

# MAINE STATE LEGISLATURE

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FIRST SPECIAL SESSION

ONE HUNDRED AND SIXTH LEGISLATURE

Legislative Document

No. 2376

S. P. 835

In Senate, January 18, 1974

Referred to Committee on Appropriations and Financial Affairs. Sent down for concurrence and ordered printed.

HARRY N. STARBRANCH, Secretary

Presented by Senator Sewall of Penobscot.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED  
SEVENTY-FOUR

**AN ACT Providing Appropriations and Allocations to Implement Various Recommendations of the Maine Management and Cost Survey Commission Report.**

Be it enacted by the People of the State of Maine, as follows:

**Sec. A. Appropriations from General Fund.** In order to provide for expenditures of government to implement the various recommendations of the Maine Management and Cost Survey, the following sums or as much thereof as shall severally be found necessary, as designated in the following tabulations, are appropriated for the fiscal year ending June 30, 1975, out of any moneys in the General Fund not otherwise appropriated.

SECTION A

APPROPRIATIONS FROM GENERAL FUND

1974-75

EXECUTIVE DEPARTMENT

State Planning Office

Personal Services

All Other

Capital Expenditures

(4) 50,000

50,000

20,000

\$120,000

1974-75

## EXECUTIVE DEPARTMENT—cont.

Provides positions and funds to implement **Recommendation No. 01-02-022** :

“Redesign the Maine Information Display Analysis System (MIDAS) so it will function as a statewide management information system.”

No dollar gain is reported by either the Survey Report or the Department.

State Planning Office		
Personal Services	(3)	50,000
All Other		90,000
Capital Expenditures		10,000
		<hr/>
		\$150,000

Provides positions and funds to implement **Recommendation No. 01-02-024** :

“Develop economic, demographic and geographic models of the state against which the effects of alternate actions can be tested.”

No dollar gain is reported by either the Survey Report or the Department.

State Planning Office		
Personal Services	(1)	12,000
All Other		3,000
		<hr/>
		\$ 15,000

Provides positions and funds to implement **Recommendation No. 01-02-027** :

“Orient the current State Police Plan toward programming.”

No dollar gain is reported by either the Survey Report or the Department.

## DEPARTMENT OF AUDIT

Administration		
All Other		2,000
		<hr/>
		\$ 2,000

1974-75

DEPARTMENT OF AUDIT—cont.

Provides funds to implement **Recommendation**  
**No. 06-00-001 :**

“Request additional travel funds to enable investigators of the Fraud Investigation Division to perform assigned functions.”

No dollar gain is reported by either the Survey Report or the Department.

DEPARTMENT OF AUDIT

Administration  
 Personal Services

	4,400
	\$ 4,400

Provides funds to implement **Recommendation**  
**No. 06-00-002 :**

“Review the salary classifications of the fraud investigators.”

No dollar gain is reported by either the Survey Report or the Department.

Administration  
 Personal Services  
 All Other

	(2) 22,500
	3,500
	\$ 26,000

Provides positions and funds to implement **Recommendation**  
**No. 06-00-018 :**

“Increase personnel in the Fraud Investigation Division to reduce or recover benefits paid to ineligible recipients.”

Survey Report indicates dollar gain; however, Department indicates no dollar gain.

FINANCE AND ADMINISTRATION, DEPARTMENT OF

Administration  
 All Other

	10,000
	\$ 10,000

Provides funds to implement **Recommendation**  
**No. 07-00-001 :**

“Establish overall departmental objectives.”

1974-75

## FINANCE AND ADMINISTRATION, DEPARTMENT OF—cont.

No dollar gain is reported by either the Survey Report or by the Department.

Bureau of the Budget		
Personal Services	(1)	15,000
		<hr/>
		\$ 15,000

Provides positions and funds to implement **Recommendation No. 07-02-019**:

“Coordinate activities with the State Planning Office to establish uniform assumptions for use in preparing budgets.”

No dollar gain is reported by either the Survey Report or the Department.

Bureau of Public Improvements		
All Other		\$100,000
		<hr/>
		\$100,000

Provides funds to implement **Recommendation No. 07-03-029**:

“Develop and maintain standards of design, construction, and materials.”

No dollar gain is reported by either the Survey Report or the Department.

Bureau of Public Improvements		
Personal Services	(3)	38,482
All Other		7,000
Capital Expenditures		2,100
		<hr/>
		\$ 47,582

Provides positions and funds to implement **Recommendation No. 07-03-032**:

“Establish a Division of Property and Space Management.”

Survey Report and Department both indicate a dollar gain.

Bureau of Public Improvements		
Capital Expenditures		150,000
		<hr/>
		\$150,000

1974-75

FINANCE AND ADMINISTRATION, DEPARTMENT OF—cont.

Provides funds to implement **Recommendation**  
**No. 07-03-036 :**

“Utilize monitoring devices to provide better coverage.”

Survey Report and Department both indicate a dollar gain.

Bureau of Public Improvements  
 Capital Expenditures

97,000  


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 \$ 97,000

Provides funds to implement **Recommendation**  
**No. 07-03-037 :**

“Install a sprinkler system in the State Office Bldg.”

Survey Report and Department both indicate dollar gain.

Bureau of Purchase  
 Personal Services

(4) 26,600  


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 \$ 26,600

Provides positions and funds to implement **Recommendation**  
**No. 07-04-041 :**

“Reorganize the bureau.”

No dollar gain is reported by Survey Report or the Department.

Bureau of Purchases  
 Personal Services

5,500  


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 \$ 5,500

Provides funds to implement **Recommendation**  
**No. 07-04-045 :**

“Create a requisition and purchase order log and issue purchasing result reports.”

Survey Report and Department both indicate no dollar gain.

Bureau of Purchases  
 Capital Expenditures

5,600  


---

 \$ 5,600

Provides funds to implement **Recommendation**  
**No. 07-04-047 :**

1974-75

## FINANCE AND ADMINISTRATION, DEPARTMENT OF—cont.

“Require state vehicles on official business to use gasoline from state-manned facilities when feasible.”

Survey Report and Department both indicate a dollar gain.

Bureau of Purchases  
All Other

25,000

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\$ 25,000

Provides funds to implement **Recommendation**  
**No. 07-04-054:**

“Develop a commodity code system.”

No dollar gain reported either by Survey Report or by Department.

Bureau of Purchases  
Personal Services

(2) 15,000

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\$ 15,000

Provides positions and funds to implement **Recommendation**  
**No. 07-04-059:**

“Develop a combination purchase requisition, and bid order form.”

No dollar gain reported either by Survey Report or by Department.

Bureau of Purchase  
All Other

5,000

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\$ 5,000

Provides funds to implement **Recommendation**  
**No. 07-04-065:**

“Study the feasibility of automating certain purchasing functions.”

No dollar gain indicated by Survey Report or by Department.

## DEPARTMENT OF PERSONNEL

Administration  
Personal Services

(2) 20,000

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\$ 20,000

1974-75

DEPARTMENT OF PERSONNEL—cont.

Provides positions and funds to implement **Recommendation No. 09-00-004** :

“Change tests and examinations from a credentials-oriented to a job content basis.”

No dollar gain indicated either by Survey Report or the Department.

Administration		
Personal Services	(2)	26,500
All Other		130,000
		<hr/>
		\$156,500

Provides positions and funds to implement **Recommendation No. 09-00-005** :

“Update job specifications.”

No dollar gain indicated either by the Survey Report or by the Department.

Administration		
All Other		100,000
		<hr/>
		\$100,000

Provides funds to implement **Recommendation No. 09-00-009** :

“Provides urgently needed computerization of operations.”

No dollar gain indicated either by Survey Report or by the Department.

Administration		
Capital Expenditures		4,500
		<hr/>
		\$ 4,500

Provides funds to implement **Recommendation No. 09-00-013** :

“Dispose of 10 manual typewriters.”

No dollar gain indicated either by Survey Report or by the Department.

DEPARTMENT OF PUBLIC SAFETY

Bureau of State Police		
All Other		11,309
		<hr/>
		\$ 11,309*



1974-75

## DEPARTMENT OF PUBLIC SAFETY—cont.

Provides funds to implement **Recommendation****No. 23-01-010:**

“Increase the staff of the Truck Weights Section of the Traffic Division.”

Survey Report and Department both indicate a dollar gain.

Bureau of State Police  
All Other

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 5,120

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 \$ 5,120\*
Provides funds to implement **Recommendation****No. 23-01-013:**

“Discontinue assignment of police officers to non-enforcement duties.”

No dollar gain indicated either by Survey Report or by the Department.”

Bureau of State Police  
All Other

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 15,065

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 \$15,065\*
Provides funds to implement **Recommendation****No. 23-01-020:**

“Install a uniform crime-reporting system.”

No dollar gain indicated either by Survey Report or by the Department.

\* This provides the General Fund Share — 25% for this recommendation. The 75% is listed under Section B Allocations from the Highway Fund.

Liquor Enforcement Bureau  
Capital Expenditures

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 2,300

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 \$ 2,300
Provides funds for implementing **Recommendation****No. 23-02-024:**

“Require field inspectors to use dictating equipment when preparing field reports.”

No dollar gain reported either by Survey Report or by the Department.

1974-75

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

Administration		
Personal Services	(2)	12,000
Capital Expenditures		15,000
		<hr/>
		\$ 27,000

Provides positions and funds for implementing **Recommendation No. 37-00-012**:

“Establish a mechanized mailing center.”

No dollar gain reported either by Survey Report or by the Department.

Administration		
Personal Services	(1)	6,900
		<hr/>
		\$ 6,900

Provides positions and funds for implementing **Recommendation No. 37-00-014**:

“Establish a typing pool.”

Survey Report and Department indicate dollar gain.

Administration		
Personal Services	(1)	8,000
		<hr/>
		\$ 8,000

Provides position and funds for implementing **Recommendation No. 37-00-015**:

“Establish an office services group responsible for the mail center, reproduction center, office supplies, and typing pool.”

No dollar gain indicated either by Survey Report or by the Department.

Administration		
Personal Services	(3)	32,200
		<hr/>
		\$ 32,200

Provides positions and funds for implementing **Recommendation No. 37-00-016**:

“Establish an administration staff function responsible for personnel, office services, and information.”

1974-75

DEPARTMENT OF EDUCATIONAL AND  
CULTURAL SERVICES—cont.

No dollar gain indicated either by Survey Report or by the Department.

Administration		
Personal Services	(2)	26,200
		<hr/>
		\$ 26,200

Provides positions and funds for implementing **Recommendation No. 37-00-018**:

“Establish a finance staff function which would be responsible for fiscal management and federal fund coordination.”

No dollar gain indicated either by Survey Report or by the Department.

Administration		
Personal Services	(2)	26,200
		<hr/>
		\$ 26,200

Provides positions and funds for implementing **Recommendation No. 37-00-019**:

“Create the Bureau of School Management to be responsible for operations, facilities, and services.”

No dollar gain indicated by either the Survey Report or by the Department.

Administration		
Personal Services	(2)	26,200
		<hr/>
		\$ 26,200

Provides positions and funds for implementing **Recommendation No. 37-00-021**:

“Create the Bureau of Instruction to coordinate curriculum development and school approval, adult and community education, services, teacher training and certification, and Instructional Television.”

No dollar gain indicated by either the Survey Report or by the Department.

Administration		
All Other		30,000
		<hr/>
		\$ 30,000

1974-75

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES—cont.

Provides funds for implementing **Recommendation No. 37-00-025** :

“Design and implement an automated system for processing teacher personnel records.”

No dollar gain indicated by either the Survey Report or by the Department.

Bureau of Educational Resources  
All Other

5,000  

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\$ 5,000

Provides funds for implementing **Recommendation No. 37-02-033** :

“Organize Curriculum Resources’ 18 consultants into task force teams.”

No dollar gain indicated by either the Survey Report or by the Department.

Bureau of Educational Management Resources  
All Other

23,000  

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\$ 23,000

Provides funds for implementing **Recommendation No. 37-03-056** :

“Automate the manual accounting operations performed by Fiscal Management.”

Survey Report and the Department both indicate dollar gain.

Bureau of Educational Management Resources  
All Other

11,000  

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\$ 11,000

Provides funds for implementing **Recommendation No. 37-03-058** :

“Redesign the system to produce computerized statistical reports with fewer programs.”

Survey Report and the Department both indicate dollar gain.

1974-75

DEPARTMENT OF EDUCATIONAL AND  
CULTURAL SERVICES—cont.Bureau of Educational Management Resources  
All Other

12,000

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\$ 12,000Provides funds for implementing **Recommendation****No. 37-03-059:**

“Install a terminal, including card reading and printing capabilities, which would be linked with Central Computer Services.”

No dollar gain indicated by either the Survey Report or by the Department.

Bureau of Special Resources  
All Other

8,000

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\$ 8,000Provides funds for implementing **Recommendation****No. 37-04-070:**

“Design and implement a system to automate the allocation, shipping, and inventory control of donated commodities.”

Survey Report and Department both indicate dollar gain.

Bureau of Special Resources  
All Other

4,500

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\$ 4,500Provides funds for implementing **Recommendation****No. 37-04-076:**

“Make payment of driver education subsidies conform to legislation.”

No dollar gain indicated either by Survey Report or by the Department.

Maine State Library Bureau  
Personal Services

6,600

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\$ 6,600Provides funds for implementing **Recommendation****No. 37-06-110:**

“Increase the hours during which the library is open by utilizing part-time help under the supervision of qualified librarians.”

1974-75

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES—cont.

No dollar gain indicated either by Survey Report or by the Department.

State Museum Bureau  
 Personal Services

5,000  


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 \$ 5,000

Provides funds for implementing **Recommendation No. 37-07-114:**

“Utilize a casual labor pool to meet manpower requirements.”

No dollar gain indicated either by Survey Report or by the Department.

UNIVERSITY OF MAINE

Administration  
 All Other

15,000  


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 \$ 15,000

Provides funds for implementing **Recommendation No. 39-00-004:**

“Compile a comprehensive manual to document procedures, policies, and responsibilities relating to accounting activities.”

No dollar gain indicated either by Survey Report or by the Department.

Administration  
 All Other

204,000  


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 \$204,000

Provides funds for implementing **Recommendation No. 39-00-008:**

“Redesign the financial control system to optimize computer utilization.”

No dollar gain indicated either by Survey Report or by the Department.

Orono-Bangor Campus  
 All Other

6,000  


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 \$ 6,000

1974-75

## UNIVERSITY OF MAINE—cont.

Provides funds for implementing **Recommendation**  
**No. 39-01-026 :**

“Increase student services by providing a central clearing-house for jobs.”

No dollar gain indicated either by Survey Report or by the Department.

Orono-Bangor Campus  
All Other

25,000

25,000  
\$ 25,000

Provides funds for implementing **Recommendation**  
**No. 39-01-028 :**

“Implement an integrated safety and training program for personnel.”

No dollar gain indicated either by Survey Report or by the Department.

Orono-Bangor Campus  
All Other

25,000

25,000  
\$ 25,000

Provides funds for implementing **Recommendation**  
**No. 39-01-029 :**

“Construct equipment storage facilities at Aroostook Farm and Blueberry Hill, and correct the drainage problem at the latter.”

No dollar gain indicated either by Survey Report or by the Department.

Farmington Campus  
All Other

25,000

25,000  
\$ 25,000

Provides funds for implementing **Recommendation**  
**No. 39-03-042 :**

“Raise the standards of building maintenance.”

No dollar gain indicated either by Survey Report or by the Department.

1974-75

UNIVERSITY OF MAINE—cont.

Farmington Campus  
All Other

12,000

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\$ 12,000

Provides funds for implementing **Recommendation**  
**No. 39-03-043 :**

“Hire a director of physical plant to supervise maintenance, campus security, and the motor pool.”

No dollar gain indicated either by Survey Report or by the Department.

Augusta Campus  
All Other

5,500

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\$ 5,500

Provides funds to implement **Recommendation**  
**No. 39-03-046 :**

“Utilize the Student Accounts Receivable (STAR) system after its development by the university’s central computer group.”

No dollar gain indicated either by Survey Report or by the Department.

Augusta Campus  
All Other

5,000

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\$ 5,000

Provides funds to implement **Recommendation**  
**No. 39-03-047 :**

“Raise the standards of building maintenance.”

No dollar gain indicated either by Survey Report or by the Department.

DEPARTMENT OF HEALTH AND WELFARE

Bureau of Health  
Personal Services

(1) 20,000

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\$ 20,000

Provides funds for position to implement **Recommendation**  
**No. 40-04-032 :**



1974-75

## DEPARTMENT OF HEALTH AND WELFARE—cont.

“Fill the positions of Director of the Division of Disease Control and Director of the Division of Health Resources.”

No dollar gain indicated either by Survey Report or by the Department.

## DEPARTMENT OF MANPOWER AFFAIRS

Bureau of Labor and Industry

All Other

250

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 \$ 250
Provides funds to implement **Recommendation****No. 44-02-011 :**

“Revise the schedule of boiler and elevator inspection fees.”

Both the Survey Report and the Department indicate dollar gain.

Bureau of Labor and Industry

Personal Services

All Other

Capital Expenditures

(1) 8,216

5,300

100

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 \$ 13,616
Provides position and funds to implement **Recommendation****No. 44-02-013 :**

“Transfer responsibility for bedding, upholstered furniture, and stuffed toy law enforcement to the Safety Inspection Division.”

No dollar gain indicated either by Survey Report or by the Department.

## DEPARTMENT OF TRANSPORTATION

Bureau of Aeronautics

All Other

3,000

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 \$ 3,000
Provides funds to implement **Recommendation****No. 45-03-030 :**

“Conduct a cost study in Airport Administration to determine if fees are commensurate with the services and facilities provided.”

No dollar gain indicated either by Survey Report or by the Department.

1974-75

## DEPARTMENT OF TRANSPORTATION—cont.

**Sec. B. Allocations from Highway Fund.** Undedicated income to the Highway Fund not previously allocated shall be segregated, apportioned and expended for the fiscal year ending June 30, 1975 in accordance with the following schedules:

## SECTION B

## ALLOCATIONS FROM HIGHWAY FUND

## DEPARTMENT OF SECRETARY OF STATE

Motor Vehicle Division  
Unallocated

138,000  

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\$138,000

Provides funds to implement **Recommendation**  
**No. 02-01-009:**

“Stagger the expiration date for motor vehicle registrations.”

No gain indicated either by Survey Report or by Department.

## DEPARTMENT OF PUBLIC SAFETY

Administration  
All Other

61,953  

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\$ 61,953

Provides funds to implement **Recommendation**  
**No. 23-00-002:**

“Accelerate the utilization of automatic data processing.”

No dollar gain indicated by Survey Report or Department.

Bureau of State Police  
All Other

33,927  

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\$ 33,927\*

Provides funds to implement **Recommendation**  
**No. 23-01-010:**

“Increase the staff of the Truck Weights Section of the Traffic Division.”

Survey Report and Department indicate dollar gain.

1974-75

## DEPARTMENT OF PUBLIC SAFETY—cont.

Bureau of State Police  
All Other

15,362  

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\$ 15,362\*

Provides funds to implement **Recommendation  
No. 23-01-013:**

“Discontinue assignment of police officers to non-enforcement duties.”

No dollar gain indicated by either Survey Report or Department.

Bureau of State Police  
All Other

45,198  

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\$ 45,198\*

Provides funds to implement **Recommendation  
No. 23-01-020:**

“Install a uniform crime-reporting system.”

No dollar gain reported either by Survey Report or by the Department.

\* This provides the Highway Fund Share — 75% of this recommendation. The 25% is listed under Section A. Appropriations from the General Fund.

**Sec. C. Other Funds.** In order to provide for the expenditures necessary for the operation and administration of these agencies, the following amounts, by fund, are allocated from revenues received in the fund (for the fiscal year ending June 30, 1975):

## SECTION C

## OTHER FUNDS

## LIQUOR ALLOCATION

## DEPARTMENT OF FINANCE AND ADMINISTRATION

Bureau of Alcoholic Beverages  
All Other  
Capital Expenditures

7,500  
17,500  

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\$ 25,000

(Total \$265,000 needed for a ten-year period)

1974-75

DEPARTMENT OF FINANCE AND ADMINISTRATION—cont.

Provides funds to implement **Recommendation**  
**No. 07-07-090:**

“Convert the present stores to self-service.”

Dollar gain indicated by Survey Report and the Department.

**INLAND FISHERIES AND GAME ALLOCATION**

DEPARTMENT OF INLAND FISHERIES AND GAME

Administration  
 Unallocated

185,000  


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 \$185,000

Provides funds to implement **Recommendation**  
**No. 14-00-008:**

“Initiate a study to provide a mechanized license and registration system for applications, renewals, revenue accounting, sampling, and reports.”

No dollar gain indicated by either Survey Report or Department.

Administration  
 Unallocated

72,825  


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 \$ 72,825

Provides funds to implement **Recommendation**  
**No. 14-00-009:**

“Modify hunting and fishing licensing methods to include mailing renewal applications.”

No dollar gain indicated by Department.

STATEMENT OF FACT

This Act places before the Legislature departmental estimates of implementation costs of 64 recommendations of the Maine Management and Cost Survey. These recommendations can be handled administratively if funds and positions are provided. The recommendations are reproduced in full, along with a reference to gains reported either by the survey or the department. The amount of the gain may be found in the tabulation contained in the Governor’s Implementation Report. Amounts on recommendations re-

quiring statutory changes or further study have not been included. Some of the departmental estimates have been reduced or eliminated as a result of budget review. The total appropriations and allocations contained in this Act are \$2,328,907 broken down by department as follows:

Executive, State Planning Office	\$285,000
Audit	\$ 32,400
Finance and Administration	\$527,282
Personnel	\$281,000
Public Safety	\$190,234
Educational and Cultural Services	\$257,800
University of Maine	\$322,500
Health and Welfare	\$ 20,000
Manpower Affairs	\$ 13,866
Transportation	\$ 3,000
Secretary of State	\$138,000
Inland Fisheries and Game	\$257,825