

Primary among the goals were the promulgation of rules necessary to implement the Workers' Compensation rehabilitation legislation. These rules became effective on April 29, 1986. The necessary forms for the constituents of the system were created at the same time, and are currently in regular use.

The staff of the Employment Rehabilitation Office, including Assistant Rehabilitation Administrators, clerk typists, data entry operators, and an accountant were hired and trained during this period.

Rehabilitation providers who wish to become "approved" and have their name appear on an annually updated public list have been trained, have submitted applications, and have gone through the approval review process. The initial list of approved rehabilitation providers will be published during the month of July, 1986.

The Administrator of the Office of Employment Rehabilitation has presented numerous training seminars for rehabilitation providers, insurers, employers, and at public meetings of the Rehabilitation Advisory Board which was also created by the January 1, 1986 statute.

The reports and rehabilitation plans began arriving on the appointed forms in early June, 1986, and the system for processing, monitoring, and following up on these reports has been initiated. The four regional offices are now staffed, equipped and operative.

The Office of Employment Rehabilitation has assisted in the creation of the Advisory Board and has attended all of the Advisory Board's meetings around the state. We are currently involved in assisting in the formation of the Apportionment Review Panel which has not yet begun its functioning.

The Office of Employment Rehabilitation expects to spend the first year of its existence primarily involved in educating the public, and monitoring the rehabilitation files which are currently being created. We expect the numbers of administrative conferences which will be requested to assist in resolving disputes to increase slowly, and by the beginning of the second year of operation, we expect the administrative conferences to become a major part of our work load.

LICENSES, PERMITS, ETC.

The Office of Employment Rehabilitation is required by statute to "approve" rehabilitation providers to provide services to injured workers and to publish an annual list of those Approved Rehabilitation Providers.

PUBLICATIONS:

1. List of Approved Rehabilitation Providers. Free of charge.
2. Question and Answer pamphlet for insured workers and other interested parties. Free of charge.

WORKER'S COMPENSATION

FINANCES, FISCAL YEAR 1986: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMPLOYMENT REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,929	70,929				
Health Benefits	4,577	4,577				
Retirement	9,806	9,806				
Other Fringe Benefits	235	235				
Other Contractual Service	21,047	21,047				
Rents	4,183	4,183				
Commodities	5,630	5,630				
Equipment	9,650	9,650				
Interest—Debt Retirement	7	7				
TOTAL EXPENDITURES	126,064	126,064				

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, ASST. TO THE CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. Augusta;

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: January 1, 1984 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 01; Umbrella: 90; Unit: 493; Citation: 39 M.R.S.A., Sect. 92(6)

Average Count—All Positions: 10

Legislative Count: 10

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of ten (10) employee assistants to serve constituents statewide, with supervision emanating from the central office in Augusta.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984.

In calendar year 1984, 3,500 Notices of Controversy were filed with the Commission, 2,337 informal conferences were held, and 1,000 cases were resolved prior to informal conference. The figures for calendar year 1985 increased to 4,972, 3,086, and 1,398 respectively.*

Statistics for the first six months of calendar year 1986 are available, and if the present trend continues through the close of the calendar year, the figures will nearly double those reported for calendar year 1985.

The Commission is currently examining the workload of the Office of Employee Assistants in order to ensure equity of caseload among the employee assistants, and to also ensure that adequate assistance is being provided to Maine's injured workers.

*Please note that the figures for calendar year 1984 and 1985 are conservative estimates. Figures for calendar year 1986 will more closely approximate activity within the Office of Employee Assistants due to the implementation of computer reporting requirements.

FINANCES, FISCAL YEAR 1986: The expenditures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

COMMISSION TO STUDY WORKERS' COMPENSATION INSURANCE

JOHN E. MENARIO

ROBERT S. HOWE, Staff Member

Central Office: 482 Congress St., Portland

Telephone: 775-2131

Mail Address: 482 Congress St., Suite 501, Portland, Maine 04101

Sunset Termination Starting by: December 31, 1984

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 455; *Citation:* P.L. 1983, Chap. 479

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To evaluate the impact of insurance reserving practices, return on investments and profitability on workers' compensation ratemaking, and to review and evaluate structural alternatives for the delivery of workers' compensation insurance, such as state funds.

ORGANIZATION: Three voting members: one business, one labor and one neutral public member acting as chairman, and a non-voting advisory member representing the Department of Business Regulation.

PROGRAM: The bulk of the Commission's \$100,000 was expended on a consulting actuary. The Commission met approximately 15 times and invited testimony from representatives of business and industry, labor, the insurance industry and insurance regulators. It looked in depth at regulation of workers' compensation insurance in New York, Ohio, Michigan and Illinois, and reviewed data from several other states. The findings and recommendations of the Commission were based upon such testimony, as well as written submissions and the research of the consulting actuary. The activity of the commission was completed by December 31, 1984.

PUBLICATIONS:

"Findings and Recommendations of the Special Study Commission on Workers' Compensation Insurance," (copies on file at State Law Library.)

"Maine Workers' Compensation Report to Special Study Commission," Tillinghast Nelson and Warren, consulting actuary. Available for on-location use at Department of Business Regulation.

FINANCES, FISCAL YEAR 1986: This unit did not expend funds in FY 86.

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