

# MAINE STATE LEGISLATURE

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**LEGISLATIVE COUNCIL  
OCTOBER 25, 2000  
REVISED AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**SUMMARY OF SEPTEMBER 26, 2000 COUNCIL MEETING**

**REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE  
DIRECTORS**

- Renovations: Status Report
- Fiscal Update
- Migration Project Status
- Interim Studies: Status Report

**REPORTS FROM COUNCIL COMMITTEES**

Executive Director Search Committee

State House Space Committee

Personnel Committee

**OLD BUSINESS**

Item #1: Maine State Museum: Emergency FY 01 Budget Request for Hall of Flags and Portraits

**NEW BUSINESS**

**Item #1: Legislative Document Service: Fee schedule for 120<sup>th</sup> Legislature**

**Item #2: Request for Extension of Reporting Deadline:**

- Committee to Study Access to Public and Private Lands in Maine
- Task Force on Educational Programming at Juvenile Correctional Facilities

- Commission to Study the Most Effective Method of Providing Retail Rate Reimbursement for Parts and Labor
- Committee to Study Further Decriminalization of the Criminal Laws of Maine
- Committee to Study Ownership Patterns in Maine

**Item #3: Submission of Work Plan and Proposed Budget for Approval:**

- Round Table to Study Economic and Labor Issues Relating to Forests Products Industry

**Item #4: Submission of Work Plan and Extension Request**

- Commission to Study Economically and Socially Just Policies for Foreign Investments and Foreign Purchasing by the State

**Item #5: Request for Additional Funding and Extension of Reporting Deadline**

- Task Force on the Maine Learning Technology Endowment

**ANNOUNCEMENTS AND REMARKS**

**ADJOURNMENT**

SEN. MARK W. LAWRENCE  
CHAIR

REP. G. STEVEN ROWE  
VICE-CHAIR



## 119th MAINE STATE LEGISLATURE

### LEGISLATIVE COUNCIL

SEN. CHELLIE PINGREE  
SEN. JANE A. AMERO  
SEN. ANNE M. RAND  
SEN. RICHARD A. BENNETT  
REP. MICHAEL V. SAXL  
REP. THOMAS W. MURPHY, JR.  
REP. DAVID C. SHIAH  
REP. RICHARD H. CAMPBELL

SARAH C. TUBBESING  
EXECUTIVE DIRECTOR

## MEETING SUMMARY SEPTEMBER 26, 2000

### CALL TO ORDER

The Vice-Chair, Speaker Rowe, called the Council meeting to order at 1:23 p.m. in Room 127, State House.

### ROLL CALL

Senators:	Sen. Pingree, Sen. Rand Absent: President Lawrence, Sen. Amero, and Sen. Bennett
Representatives:	Speaker Rowe, Rep. Saxl, Rep. Murphy, Rep. Shiah, Rep. Campbell
Legislative Officers:	Joy O'Brien, Secretary of the Senate Joseph Mayo, Clerk of the House Millicent MacFarland, Assistant Clerk of the House James Clair, Acting Executive Director of the Legislative Council and Director, Office of Fiscal and Program Review David Boulter, Director, Office of Policy and Legal Analysis Margaret Matheson, Revisor of Statutes Lynn Randall, State Law Librarian Paul Mayotte, Director, Legislative Information Services

### SUMMARY OF AUGUST 8, 2000 COUNCIL MEETING

**Motion:** That the Meeting Summary for August 8, 2000 be accepted and placed on file.  
(Motion by Representative Campbell; second by Representative Shiah; unanimous).

## REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS

Jim Clair, Acting Executive Director reminded members that upon his appointment there were a couple of big projects underway, including migration and renovations, and that he would be doing a risk assessment of those projects. This consisted of assessing their scope, schedule and budget. He directed them to the handouts before them. Jim asked that the Migration project status be taken up first, and turned the discussion over to Paul Mayotte, Director of Information Services.

- **Migration Project Status**

Paul reported that there were no significant issues as far as scope of the bill drafting project. Compaq has completed 2 of the contract milestones and expect to have the 3<sup>rd</sup> contract milestone done by the end of the week. No change orders have been requested or issued to date. By July, the project was two months behind schedule. Compaq has recovered one of those months, so are currently one month behind the original schedule. The original contract had us turning over core functionality of bill drafting system on Oct 1 of this year and that will not happen. Core functionality for the Revisors Office will be available in the month of November, which is too late to do the systems test, training and debugging to support the drafting of bills for the 1<sup>st</sup> session of the 120<sup>th</sup>. The recommendation is that the Legislature use the WANG system for the drafting of bills for the 1<sup>st</sup> session and formally convert over for the 2<sup>nd</sup> session of the 120<sup>th</sup>. Depending on the course we take, that will drive further discussions with Compaq on the impact to the full drafting system from the cost and schedule point of view. By extending the turnover date we would have contract implications to work out with Compaq.

Representative Campbell asked about the risk factor with using the WANG. Paul noted that there is a risk and that we have been living with it for several years. The WANG has physically been moved to a temporary location because of the construction, we would want to leave it where it is so as not to endanger it's form or function. We have a 7 day a week, 24-hour a day maintenance agreement with a vendor and are in process of preparing the WANG for this session, taking all the standard steps taken in the past to make sure it is viable. The reason the migration project is taking place is because WANG is at the end of its life and there is a risk.

Several questions were asked by Council members regarding earlier implementation. Paul noted that the system could be in use earlier but there was risk in training the Revisor's staff in the middle of the session. In that situation, testing would be during the production mode and not something you want to do. The Revisor of Statutes was asked about her comfort level with the project. Meg stated that she is comfortable with the proposal as it is today, much more so than going with an untested system. Representative Saxl asked about the cost of the project, which was higher than what the council approved. Paul Mayotte noted two things: one, Dick Sawyer is working on a complete analysis of where we are in terms of funding and cost for the migration project, and will report back to the council. Second, the Compaq contract being higher than authorized – in March 2000 the Council authorized \$4.2 million for the project and the actual contract was signed for \$4.5 million. Speaker Rowe asked Paul about the delay, which is in part due to Compaq, and if there were any renegotiations of that amount? Paul noted that the Compaq team was present and could be asked directly and also mentioned that he wanted to find out what path we were going to take. If it is the WANG path, that will give us a base line to sit down and discuss cost and schedule implementation of their delay.

Speaker Rowe asked Paul if he would like to further speak to the delay or turn the discussion over to Compaq, noting that Gene Daly, Project Manager, is prepared to answer questions. Representative Campbell asked Paul for verification about the contract value being authorized at \$4.2 million and signed for \$4.5 million. Paul verified that is, in fact, what happened. Representative Saxl asked Jim Clair to explain why the contract was signed for an amount other than what the Council had approved. Jim referred to his September, 2000 "Migration" update, page 4, and that staying within the budgeted resources is a key component. The amount available is \$5.604 million for all aspects of the project. Not only for the Compaq effort but the IRC effort. Staff is currently going over the information with a fine level of detail and with all the reserve that was established, there's a way to get this down to a \$37,000 problem in aggregate based on what we know so far. That means we can't have any other overruns. Not sure that there's anything that can be done, except as the Speaker said, if there's a way to save money given where we were in delays. Representative Campbell asked for more clarification on how the contract was signed. Paul Mayotte stated that the Executive Director at the time signed the contract. Representative Campbell asked what the reason was for the increase, the \$300,000 difference. Paul replied that the increase was there because we were unable to negotiate with Compaq further at that time, \$4.5 million was the negotiated price. Senator Bennett's subcommittee came back with the recommendation of \$4.2 million for the drafting component. We were unable to negotiate further with compact so the Executive Director at the time went ahead and signed the contract. Representative Saxl asked if this was a knowing deviation of the approved contract amount or if it was a mistake. Paul noted that it had been communicated that the gap was there. Representative Campbell asked if it was the hope it would be renegotiated down and that Compaq had no room to move. Paul noted that they had gone back to renegotiate and they (Compaq) moved three times, this was the fourth and there was no room for further negotiations. Speaker Rowe inquired about the KPMG price and Paul reminded members that it was for a different scope of work, but in the \$7 million dollar range. Representative Saxl asked if there has to be some action by the Council to deal with the deviation of the contract price. Jim replied that it would be good form. Representative Saxl asked Jim if he had a recommended course of action for avoiding a situation like this in the future. Jim referred to the budget management system, and a letter he sent earlier regarding contracts.

Speaker Rowe noted that the Budget Management System was further down on the agenda, but that discussion could take place now. Jim explained that it is related to the Migration Project and that it is his recommendation that the LBMS could be delayed. The Executive Branch has contracted with Legacy Solutions. It would make sense to see what happens there and look at the project again in June 2001. The money will be reserved that was set aside by Council for the project. Speaker Rowe noted that the Council supports that action of the Executive Director and that the Council was ready to hear from the Compaq team.

Paul introduced Gene Daly and noted the other members of the Compaq management team were present and responsible for Bill drafting project. Mr. Daly noted the project will be 9 months in duration and gave an overview of strategy, noting the program management and ownership of company was changed. July 26 was the kick off meeting and informed the Council about the scope, functionality and time line of the project. Speaker Rowe questioned time line schedule. Gene replied that there were delays in signing the contract. Based on assumptions before the contract was signed the hope was to get the full drafting capability by October 1. The Speaker inquired about the time line in the contract and Mr. Daly noted that there was no mention in the contract. In the statement of work it states that reasonable efforts to provide scope of work on October 1 would be made. Speaker Rowe noted that it was the Council's assumption that we would have this new system by next session. The delay in implementation is the right decision, but it seems that some of the reasons for the delay were caused by corporate issues with Compaq. Mr. Daly noted that it was known at the full kickoff meeting on July 26 that we would not have the full drafting capability by October 1<sup>st</sup>. Mr. Daly then

discussed the open items, chamber requirements and the physical interface definition, which is being addressed by using LDR. The LDR is being developed by the Legislatures IS team as a means to address the interface with IRC and Legacy applications. There will be meetings to further define the requirements. Mr. Daly also noted that committee functionality has not been resolved and understands the Senior Management Group is working to define the committee requirements. He noted too, that Compaq has experience in providing committee functionality for LIS systems and this could be introduced into the new application.

Speaker Rowe stated that he feels that Compaq is in large part responsible for the delay, and will be talking to Jim Clair and Paul Mayotte to take a close look at the contract. Mr. Daly noted that drafting of sentiments will have full capability for first session and bill drafting functionality will be available January 5th.

Representative Saxl asked about the March Council minutes and if there was mention of the time frame in getting full drafting up by October 1. Jim Clair replied that he believed it was a more general motion, but would get a copy of the minutes to verify that. Representative Saxl hoped that Compaq will work with us to reach original goals. Senator Rand asked if there is added cost in having to rely on the WANG for the 1<sup>st</sup> session. Paul stated that there would be some cost in getting the WANG up and running. He noted that on June 5<sup>th</sup> the a letter of engagement with Compaq was approved, and it was with understanding we would do that prior to having a formal contract signed to get a jump-start and meet the October best effort date. It was our understanding we would make that October 1 date. The Speaker proposed to sit down and discuss the issue further, and to look at the contract.

Representative Campbell asked Mr. Daly about their workload and hours and if additional staff could be added. Mr. Daly stated they are already work 60 hours a week and that staff for the project have long histories in this legislative environment. Representative Campbell asked Compaq to work to achieve a goal of Oct 15.

Mr. Daly introduced the Compaq team. Jim Clair stated he, Paul and Dick Sawyer would be sending an update to the Council regarding the budget for this project.

Representative Saxl asked about the effect of the project delay on International Roll Call and chamber support.

Joy O'Brien, Secretary of the Senate, noted that IRC is here and 100 % on schedule. They are now entering the testing phase. She cautioned the Council that all work has been based on the premise that the new drafting system would be up and running by October 1. The delay may result in a cost increase by IRC for change of scope. All work has been done with that expectation and they no longer have programs to extract information from the WANG. Representative Saxl asked if there were implications regarding the cost of the IRC contract because of delay in drafting project. Ms. O'Brien stated she did not know. Paul Mayotte replied that OIS shares their concerns and are committed to providing information from WANG to IRC in the format they need. He noted that a technical meeting with IRC, Compaq and IS is needed and will be held in the future.

Speaker Rowe asked for a status report and cost following that meeting. No Council action was taken.

Speaker Rowe requested the Council move on to **New Business**, specifically Item #4, Submission of Work Plans and Proposed Budgets for Interim Studies.

## NEW BUSINESS

### Item #4: Submission of Work Plans and Proposed Budgets for Approval:

- Joint Select Committee on School-based Health Care Services;
- Commission to Study Child Abuse;
- Committee to Study Access to Public and Private Lands in Maine;
- Commission to Study the Most Effective Method of Providing Retail Rate Reimbursement for Parts and Labor;
- Task Force to Study Growth Management;
- Task Force to Study Market Power Issues Related to the Solid Waste Hauling and Disposal Industry;
- Study Committee on Gasoline and Fuel Prices
- Joint Select Committee to Study the Creation of a Public/Private Purchasing to Ensure Access to Health Care for All Maine Citizens
- Committee to Study Further Decriminalization of the Criminal Laws of Maine
- The Committee to Develop a Compensation Program for Victims of Abuse at the Governor Baxter School for the Deaf

David Boulter, Director, pointed out that by design studies created by joint order did not have budgets in them and were required to hold initial meetings to develop a plan and budgets associated with that for Council approval. The studies before you all represent that for varying amounts and work plans. Some specifically asked for public hearings. David asked the Council if they wanted to go through them individually or as a block. Speaker Rowe asked David if he had reviewed the requests and if he felt they were reasonable. David noted that the work plans were developed with staff and included more detail than normal and most budget requests were within budget guidelines adopted by the Council. Four were not within those guidelines, but could be absorbed by the Legislative account because of other studies that have not used all their funds. Jim Clair noted that they looked at the budgets for these studies to see if they jibed with the work they (OFPR) had done for the Council on joint order study estimates. These requests that totaled \$8,000 more than had been set aside, could be absorbed as the FY00 had a significant balance forward. David noted that the primary reason for the increased budget requests were due to public hearing advertising. Speaker Rowe noted that several groups needed to hold meetings in different areas of the state to get public input. Representative Murphy confirmed with Jim Clair that no additional funds were needed and that the balance forward would cover these requests. Representative Campbell asked Jim Clair if he had information on cost per publication of advertising, Jim did not have that information at hand.

**Motion:** That work plans and budgets for these studies be approved and to notify those five groups over budget that no additional requests will be considered. (Motion by Senator Rand; second by Senator Pingree; unanimous).



**Item #5: Requests for Extension of Reporting Deadline:**

- Commission to Study the Needs and Opportunities Associated With the Production of Salmonid Sport Fish in Maine
- Task Force to Study Growth Management
- Study Committee on Gasoline and Fuel Prices

David Boulter brought to the Council's attention the three study groups requesting reporting deadline extensions. All those deadlines are before the session starts and from staff perspective reports can be prepared in time for the Legislature to deal with them. Representative Campbell asked specifically about the Gasoline Fuel Price study, in terms of input from the Federal Government. Representative Goodwin, Chair of the Committee, was present and replied that they have heard from and will continue to hear from people at the Federal level. Representative Saxl asked if this was the first of any extension requests from these committees. David confirmed that it is. Speaker Rowe noted that the Growth Management and the Gas and Fuel Prices studies both had budget requests and the additional meetings covered in the extension requests would be covered in the budget requests already approved. Representative Saxl asked Meg Matheson, Revisor of Statutes, if these deadlines would create any drafting problems. Meg replied that it did not pose a real problem.

**Motion:** That the Commission to Study the Needs and Opportunities Associated with the Production of Salmonid Sport Fish in Maine be granted an extension to December 31, 2000 and that the Task Force to Study Growth Management and the Study Committee on Gasoline and Fuel Prices be granted extensions to December 15, 2000. (Motion by Representative Campbell; second by Representative Saxl; unanimous).

**Item #1: Civilian Conservation Corps Memorial**

Representative Duplessie reported that the statue for the CCC Memorial will be delivered in the next few days and put into storage, and that the architect has completed the rough plan. He noted that the legislation (see PL '99, ch. 747) states the project be completed by October 1<sup>st</sup> 2000. Even though the statue is complete, it will not be installed by that date. The legislation requires that a report be presented to the Council, as well as the Capital Planning Commission. A meeting has been scheduled for October 5 with the Capitol Planning Commission for final approval of the base for the statue. Current costs have been covered with public and private funds, but fund raising is still underway. Tentatively, dedication will take place in November. Speaker Rowe inquired if the concern was the October 1<sup>st</sup> date in the law. Representative Duplessie stated that he needed to know if the Council concurs with the location and project itself. Representative Duplessie was asked if a site plan was available and replied that the location was defined in law. He was also asked if the demolition of the Education Building would have any impact on it, and informed members it would not. Landscaping will be done next year and is part of the private fund raising still working on. CCC Alumni will be able to finance some of the landscaping. Speaker Rowe inquired of Jim Clair if the Council needed to take action regarding the October 1<sup>st</sup> date. Jim referred to the legislation and noted that subject to funding, the plan must be approved by October 1. The Council's role is approving the plan and location. Representative Duplessie also noted that BGS is sponsoring the project and the site plan is currently in their hands. Representative Campbell asked about the statue and the cost of the project.

Representative Duplessie responded that the statue is bronze, 6 ft tall, and the cost was \$16,700. \$10,000 was approved for the project and \$9,800 has been raised privately. He also noted that the dedication may be on Veterans Day, November 11.

**Motion:** To approve the plan for the Civilian Conservation Corps Memorial. (Motion by Representative Campbell; second by Representative Murphy; unanimous).

## **REPORTS FROM EXECUTIVE DIRECTOR AND STAFF OFFICE DIRECTORS (Con't)**

- **Renovations**

Jim Clair referred to a hand out and reiterated that it was critical to do a risk assessment on this project as well, meaning the scope, schedule and financial implications on those decisions made already and those yet to come. There have been few changes within the scope; the hall of flags may be the exception. There has been some slippage with the schedule. A financial summary was included in the packet and Jim reminded members that the original project was financed with four different funding sources. Two are Maine Governmental Facilities Bond Issues, \$19.3 million for the State House proper and \$4 million for the connector. There is also a \$2 million ADA bond issue, which has been spent on previous projects. The fourth source is the \$7 million supplemental appropriation. Half the total amount has been spent and we are half way through the project. Currently invoices are being reviewed, and at this time it appears that with the completion of this phase of the project, \$6.3 million is available to complete the project. Bruce and Stan are looking at what can be saved in keeping with the vision and importance of building project. Speaker Rowe asked about the total estimated cost for the completion of the project (north wing). The estimate for the north wing and exterior is \$5.7 million; the \$6.3 million available is currently above the estimated cost. Jim noted that Bruce and Stan would be discussing the GMP included in the packet, but any necessary work on the floor in the Hall of Flags was not included as an estimate is not available at this time.

Bruce Hilfrank went over the GMP budget included in the packet for Council members. Items in the GMP include 2<sup>nd</sup> floor SOB, connector, and the West Wing. He noted that \$11.820 million is the total for this phase of the project. They currently have firm quotes on all of the work and are working on 75 supplemental instructions. These figures have been used in Jim's compilation. Representative Saxl asked if we have a memo of understanding with the Executive on the costs we are sharing. No memo of understanding has been done; Stan and Jim have met with the appropriate people and are trying to get to that point. This will help to alleviate some of the problems that have taken place thus far, with notification, communication, and change in scope and schedule. Representative Saxl inquired about the possibility of the Executive absorbing some of the costs in the SOB, and was told that it was not likely. Representative Campbell asked about some of the costs for the work in the SOB, specifically the electrical work. Bruce and Stan confirmed that most of the electrical work was to include the rooms in the SOB into the State House sound systems and security systems. The question of cost in the Press area was raised as well. Bruce noted that it was in the range of the original estimated cost which represents what is required to have the systems in the State House and SOB and to work as one system. Representative Campbell then asked about the floor in the Hall of Flags and Stan Fairservice explained that currently the floor has no structural strength and that a 4-inch slab will be installed from below to provide that strength. Representative Campbell reminded the group that the cost of the work has to be included in the \$6.3 million. Stan noted that costs are down from two months ago by \$850,000 and they continue to work to keep the cost down.

Members asked about the renovations in the Law Library and the scope of the work to be done there. It was noted that the Library's temporary location will be on Capitol Street and no changes have been made to the original plan in terms of the scope of work in the Library, they will be moving back into their present space. Representative Saxl asked about the time frame in occupying the SOB. Jim Clair noted that the basement 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> floors of SOB are scheduled to open by December 1. Jim also pointed out that at some point the proposed date for demolition of the Education building was changed to January, but had worked with the DAFS and they now have committed to a later date and to access from the south entrance of the State House to the south entrance of the SOB to be available to us. The proposed demolition date is sometime in April, when the connector is complete. Speaker Rowe asked that a memo be sent to all members with an update on the project and building(s) access. Joy O'Brien asked about demolition and how blasting will affect the Senate windows and how disruptive noise to the Senate will be as they will be in session until July. Stan replied that the building would not be demolished by blasting.

Jim referred again to a handout and pointed out that he is still working to pin down data on renovations. Cost projections for the West Wing need to be finalized and preliminary costs identified for the North Wing. It is the hope to have the bid and review process for the North Wing complete by December 31<sup>st</sup>. Recommendations from the space committee would be needed by December 1<sup>st</sup> to adopt GMP early in the process.

The next action item is the Reserve Fund for State House Preservation and Maintenance. Some costs might not be renovation proper, but are related to renovations and have been paid for in past with this fund. The Statute requires 3 steps, one that there be Legislative allocation of the money, language in Title 3 requires that \$850,000 be transferred to that fund each year and this may be considered that allocation. Second, the State House and Capitol Park Commission needs to review and make recommendation on those expenditures, there is no evidence that this has taken place in the past and membership may not be complete for this group. Third, a majority vote of the council is required. Currently, it is believed that all furnishings were purchased with the Reserve Fund. Mr. Clair recommended the Council authorize the Executive Director to have access to the Fund and to report quarterly on the expenditures that are being made.

**Motion:** That the Executive Director be authorized to have access to the Reserve Fund for the State House Preservation and Maintenance and report periodically to the Legislative Council on those expenditures made from the Fund. (Motion by Representative Campbell; second by Senator Rand; unanimous).

Jim Clair reminded the Council members that they needed to review and make a motion on the 2000 renovations proposed GMP.

**Motion:** That the Council approve the GMP at \$11,820,089 for the 2000 renovations (Motion by Senator Rand; second by Representative Murphy; unanimous.)

- **Fiscal Update**

Jim Clair reported that revenues are way up through the end of August and members are about to see a report from the Governor reflecting General Fund Revenues up \$21.4 million after 2 months into the fiscal year. Jim noted that it is not likely those numbers will hold and reminded members that FY 00 closed with timing issues on sales tax. He also reported that the Highway Fund is in good shape as well, up \$2.5 million in the 1<sup>st</sup> two months of the fiscal year. If that holds, it's very good news for the impending structural gap in the Highway Fund. The Revenue Forecasting Committee goes into high gear next week and meets with every agency to go over the data. The Consensus Economic

Forecasting Committee is trying to finalize their recommendations and the Revenue Forecasting Committee is dependent on that work. They will be reviewing their (CEFC) preliminary findings at the first meeting. Corporate income and sales tax results for this biennium and next will be built from this process.

- **Legislative Budget for the 2002-2003 Biennium**

Jim referred to the handout on the proposed Legislative Budget, thanked Rose Breton and Dick Sawyer for their work in preparing the budgets and credited Rose Breton for largely preparing the Part 1 Budget and said that this is the 3<sup>rd</sup> "big project" underway. Jim reminded members that Title 3 suggests that the Council can have the Executive Director submit the Part I on their behalf. Jim noted that the handouts show where the budget goes from one to the next. Jim explained that the \$7 million dollar increase is in large part due to health insurance costs and the fact that an inflation factor of 2.5 % was used. This was true for services that couldn't be documented as to where they were going. Those items that are included in the increase are collective bargaining - 20% of the increase, implementation of compensation study is roughly \$1 million, ongoing merit increases, position changes, legislative salary increase, health insurance, retirement, and other minor items for other benefits all contribute to the increase as well. This estimate of "Current Services" factors in statutory adjournment as well. Increased travel recommendations reflect things that are really taking place. In Fiscal Year 2000-2001 the base \$34 million is going to \$41.2 million for the reasons just listed. Speaker Rowe reminded members that Title 3 allows the Council to request the Executive Director to submit the Legislative Budget on their behalf.

**Motion:** That the Acting Executive Director is authorized to submit the current services request to the State Budget Officer no later than October 1, 2000, and is further directed to gather and analyze any new or expanded requests so that the Legislative Council may begin it's review of the Legislative Budget as soon as possible. (Motion by Representative Saxl; Second by Representative Shiah; unanimous)

## **REPORTS FROM COUNCIL COMMITTEES**

### **Executive Director Search Committee**

Martha Freeman reported to the Council the following: the position ads went out for publication with an application deadline of October, 12. 36 resumes were received yesterday, with a majority being from out-of-state. The Search Committee met this morning and discussed how to review applications and the interview process. All members of the Council are offered the opportunity to review applications and give feedback. Martha will also have a running list of applicants and brief info if members don't have time to look at every resume. From the list, members could request that the search committee look at a particular person that merits a review. It was decided that representatives of nonpartisan offices, the Clerk and Secretary and Martha would do the same. The morning before the next Council meeting, the Search Committee will meet to decide which resumes have risen to the top and to select the number of people to interview. They will discuss the parameters of the process itself and get it solidified. The Committee tentatively picked November 20 and 21 as interview days. The last week in November at the latest the Search Committee would make recommendation to the Council and an offer could go out to have an Executive Director in place by January 1, 2001. Martha will give guidelines for reviewing resumes, pointing out issues such as confidentiality.

## **NEW BUSINESS (Con't)**

### **Item #3: Legislative Budget Development for 2002-2003 Biennium**

Representative Murphy noted that Item #2 under New Business was covered in Jim Clair's discussion of the Legislative Budget.

### **Item #6: Request for One Time Stipend for Rose Breton**

Speaker Rowe noted that in recognition of the work Rose Breton, Principal Analyst, Office of Fiscal and Program Review, has done and will continue to do in preparing budget information and serving as the Assistant for Administrative Services in the Executive Director's Office he would make the following motion.

**Motion:** That Rose Breton, Principal Analysis in OFPR, be authorized a one time stipend for \$1,500. (Motion by Speaker Rowe; second by Representative Saxl; unanimous).

### **Item #7: Stanley Fairservice's Contract**

Speaker Rowe reminded Council members that Stan Fairservice, Owners Representative has been operating without a contract for sometime and recently has had increased responsibilities and would make the following motion to address this issue.

**Motion:** That the Interim Executive Director be authorized to negotiate a contract with the Owners Representative, Stan Fairservice, to cover the balance of the renovation project through January 31, 2002. (Motion by Speaker Rowe; second by Representative Saxl; unanimous).

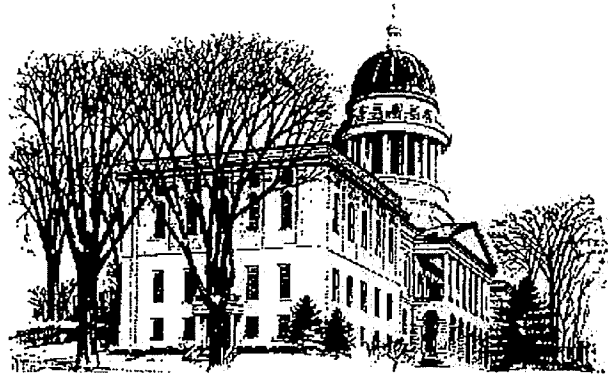
## **ANNOUNCEMENTS AND REMARKS**

Representative Saxl pointed out the memo that was distributed to members from the Rules Committee notifying them of the Committees unanimous recommendation, in terms of next years budget, that committees be authorized to meet off session. (No Council action necessary)

Speaker Rowe pointed out that following the next Council meeting, probably October 25 or 26, the council will host an employee appreciation reception.

## **ADJOURNMENT**

The Council meeting was adjourned at 3:45 p.m.



# **Interim Executive Director's Report**

## ***October 25, 2000***

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### ***1. Renovations Update:***

- Scope; schedule
- *Draft* "Move back" plan
- G.M.P. /West Wing update

### ***2. Budget Updates:***

- 1st Quarter FY 01
- FY 01 Problems
- Migration Funding
- Reserve Fund
- "Part 2" Requests

### ***3. General:***

- Signing a lease for CSOB space?
- " " Governor's space?
- *Draft* CSOB "Policy Manual" (Admin.)
- Food & Beverages Policy for Cmte. Rms.?

# RENOVATIONS UPDATE - Oct. 2000

10/18/00 (updated)

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## SCOPE

- The SCOPE of the West Wing, Connector and 2nd Floor of the C.S.O.B. renovations have not changed beyond those plans and actions already approved by the Legislative Council and guided by the Space Committee.
- One issue, however, that has the POTENTIAL to change the SCOPE is the Halls of Flags floor. A solution is being implemented that will strengthen the floor at a reasonable cost. This work should be completed no later than the end of October.

## SCHEDULE \*

- Furnishings » *All furnishings expected to be ordered no later than 10/31/00.*
- West Wing » *4th, 3rd & 2nd Floors on schedule for December occupancy;*  
» *1st Floor will be impacted by Hall of Flags repair and Connector delay; expecting occupancy by late March 2001.*  
» *West Wing entrance will not be completed until late summer 2001; its availability for limited access is under discussion.*
- Connector » ***Blasting** to begin in mid-November, will continue through mid-December;*  
» *Connector will not be available until mid-April 2001.*
- 2nd Floor/CSOB » *December occupancy.*

\* The Clerk of the House, Secretary of the Senate and Office Directors have a draft "move back in" plan that addresses all offices/functions that need to move into/out of the State House or CSOB in the next few months. We hope to complete this planning document over the next two weeks or so.

## MOVING BACK INTO/OUT OF THE STATE HOUSE (approximate dates)

| Office/function                                                | State House           |                                  |                       |                       | CSOB<br>2nd floor |
|----------------------------------------------------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-------------------|
|                                                                | 1st floor             | 2nd floor                        | 3rd floor             | 4th floor             |                   |
| <input type="checkbox"/> ROS                                   |                       |                                  |                       |                       |                   |
| • Proofreaders                                                 | 12/15/00 <sup>1</sup> |                                  |                       |                       |                   |
| • Technicians                                                  | 10/30/00 <sup>1</sup> |                                  |                       |                       |                   |
| • Engrossing                                                   | same location         |                                  |                       |                       |                   |
| <input type="checkbox"/> Snack Bar (temporary)                 | 10/26/00              |                                  |                       |                       |                   |
| <input type="checkbox"/> OIS Room                              | ???                   |                                  |                       |                       |                   |
| <input type="checkbox"/> Executive Director's Office           | 12/23/00              |                                  |                       |                       |                   |
| <input type="checkbox"/> Governor's Office                     |                       | 12/18/00 <sup>2</sup> ; 12/26/00 |                       |                       |                   |
| <input type="checkbox"/> Cyber Room                            |                       |                                  | 12/23/00 <sup>2</sup> |                       |                   |
| <input type="checkbox"/> House Majority                        |                       |                                  | 12/15/00 <sup>2</sup> |                       |                   |
| <input type="checkbox"/> House Minority                        |                       |                                  | 12/15/00 <sup>2</sup> |                       |                   |
| <input type="checkbox"/> Document Room                         |                       |                                  | 10/25/00              |                       |                   |
| <input type="checkbox"/> House Sgt-at-arms; Pages              |                       |                                  |                       | ???                   |                   |
| <input type="checkbox"/> Legislative Info. Office              |                       |                                  | same location         |                       |                   |
| <input type="checkbox"/> Leg. Retiring Room                    |                       |                                  | ???                   | ???                   |                   |
| <input type="checkbox"/> Sen. Majority                         |                       |                                  |                       | 12/18/00 <sup>2</sup> |                   |
| <input type="checkbox"/> Press Satellite Room <sup>3</sup>     |                       |                                  |                       | 12/18/00              |                   |
| <input type="checkbox"/> OPLA <sup>3</sup>                     |                       |                                  |                       |                       | 12/15/00          |
| <input type="checkbox"/> Committee Chairs (villa) <sup>3</sup> |                       |                                  |                       | 12/20/00              | 12/20/00          |
| <input type="checkbox"/> Committee Rooms <sup>3</sup>          |                       |                                  | 12/20/00              | 12/20/00              | 12/20/00          |

**Note:** <sup>1</sup> ROS Proofreaders will have temporary space in Engrossing during this transition period;

<sup>2</sup> Furnishings only?

<sup>3</sup> Press area to be located on first floor of the CSOB; like OPLA and Committee Chairs and Rooms in CSOB, DAFS contractual mover to plan and carry out these moves? TBD



| FY 01 IST QUARTER EXPENDITURES (as of 09/30/00) |                         |           |                               |                    |                        |                        |
|-------------------------------------------------|-------------------------|-----------|-------------------------------|--------------------|------------------------|------------------------|
| LEGISLATIVE ACCOUNTS                            |                         |           |                               |                    |                        |                        |
| APPROP NO                                       | APPROP TITLE            | EXP. CAT. | EXPENSE CAT TITLE             | FY 01<br>ALLOTMENT | IST QTR<br>EXP/ENCUMB. | UNSPENT/UN-<br>ENCUMB. |
| 01030A004001                                    | LEGISLATIVE BRANCH-WIDE | 4000      | PROF. SERVICES, NOT BY STATE  | 500,000.00         | 0.00                   | 500,000.00             |
|                                                 | (Migration Project)     | 5300      | OFFICE SUPPLIES               | 4,180,000.00       | 123,025.14             | 4,056,974.86           |
|                                                 |                         | 5500      | MINOR EQUIPMENT               | 0.00               | 90,740.00              | (90,740.00)            |
|                                                 |                         |           | Total All Other               | 4,680,000.00       | 213,765.14             | 4,466,234.86           |
|                                                 |                         |           | TOTAL LEGISLATIVE BRANCH-WIDE | 4,680,000.00       | 213,765.14             | 4,466,234.86           |
| 01030A005301                                    | COMM ON INTERSTATE COOP | 4900      | GENERAL OPERATIONS            | 160,724.00         | 155,722.00             | 5,002.00               |
|                                                 |                         |           | TOTAL COMM ON INTERSTATE COOP | 160,724.00         | 155,722.00             | 5,002.00               |
| 01030A008101                                    | LEGISLATIVE             | 3110      | PERMANENT REGULAR             | 6,133,174.00       | 1,563,773.86           | 4,569,400.14           |
|                                                 |                         | 3120      | PERM PART TIME FULL BEN       | 0.00               | 25,403.40              | (25,403.40)            |
|                                                 |                         | 3180      | PERM VACATION PAY             | 0.00               | 11,027.34              | (11,027.34)            |
|                                                 |                         | 3210      | LIMITED PERIOD REGULAR        | 2,209,747.00       | 0.00                   | 2,209,747.00           |
|                                                 |                         | 3310      | SEASONAL REGULAR              | 1,027,174.00       | 89,779.50              | 937,394.50             |
|                                                 |                         | 3380      | SEASONAL VACATION PAY         | 0.00               | 386.40                 | (386.40)               |
|                                                 |                         | 3611      | STANDARD OVERTIME             | 10,500.00          | 289.31                 | 10,210.69              |
|                                                 |                         | 3612      | PREMIUM OVERTIME              | 46,150.00          | 1,225.30               | 44,924.70              |
|                                                 |                         | 3616      | RETRO LUMP SUM PYMT           | 0.00               | 3,891.60               | (3,891.60)             |
|                                                 |                         | 3631      | LONGEVITY PAY                 | 37,256.00          | 0.00                   | 37,256.00              |
|                                                 |                         | 3810      | UNEMPLOYMENT COMP COSTS       | 60,400.00          | 547.40                 | 59,852.60              |
|                                                 |                         | 3890      | PER DIEM PAYMENT              | 110,990.00         | 37,850.00              | 73,140.00              |
|                                                 |                         | 3901      | HEALTH INSURANCE              | 1,550,952.00       | 441,657.89             | 1,109,294.11           |
|                                                 |                         | 3905      | DENTAL INSURANCE              | 82,239.00          | 7,418.30               | 74,820.70              |
|                                                 |                         | 3906      | EMPLOYEE HLTH SVCS/WKRS COMP  | 0.00               | 174.00                 | (174.00)               |
|                                                 |                         | 3908      | EMPLOYER RETIREE HEALTH       | 447,573.00         | 92,044.05              | 355,528.95             |
|                                                 |                         | 3909      | EMPLOYEE RETIREMENT ADMINIS   | 71,592.00          | 12,956.96              | 58,635.04              |
|                                                 |                         | 3910      | EMPLOYER RETIREMENT COSTS     | 439,684.00         | 102,960.93             | 336,723.07             |
|                                                 |                         | 3911      | EMPLOYER GROUP LIFE           | 23,991.00          | 5,144.86               | 18,846.14              |
|                                                 |                         | 3912      | EMPLOYER MEDICARE COST        | 90,659.00          | 15,329.71              | 75,329.29              |
|                                                 |                         | 3960      | RETIRE UNFUNDED LIABILITY-REG | 636,564.00         | 147,517.07             | 488,986.93             |
|                                                 |                         | 3973      | CHILD CARE BENEFIT            | 2,100.00           | 0.00                   | 2,100.00               |
|                                                 |                         |           | Total Personal Services       | 12,980,745.00      | 2,559,437.88           | 10,421,307.12          |
|                                                 |                         | 4000      | PROF. SERVICES, NOT BY STATE  | 313,720.00         | 37,984.11              | 275,735.89             |

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| FY 01 IST QUARTER EXPENDITURES (as of 09/30/00) |                         |           |                                      |                      |                        |                        |
|-------------------------------------------------|-------------------------|-----------|--------------------------------------|----------------------|------------------------|------------------------|
| LEGISLATIVE ACCOUNTS                            |                         |           |                                      |                      |                        |                        |
| APPROP NO                                       | APPROP TITLE            | EXP. CAT. | EXPENSE CAT TITLE                    | FY 01<br>ALLOTMENT   | IST QTR<br>EXP/ENCUMB. | UNSPENT/UN-<br>ENCUMB. |
|                                                 |                         | 4100      | PROF. SERVICES, BY STATE             | 109,515.00           | 0.00                   | 109,515.00             |
|                                                 |                         | 4200      | TRAVEL EXPENSES, IN STATE            | 1,927,950.00         | 38,179.13              | 1,889,770.87           |
|                                                 |                         | 4300      | TRAVEL EXPENSES, OUT OF STATE        | 100,000.00           | 42,823.25              | 57,176.75              |
|                                                 |                         | 4500      | UTILITY SERVICES                     | 398,925.00           | 561.92                 | 398,363.08             |
|                                                 |                         | 4600      | RENTS                                | 7,680.00             | 125,345.56             | (117,665.56)           |
|                                                 |                         | 4700      | REPAIRS                              | 97,304.00            | 34,613.89              | 62,690.11              |
|                                                 |                         | 4800      | INSURANCE                            | 22,770.00            | 18,959.18              | 3,810.82               |
|                                                 |                         | 4900      | GENERAL OPERATIONS                   | 1,651,061.00         | 291,874.22             | 1,359,186.78           |
|                                                 |                         | 5000      | EMPLOYEE TRAINING                    | 0.00                 | 16,546.75              | (16,546.75)            |
|                                                 |                         | 5100      | COMMODITIES - FOOD                   | 10,575.00            | 502.96                 | 10,072.04              |
|                                                 |                         | 5200      | COMMODITIES - FUEL                   | 0.00                 | 612.27                 | (612.27)               |
|                                                 |                         | 5300      | OFFICE SUPPLIES                      | 0.00                 | 270,270.55             | (270,270.55)           |
|                                                 |                         | 5400      | CLOTHING                             | 7,500.00             | 0.00                   | 7,500.00               |
|                                                 |                         | 5500      | MINOR EQUIPMENT                      | 109,000.00           | 103,265.00             | 5,735.00               |
|                                                 |                         | 5600      | OFFICE & OTHER SUPPLIES              | 169,935.00           | 26,756.89              | 143,178.11             |
|                                                 |                         | 5800      | HIGHWAY MATERIALS                    | 0.00                 | 0.00                   | 0.00                   |
|                                                 |                         | 6800      | MISC GRANTS                          | 199,265.00           | 0.00                   | 199,265.00             |
|                                                 |                         | 6900      | PENSIONS                             | 5,000.00             | 0.00                   | 5,000.00               |
|                                                 |                         | 8008      | INTEREST PAYMENT LATE FEE            | 0.00                 | 91.42                  | (91.42)                |
|                                                 |                         |           | Total All Other                      | 5,130,200.00         | 1,008,387.10           | 4,121,812.90           |
|                                                 |                         | 7200      | EQUIPMENT                            | 95,700.00            | 52,118.00              | 43,582.00              |
|                                                 |                         | 7600      | ASSET CONSTRUCTION                   | 0.00                 | 5,770.00               | (5,770.00)             |
|                                                 |                         |           | Total Capital                        | 95,700.00            | 57,888.00              | 37,812.00              |
|                                                 |                         |           | <b>TOTAL LEGISLATIVE ACCOUNT</b>     | <b>18,206,645.00</b> | <b>3,625,712.98</b>    | <b>14,580,932.02</b>   |
| 01030A024201                                    | COMM UNIFORM STATE LAWS | 4300      | TRAVEL EXPENSES, OUT OF STATE        | 7,500.00             | 4,253.36               | 3,246.64               |
|                                                 |                         | 4900      | GENERAL OPERATIONS                   | 13,100.00            | 12,900.00              | 200.00                 |
|                                                 |                         | 5000      | EMPLOYEE TRAINING                    | 0.00                 | 1,791.00               | (1,791.00)             |
|                                                 |                         |           | Total All Other                      | 20,600.00            | 18,944.36              | 1,655.64               |
|                                                 |                         |           | <b>TOTAL COMM UNIFORM STATE LAWS</b> | <b>20,600.00</b>     | <b>18,944.36</b>       | <b>1,655.64</b>        |

| FY 01 1ST QUARTER EXPENDITURES (as of 09/30/00) |                          |           |                                      |                     |                        |                        |
|-------------------------------------------------|--------------------------|-----------|--------------------------------------|---------------------|------------------------|------------------------|
| LEGISLATIVE ACCOUNTS                            |                          |           |                                      |                     |                        |                        |
| APPROP NO                                       | APPROP TITLE             | EXP. CAT. | EXPENSE CAT TITLE                    | FY 01<br>ALLOTMENT  | IST QTR<br>EXP/ENCUMB. | UNSPENT/UN-<br>ENCUMB. |
| 01030A041801                                    | STATE HOUSE RENOVATIONS  | 4000      | PROF. SERVICES, NOT BY STATE         | 2,100,000.00        | 0.00                   | 2,100,000.00           |
|                                                 |                          | 4700      | REPAIRS                              | 4,900,000.00        | 0.00                   | 4,900,000.00           |
|                                                 |                          |           | Total All Other                      | 7,000,000.00        | 0.00                   | 7,000,000.00           |
|                                                 |                          |           | <b>TOTAL STATE HOUSE RENOVATIONS</b> | <b>7,000,000.00</b> | <b>0.00</b>            | <b>7,000,000.00</b>    |
| 01030A044403                                    | MISC STUDIES LEGISLATIVE | 3890      | PER DIEM PAYMENT                     | 29,040.00           | 3,905.00               | 25,135.00              |
|                                                 |                          |           | Total Personal Services              | 29,040.00           | 3,905.00               | 25,135.00              |
|                                                 |                          | 4000      | PROF. SERVICES, NOT BY STATE         | 50,500.00           | 0.00                   | 50,500.00              |
|                                                 |                          | 4200      | TRAVEL EXPENSES, IN STATE            | 41,600.00           | 3,649.74               | 37,950.26              |
|                                                 |                          | 4600      | RENTS                                | 0.00                | 0.00                   | 0.00                   |
|                                                 |                          | 4900      | GENERAL OPERATIONS                   | 11,500.00           | 437.73                 | 11,062.27              |
|                                                 |                          | 5000      | EMPLOYEE TRAINING                    | 0.00                | 0.00                   | 0.00                   |
|                                                 |                          | 5600      | OFFICE & OTHER SUPPLIES              | 0.00                | 0.00                   | 0.00                   |
|                                                 |                          |           | Total All Other                      | 103,600.00          | 4,087.47               | 99,512.53              |
|                                                 |                          |           | <b>TOTAL MISC. STUDIES</b>           | <b>132,640.00</b>   | <b>7,992.47</b>        | <b>124,647.53</b>      |
| 01030A061501                                    | LEG ST CAPITOL COMM      | 4000      | PROF. SERVICES, NOT BY STATE         | 62,480.00           | 0.00                   | 62,480.00              |
|                                                 |                          | 4200      | TRAVEL EXPENSES, IN STATE            | 1,620.00            | 168.70                 | 1,451.30               |
|                                                 |                          | 4300      | TRAVEL EXPENSES, OUT OF STATE        | 4,000.00            | 0.00                   | 4,000.00               |
|                                                 |                          | 4700      | REPAIRS                              | 25,000.00           | 0.00                   | 25,000.00              |
|                                                 |                          | 4900      | GENERAL OPERATIONS                   | 25,000.00           | 22.48                  | 24,977.52              |
|                                                 |                          | 5600      | OFFICE & OTHER SUPPLIES              | 21,250.00           | 2,235.00               | 19,015.00              |
|                                                 |                          |           | Total All Other                      | 139,350.00          | 2,426.18               | 136,923.82             |
|                                                 |                          |           | <b>TOTAL LEG ST CAPITOL COMM</b>     | <b>139,350.00</b>   | <b>2,426.18</b>        | <b>136,923.82</b>      |
| 01030A074701                                    | RESERVE FUND FOR STATE   | 4000      | PROF. SERVICES, NOT BY STATE         | 250,000.00          | 9,768.00               | 240,232.00             |
|                                                 | HOUSE PRESERVATION &     | 4600      | RENTS                                |                     | 0.00                   | 0.00                   |
|                                                 | MAINTENANCE              | 5000      | EMPLOYEE TRAINING                    | 0.00                | 0.00                   | 0.00                   |
|                                                 |                          | 5500      | MINOR EQUIPMENT                      | 500,000.00          | 0.00                   | 500,000.00             |
|                                                 |                          | 5600      | OTHER SUPPLIES                       | 0.00                | 4,482.20               | (4,482.20)             |
|                                                 |                          |           | Total All Other                      | 750,000.00          | 14,250.20              | 735,749.80             |
|                                                 |                          | 7100      | BUILDINGS                            | 100,000.00          | 0.00                   | 100,000.00             |
|                                                 |                          |           | Total Capital                        | 100,000.00          | 0.00                   | 100,000.00             |

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| FY 01 IST QUARTER EXPENDITURES (as of 09/30/00) |                         |           |                                |                    |                        |                        |
|-------------------------------------------------|-------------------------|-----------|--------------------------------|--------------------|------------------------|------------------------|
| LEGISLATIVE ACCOUNTS                            |                         |           |                                |                    |                        |                        |
| APPROP NO                                       | APPROP TITLE            | EXP. CAT. | EXPENSE CAT TITLE              | FY 01<br>ALLOTMENT | IST QTR<br>EXP/ENCUMB. | UNSPENT/UN-<br>ENCUMB. |
|                                                 |                         |           | TOTAL STATE HOUSE PRES & MAINT | 850,000.00         | 14,250.20              | 835,749.80             |
| 01030A082401                                    | EDUC RESEARCH INSTITUTE | 4000      | PROF. SERVICES, NOT BY STATE   | 150,000.00         | 0.00                   | 150,000.00             |
|                                                 |                         |           | TOTAL EDUC RESEARCH INSTITUTE  | 150,000.00         | 0.00                   | 150,000.00             |
| 01031A063601                                    | LAW AND LEGISLATIVE     | 3110      | PERMANENT REGULAR              | 576,541.00         | 172,128.00             | 404,413.00             |
|                                                 | REFERENCE LIBRARY       | 3120      | PERM PART TIME FULL BEN        | 41,645.00          | 15,867.58              | 25,777.42              |
|                                                 |                         | 3180      | PERM VACATION PAY              | 0.00               | 0.00                   | 0.00                   |
|                                                 |                         | 3616      | RETRO LUMP SUM PAYMENT         | 0.00               | 13.75                  | (13.75)                |
|                                                 |                         | 3631      | LONGEVITY PAY                  | 5,824.00           | 0.00                   | 5,824.00               |
|                                                 |                         | 3901      | HEALTH INSURANCE               | 56,327.00          | 17,487.13              | 38,839.87              |
|                                                 |                         | 3905      | DENTAL INSURANCE               | 3,201.00           | 847.21                 | 2,353.79               |
|                                                 |                         | 3908      | EMPLOYER RETIREE HEALTH        | 29,703.00          | 10,284.18              | 19,418.82              |
|                                                 |                         | 3909      | EMPLOYEE RETIREMENT ADMINIS    | 4,805.00           | 1,447.62               | 3,357.38               |
|                                                 |                         | 3910      | EMPLOYER RETIREMENT COSTS      | 37,440.00          | 11,355.81              | 26,084.19              |
|                                                 |                         | 3911      | EMPLOYER GROUP LIFE            | 2,297.00           | 626.22                 | 1,670.78               |
|                                                 |                         | 3912      | EMPLOYER MEDICARE COST         | 4,100.00           | 1,228.53               | 2,871.47               |
|                                                 |                         | 3960      | RETIRE UNFUNDED LIABILTY-REG   | 54,726.00          | 16,488.40              | 38,237.60              |
|                                                 |                         |           | Total Personal Services        | 816,609.00         | 247,774.43             | 568,834.57             |
|                                                 |                         | 4000      | PROF SERVICES, NOT BY STATE    | 1,500.00           | 0.00                   | 1,500.00               |
|                                                 |                         | 4200      | TRAVEL EXPENSES, IN STATE      | 700.00             | 106.08                 | 593.92                 |
|                                                 |                         | 4300      | TRAVEL EXPENSES, OUT OF STATE  | 4,505.00           | 1,089.15               | 3,415.85               |
|                                                 |                         | 4500      | UTILITY SERVICES               | 14,000.00          | 0.00                   | 14,000.00              |
|                                                 |                         | 4600      | RENTS                          | 250.00             | 14.14                  | 235.86                 |
|                                                 |                         | 4700      | REPAIRS                        | 1,100.00           | 72.75                  | 1,027.25               |
|                                                 |                         | 4800      | INSURANCE                      | 1,850.00           | 1,182.77               | 667.23                 |
|                                                 |                         | 4900      | GENERAL OPERATIONS             | 271,697.00         | 50,157.78              | 221,539.22             |
|                                                 |                         | 5000      | EMPLOYEE TRAINING              | 0.00               | 510.00                 | (510.00)               |
|                                                 |                         | 5300      | OFFICE SUPPLIES-CONSUMABLES    | 0.00               | 2,476.10               | (2,476.10)             |
|                                                 |                         | 5500      | MINOR EQUIPMENT                | 8,800.00           | 0.00                   | 8,800.00               |
|                                                 |                         | 5600      | OTHER SUPPLIES                 | 25,500.00          | 2,330.70               | 23,169.30              |
|                                                 |                         | 6900      | WORKERS' COMPENSATION          | 5,000.00           | 0.00                   | 5,000.00               |
|                                                 |                         |           | Total All Other                | 334,902.00         | 57,939.47              | 276,962.53             |

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| FY 01 IST QUARTER EXPENDITURES (as of 09/30/00) |                            |           |                                |                    |                        |                        |
|-------------------------------------------------|----------------------------|-----------|--------------------------------|--------------------|------------------------|------------------------|
| LEGISLATIVE ACCOUNTS                            |                            |           |                                |                    |                        |                        |
| APPROP NO                                       | APPROP TITLE               | EXP. CAT. | EXPENSE CAT TITLE              | FY 01<br>ALLOTMENT | IST QTR<br>EXP/ENCUMB. | UNSPENT/UN-<br>ENCUMB. |
|                                                 |                            |           | EQUIPMENT                      | 10,000.00          | 0.00                   | 10,000.00              |
|                                                 |                            |           | TOTAL LAW & LEGIS REF LIBRARY  | 1,161,511.00       | 305,713.90             | 855,797.10             |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 | GRAND TOTAL GENERAL FUND   |           |                                | 32,501,470.00      | 4,344,527.23           | 28,156,942.77          |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 |                            |           |                                |                    |                        |                        |
| 01430A044402                                    | MISC STUDIES LEGISLATIVE   | 4000      | PROF. SERVICES, NOT BY STATE   | 700.00             | 0.00                   | 700.00                 |
|                                                 |                            | 4200      | TRAVEL EXPENSES, IN STATE      | 0.00               | 0.00                   | 0.00                   |
|                                                 |                            | 4900      | GENERAL OPERATIONS             | 0.00               | 3.19                   | (3.19)                 |
|                                                 |                            | 8511      | TRANS TO GEN FUND STACAP       | 0.00               | 0.10                   | (0.10)                 |
|                                                 |                            |           | Total All Other                | 700.00             | 3.29                   | 696.71                 |
|                                                 |                            |           | TOTAL MISC STUDIES LEGISLATIVE | 700.00             | 3.29                   | 696.71                 |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 | GRAND TOTAL DEDICATED REV. |           |                                | 700.00             | 3.29                   | 696.71                 |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 |                            |           |                                |                    |                        |                        |
|                                                 | GRAND TOTAL ALL FUNDS      |           |                                | 32,502,170.00      | 4,344,530.52           | 28,157,639.48          |

# MIGRATION PROJECT

|                                      | 1999              | 2000                | 2001                | TOTAL               |
|--------------------------------------|-------------------|---------------------|---------------------|---------------------|
| <b>APPROPRIATIONS:</b>               |                   |                     |                     |                     |
| 0081 (Approp)                        | 150,000.00        |                     |                     | 150,000.00          |
| 0081 (Subsidy)                       | 144,669.75        | 249,262.00          |                     | 393,931.75          |
| 0040 (Approp)                        |                   | 1,424,000.00        | 4,180,000.00        | 5,604,000.00        |
| 0081 (DR)                            |                   |                     | 48,674.00           | 48,674.00           |
| <b>TOTAL</b>                         | <b>294,669.75</b> | <b>1,673,262.00</b> | <b>4,228,674.00</b> | <b>6,196,605.75</b> |
| <b>EXPENDITURES:(Autual to-date)</b> |                   |                     |                     |                     |
| <b>0081</b>                          | 294,669.75        |                     |                     | 294,669.75          |
| <b>0040</b>                          |                   | 1,010,092.95        | 213,765.14          | 1,223,858.09        |
| <b>TOTAL</b>                         | <b>294,669.75</b> | <b>1,010,092.95</b> | <b>213,765.14</b>   | <b>1,518,527.84</b> |

## DETAIL:

|                           |                   |                     |                   |                     |
|---------------------------|-------------------|---------------------|-------------------|---------------------|
| KPMG Peat Marwick LLP     | 138,574.00        | 569,696.00          |                   | 708,270.00          |
|                           |                   | 67,164.00           |                   | 67,164.00           |
|                           |                   | 249,262.00          |                   | 249,262.00          |
| sub-total                 | 138,574.00        | 886,122.00          | 0.00              | 1,024,696.00        |
| CST2000LLC                | 55,463.40         | 30,012.00           |                   | 85,475.40           |
|                           | 19,978.20         |                     |                   |                     |
|                           | 55,463.40         | 25,000.00           |                   | 80,463.40           |
| sub-total                 | 130,905.00        | 55,012.00           | 0.00              | 185,917.00          |
| Fed Express Corp          | 8.75              |                     |                   | 8.75                |
| Transco Dist Inc          | 249.00            |                     |                   | 249.00              |
| Win/Win Solutions Inc     | 4,400.00          | 800.00              |                   | 5,200.00            |
|                           | 2,050.00          |                     |                   | 2,050.00            |
|                           | 7,550.00          |                     |                   | 7,550.00            |
|                           | 5,400.00          |                     |                   | 5,400.00            |
| sub-total                 | 19,400.00         | 800.00              | 0.00              | 20,200.00           |
| Electronic Vision I       | 5,533.00          |                     |                   | 5,533.00            |
| Dell Marketing LP         |                   | 11,976.95           | 90,740.00         | 102,716.95          |
| Greenpages                |                   | 56,182.00           |                   | 56,182.00           |
| Int'l Roll-Call Corp      |                   |                     | 114,750.00        | 114,750.00          |
| ASAP Software Express Inc |                   |                     | 8,275.14          | 8,275.14            |
| <b>TOTAL PAID TO-DATE</b> | <b>294,669.75</b> | <b>1,010,092.95</b> | <b>213,765.14</b> | <b>1,518,527.84</b> |

**AVAILABLE** 4,678,077.91

## OUTSTANDING OBLIGATIONS:(Known)

|                  |                     |
|------------------|---------------------|
| Compaq           | 4,500,000.00        |
| IRC              | 662,250.00          |
| Budgeting System | 364,000.00          |
| Total            | <u>5,526,250.00</u> |

**ESTIMATED AVAILABLE (NEED)** (848,172.09)

g:\execdir\migration\budgetupd 10-00.xls

10/24/00

Prepared by the Office of the Executive Director

O.F.P.R.

**POLICY MANUAL FOR THE STATE OFFICE BUILDING**

2000 OCT 13 AM 10:33

**DRAFT**

1. Common Areas
  - Receptionist
  - Conference Rooms
  - Break Rooms
  - Supply Rooms
  - Signage
2. Safety
3. Parking
4. Security
5. Food and beverages
  - Cafeteria
  - Vending machines
  - Break rooms
  - Food in work areas
6. Decorating
  - Artwork
  - Plants
  - Common areas and workstations
7. Cleaning and recycling
8. Climate control
9. Deliveries
10. Visitors
11. Smoking Policy
12. Lease agreement

13. Furniture

- System furniture changes & additions
- Shelving
- Freestanding furniture Tunnel Access

14. Tunnel access

15. Lighting

16. Telephone and Data Access

17. Electrical plugs

18. Building Modifications



1. Common Areas

- Receptionist *Charlie Jacobs & Ed Karass*

Floors 3 and 4 have a shared receptionist. The agencies on these floors will each share this responsibility.

- Conference Rooms *Committee*

*Suggestion: each conference room be equipped with a phone that has local access and would require a code or calling card for local access. These phones would be built into the lease cost of the building.*

Conference Rooms will be equipped with tables, chairs, and a white board. A jack will be installed under the table to provide speaker phone access.

Use of available Legislative rooms on the 2<sup>nd</sup> floor will be coordinated with the Legislature..

Conference rooms will be shared throughout the building. They will be centrally managed and reserved. All employees will have access to view the schedule of the conference rooms and the reservations will be made centrally by calling.....

- Computer training room on 1<sup>st</sup> floor *BHR – Elaine Trubee*  
**CLARIFY**
- Showers on 1<sup>st</sup> floor *Committee*
- *Suggestion: Badge readers or key access that is controlled by Delta. No sign on the door stating what the room is..*  
**CLARIFY**
- Basement storage *Committee*
- *Suggestion: Badge access into the room where cages are. We will begin with a key controlled by Delta originally.*
  - No employee will have their office space in the basement
  - Storage areas are to be limited access and should not be used primarily for storage that requires access more than once a day. **CLARIFY**
- Break Rooms *Committee*

There are 2 break rooms on each floor which will be shared by multiple agencies.

Each break room will be equipped with the following equipment:  
refrigerator, microwave, table & chairs, cabinets, and sink.

**Coffee get specifics check with Division of the Blind (Donna)**

No other appliances will be brought into the break rooms. The reason for this is that they pose a fire hazard because they can overload circuits. The other reason is that they can cause indoor air quality issues, for example, burnt food. Any appliances found in the break rooms will be disposed of by custodial staff.

***Suggestion: committee suggests that the exception to this be special occasions, in that case the appliance like a crock pot can be brought in for the day and removed that same day.***

***Committee suggests this be at each breakroom and built in to the lease cost.***

Purified water can be provided at the expense of the agency in the form of a purifier attached to the faucet in the break room. No bottled water tanks will be used.

The refrigerators will be cleaned out every Friday by the employees using the refrigerators. Items must have a name and date clearly marked on the items stored in them. If an expiration date passes or items are not marked the custodial will dispose of items on Fridays. This will include removing any and all food at the end of each week.

- **Supply Rooms Donna Banker - Provide a list of what agencies are assigned to each supply room.**

There are 2 shared supply rooms on each floor. The supply rooms will be equipped with a locking supply cabinet for each agency sharing the room. Each agency will be assigned to a supply room.

- **Signage Committee**

***Suggestions/questions:***

1. Do we need brail on all or some of the signs. Which ones, who identifies?
2. We should order occupied signs for the conference rooms.
3. The majority of the committee thought the rooms should have names as well as numbers.
4. Joe Ostwald is renumbering some floors. We need to check with him.
5. Need a procedure for replacing signs when new employees are hired or in the event of a name change.

6. **Safety Gordon Nelson**

- ***Gordon will provide this section.***  
Fire Drills – egress of the building

7. Parking *Charlie Jacobs*

- Visitor parking
- Handicapped parking

*Need details*

8. Security *Gordon Nelson*

*Suggestions:*

1. *Badges should be displayed at all times by employees.*
2. *Receptions on each floor should have guest sign in and that receptionist should assign visitor or contractor badges to each visitor that should be turned back when the person leaves.*
3. *A security briefing is held before people move back in.*
4. *Get/create statement about respecting each others space. E.g., Respect the privacy of others, do not wander to other departments and do not visit people unannounced. Lock-up your confidential documents at night and take valuables with you.*

Badge access instructions

Access to each floor

9. Food and Beverages

- Cafeteria
    - The cafeteria hours are
    - Employees can take their lunches and eat in the cafeteria
  - Vending Machines
- Need information*
- Break Rooms
    - Shared break rooms on each floor have been provided to store, heat and eat food and beverages.
    - Employees will be responsible for cleaning up after themselves and to clean out all food every Friday from the refrigerator.
  - Food in work areas
    - There will not be any microwaves, coffee pots or other appliances in the work areas or individual workstations.
    - Employees can eat in their workstation and are responsible for cleaning up after themselves.

10. Decorating

- Artwork *Need Policy*
- *Suggestion: Agencies can decorate their common area for Christmas and Halloween. Christmas decorations can be put up two weeks prior to Christmas*

*and must be removed within a week. Halloween can be put up Halloween week and must be removed within the next two business days.*

*Question: will there be any union problems regarding specifying a religious holiday?*

- Plants
  - The building will not have any live plants including in common areas or individual workspaces. The reason is two-fold. Air quality studies demonstrate that live plants can cause mold and air quality issues. Additionally, many people have allergies to plants and being exposed to them in a confined building can cause allergy problems.
- Common areas *Need Policy*
- Workstations *Need Policy*
- Pets – there will be no pets of any kind permitted in the building. Companion animals such as seeing eye dogs are not considered pets and are permitted as needed.

#### 11. Cleaning and Recycling *Gordon Nelson*

#### 12. Climate Control *Gordon Nelson*

The building has been renovated with central climate control which includes heating, humidification and air conditioning. In order to effectively manage the temperatures in the building the following guidelines need to be followed.

- No fans or heaters are to be allowed.
- Windows should only be opened when necessary due to potential mechanical HVAC problems
- Thermostats are to be managed by Delta building control

#### 13. Deliveries *Gordon Nelson and Don Sutter* *Need Policy*

#### 14. Visitors

- Visitors will go the receptionist on the floor they are visiting and ask the receptionist to call the employee. The receptionist will sign the visit in and assign them a badge that must be worn at all times. The badge is identification only and is not an access badge. The employee will come to the reception station and escort the visitor to the work space. All visitors are required to be escorted while within the work areas. Visitors must sign out with the receptionist when they leave and return the badge assigned to them. **CLARIFY**

#### 15. Smoking Policy *Committee*

*Suggestion: The committee would like to see no smoking on the premises at all. If this is not possible yet, the second choice would be to designate a smoking area and clearly identify it as such. It should be any where near an entrance. Provide cans for disposal of cigarette butts. If a picnic bench is used it is suggested that a similar area be set up and clearly marked non smoking. Would like to see a consistent policy for all state buildings.*

The use of smoking or tobacco products is not allowed within the building or within 100 feet of the building.. There is a designated smoking area at the ..... entrance of the building. This is the only area that smoking is allowed on the premises. **CLARIFY**

#### **16. Lease Agreement *Ed Karass and Gordon Nelson***

*Suggestion: The systems furniture, common area furniture like lobbies and conference rooms and filing cabinets except in the basement and hard walled offices are the property of Bureau of General Services and belong to the building. If after the move and agency requests a change or addition it will be done through a process that assures compatible furniture is purchased. Changes will be paid for by the agency after the initial move in however they will become part of the building and will remain with the building if the agency should leave. Hanging tools for systems furniture are the exception to this rule.*

#### **17. Furniture *Charlie Jacobs and Donna Banker***

In order to maintain the aesthetic integrity of the building standards have been set for the furniture that will be used in the building.

*Suggestion: A contractor or employee be assigned to manage this process on a permanent basis..*

- Systems furniture
  - Hanging tools are provided with each workstation. Additional tools can be purchased by the agency and are the property of that agency.
  - Reconfigurations, changes, additions and ergonomic adjustments will be requested as follows: **CLARIFY**
- Shelving & filing cabinets
  - Standards have been set for filing and shelving within the building
  - **CLARIFY**
- Freestanding furniture
  - If furniture is within a workstation it cannot be taller than the panels
  - No freestanding furniture will be placed in the common area unless approved by the building committee (*is there such a group?*) under special circumstances such as an agency that has flat files for floorplans.

18. Tunnel access *Gordon Nelson and Don Switter*

**CLARIFY**

19. Lighting *Gordon Nelson*

- Tasks lights should be turned off by the employee at the end of the workday.
- Common area lighting **CLARIFY**

20. Electrical Plugs *Donna Banker*

- There is a single plug that is off white in color with red lettering, different than all other plugs in the workstation. This plug is specifically designed to plug your computer in.
- There are six additional plugs in the workstation
- No power or surge protector strips are to be brought back to the building or used in the building.

21. Building Modifications *Elaine Clark*

- *List of items to be inserted*
- Review and approval by the Bureau of General Services is required

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# Fiscal Briefing for the Legislative Council

October 25, 2000

Prepared by OFPR

1. September 2000 General Fund Revenue  
*(see Attachment A)*
2. September 2000 Highway Fund Revenue  
*(see Attachment B)*
3. OFPR's 2002-2003 "Structural Gap"  
Analyses *(see Attachment C)*
4. New RFC Meeting : 11/7 or 8/00
5. Question-and-Answer

STATE OF MAINE  
Undedicated Revenues - General Fund  
For the Third Month Ended September 30, 2000 |

Sep-00

|                                       | Month        |              |                          |                         | Year to Date |              |                          |                         | Total Budgeted<br>Fiscal Year<br>Ending 6-30-2001 |
|---------------------------------------|--------------|--------------|--------------------------|-------------------------|--------------|--------------|--------------------------|-------------------------|---------------------------------------------------|
|                                       | Actual       | Budget       | Variance<br>Over/(under) | Percent<br>Over/(under) | Actual       | Budget       | Variance<br>Over/(under) | Percent<br>Over/(under) |                                                   |
| Sales and Use Tax                     | 82,965,425   | 80,249,901   | 2,715,524                | 3.4%                    | 172,093,098  | 166,024,584  | 6,068,514                | 3.7%                    | 815,578,103                                       |
| Individual Income Tax                 | 107,436,370  | 103,436,633  | 3,999,737                | 3.9%                    | 211,731,070  | 205,243,604  | 6,487,466                | 3.2%                    | 1,131,235,972                                     |
| Corporate Income Tax                  | 15,973,570   | 23,162,842   | (7,189,272)              | (31.0%)                 | 20,581,278   | 21,734,612   | (1,153,334)              | (5.3%)                  | 112,742,179                                       |
| Cigarette and Tobacco Tax             | 5,733,009    | 5,788,008    | (54,999)                 | (1.0%)                  | 20,030,380   | 19,504,198   | 526,182                  | 2.7%                    | 74,791,630                                        |
| Public Utilities Tax                  | (22,776)     | 0            | (22,776)                 | -                       | (22,776)     | (150,000)    | 127,224                  | (84.8%)                 | 29,400,000                                        |
| Insurance Companies Tax               | (67,145)     | 146,847      | (213,992)                | (145.7%)                | 1,228,097    | 231,033      | 997,064                  | 431.6%                  | 36,499,839                                        |
| Estate Tax                            | 897,449      | 2,712,102    | (1,814,653)              | (66.9%)                 | 5,343,689    | 3,961,305    | 1,382,384                | 34.9%                   | 32,753,971                                        |
| Property Tax - Unorg Territory        | 0            | 0            | 0                        | -                       | 0            | 0            | 0                        | -                       | 9,213,301                                         |
| Income from Investments               | 2,120,460    | 1,329,228    | 791,232                  | 59.5%                   | 3,663,385    | 2,658,454    | 1,004,931                | 37.8%                   | 23,926,086                                        |
| Transfer to Municipal Revenue Sharing | (10,525,144) | (10,549,319) | 24,175                   | (0.2%)                  | (20,624,678) | (20,043,145) | (581,533)                | 2.9%                    | (105,037,859)                                     |
| Transfer from Liquor Commission       | 1,936,407    | 1,767,023    | 169,384                  | 9.6%                    | 7,028,099    | 5,819,881    | 1,208,218                | 20.8%                   | 20,477,758                                        |
| Transfer from Lottery Commission      | 3,297,183    | 3,560,066    | (262,883)                | (7.4%)                  | 9,962,097    | 9,999,236    | (37,139)                 | (0.4%)                  | 37,975,384                                        |
| Other Revenues                        | 10,611,465   | 10,224,615   | 386,850                  | 3.8%                    | 33,146,119   | 29,206,465   | 3,939,654                | 13.5%                   | 126,851,637                                       |
| Total Collected                       | 220,356,273  | 221,827,946  | (1,471,673)              | (0.7%)                  | 464,159,859  | 444,190,227  | 19,969,632               | 4.5%                    | 2,346,408,001                                     |

NOTES: (1) Included in the above is \$10,525,144 for the month and \$20,624,678 year to date, that was set aside for Revenue Sharing with cities and towns.

(2) Figures reflect estimates through the first regular session of the 119th Legislature.

(3) This report has been prepared from preliminary month end figures and is subject to change.

Attachment A



STATE OF MAINE  
Undedicated Revenues - Highway Fund  
For Third Month Ended September 30, 2000

Exhibit V

|                                      | Month      |            |                          |                         | Year to Date |            |                          |                         | Total Budgeted<br>Fiscal Year<br>Ending 6-30-2001 |
|--------------------------------------|------------|------------|--------------------------|-------------------------|--------------|------------|--------------------------|-------------------------|---------------------------------------------------|
|                                      | Actual     | Budget     | Variance<br>Over/(under) | Percent<br>Over/(under) | Actual       | Budget     | Variance<br>Over/(under) | Percent<br>Over/(under) |                                                   |
| Fuel Taxes                           | 15,785,657 | 16,564,176 | (778,519)                | (4.7%)                  | 31,429,562   | 32,039,273 | (609,711)                | (1.9%)                  | 176,311,407                                       |
| Motor Vehicle<br>Registration & Fees | 4,714,295  | 5,379,018  | (664,723)                | (12.4%)                 | 16,897,461   | 15,328,609 | 1,568,852                | 10.2%                   | 67,871,292                                        |
| Inspection Fees                      | 162,580    | 180,942    | (18,362)                 | (10.1%)                 | 497,087      | 540,833    | (43,746)                 | (8.1%)                  | 2,389,799                                         |
| All Other                            | 1,039,487  | 854,242    | 185,245                  | 21.7%                   | 2,510,242    | 2,197,033  | 313,209                  | 14.3%                   | 9,093,239                                         |
| Total Revenue                        | 21,702,018 | 22,978,378 | (1,276,360)              | (5.6%)                  | 51,334,352   | 50,105,748 | 1,228,604                | 2.5%                    | 255,665,737                                       |

NOTE: This report has been prepared from preliminary month end figures and is subject to change.

Attachment B



Attachment C

**DRAFT**

MAINE STATE LEGISLATURE  
OFFICE OF FISCAL AND PROGRAM REVIEW  
5 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0005  
Telephone: (207) 287-1635  
FAX: (207) 287-6469

October 25, 2000

TO: Members, Legislative Council  
Members, Joint Standing Committee on Appropriations and Financial Affairs  
Members, Joint Standing Committee on Taxation  
Members, Joint Standing Committee on Transportation

FROM: Jim Clair, Director

RE: 2002-2003 "STRUCTURAL GAP" ESTIMATES

You may recall that this office has been working on our update of the 2002-2003 "structural gap" estimates for the General Fund and Highway Fund. Although we made a preliminary presentation to the Joint Standing Committee on Appropriations and Financial Affairs some weeks back, we delayed the release of our estimates pending the work of the Revenue Forecasting Committee.

The Revenue Forecasting Committee met yesterday and was unable to conclude its work for the fiscal period FY 01 - FY 05. We on RFC are tentatively scheduled to meet on Tuesday, November 7, 2000 to continue our review. Much of the Revenue Forecasting Committee's final projections will depend on the "personal income" projections we employ. We are in the awkward position of having had the Bureau of Revenue Services model our tax lines using personal income data that was recently revised, in a significant way, by the U.S. Department of Commerce, Bureau of Economic Analysis.

It is difficult to predict where the Revenue Forecasting Committee's work will conclude. Although you, as policy-makers, should not expect dramatic revisions to the present FY 01 - FY 03 revenue projections, it is entirely possible that we would recommend an upward, or downward, aggregate revenue revision, for the 3 years, of less than \$50 million either way.

The absence of a new revenue forecast, of course, means that our present estimates of the 2002-2003 Structural Gap stay as is. Our estimates at present stand at the following ranges:

|              | <u>2002 - 2003</u>      |
|--------------|-------------------------|
| General Fund | <\$240 - \$270 million> |
| Highway Fund | <\$ 50 - \$ 55 million> |

Please review the attached analyses should you want more details on our work. In the next few weeks we will be able to update our analyses based upon the conclusions of the Revenue Forecasting Committee. We will forward our gap update to you then.

Please call or stop by if we can answer any questions or if you need additional information.

enclosures

cc: Jack Nicholas, State Budget Officer  
OFPR Staff

**Legislative Council  
Migration Project – Bill Drafting  
Preliminary Executive Summary  
October 19, 2000**

Efforts over the month of October focused on finalizing the detailed user requirements for the Maine Legislative Drafting System and system design.

Compaq delivered the draft requirements document on October 13, 2000 for initial review by the Revisor's Office.

LGS Group, Compaq's subcontractor, has developed working prototype modules to assist in the finalization of the requirements, system design, and development. The prototyping approach allows the users to see how the application will function and to see how documents are prepared.

The bill drafting server hardware has been installed and is now online.

Compaq's progress against the contract scope of work has been on track for the month of October. There has been no further schedule erosion.

Mr. Laubenstein of the Attorney General's Office is reviewing the Compaq contract to determine the Legislature's options in regards to the impact of Compaq's late delivery. An update will be provided at the Council Meeting.

Mr. Clair will provide a summary of the Migration Project budget under a separate cover.

**Legislative Council  
Migration Project – Bill Drafting  
Executive Summary  
October 25, 2000**

- Compaq's progress against the contract scope of work has been on track for the month of October to date.
  - Compaq is in the final stages of completing the Bill Drafting System Requirements Document. The final draft will be delivered to the Revisor's Office this week.
  - The bill drafting system production servers have been installed and are now online.
  - The document drafting software and report writer software packages have been installed on the production servers.
  - The SQL database software is installed with a controlled amount of bill drafting database construction in process.
  - Compaq is onsite this week to install "client" software on a test population of ROS PCs.
  - Installation of the Sentiments module of the bill drafting package is scheduled for today.
- Building of the Legislative Data Repository (LDR), which is the data exchange process between the drafting system, and the Chamber's Legislative Management System (LMS) started this past Monday.
- Data movement this session between the Wang bill drafting system and LMS will go through the LDR. The LDR populated with 119<sup>th</sup> test data is planned to be available to IRC for testing on 11/6/00.
- Preparations of Wang bill drafting system to support the 1<sup>st</sup> Session of the 120th are nearly complete with finalization and testing of the new data transfer process remaining.
- Mr. Laubenstein of the Attorney General's Office reviewed the Compaq contract to determine the Legislature's options in regards to the impact of Compaq's late delivery. He has requested the Legislature prepare a financial impact analysis of the costs to the Legislature resulting from Compaq's missing the October schedule date.



**Maine State Legislature**  
**OFFICE OF POLICY AND LEGAL ANALYSIS**

13 State House Station, Augusta, Maine 04333-0013  
Telephone: (207) 287-1670  
Fax: (207) 287-1275

OCT 26 2000

## Memorandum

**TO:** The Honorable Mark W. Lawrence, Chair  
The Honorable G. Steven Rowe, Vice-Chair  
Legislative Council  
And Honorable Members of the Legislative Council

**FROM:** *D.B.*  
David E. Boulter, Director

**DATE:** October 25, 2000

**RE:** Interim Studies

Attached is a summary of the status of legislative studies authorized for this interim. As you will see, most study commissions have met at least once and are generally on track to meet their reporting deadlines.

Several study committees are submitting work plans and proposed budgets for approval by the Legislative Council, as required by the authorizing joint orders. In addition, several committees have submitted requests for a limited time extension for completion of the study. They require a decision by the Legislative Council.

**Items Requiring a Decision by the Legislative Council**  
(As of October 24<sup>th</sup>)

**A. Extension of Reporting Date**

| Study Commission                                                              | Current Reporting Date | Extension Requested to: | Length of Proposed Extension |
|-------------------------------------------------------------------------------|------------------------|-------------------------|------------------------------|
| 1) Committee to Study Access to Private and Public Lands in Maine,            | November 1, 2000       | December 15, 2000       | 6 weeks                      |
| 2) Committee to Study Further Decriminalization of the Criminal Laws of Maine | November 1, 2000       | December 15, 2000       | 6 weeks                      |
| 3) Task Force on the Maine Learning Technology Endowment                      | December 15, 2000      | January 15, 2001        | 4 weeks                      |

|                                                                                                               |                  |                   |         |
|---------------------------------------------------------------------------------------------------------------|------------------|-------------------|---------|
| 4) Task Force on Educational Programming at Juvenile Correctional Facilities                                  | November 1, 2000 | December 15, 2000 | 6 weeks |
| 5) Commission to Study Economically and Socially Just Foreign Investments and Foreign Purchasing by the State | November 1, 2000 | December 31, 2000 | 8 weeks |
| 6) Commission to Study the Most Effective Method of Providing Retail Rate Reimbursement for Parts & Labor     | November 1, 2000 | December 1, 2000  | 4 weeks |

**B. Request to hold additional meeting(s)**

| Study Commission                                                             | Current Authorized Meetings | Request               | Costs within current budget? |
|------------------------------------------------------------------------------|-----------------------------|-----------------------|------------------------------|
| 1) Task Force on Educational Programming at Juvenile Correctional Facilities | 4                           | 1 additional meeting  | Yes                          |
| 2) Task Force on the Maine Learning Technology Endowment                     | 7                           | 2 additional meetings | No [see C (3) below]         |

**C. Request to approve work plan & budget**

| Study Commission                                                                                              | Request                    | Note:                                                                                                          |
|---------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------|
| 1) Round Table to Study Economic and Labor Issues Relating to the Forest Products Industry                    | Approve work plan & budget | Also requesting authorization to pay expenses for non-legislative members                                      |
| 2) Commission to Study Economically and Socially Just Foreign Investments and Foreign Purchasing by the State | Approve work plan & budget | Proposed budget equals legislative appropriation                                                               |
| 3) Task Force on the Maine Learning Technology Endowment                                                      | Approve work plan & budget | Requesting \$11,000 in additional funds beyond legislative appropriation for experts and 2 additional meetings |

|                                                                                             |                            |                                                     |
|---------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------|
| <b>4) Task Force on Educational<br/>Programming at Juvenile<br/>Correctional Facilities</b> | Approve work plan & budget | Proposed budget equals<br>legislative appropriation |
|---------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------|

I would be happy to answer any questions you may have or to provide additional information.

DEB/vmp

Attachment (Progress Report, as of 10/25/00)

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## **Progress Report on Legislative Studies**

(Studies authorized or undertaken during 119th Legislature, 2nd Regular Session)

Status as of Wednesday, October 25, 2000

| <u><b>Study Commission</b></u>                                                                                                                                                                                                 | <u><b>Date First Convened</b></u> | <u><b>Date, Time &amp; Location of Next Meeting</b></u>              | <u><b>Report Date</b></u>                    | <u><b>Status/Progress of Study Commission</b></u>                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Access to Private and Public Lands in Maine,</b><br>Committee to Study (HP 1951)                                                                                                                                            | 8/14/00                           | Tues, 11/14/00<br>Millinocket<br><br>Tues, 11/28/00<br>Augusta       | 11/01/00<br>Requested extension to 12/15/00  | Four public meetings have been held – 8/14 at Pittston Farms, 8/28 in Ashland, 9/19 in Augusta and 10/17 in Rangeley. Meetings scheduled for 11/14 in Millinocket and 11/28 in Augusta                                                                                                                                                                                      |
| <b>Bomb Threats in Maine Schools,</b> Joint Study<br>Committee to Study (HP 1938)                                                                                                                                              | 8/17/00                           | Meetings completed                                                   | 11/01/00                                     | Held 3 public hearings, 2 meetings. Finalized findings & recommendations. Reviewing draft final report.                                                                                                                                                                                                                                                                     |
| <b>Child Abuse,</b> Commission on the Study and Prevention of (HP 1930)                                                                                                                                                        | 9/5/00                            |                                                                      | 11/01/00                                     | Held meetings 9/5 and 9/18, 10/2 and 10/23. No problems. Will not hold public hearings, which were authorized. Anticipate meeting 11/1 report date.                                                                                                                                                                                                                         |
| <b>Council on Children and Families</b> and the Governor's Children's Cabinet (on-going) (LD 2679) PL 1999, c. 785                                                                                                             | N/A                               | N/A                                                                  | Annually                                     | Meets 3 times a year                                                                                                                                                                                                                                                                                                                                                        |
| <b>Decriminalization of the Criminal Laws of Maine,</b><br>Committee to Study Further (HP 1914)                                                                                                                                | 9/12/00                           | Wed, 11/22/00<br>9:00 – noon if necessary<br>Rm 126 SH               | 11/01/00<br>Requested extension to 12/15/00  | Staff drafting report and final recommendations; final meeting may be necessary to review and resolve questions.                                                                                                                                                                                                                                                            |
| <b>Domestic Violence,</b> Commission to Study (LD 2651)<br>Resolves 1999, c. 126                                                                                                                                               | 9/27/00                           | Mon, 11/13/00<br>1:00<br>Rm 126 SH                                   | 12/05/01                                     | First meeting held; commission identified areas of concern and agendas set for next 2 meetings.                                                                                                                                                                                                                                                                             |
| <b>Economic Development Incentive Commission</b> (5 MRSA §10370-L, §§5)                                                                                                                                                        |                                   | Tues, 10/31/00<br>Rm 228 SH                                          | 12/1/00 target; deadline not specified       |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Educational Programming at Juvenile Correctional Facilities,</b> Improve (LD 2608)<br>[a: Task Force on Educational Programming at Juvenile Correctional Facilities; b: Policy Review Council]<br>(LD 2608) PL 1999, c. 770 | 9/15/00                           | TBA, tentatively plan to meet sometime between 11/8/00 & 11/10/00    | 11/01/00<br>Requested extension to 12/15/00  | Task Force has held 3 meetings, including a tour of the Gould School, a meeting with Maine Youth Center students and a public hearing; future meetings may include meetings with juvenile correction and education officials, including members of the policy review council; a tour of the Charleston Juvenile Detention Facility and a public hearing in the Bangor area. |
| <b>Environmental Leadership Program,</b> Commission to Study the Establishment of an (LD 1562) Resolves 1999, c. 134                                                                                                           | Appointments completed            | TBA                                                                  | 01/15/01                                     | Appointments completed. Awaiting word from Chairs on scheduling first meeting. This is a 2-year study.                                                                                                                                                                                                                                                                      |
| <b>Foreign Investments and Foreign Purchasing by the State,</b> Commission to Study Economically and Socially Just Policies for (LD 2461) Resolves 1999, c. 135                                                                | 9/25/00                           | Thu, 11/9/00<br>9:00 – 1:00<br>Rm 126 SH<br><br>11/30/00<br>12/14/00 | 11/01/00<br>Requesting extension to 12/31/00 | Held 1 meeting – 3 more scheduled.                                                                                                                                                                                                                                                                                                                                          |



**Progress Report on Legislative Studies**  
**(Studies authorized or undertaken during 119th Legislature, 2nd Regular Session)**  
**Status as of Wednesday, October 25, 2000**

| <b><u>Study Commission</u></b>                                                                                                                                                                             | <b><u>Date First Convened</u></b> | <b><u>Date, Time &amp; Location of Next Meeting</u></b>                                                         | <b><u>Report Date</u></b>                  | <b><u>Status/Progress of Study Commission</u></b>                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Forest Products Industry</b> , Round Table to Study Economic and Labor Issues Relating to the (LD 2005) Resolves 1999, c. 124                                                                           | 10/25/00                          | Wed, 10/25/00<br>10:00<br>Rm 126 SH                                                                             | 12/05/01                                   | Staff has consulted w/co-chairs regarding meeting schedule and work plan.                                                                                                                                                                                                                                                                           |
| <b>Gas Tax Revenues Attributable to Snowmobiles, All-terrain Vehicles and Watercraft</b> , Commission to Study Equity in the Distribution of (LD 2645) Resolves 1999, c. 131                               | 8/29/00                           | Mon, 11/13/00<br>10:00 – 8:00<br>Greenville HS Auditorium<br><br>Wed, 11/29/00                                  | 12/06/00                                   | 2 more meetings scheduled for 11/13/00 ad 11/29/00. Commission anticipates submitting legislation to extend the study to December, 2001. Interim report will be issued in 12/00.                                                                                                                                                                    |
| <b>Gasoline and Fuel Prices</b> , Committee on (HP 1774)                                                                                                                                                   | 9/7/00                            | TBA                                                                                                             | 12/15/00                                   | Committee has met four times. Final meeting to be scheduled (probably in mid-Nov.)                                                                                                                                                                                                                                                                  |
| <b>Governor Baxter School for the Deaf and to Continue Oversight of Multi-agency Cooperation</b> , Committee to Develop a Compensation Program for Victims of Abuse at the (LD 1620) Resolves 1999, c. 127 | 8/17/00                           | Wed, 10/25/00<br>1:30 – 7:00<br>(PH: 3:30 – 7:00)<br>Rm 228 SH<br><br>Wed, 11/15/00<br>1:30 - 4:30<br>Rm 127 SH | 11/01/00<br>Received extension to 12/1/00  | Work session and public hearing to be held on 10/25 on draft compensation program proposal. Will need extension to complete work because interpreters were not available. Staff drafting report.                                                                                                                                                    |
| <b>Growth Management</b> , Task Force to Study (JO SP 1090)                                                                                                                                                | 8/31/00                           | Wed, 10/25/00<br>Wed, 11/1/00<br><br>9:00 a.m.<br>Rm 427 SH                                                     | 11/01/00<br>Received extension to 12/15/00 | The Task Force has held 3 Task Force meetings. Additionally, two working groups were established that included non-task force members. Each working group has met twice. The Task Force is authorized to hold 5 more meetings. Four of those meetings are scheduled for 10/25, 11/1, 11/15 and 11/29. The fifth meeting has not yet been scheduled. |
| <b>Home-Heating Costs</b> , Reduce Burden of (Resolves 1999, c. 132)                                                                                                                                       | 8/30/00                           | Not scheduled                                                                                                   | 11/1/00                                    | On schedule. Meeting held on October 12, 2000. Aiming for 12/00 report                                                                                                                                                                                                                                                                              |
| <b>Income Tax Exemptions</b> (36 MRSA §197-199)                                                                                                                                                            | 8/24/00                           | Not scheduled                                                                                                   | 1/1/01                                     | On schedule.                                                                                                                                                                                                                                                                                                                                        |
| <b>Internet Policy</b> , Blue Ribbon Commission to Establish a Comprehensive (LD 2557) PL 1999, c. 762                                                                                                     | 1999                              | Wed, 11/1/00<br>9:00 - 1:00<br>Rm 127 SH<br><br>Fri, 11/17/00<br>9:00 - 1:00<br>Rm 126 SH                       | 11/15/00                                   | Commission has met 3 times and has scheduled 2 other meetings (Nov 1 & 17). Commission anticipates needing a modest extension of Nov. 15 deadline.                                                                                                                                                                                                  |
| <b>Judicial Compensation Commission</b> (4 MRSA §1701)                                                                                                                                                     |                                   | Last meeting was 10/5                                                                                           | 12/1/00                                    | Report to be completed in 11/00                                                                                                                                                                                                                                                                                                                     |

**Progress Report on Legislative Studies**  
**(Studies authorized or undertaken during 119th Legislature, 2nd Regular Session)**  
**Status as of Wednesday, October 25, 2000**

| <b><u>Study Commission</u></b>                                                                                                                                 | <b><u>Date First Convened</u></b> | <b><u>Date, Time &amp; Location of Next Meeting</u></b>                                                                                                                                    | <b><u>Report Date</u></b>                  | <b><u>Status/Progress of Study Commission</u></b>                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Learning Technology Endowment</b> , Task Force on the Maine (LD 2510), PL 1999, c. 731, Part FFF                                                            | 9/7/00                            | Mon., 11/13/00<br>1:00 – 3:00 p.m.<br>Work Session<br>Gardiner H.S.<br>3:00 -- 7:00 p.m.<br>PH @ 4 ATM System sites:<br>Gardiner H.S.; Gorham H.S.;<br>Presque Isle H.S.<br>Univ. of Maine | 12/15/00<br>Requested extension to 1/15/01 | Task Force has held 4 meetings; developed guiding principles for the state technology plan for MLTE and established an endowment/governance sub-cmte.; will hold a public hearing, tour a Maine school currently integrating learning technology;<br>Task Force seeks additional funds to contract with learning technology experts to work with the task force also requests an extension to its report date. |
| <b>MCJUSTIS/MEJIS</b> - Errors and Inconsistencies in the Laws of Maine, Correct (LD 2334) PL 1999, c. 790                                                     | 1998                              | Fri, 11/17/00<br>(tentative)<br>1:00<br>Key Bank                                                                                                                                           | 01/31/01                                   | Staff is working w/CLAC and ROS on final legislation. Side-by-sides distributed for review and comments. Final Report to be prepared by MCJUSTIS.                                                                                                                                                                                                                                                              |
| <b>Performance Budgeting</b> , Commission on (5 MRSA c. 1510C)                                                                                                 |                                   |                                                                                                                                                                                            | 1/15/01                                    |                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Psychiatric Treatment Initiative</b> , Joint Select Committee on the (JO - HP 1955)                                                                         | 9/11/00                           | Mon, 10/30/00<br>10:00-3:00<br>Rm 427 SH                                                                                                                                                   | 11/1/00                                    | Committee held a meeting on 9/11, 9/25 and 10/16. Meeting planned for 10/30. Anticipate meeting report date of 11/1.                                                                                                                                                                                                                                                                                           |
| <b>Purchasing Alliance to Ensure Access to Health Care for all Maine Citizens</b> , Joint Select Committee to Study the Creation of a Public/Private (HP 1857) | 9/19/00                           | Thur, 11/9/00<br>10:00 - 4:00<br>Rm 427 SH<br><br>Tues, 11/28/00<br>10:00 - 4:00<br>Rm 427 SH                                                                                              | 12/01/00                                   | Meeting held in Bangor on 10/24 at which committee accepted public comment; will not need to hold public hearing as authorized by Council. Final meetings on 11/9 and 11/28.                                                                                                                                                                                                                                   |
| <b>Retail Rate Reimbursement for Parts &amp; Labor</b> (PL 1999, c. 766)                                                                                       | 8/10/00                           | Mon, 10/30/00<br>Rm 228 SH                                                                                                                                                                 | 11/1/00<br>Requested extension to 12/1     | Last meeting scheduled 10/30. Extension requested to write report.                                                                                                                                                                                                                                                                                                                                             |
| <b>Retirement System</b> , Study Pension Plan Design and Benefits Under the Maine State ( <u>Labor Committee's interim work</u> ) (LD 835)                     | 6/26/00                           | Wed, 11/15/00<br>9:30<br>Rm 126 SH                                                                                                                                                         | N/A                                        | Nov. meeting has been scheduled. Will need at least 1 additional meeting. No report is required, but will be a recommendation to next session's Labor Committee.                                                                                                                                                                                                                                               |
| <b>Joint Rules</b> , Joint Select Committee on                                                                                                                 | 9/7/00                            |                                                                                                                                                                                            | 09/29/00                                   | Several meetings held. Options for appropriate changes to Joint Rules are under discussion. Committee anticipates a final report by November.                                                                                                                                                                                                                                                                  |

**Progress Report on Legislative Studies**  
**(Studies authorized or undertaken during 119th Legislature, 2nd Regular Session)**  
**Status as of Wednesday, October 25, 2000**

| <b><u>Study Commission</u></b>                                                                                                                                    | <b><u>Date First Convened</u></b> | <b><u>Date, Time &amp; Location of Next Meeting</u></b> | <b><u>Report Date</u></b>                                | <b><u>Status/Progress of Study Commission</u></b>                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Salmonoid Sport Fish in Maine</b> , Commission to Study the Needs and Opportunities Associated with the Production of (LD 986) Resolves 1999, c. 82 (on-going) | 1999                              | Tues, 12/5/00<br>10:00 – 3:00<br>Rm 427 SH              | 9/30/00<br>Received extension to 12/31/00                | Final meeting scheduled for 12/5/00. Final report by 12/31/00.                                                                                                                                     |
| <b>School-based Health Care Services</b> , Joint Select Committee on (HP 1864)                                                                                    | 8/15/00                           | No more meetings planned                                | 12/01/00                                                 | Held final meeting on 10/17. Drafting final report and recommendations and proposed legislation.                                                                                                   |
| <b>Solid Waste Hauling and Disposal Industry</b> , Task Force to Study Market Power Issues Related to the (LD 2442) PL 1999, c. 773                               | 8/28/00                           | November, 2000<br>(TBA)                                 | 12/6/00<br>Interim Report<br><br>12/5/01<br>Final Report | Task Force has met twice and is collecting data. Expects to have a public hearing at its next meeting in November.                                                                                 |
| <b>State Compensation Commission</b> (3 MRSA §2-B)                                                                                                                |                                   | not scheduled                                           | 1/1/02                                                   | No plans to meet at this time                                                                                                                                                                      |
| <b>Veterans of the Vietnam War</b> , Resolve to Recognize in the State House Hall of Flags (LD 2471) Resolves 1999, c. 113                                        | 9/25/00                           | Thu, 11/16/00<br>10:00<br>Rm 427 SH                     | 11/1/00                                                  | Have toured Hall of Flags regarding possible plaque locations. Submitted preliminary report 10/4/00. Preparing Nov. 1 report. Dept. to submit legislation to extend final report date to 12/01/01. |
| <b>Wildlife and Fish</b> , Citizens Advisory Committee to Secure the Future of Maine's Resolves 1999, c. 86 (on-going)                                            | 10/99                             | Fri, 11/17/00<br>1:00 – 5:00<br>Rm 427 SH               | 12/15/00                                                 | 2 yr. study. Committee has met numerous times since Oct. 99 as full committee and as subcommittee. Will not meet 12/15/00 reporting deadline; may request a 1 month extension.                     |
| <b>Year 2000 Computer Problem</b> , Joint Select Committee on the Year (JO SP 190) (continuation)                                                                 | 1999                              | No more meetings planned                                | none                                                     | Interim report issued 12/99. No more meetings planned. Completed.                                                                                                                                  |

G:\STUDIES\STATSTUDIES7-00.DOC 10/25/00 8:04 AM



MAINE STATE MUSEUM  
83 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0083

ANGUS S. KING, JR.  
GOVERNOR

JOSEPH R. PHILLIPS  
MUSEUM DIRECTOR

**MEMORANDUM**

**TO:** Honorable Members of the Legislative Council  
Honorable Members of the Hall of Flags Committee

**FROM:** Joseph R. Phillips, Museum Director

**DATE:** October 24, 2000

The Museum holds title, for the People of Maine, to the historic art and artifacts in the State House. These include flags, paintings and sculptures, designated furnishings, and the Klir Beck wildlife dioramas.

The Museum Director is a non-voting ex-officio member of the State House and Capitol Park Commission.

Special efforts of the Museum in recent years to obtain, care for, and exhibit especially important collection items have been funded in several ways: inclusions in the Governor's Budget Proposal, especially sponsored legislation, inclusion in larger related projects such as the State House Renovation, private donations, and federal grants.

The Save Maine's Colors Campaign, first and longest fundraising effort of the Friends of the Maine State Museum, has raised \$145,000 in private funds since 1993 to stabilize and conserve the entire flag collection. \$20,000 has also been allocated from the Museum's State funded budget toward flag preservation projects between 1995 and 1998.

When the Museum had a professional paintings conservator on staff, some 30 of the 135 paintings in the State House Portrait Collection received extensive cleaning and repair. The Portrait of George Washington, first painting to hang in the State House, is the only one still needing an extensive restoration. A portrait of Abraham Lincoln needs moderate repairs. The remaining 100 need surface cleaning to canvas and frames, plus some frames need more serious repairs.

The attached one-time Emergency Requests for FY2001 have been submitted for consideration by Governor King for inclusion in his budget proposal:

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| State House Hall of Flags Display and Historic Flags Exhibition, | \$337,600 |
| State House Portrait Collection Cleaning and Repair,             | \$385,000 |



PRINTED ON RECYCLED PAPER

# EMERGENCY REQUESTS FOR FY 2001

UMBRELLA: MUS INDEPENDENT AGENCIES

UNIT: 073 MAINE STATE MUSEUM

PROGRAM: 0180

ACCOUNT: 010-94M-0180-43

DEPT.

PRIORITY

NUMBER: 1

DATE

ASSIGNED: 08/31/00

GOVERNOR

PRIORITY

NUMBER:

DATE

ASSIGNED:

NEW Y N

REVISION #

DELETION #

ORIGINAL SUBMISSION

TO ORIGINAL SUBMISSION

TO ORIGINAL SUBMISSION

DATE SUBMITTED:

Complete in 25 words or less:

Provide funds for a new flag display in renovated cases within the State House, Hall of Flags. Stabilization of historic flags for exhibition in Museum.

|           |          |       |   |         |
|-----------|----------|-------|---|---------|
| Positions | Legis.   | Count | ( | )       |
| Positions | FTE      | Count | ( | )       |
| Personal  | Services |       |   |         |
| All       | Other    |       |   | 337,600 |
| Capital   |          |       |   |         |
| TOTAL \$  |          |       |   | 337,600 |

DEPARTMENT HEAD'S EVALUATION OF THE REAL BENEFITS TO BE REALIZED IF THE ABOVE ACTIVITIES ARE IMPLEMENTED:

## State House Hall of Flags Display and Historic Flag Exhibition

Maine people revere the original flags of Maine military organizations as symbols of the soldiers and sailors who have defended their country. Most of these flags have been displayed in the Hall of Flags in the past although some have come directly into the Museum collection. Of the 333 flags currently in the collection only 34 were on view in the Hall in recent decades due to the silk destroying light levels, uncontrolled humidity levels, and vibration.

The Museum proposes to replicate the patriotic displays of earlier years using reproduction flags in modern materials which can stand up to environmental conditions in the Hall of Flags for a century. The colorful intact appearance of these high quality replicas and discrete labels will be very appropriate to the renovated State House.

Original flags will be displayed in a new exhibit within the Museum in a way that will slow deterioration so that they will survive to inspire future generations. Related photographs and artifacts will add the human story of the units represented and the conflicts engaged in, from the Civil War to the Gulf War. Flags will be stabilized on trays so that when on display or in readily accessible storage cases they will be protected from movement damage but available for viewing. An interactive database of photographs and histories of 100 flags will be available as a touch-screen station within the exhibit and on the Museum's web site.

The combination of a memorial exhibit in the Hall of Flags, a "virtual exhibit" available worldwide on the Internet, and an actual exhibit of stabilized original flags in the Museum will give Maine citizens more access to these important icons than they have had for a century.

## EMERGENCY REQUESTS FOR FY 2001

Form: C Expenditures

Agency Contact:

Telephone:

|           |                                  |           |   |
|-----------|----------------------------------|-----------|---|
| Policy:   | EDUCATION AND CULTURE            |           |   |
| Umbrella: | MUS INDEPENDENT AGENCIES - OTHER |           |   |
| Unit:     | 073 MAINE STATE MUSEUM           |           |   |
| Program:  | 0180                             |           |   |
| Account:  | 010-94M-0180-43                  |           |   |
| Part:     | A                                | Type:     | E |
| Section:  | 10                               | Sequence: | 4 |

D.Pushard- Bus. Services  
JR Phillips - Museum Dir.

7-5636  
7-2301

[illegible]

# EMERGENCY REQUESTS FOR FY 2001

UMBRELLA: MUS INDEPENDENT AGENCIES

UNIT: 073 MAINE STATE MUSEUM

PROGRAM: 0180

ACCOUNT: 010-94M-0180-43

DEPT.

PRIORITY

NUMBER: 2

DATE

ASSIGNED: 08/31/00

GOVERNOR

PRIORITY

NUMBER: \_\_\_\_\_

DATE

ASSIGNED: \_\_\_\_\_

NEW Y    N   

REVISION # \_\_\_\_\_

DELETION # \_\_\_\_\_

ORIGINAL SUBMISSION \_\_\_\_\_

TO ORIGINAL SUBMISSION \_\_\_\_\_

TO ORIGINAL SUBMISSION \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

|                                                                                                                                                      | PROPOSED               | EXPENDITURE  | LEVEL     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|-----------|
| PROPOSED NEW OR EXPANDED ACTIVITY                                                                                                                    | LINE CATEGORY          | PROPOSED FOR | DEPT 2001 |
| <u>Complete in 25 words or less:</u>                                                                                                                 | Positions Legis. Count | ( )          |           |
| Provides funds for cleaning and repair of portraits in the State House. Contracted art conservators will make repairs and clean up to 100 paintings. | Positions FTE Count    | ( )          |           |
|                                                                                                                                                      | Personal Services      |              |           |
|                                                                                                                                                      | All Other              | 385,000      |           |
|                                                                                                                                                      | Capital                |              |           |
|                                                                                                                                                      | TOTAL \$               | 385,000      |           |

## DEPARTMENT HEAD'S EVALUATION OF THE REAL BENEFITS TO BE REALIZED IF THE ABOVE ACTIVITIES ARE IMPLEMENTED:

### State House Portrait Collection Cleaning and Repair

The beautifully renovated State House deserves a fine collection of historic portraits. Although most badly damaged paintings have been repaired over the years by the Maine State Museum, no general cleaning of the remaining collection has ever been done. Time, humidity changes, and the accumulated damage caused by frequent moves in recent years make the collection in general dirty, flyspecked and chipped.

Two of the most important portraits are in need of serious repair and restoration: George Washington, (7 feet x 11 feet) the first painting purchased by the State of Maine and proudly displayed for over 100 years has been in storage since 1964; and Abraham Lincoln, (4 ½ feet x 5 ½ feet) purchased in 1867, to be rehung in the Senate Chamber.

The State House Renovation project has paid to transport and store the portrait collection off-site with all work supervised by Museum staff. This project has not been able to fund painting conservation.

The collection, in its present condition, was recently evaluated at a market value of \$1,491,475 but its educational and inspirational value to the people of Maine is beyond price. Approximately 30 recently painted and recently cleaned portraits need no work. This expenditure will bring the remaining 100 up to the same appropriate standard.

## EMERGENCY REQUESTS FOR FY 2001

Form: C Expenditures

Agency Contact:

Telephone:

D.Pushard- Bus. Services

7-5635

JR Phillips - Museum Dir.

7-2301

Policy: EDUCATION AND CULTURE

Umbrella: MUS INDEPENDENT AGENCIES - OTHER

Unit: 073 MAINE STATE MUSEUM

Program: 0180

Account: 010-94M-0180-43

Part: A Type: E

Section: 10                      Sequence: 4

| C&O DESCRIPTION                  | C&O  | Dept. 2001 |  |  |
|----------------------------------|------|------------|--|--|
| Professional Services, not State | 4000 | 385,000    |  |  |
| COLUMN TOTALS                    |      | 385,000    |  |  |



BUDGET PLANNING ESTIMATES:  
2 PHASES AT HOF, AND A LONG-TERM EXHIBIT AT MSM

**Hall of Flags I** (opens 12/1/00)

|                                                 |              |       |
|-------------------------------------------------|--------------|-------|
| -plexiglass                                     | 1,600        |       |
| -full-sized pic 20 <sup>th</sup> ME battle flag | 400          |       |
| -photos, mounting, hardware                     | <u>1,000</u> |       |
|                                                 | 3,000        | 3,000 |

**Hall of Flags II** (opens 12/1/01)

|                                                     |              |        |
|-----------------------------------------------------|--------------|--------|
| -20 flag repros @ \$900                             | 18,000       |        |
| -aluminum, backdrops, photos,<br>mounting, hardware | <u>7,500</u> |        |
|                                                     | 25,500       | 25,500 |

**MSM Flags** (opens 6/14/02)

|                                                        |              |         |
|--------------------------------------------------------|--------------|---------|
| - <b>stabilization</b> of 34 flags @ \$6,200           | 210,800      |         |
| -6 cases (w/6 interior & 1 exterior<br>tray) @ \$7,000 | 42,000       |         |
| -full-sized pic of 20 <sup>th</sup> ME battle flag     | 400          |         |
| -construction materials                                | 1,500        |         |
| -lighting (dimming, motion detect.)                    | 10,000       |         |
| -labels, photos, mounting, etc                         | 7,500        |         |
| -display cases                                         | 3,000        |         |
| -computer & touch screen                               | 3,500        |         |
| -photo scanning for CD Rom (150 flags)                 | 1,300        |         |
| -CD programming & production                           | 5,000        |         |
| -carpet 138 sq yds @ \$30                              | <u>4,140</u> |         |
|                                                        | 289,140      | 289,140 |

**Cars & Boats Redux** (opens 6/14/02)

|                                                |              |               |
|------------------------------------------------|--------------|---------------|
| -Riggers to move engines                       | 3,000        |               |
| -new platform/cutting floor (for lg<br>engine) | 7,500        |               |
| -other new platforms                           | 3,000        |               |
| -video unit                                    | 400          |               |
| -labels, hardware                              | 250          |               |
| -carpet 187 sq yds @ \$30                      | <u>5,610</u> |               |
|                                                | 19,760       | <u>19,760</u> |

\$337,600

BUDGET ESTIMATES: HOF ONLY

**Hall of Flags I** (opens 12/1/00)

|                                                 |              |       |
|-------------------------------------------------|--------------|-------|
| -plexiglass                                     | 1,600        |       |
| -full-sized pic 20 <sup>th</sup> ME battle flag | 400          |       |
| -photos, mounting, hardware                     | <u>1,000</u> |       |
|                                                 | 3,000        | 3,000 |

**Hall of Flags II** (opening date dependent upon conservation schedule)

-conservation of 34 flags:

|                                                                              |               |  |
|------------------------------------------------------------------------------|---------------|--|
| -net removal: 23 @ \$20,000<br>(Civ. war flags)                              | 460,000       |  |
| -treatment: 34@17,500                                                        | 595,000       |  |
| -archival shipping materials                                                 | 1,675         |  |
| -fiber optic lighting for cases                                              | 24,000        |  |
| -5 cases (w/6 interior & 1 exterior<br>tray) @ \$7,000                       | 35,000*       |  |
| -kiwi data logger                                                            | 425           |  |
| -ACR data logger                                                             | 1,234         |  |
| -MDO sign board (4 sheets @ 73)                                              | 292           |  |
| -UV filters 320 sq. ft. 1/8 uf3 plexi.                                       | 1,702         |  |
| -Kennedy Trimmell environ. Unit                                              | 10,640        |  |
| -Culligan water filter system<br>(reverse osmosis)                           | 1,008         |  |
| -3M sun control film (estim. for fitting<br>4 exterior windows. Incl. labor) | 2,054         |  |
| -CD programming & production                                                 | 5,000         |  |
| -photo scanning for CD Rom                                                   | <u>1,300</u>  |  |
|                                                                              | \$1,139,330** |  |

\* Each HOF case can only hold 1 conserved flag, so cases are needed in which to store the remaining flags, flat at the museum.

\*\* This does not include the cost of a glass company to remove and replace glass in the HOF cases when flags are rotated every six months.

# Hall of Flags

| Case 1        | Military Unit         | Location       | Material | Light Damage | Netting | Other damage                              | Hoist (H)<br>(in inches) | Fly (W)<br>(in inches) |
|---------------|-----------------------|----------------|----------|--------------|---------|-------------------------------------------|--------------------------|------------------------|
|               | <b>WWII/KOREAN</b>    |                |          |              |         |                                           |                          |                        |
| 69.125.112    | 703rd Artillery       | Unit 2 Tray 6  | silk     | yes          | no      | stretching                                | 38                       | 52                     |
| 69.125.104    | 388th                 | Unit 2 Tray 6  | silk     | yes          | no      | stretching                                | 54                       | 69                     |
| 72.201.4      | 20th Armor            | Unit 2 Tray 11 | silk     | yes          | no      | stretching                                | 39                       | 48.5                   |
| 69.125.110    | 240th Coast Artillery | Unit 2 Tray 11 | silk     | yes          | no      | stretching                                | 53.5                     | 69.5                   |
| 72.201.6      | 133rd                 | Unit 2 Tray 13 | silk     | yes          | no      | stretching                                | 38.5                     | 49                     |
| 69.125.100    | 103rd Inf. WWII       | Unit 2 Tray 14 | silk     | yes          | no      | stretching                                | 47                       | 63                     |
| 72.201.5      | 103rd Armored Cav     | Unit 2 Tray 14 | silk     | yes          | no      | stretching                                | 38.5                     | 51                     |
|               |                       |                |          |              |         |                                           |                          |                        |
| <b>Case 2</b> | <b>CIVIL WAR</b>      |                |          |              |         |                                           |                          |                        |
| <b>A</b>      |                       |                |          |              |         |                                           |                          |                        |
| 72.36.26      | 1st cavalry           | Unit 3 Tray 6  | silk     | yes          | yes     | material loss, tears, cuts,<br>stretching | 30                       | 31                     |
| 72.36.27      | 1st Cavalry           | Unit 2 Tray 13 | silk     | yes          | yes     | material loss, tears, cuts,<br>stretching | 36                       | 42                     |
| 72.36.25      | 2nd Inf               | Unit 1 Tray 25 | silk     | yes          | yes     | extensive damage overall                  | 70                       | 80                     |
| 72.36.23      | 3rd Inf               | Unit 1 Tray 25 | silk     | yes          | yes     | stretching, holes                         | 72                       | 79                     |
|               |                       |                |          |              |         |                                           |                          |                        |
| <b>B</b>      |                       |                |          |              |         |                                           |                          |                        |
| 72.36.22      | 5th Inf               | Unit 2 Tray 1  | silk     | yes          | yes     | cuts, tears, stretching                   | 79                       | 78                     |
| 72.36.21      | 7th Inf               | Unit 2 Tray 1  | silk     | yes          | yes     | only canton remains,<br>material loss,    | 66.25                    | 76.5                   |
| 72.36.24      | 4th Inf               | Unit 2 Tray 1  | silk     | yes          | yes     | cuts, stretching                          | 73                       | 75                     |
| 72.36.19      | 9th Inf               | Unit 1 Tray 7  | silk     | yes          | yes     | holes, stretching                         | 79.5                     | 72.5                   |
| 72.36.20      | 8th Inf               | Unit 1 Tray 18 | silk     | yes          | yes     | holes, stretching                         | 72.5                     | 72.5                   |
|               |                       |                |          |              |         |                                           |                          |                        |
| <b>C</b>      |                       |                |          |              |         |                                           |                          |                        |
| 72.36.17      | 11th Inf              | Unit 1 Tray 25 | silk     | yes          | yes     | stretching                                | 73                       | 79.5                   |
| 72.36.18      | 10th Inf              | Unit 2 Tray 1  | silk     | yes          | yes     | stretching                                | 73                       | 78                     |
| 72.36.16      | 12th Inf              | Unit 2 Tray 9  | silk     | yes          | yes     | stretching, holes                         | 72                       | 73.5                   |
|               |                       |                |          |              |         |                                           |                          |                        |
|               |                       |                |          |              |         |                                           |                          |                        |
|               |                       |                |          |              |         |                                           |                          |                        |
|               |                       |                |          |              |         |                                           |                          |                        |

# Hall of Flags

| Case 3        | CIVIL WAR             | Location       | Material | Light Damage | Netting | Other Damage | Hoist (H)" | Fly (W)" |
|---------------|-----------------------|----------------|----------|--------------|---------|--------------|------------|----------|
| <b>A</b>      |                       |                |          |              |         |              |            |          |
| 72.36.14      | 15th Inf              | Unit 1 Tray 16 | silk     | yes          | yes     | stretching   | *72        | *79      |
| 72.36.12      | 17th Inf              | Unit 1 Tray 16 | silk     | yes          | yes     | stretching   | 72         | 75       |
| 72.36.13      | 16th Inf              | Unit 1 Tray 16 | silk     | yes          | yes     | stretching   | 70         | 78       |
|               |                       |                |          |              |         |              |            |          |
| <b>B</b>      |                       |                |          |              |         |              |            |          |
| 72.36.11      | 19th Inf              | Unit 1 Tray 16 | silk     | yes          | yes     | stretching   | 73         | 79.5     |
| 72.36.8       | 21st Inf              | Unit 1 Tray 17 | silk     | yes          | yes     | stretching   | 72         | 74       |
| 72.36.7       | 26th Inf              | Unit 1 Tray 17 | silk     | yes          | yes     | stretching   | 71         | 75       |
| 72.36.9       | 24th Inf              | Unit 1 Tray 17 | silk     | yes          | yes     | stretching   | 71         | 73.5     |
| 72.36.6       | 28th Inf              | Unit 1 Tray 18 | silk     | yes          | yes     | stretching   | 71         | 80       |
|               |                       |                |          |              |         |              |            |          |
| <b>C</b>      |                       |                |          |              |         |              |            |          |
| 72.36.10      | 20th Inf              | Unit 1 Tray 18 | silk     | yes          | yes     | stretching   | 72         | 75       |
| 72.36.3       | 1st Hvy Artillery     | Unit 1 Tray 25 | silk     | yes          | yes     | stretching   | 75         | 77       |
| 72.36.2       | 31st Inf              | Unit 1 Tray 18 | silk     | yes          | yes     | stretching   | 73         | 79.5     |
|               |                       |                |          |              |         |              |            |          |
| <b>Case 4</b> | <b>SPAN AM/WWI</b>    |                |          |              |         |              |            |          |
| na            | 303rd Field Artillery | Unit 2 Tary 16 | silk     | yes          | no      | stretching   | 39         | 50       |
| 69.125.105    | 2nd Inf (WWI)         | Unit 2 Tray 17 | silk     | yes          | no      | stretching   | 54         | 71       |
| NA            | 54th Coast Arty       | Unit 2 TRay18  | silk     | yes          | no      | stretching   | 55         | 69       |
| 00.60.7       | 8th Signal Corps      | Unit 2 Tray 23 | silk     | yes          | no      | stretching   | 52         | 54       |

\* approximate measurement

**FINAL DRAFT SUBMITTAL FOR REVIEW**

**HISTORIC STRUCTURE REPORT**

**MAINE STATE HOUSE  
AUGUSTA, MAINE**

**DECEMBER 7, 1994**

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12/7/94

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## **I. Executive Summary**



## A. INTRODUCTION

The State House is one of Maine's most important buildings, both historically and functionally. It contains priceless artifacts and is indeed an irreplaceable treasure itself. Equally important, it houses people, equipment and documents whose loss would seriously impair the functioning of the State. Since the last comprehensive renovation of the State House was undertaken in 1911, state government has grown and staffing and use of the building have also increased and changed. Standards for life safety and universal access have increased dramatically. Demands for energy-efficient and effective mechanical and electrical systems have grown, as well as new needs for access to data and telecommunications networks. Conditions are at a point where conditions are inconvenient and uncomfortable at best and, in some cases, potentially hazardous.

The State House & Capitol Park Commission recognized the need for a Master Plan which would allow the Commission and the Legislative Council to manage improvements and change within this important building. Therefore, in August of 1993, the Commission retained Ann Beha Associates to prepare an Historic Structure Report (HSR) for the building.

The goals of the Master Plan for the Maine State House were as follows:

- To make the State House a safe and well-functioning environment for legislators, staff and visitors.
- To make the State House a fitting reflection of the State and its government.
- To provide a sound basis for the Legislative Council and the State House & Capitol Park Commission to plan and manage change in the State House and to maintain the building's appearance in a manner that is befitting to the most public building in the State.
- To provide the basis for developing a long-term plan to ensure that funds are spent most efficiently and that all improvements build toward the goal of a safe and efficient building.

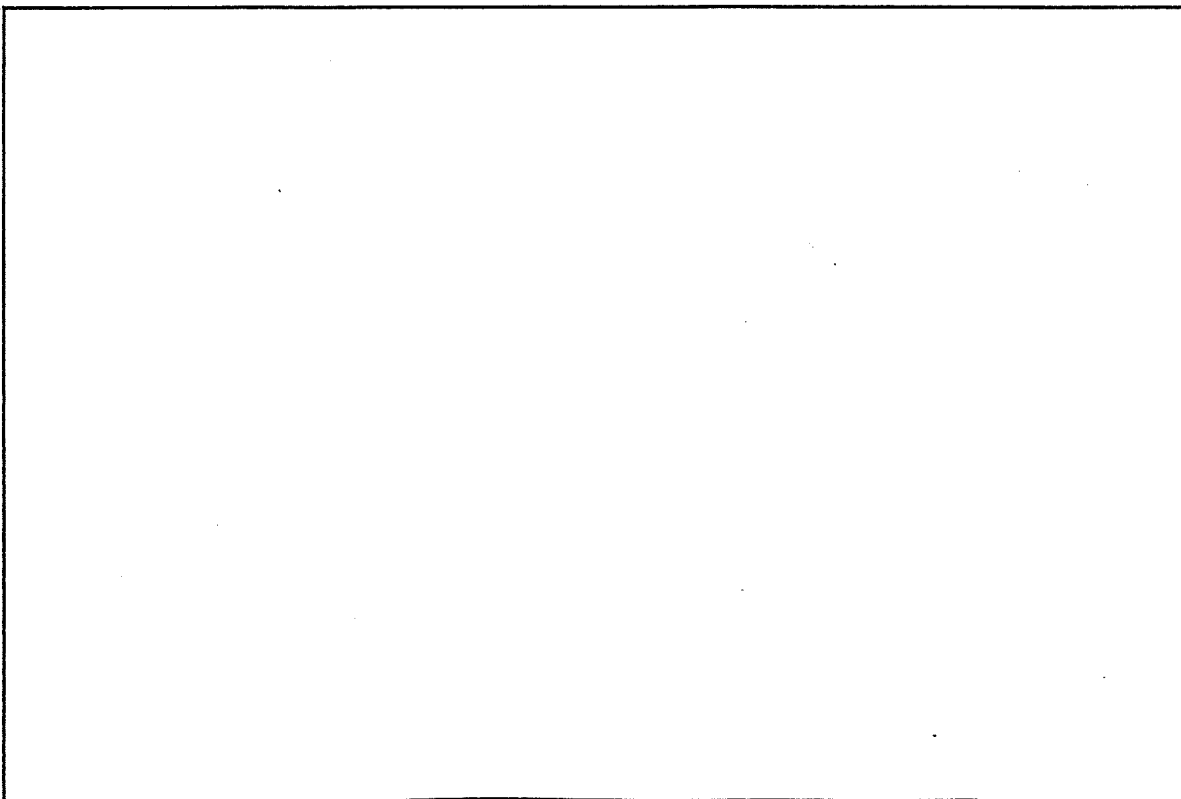
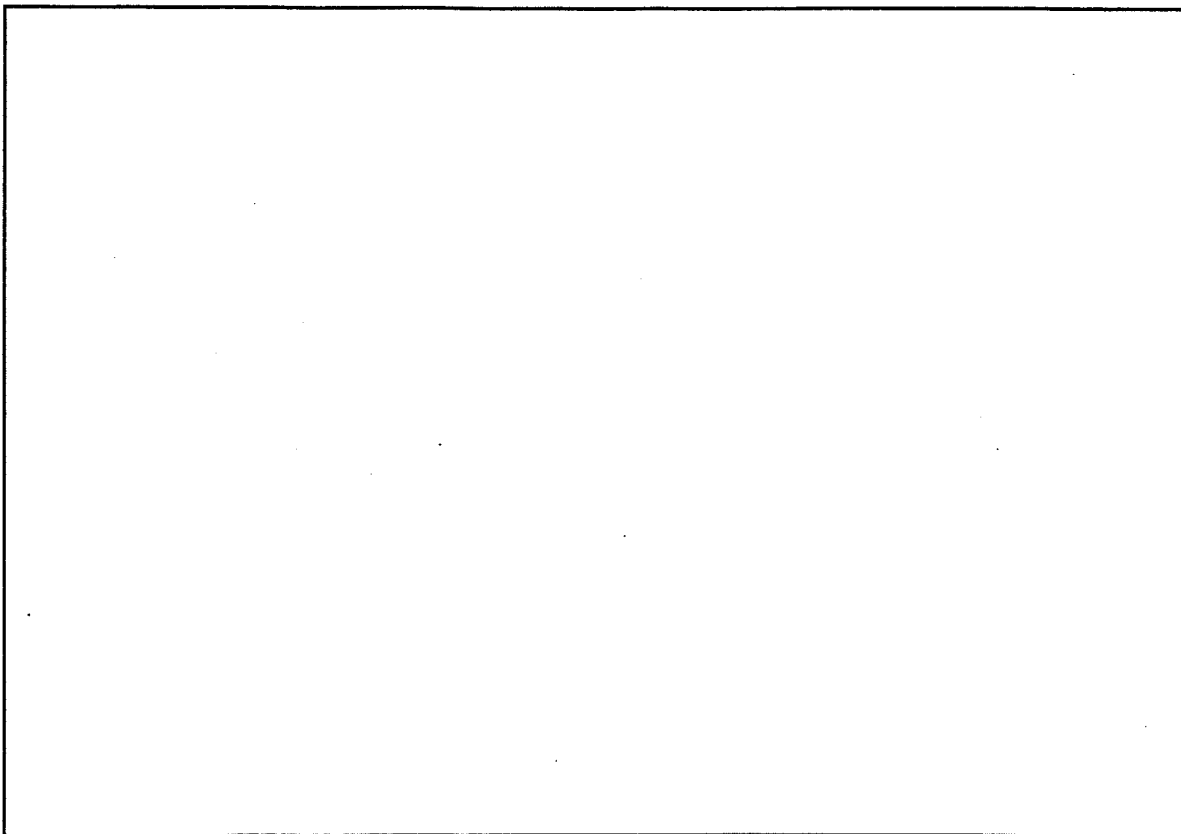
The report which follows summarizes the findings of the project team and their recommendations for the future, which are presented in greater detail in the Master Plan.

## B. HISTORY & PRESERVATION PLAN

1. **History.** From its establishment in the first decade of statehood through the early 20th century, the Maine State House went through three principal phases of construction. The original State House construction was authorized shortly after the State separated from Massachusetts in 1820, and the evolution of the current building mirrors that of the State. The initial 1827 building was the final work of Charles Bulfinch, architect of the Massachusetts State House (1798) and the U.S. Capitol. That structure (Fig. 1) forms the central core of the current building and its most prominent feature, the eastern portico.



The 1891 West Wing (Fig 2) was designed in sympathy with the original Bulfinch building by the Boston firm of Brigham & Spofford, who were also responsible for the major addition to the original Massachusetts State House. The 1910 rebuilding and expansion of the State House (Fig 3) marked the final confirmation of Augusta's place as the state's capital. Architect G. Henri Desmond retained the basic integrity of the 1891 addition, but gutted the Bulfinch-designed interiors in a comprehensive plan to create new Senate and House Chambers.



**2. Preservation Philosophy and Periods of Significance.** The Maine State House survives with much of its historic character intact. 1910 has been recommended as the preservation period for the entire complex, since that is the date of the last and most radical alteration, though earlier elements in the Rotunda and West Wing should be preserved.

The purpose of the Historic Structure Report has been to identify significant features at the State House and to enable future change to meet Legislative needs without unnecessary loss of historic material. To meet this goal, each of the spaces within and around the building have been assigned to one of three zones. Criteria for establishing the zones have included the following:

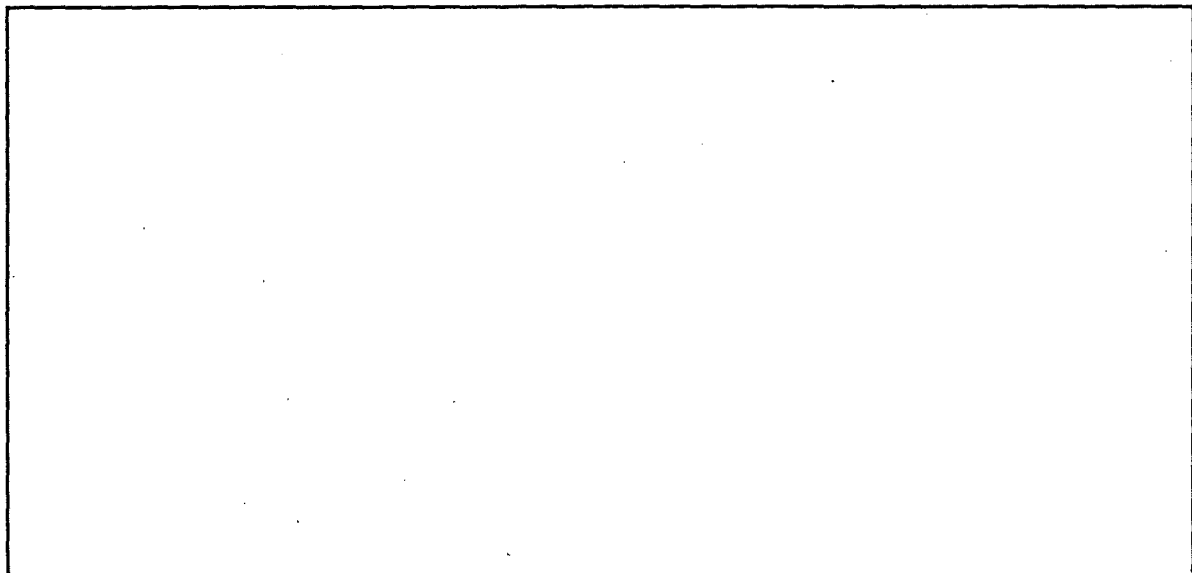
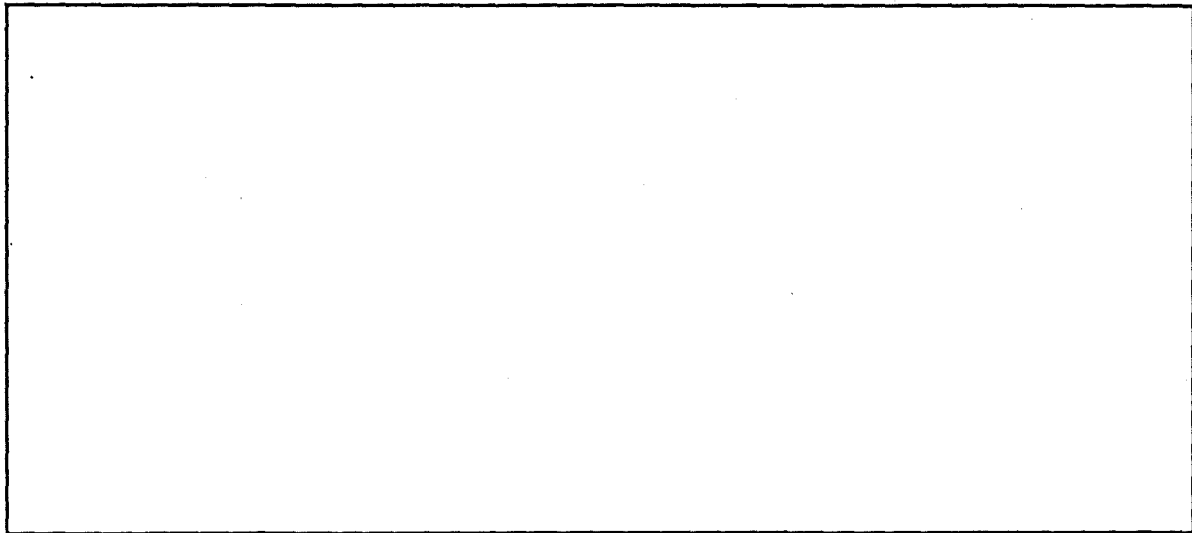
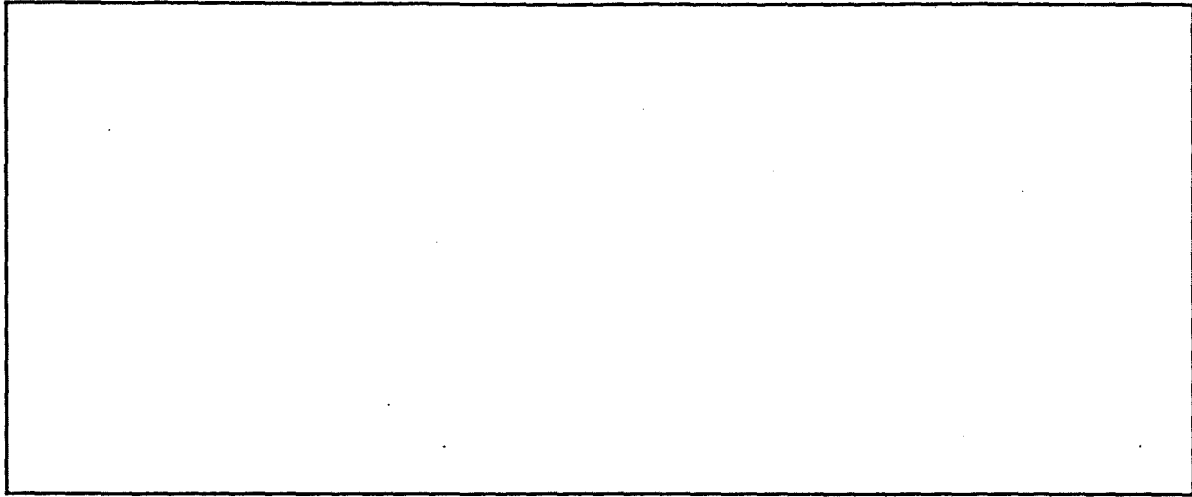
- a. Architectural or historic significance of the space and elements as determined through the historical and architectural evaluations.
- b. The integrity of the space, or the number and rarity of significant details remaining in the space, compared to later alterations or deterioration.
- c. The opportunity for public access and appreciation.

Descriptions of the three preservation zones and recommended design guidelines associated with them are given below and illustrated on the building floor plans which follow. In addition to the general recommendations, the report provides specific comments on conditions and restoration needs for the individual spaces.

*Zone 1: Restoration.* Areas designated in Zone I--such as the exterior, the Senate and House Chambers and the Hall of Flags--are of the highest priority and of primary significance to the State House. They contain the most distinctive architectural elements; are the most completely preserved; and are the areas most frequently viewed or experienced by the public. Any new work carried out in Zone I spaces should aim toward restoration of their historic appearance. Alteration, removal or replacement of significant features should not be permitted, and modern mechanical and electrical systems should be concealed to the greatest extent possible.

*Zone 2: Preservation.* Zone 2 encompasses spaces which are less important architecturally and contain fewer historic details. As with Zone 1, significant features should be preserved. Where new elements are required, or restoration of original materials is not possible, the new materials and elements should be consistent with the original ones in terms of scale and appearance. Spaces designated for preservation typically include major offices and committee rooms.

*Zone 3: Rehabilitation.* Many spaces in the building are removed from public view and have been so extensively altered in the past that no significant details remain. Spaces in Zone 3 may be rehabilitated as necessary, but must avoid impact on zones of greater significance adjacent to them. For example, installation of dropped ceilings should not obscure windows which are part of Zones 1 and 2. This zone generally includes offices on the first through fourth floors.



## C. EXISTING CONDITIONS

1. **Exterior.** Most of the exterior architectural features are in relatively good condition, as a result of extensive maintenance work over the past 15 years. Some areas of masonry and roofing remain in need of repair. The original railing and retaining wall around the perimeter of the site is currently being re-built, but the balcony railing from the same period is in need of minor repairs and repainting.

The most significant exterior and interior problem is with the windows. A portion of the c. 1911 sash were retrofitted with double glazing in the original sash in the 1970's. These windows cannot be opened in summer, because the counterbalances were not adjusted for the doubled weight of the new glass. They are as drafty as the other windows, because the glazing had no effect on the gaps between the sash and the frame. As a result, occupants who sit next to the windows are too hot in the summer and too cold in the winter. In addition, paint and glazing putty are peeling.

2. **Interior Finishes.** On the interior, finishes have also been well-maintained. The corridors suffer mainly from the visual chaos of randomly-located wiring, emergency lighting, piping, etc., which makes them look more like utility tunnels than the hallways of Maine's premiere public building. The major spaces such as the Chambers and the committee rooms have not been painted in many years.

The dome plaster is being repaired in the summer of 1994.

3. **Building Code & ADA Assessment.** A review of existing conditions at the State House relative to applicable Life Safety, Building, and Accessibility codes was carried out. Because the structure was built before the codes were developed, it is not surprising to learn that many elements do not conform with modern standards. Indeed, many of the architectural features which give the State House its grandeur and significance are those which pose the greatest challenges to life safety and to access.

Despite these facts, the State House team shares the objectives of the life safety and access requirements: that all citizens have equal access to the facilities of the State House; that occupants can leave the building safely in the event of a fire or other incident; and that the building itself be preserved to the greatest extent possible from damage. After a review of existing building conditions and applicable building and life safety code criteria, a series of meetings were convened with representatives of the Office of the State Fire Marshal and Codes Enforcement of the City of Augusta at which substantial progress was made toward developing an acceptable approach to code compliance.

Only a "systems wide approach" to code compliance, wherein a deficiency in one area can be balanced against compliance in another, is valid for this facility. There was unanimous agreement that a building wide fire suppression system is required for this

facility. The installation of a fire suppression system would allow the type of reductions in compliance criteria for other building components which are essential at the State House. For example, with a building-wide fire suppression system, corridor fire rating requirements are reduced, stair enclosure fire ratings are reduced, allowable travel distance to exits is increased, and allowable dead end corridor distance is increased. Other recommended improvements are in a building-wide fire alarm system, comprehensive exit identification and emergency lighting, an evacuation plan, enclosure of the opening above the West Wing "Governor's Stair," and enclosure of corridors adjacent to the north and south stairs.

The existing State House is not technically required to upgrade existing facilities to State of Maine accessibility code compliance criteria. However, as the primary seat of government and as the symbol of the people of Maine, it is only appropriate that this facility be made to comply to the fullest extent possible with the spirit of both state and federal requirements. With this in mind, a general survey of the State House was completed, recording areas where noncompliance with accessibility code criteria was observed. Areas of concern include: poorly marked and inappropriate parking and "back door" entrance; ramp slopes within the building at selected areas in excess of allowable maximums; only toilet facilities on the third floor are fully-accessible; public telephones provide neither access for the disabled nor assistance for the hearing impaired in the form of TDD or alternate methods.

We recommend that an access program for the State House be developed which meets the spirit of the regulations while minimizing impact on historical features be prepared in collaboration with interested persons.

#### D. STRUCTURAL ANALYSIS

Caswell Engineering reviewed existing plans of the State House and performed spot analyses of selected structural elements to evaluate code compliance and conducted a visual survey of the building to identify areas where distress is evident or code deficiencies might be expected. The following is a summary of their major findings:

1. **Roofs.** Numerous deficiencies exist in the North and South Wing roofs, principally in the "snow shadow" of the clerestories. A snow monitoring and removal program has been instituted since 1990. Future reinforcement of the structure is recommended. The semi-circular roof at the far end of the West Wing has not been analyzed, as the members are currently inaccessible; future investigation and ongoing snow monitoring is recommended.
2. **Floors.** Actual conditions in floor framing are difficult to assess, since structural plans for the West Wing do not exist and members in all areas are concealed by finishes. Areas with potential deficiencies include the Law Library, mezzanine areas constructed prior to 1985, the Hall of Flags and the West Wing. While there is no current evidence of distress, removal of finishes in these areas is recommended to

confirm conditions. Further investigation of the source of buckling in the ground floor corridor should also be carried out.

3. **Dome.** A separate analysis of the seismic resistance of the dome structure was carried out by LeMessurier Associates. The study indicated that the cupola structure would likely survive a code-force earthquake provided that cross-bracing is introduced in at least one-half of the open bays at the 6th level and that columns are braced at top and bottom. This work is being carried out in conjunction with the dome plaster repairs in 1994. Additional analysis of the complex intersection between the 5th and 6th level framing with the cupola framing was recommended, as was on-going observation and maintenance of the exterior elements.

## **E. MECHANICAL, ELECTRICAL & PLUMBING ANALYSIS**

Existing conditions of the heating, ventilation, plumbing, fire protection, power, lighting and data/communications systems in the State House were assessed by Enterprise Engineering Inc. The review considered performance of the systems with regard to current code standards, human comfort and operations costs. A summary of the most significant findings and recommendations follows:

1. **Ventilation and Air Conditioning Improvements.** Even though not specifically required for existing buildings by State law, occupant health considerations and good engineering practice dictate that proper ventilation be incorporated into the building. Ventilation within the State House cannot be obtained by natural means. Consequently, a mechanical ventilation system is required. The least obtrusive approach to general building ventilation will be through the use of a small number of central systems.
2. **HVAC Systems Equipment Alternatives.** The existing hot water heating system utilizing room terminal elements and controlled by a pneumatic temperature control system is both effective and energy efficient for use in the State House. Addition of recommended ventilation systems would require additional heat in the same order of magnitude as the heat currently required for the building.
3. **Automatic Temperature Control.** The existing pneumatic automatic temperature control systems are appropriate for modulating heating. Any master plan for building HVAC upgrade should include investigation into the existing Capital Complex energy management system for coordination with any future automatic temperature control system.
4. **Energy.** Any significant work associated with the building envelope, HVAC, service water heating, lighting, etc., systems would require analysis to determine the most cost effective system over the anticipated life of the system. This would favor energy-conserving technologies such as storm windows, air-to-air ventilation heat recovery, energy-efficient lighting, etc.



5. **Sprinkler System.** The existing dry pipe sprinkler system that serves the fifth floor areas (some unheated) should remain "as is". A wet pipe sprinkler system should be installed to provide coverage throughout the remaining building.

6. **Branch Circuit Electrical Power Improvements.** There will undoubtedly be a continued need for additional branch circuits as well as for reconfiguration of circuits due to relocation of offices/tasks. The perpetuation of small, local "add-on" branch panels is inappropriate, since they do not provide a long-term solution and they confuse the distribution system organization. The main and secondary riser panelboards should be removed and replaced with new circuit breaker panels, and separate grounded branch circuits be developed for computers only.

7. **Wiring/Raceway Distribution.** Old, cloth-covered electrical branch circuit wiring should be entirely removed and replaced. Given the need for additional receptacle outlets and local branch circuits, along with the tendency for frequent renovations of offices, a raceway system should be provided to connect all spaces with branch panelboards to facilitate the installation of new wiring. This raceway system should be built into an architectural feature such as cove molding or baseboards so that it will be less visible and should be sized to accommodate future needs without remodeling.

8. **General Lighting Improvements.** The approach to existing lighting in most offices, meeting areas, public rooms and corridors is one which is limited to satisfying only functional requirements. Little or no regard has been paid to either the quality of light which is produced, the potential for eye strain in building occupants or the aesthetic statement made by the luminaires. It is therefore recommended that existing lighting be replaced to accomplish higher quality of light, lower energy consumption and appropriate aesthetic statement.

9. **Emergency Lighting Improvements.** The existing emergency lighting system is relatively old and does not provide complete coverage as required by code. It is recommended that the existing emergency lighting system be replaced with a new, larger central inverter (AC to DC) system, which will permit the normal corridor lights to function as emergency lights.

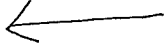
10. **Data/Communications Wiring Improvements.** It is recommended that a separate raceway compartment for data processing wiring be included with the recommended branch circuit wiring raceway system. This raceway system should be extended to all offices, meeting rooms and other work spaces. It is also recommended that a separate raceway system be provided for sound system cabling and cable TV wiring. This raceway system should extend to all work spaces and should facilitate the future installation of new cabling.

The existing sound system should be completely replaced with a current-technology system with additional capability. The new system should be capable of serving all work spaces, and should be capable of broadcasting sound from not only the House and Senate Chambers, but also the Legislative Council Chamber as well as the Appropriations Hearing

Room. In addition, the new system should also include the means to be able to serve State agencies at the State Office Building. A built-in distribution cabling system should be provided for television station broadcast equipment. This system should have connection facilities for TV station use at the House and Senate Chambers, the Legislative Council Chamber, the Hall of Flags, and the Appropriations Hearing Room 228.

12. **Fire Alarm System Improvements.** Presently, the limited number of existing fire alarm zones are transmitted by means of a reporting station on the first floor to the State Office Building. The State House should be equipped with its own fire alarm system, consisting of not only a control panel, but also an annunciator indicating the status of each fire alarm zone. It is also recommended that the State House be equipped throughout the automatic fire alarm detectors.

## F. CONSERVATION & MAINTENANCE

1. **Collections & Conservation Criteria.** In addition to its significant architectural features, the State House contains many artifacts significant to the history of the building and the State. These include the historic battle flags in the Hall of Flags, oil paintings and busts depicting governors and legislators, and the Klir Beck natural history exhibits. These objects provide a reminder of the historic personages and events which have occurred there. 

The State House collections can easily be damaged by improper conditions and handling. In order to ensure that they can remain on view for future generations, planning for care of the collections should be an integral part of the future plan for the State house. The collections in the State House were surveyed by conservator Ronald S. Harvey in April of 1993. His findings and recommendations included: monitoring collections areas within the building to determine temperature and relative humidity swings throughout a calendar year; protecting collections from damage by high light levels; individual conservation surveys of paintings, metal sculptures and plaques in the State House; and a security assessment of the building and the collections, to identify highly valuable items and reduce the risk of loss or vandalism.

2. **Maintenance.** Recommendations were made for an approach to carrying out routine repairs at the State House which is consistent with the *Secretary of the Interior's Standards for Rehabilitation*, published by the National Park Service. These principles recognize that historic materials and details have proven records for durability and compatibility, and that a small amount of maintenance at regular intervals avoids large investments in repairs.

[staffing and budget recommendations to be completed with data from S. Tubessing]

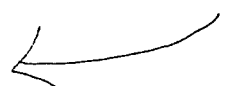
## G. TACTICAL PLAN

1. **Space Needs.** The State House was expanded twice in less than 100 years from the date of its construction, more than doubling its original size. Today, the State House faces similar problems to those that has plagued it through history. A total of \_\_\_\_ permanent

and part-time staff and \_\_\_\_ Legislators fill the building during sessions. The sessions, which once lasted \_\_\_\_, now last \_\_\_\_ months each year. Support staff are crowded into offices, files fill the ground floor hallway. Committee rooms are too small to permit full public participation.

In addition to the life safety and health concerns identified in the previous chapters, deficiencies in both the quality and the quantity of space hamper the ability of staff and legislators to function well. As mechanical systems are improved, it is logical and economical to address these functional concerns at the same time. Therefore, as part of the Master Plan for the State House, we have identified some of these needs and suggested some options for relief. These included the following:

**a. Identification & Orientation.**

- *Improve building signage and graphics.*
  - *Improve public perception of State House through maintenance of historic finishes throughout building.*
  - *Improve understanding of the significance of the State House for workers, legislators and visitors through interpretive displays. Provide for a Capitol Orientation Area near the building entrance (in the former State Museum space) for orientation, interpretive displays, receptions, lunch area for school groups. Provide potential space for a museum room with historic furnishings. Interpret the "State House Collection" including portraits and other artifacts.*
- 

**b. Law Library**

- *Provide handicapped access to mezzanine*
- *Provide more electrical outlets to accommodate current technology.*

c. **Press Offices:** Offices were renovated in the former Boiler Room, but more staff have been added since that time. Offices are cramped, and underground spaces experience serious, ongoing leakage problems.

**d. Committee Rooms:**

- *Provide each Dedicated Committee Room with a Hearing Room and separate, adjacent office (like the Tax Hearing Room). This will permit privacy for Clerk functions while also permitting the Dedicated Hearing Rooms to be used by other committees when the principal committee is not in session.*
- *Provide space for all Committees within the State House.*
- *Provide sufficient space for large Committee hearings within the State House. (?)*

e. **Legislative Facilities:** Legislators currently have no space to leave coats, boots and briefcases, or to work between meetings and sessions. *Provide work spaces and lockers for Legislators, especially those from distant districts.*

f. **Staff Offices:** The average staff member works 60 hours per week, and many work 100 hours/week during sessions. Office spaces are cramped. Some staff within the same department are scattered throughout the building, making communications difficult.

- *Provide sufficient work space for all staff, permanent and part-time*
- *Provide break areas with kitchenette facilities*
- *Acoustical and visual privacy for staff handling confidential matters*
- *Provide sufficient lighting, space and HVAC to ensure staff comfort and efficiency*
- *Eliminate winter drafts.*

A more detailed comprehensive programming or space planning analysis should be carried out under the direction of the Legislative Council

**2. Implementation Plan.** The full scope of recommended work for the Maine State House is extensive. While the ideal scenario would be to evacuate the building for an extended period of time and to carry out the required work, this option was not considered feasible. The building operations should be permitted to continue to the greatest degree possible, and expenditures should be spread over several years to minimize their impact.

The final work program should provide an orderly approach to renovation and restoration of the State House. It should balance necessary mechanical and life safety improvements with improvements to the appearance and efficiency of both public and private areas. It should minimize disruption to building operations while maximizing construction economies. Much of the recommended work requires further study to establish the exact scope and appropriate actions. Therefore, the first phases of work must include further study by design professionals, prior to establishing a final scope and budget for the project.

### 3. Renovation Budget

Planning estimates for the proposed work items were prepared by Hanscomb Associates, professional cost consultants, based on the scope of work outlined by the project team. Many of the items, particularly the mechanical and electrical work, must be developed in further detail. Priorities among the various work programs should be developed by the Legislative Council, so that annual allocations can be determined.

## **FLAG GLOSSARY**

**Arms**-coat of arms of the appropriate government body.

**Battle Honors**-the names of the battles or engagements in which a unit fought.

**Camp colors**-small bunting flags used to mark a company's camp, the color line, and some regimental maneuvers.

**Canton**-a quadrant of a flag.

**Color**-the current U.S. flag as approved by Congress.

**Cord**-a length of two or four-ply silk cord connecting the tassels.

**Field**-the principal area of a flag prior to any additions or embellishments.

**Finial**-the decorative ornament found on the top end of the staff.

**Fly**-the length of the flag measured from the outer pole sleeve to the free edge (the horizontal measurement).

**Fringe**-Used to trim the edges of the flag other than the pole hem. A decorative border or edging of hanging threads, cord, or strips, often attached to a decorative band.

**Ground**-the background color of a flag or any of its parts.

**Guidon**-originally the flag that marched at the head and to the right of the first rank for the troops to guide on. Usually carried by a cavalry or artillery company and swallow-tailed in appearance. Carried by some infantry companies as flank markers.

**Hoist**-the width of a flag measured along the staff edge, excluding the fringe (the vertical measurement).

**National**-any flag displaying the national arms, or a stars and stripes color that does not have any state symbols added.

**Obverse**-the view of the flag as seen when the staff edge is at the viewer's left.

**Regimental**-a flag consisting of a monochrome field with either national or state symbols added for identification.

**Reverse**-the view of the flag as seen when the staff is at the viewer's right.

**Sleeve**-that part of the flag through which the staff is slipped prior to attachment. Usually reinforced and doubled over.

**Staff**-the pole on which any type of flag is attached. In Civil War usage the infantry staffs were called pikes and the cavalry or mounted artillery staffs were called lances.

**Standard**-type of flag carried by mounted artillery and cavalry regiments.

**Tassels**-pendant ornaments connected by the cord to the staff. The tassels usually coordinated with the color of the regimental flag as defined by Army regulations.

**Union**-the American device of a group of stars symbolic of the union of the colonies. Originally used to signify the union of the countries of England and Scotland in the union jack or union flag, displaying the emblems of these two countries, the St. George and St. Andrews crosses.

### **MILITARY GLOSSARY**

**Army**-a military formation consisting of a minimum of two corps.

**Battery**-the usual name for an artillery company consisting of approximately 100 soldiers and four or six cannon, commanded by a captain.

**Battalion**-a unit of troops consisting of between two and nine companies.

**Brigade**-a formation consisting of two or more regiments.

**Company**-a unit of soldiers consisting of approximately one hundred officers and men commanded by a captain.

**Corps**-a formation of troops of two or more divisions.

**Division**-a formation of troops consisting of two or more brigades.

**Muster In/Out**-the formal process of swearing recruits in or out of government service.

**Regiment**-a unit formed of an exact number of companies. Infantry regiments consisted of 10 companies and cavalry and artillery regiments consisted of twelve. A colonel was the field commander of a regiment.



# 116th MAINE LEGISLATURE

## FIRST REGULAR SESSION-1993

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Legislative Document

No. 1052

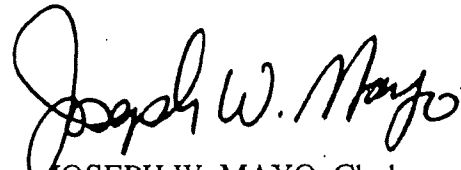
H.P. 779

House of Representatives, March 29, 1993

**An Act to Establish a Mechanism for Ensuring Adequate Preservation  
and Maintenance of the State House.**

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Reference to the Committee on Appropriations and Financial Affairs suggested and ordered printed.

  
JOSEPH W. MAYO, Clerk

Presented by Speaker MARTIN of Eagle Lake.  
Cosponsored by Representatives: GWADOSKY of Fairfield, PARADIS of Augusta,  
ZIRNKILTON of Mount Desert.

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

Sec. 1. 3 MRSA §162, sub-§12-A is enacted to read:

12-A. Reserve Fund for State House Preservation and Maintenance. To administer the Reserve Fund for State House Preservation and Maintenance, established and maintained as provided in this section. The State Controller, at the close of each fiscal year and at the request of the Legislative Council, shall transfer from unexpended balances of General Fund appropriations to the Legislature, to the Reserve Fund for State House Preservation and Maintenance, available amounts up to \$250,000 a year until a maximum of \$1,500,000 is achieved. The Reserve Fund for State House Preservation and Maintenance may also receive and accept allocations, appropriations, grants and contributions of money to be held, used or applied to carry out this subsection, subject to the conditions upon which these allocations, appropriations, grants and contributions are made. Expenditures from the Reserve Fund for State House Preservation and Maintenance are subject to legislative allocation and may be made only for major repairs and renovations to the State House and upon a majority vote of the Legislative Council. Funds allocated or appropriated to the Reserve Fund for State House Preservation and Maintenance may not lapse but must be carried forward;

Sec. 2. 3 MRSA §905, as enacted by PL 1987, c. 816, Pt. EE, §1, is amended to read:

**§905. Contributions**

The commission may accept gifts, bequests and federal funds for purposes consistent with the objectives of this chapter. These gifts, bequests and federal funds shall must be used solely to carry out the purposes for which they were made. Gifts may include furnishings or other artifacts. Contributions received by the commission for the purpose of major repairs or renovations to the State House may be transferred to the Reserve Fund for State House Preservation and Maintenance established in section 162, subsection 12-A.

**STATEMENT OF FACT**

This bill establishes the Reserve Fund for State House Preservation and Maintenance as a mechanism to fund major repairs or renovations to the State House. The funding for the fund will come from unexpended legislative General Fund appropriations or from appropriations, allocations, grants or contributions and may



2 be expended only with the approval of the majority of the  
Legislative Council. The bill also allows the State Capitol  
4 Commission to transfer to the Reserve Fund for State House  
Preservation and Maintenance any contributions made to the  
commission for major repairs or renovations to the State House.  
6

**CHAPTER 31**  
**STATE HOUSE AND CAPITOL PARK COMMISSION**

**3 § 901. State Capitol Commission**  
**(REPEALED)**

**3 § 901-A. State House and Capitol Park Commission**

The State House and Capitol Park Commission, as established in Title 5, section 12004-I, in this chapter called the "commission," shall consist of 11 voting members and 5 ex officio, nonvoting members who shall be appointed and shall serve as described in this section.

**1. Voting members; appointment.** Voting members of the commission shall be appointed as follows:

- A. The Director of the Maine Historic Preservation Commission who shall be the permanent chair of the commission;
- B. Six members of the public, 4 of whom shall be appointed jointly by the President of the Senate and the Speaker of the House of Representatives and 2 by the Governor;
- C. The Governor, President of the Senate and the Speaker of the House of Representatives or their representatives; and
- D. The Director of the State House and Capitol Park Commission.

**2. Ex officio nonvoting members.** The ex officio nonvoting members of the commission shall be as follows:

- A. The Director of the Maine State Museum;
- B. The Director of the Maine Arts Commission;
- C. The Director of the Bureau of Public Improvements;
- D. The Chair of the Capitol Planning Commission; and
- E. The Executive Director of the Legislative Council.

**3. Terms.** Each public member shall be appointed to serve a term of 2 years. A member shall serve until a successor is appointed. A vacancy shall be filled as soon as practicable by appointment for the unexpired term in the manner of the original appointment.

**4. Reimbursements.** Members shall serve on the commission without pay, but shall be reimbursed for their expenses and travel upon application to the Legislative Council and in accordance with Title 5, chapter 379.

**5. Meetings; decisions; quorum.** The commission shall meet at least quarterly on the call of the chair. Decisions shall be made by a majority of those present and voting. A quorum shall be a majority of the voting members of the commission.

### 3 § 901-B. Director, State House and Capitol Park Commission

The Legislative Council shall appoint the Director of the State House and Capitol Park Commission who shall serve at the pleasure of the Legislative Council.

### 3 § 902. Duties of the commission

1. **Plan.** The commission, with the assistance of the Executive Director of the Legislative Council, shall develop and commend a plan for the preservation and development of the aesthetic and historical integrity of the State House and the grounds specified in subsection 2. By April 1, 1990, the commission shall submit an interim report indicating its progress on the plan to the Legislative Council and the Governor. Upon receipt of the commission's completed plan, the Legislative Council may submit the plan to the Legislature for adoption and enactment as the official state plan for the preservation and development of the aesthetic and historical integrity of the State House. From time to time the commission may submit additional amendments for inclusion in the plan which may be submitted to the Legislative Council for adoption and enactment by the Legislature.

2. **Research; publication.** The commission shall conduct research into the history of the State House, the results of which will guide the commission and the Legislative Council in the preservation and development of the building's aesthetic and historical integrity. The commission shall publish and distribute this research to enhance public understanding and appreciation of the State House.

3. **Contracts.** The commission may make recommendations to the Legislative Council to enter into contracts with individuals or organizations and institutions for services to further the objectives of this chapter, including architectural, aesthetic and decorative additions or changes, in conformance with the plan adopted by the Legislative Council.

4. **Research; publication.**

### 3 § 902-A. Jurisdiction

The Legislative Council shall have jurisdiction over:

1. **State House.** The entire exterior and interior of the State House; and

2. **Immediate grounds.** The immediate grounds, including Capitol Park, the area bounded on the east by the Kennebec River, on the north by Capitol Street, on the south by Union Street and on the west by State Street, except that the private office of the Governor, at the Governor's discretion, shall be exempt from this chapter.

A. To ensure that the portion of Capitol Park that is controlled by the City of Augusta remains integrated with the portion of Capitol Park that is controlled by the State, the commission may, in consultation with the City of Augusta, plan for the preservation and development of a unified park area.

The Bureau of Public Improvements shall make no architectural, aesthetic or decorative addition, deletion or change to any external or internal part of the State House or its immediate grounds under the jurisdiction of the Legislative Council unless the council has approved the change in writing in conformance with the plan adopted by the council. The Governor shall be notified before the council votes on any change. The commission may make recommendations to the council in regard to any proposed architectural, aesthetic or decorative addition, deletion or change to the internal or external part of the State House.

### **3 § 903. Advice and assistance to commission**

The commission may request the assistance and advice of any state agency in the administration of its duties. Any state agency receiving a request shall render any assistance and advice to the commission.

### **3 § 904. Report to the Legislature and the Governor**

The commission shall report biennially to the Legislative Council and the Governor facts and recommendations relating to the work and needs of the commission. The commission shall list all activities and projects initiated, completed or proposed during the next biennium which concern the preservation and development of the aesthetic and historical integrity of the State Capitol Building.

### **3 § 905. Contributions**

The commission may accept gifts, bequests and federal funds for purposes consistent with the objectives of this chapter. These gifts, bequests and federal funds shall be used solely to carry out the purposes for which they were made. Gifts may include furnishings or other artifacts.

### **3 § 906. Interest in contracts prohibited**

No member of the commission may be interested directly or indirectly in any contract or contracts calling for the construction or improvements of facilities, buildings and grounds in the Capitol Area in the City of Augusta as described in Title 1, section 814.

### **3 § 907. Cooperation and information exchange**

The State House and Capitol Park Commission, the Capitol Planning Commission and the Office of the Governor shall exchange information on a regular basis, at least 2 times each year, concerning the plans, proposals and activities of each organization with respect to the facilities and grounds at the seat of government. Each organization shall cooperate with the others and coordinate their efforts.



Joseph W. Mayo  
Clerk of the House

State of Maine  
House of Representatives  
Augusta 04333-0002  
287-1400

OCT 20 2000

October 25, 2000

The Honorable Mark W. Lawrence  
Chair, Legislative Council  
2 State House Station  
Augusta, Maine 04333-0002

Dear Mr.Chairman:

The following proposed schedule is hereby submitted for the consideration of the Legislative Council. We are recommending no increase in the schedule of fees for Document Service for the First Regular Session of the 120th Legislature.

All items listed below, with the exception of Joint Resolutions and Legislative Council minutes, are available on the Legislature's website.

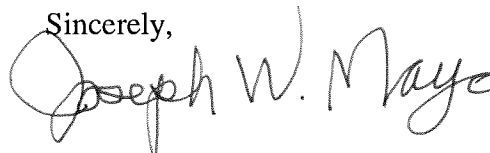
|                                                                                                             | 119th Rates | Proposed Rates<br>120 <sup>th</sup> 1 <sup>st</sup> Reg. |
|-------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------|
| 1. Bills & Resolves (L.D.s)<br>FIRST CLASS-Mailed Daily                                                     | \$500.00    | \$500.00                                                 |
| 2. Bills & Resolves (L.D.s)<br>FIRST CLASS-Mailed-Twice Weekly                                              | 400.00      | 400.00                                                   |
| 3. Bills & Resolves (L.D.s)<br>THIRD CLASS-Mailed Twice Weekly                                              | 330.00      | 330.00                                                   |
| 4. Bills & Resolves (L.D.s)<br>PICKED UP AT DOCUMENT ROOM                                                   | 200.00      | 200.00                                                   |
| 5. Amendments (Combined with any Legislative Document<br>Service)-Mailed Weekly                             | 120.00      | 120.00                                                   |
| 6. Amendments<br>PICKED UP AT DOCUMENT ROOM                                                                 | 80.00       | 80.00                                                    |
| 7. Legislative Record<br>FIRST CLASS-Mailed Weekly                                                          | 125.00      | 125.00                                                   |
| 8. Legislative Record<br>PICKED UP AT DOCUMENT ROOM                                                         | 90.00       | 90.00                                                    |
| 9. Public & Private & Special Laws, Resolves, &<br>Constitutional Resolutions<br>FIRST CLASS-Mailed Weekly  | 275.00      | 275.00                                                   |
| 10. Public & Private & Special Laws, Resolves &<br>Constitutional Resolutions<br>PICKED UP AT DOCUMENT ROOM | 150.00      | 150.00                                                   |
| 11. Weekly Computer Printout-Status of Bills<br>FIRST CLASS MAIL                                            | 225.00      | 225.00                                                   |
| 12. Weekly Computer Printout-Status of Bills<br>THIRD CLASS MAIL                                            | 115.00      | 115.00                                                   |

Printed on Recycled Paper

|                                                                                                                |        |        |
|----------------------------------------------------------------------------------------------------------------|--------|--------|
| 13. Weekly Computer Printout-Status of Bills<br>PICKED UP AT DOCUMENT ROOM                                     | 60.00  | 60.00  |
| 14. Advance Notice of Public Hearings on Bills<br>FIRST CLASS-Mailed Weekly                                    | 25.00  | 25.00  |
| 15. Weekly Listings of Bills Printed & Enacted<br>FIRST CLASS MAIL                                             | 25.00  | 25.00  |
| 16. Joint Resolution<br>FIRST CLASS MAIL                                                                       | 80.00  | 80.00  |
| 17. House & Senate Daily Calendars<br>FIRST CLASS-Mailed Weekly                                                | 60.00  | 60.00  |
| 18. House & Senate Daily Calendars<br>with Supplemental Calendars<br>FIRST CLASS-Mailed Weekly                 | 125.00 | 125.00 |
| 19. Legislative Council-Notice of Preliminary Agenda and<br>Minutes, After Deadline List Pre and Post Versions | 175.00 | 175.00 |
| 20. Weekly Legislative Calendar<br>FIRST CLASS MAIL                                                            | 25.00  | 25.00  |
| 21. Roll Call Votes (House & Senate)<br>FIRST CLASS MAIL-Mailed Weekly                                         | 75.00  | 75.00  |
| 22. Roll Call Votes (House & Senate)<br>PICKED UP AT DOCUMENT ROOM                                             | 25.00  | 25.00  |

I will be happy to respond to any questions the Council may have on this proposed schedule that has been discussed with appropriate legislative support agencies.

Sincerely,



Joseph W. Mayo  
Clerk of the House

## COMMITTEE TO STUDY ACCESS TO PUBLIC AND PRIVATE LANDS IN MAINE

### *Members:*

*Senator Marge KilKelly, Co-Chair  
Representative Monica McGlocklin, Co-Chair  
Representative Rod Carr  
Senator Paul Davis  
Representative Paul Volenik*

### *Staff:*

*Danielle D. Fox, Legislative Analyst  
Jill Ippoliti, Legislative Analyst  
Office of Policy and Legal Analysis  
13 State House Station Augusta, Maine 04333  
(207) 287-1670 Fax: (207) 287-1275*

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## MEMORANDUM

DATE: September 30, 2000

TO: The Honorable Mark W. Lawrence, Chair, Legislative Council  
The Honorable G. Steven Rowe, Vice Chair, Legislative Council  
Legislative Council Members

FROM: Committee to Study Access to Public and Private Lands in Maine

RE: Extension Request for Report Deadline

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Pursuant to the authorizing legislation that established the Committee, we are requesting an extension beyond the November 1, 2000 reporting date. The Committee to Study Access to Public and Private Lands in Maine requires an extension for the following reasons:

1. The committee was not convened until August 14th, six weeks after the June 30th convening date established in the joint order;
2. The committee needs to hold 3 more meetings as required by the joint order and additional time to review the findings, make recommendations and draft a report

On behalf of the Committee, we are requesting an extension until December 15, 2000.

We ask that the Legislative Council consider this request at the next scheduled Council meeting. Please contact us should you require any further information. We thank you for your consideration of this request.

cc: Jim Clair, Interim Executive Director, Legislative Council  
David Boulter, Director, Office of Policy & Legal Analysis  
Members, Committee to Study Access to Public and Private Lands in Maine

OCT -5 2000

# Task Force on Educational Programming at Juvenile Correctional Facilities

## Members

Sen. Robert E. Murray, Jr., Co-Chair  
Rep. Shirley K. Richard, Co-Chair  
Sen. Mary E. Small  
Rep. Carol Weston  
Warren G. Galway  
Peter H. Hennessy  
Edwin "Buzz" Kastuck  
Carl Mowatt  
Helen Nichols  
Lars A. Olsen  
Dorothy D'Alessandro  
Annette Gillespie  
Joe-Anne Corwin

## Staff

Phillip D. McCarthy, Ed.D.  
Legislative Analyst  
Maine State Legislature  
Office of Policy & Legal Analysis  
13 State House Station  
Augusta, ME 04333  
Phone: (207) 287-1670  
Maine Relay Services: 1-800-437-1220  
Fax: (207) 287-1275  
Email: [phillip.mccarthy@state.me.us](mailto:phillip.mccarthy@state.me.us)

October 23, 2000

MEMO TO: The Honorable Mark W. Lawrence, Chair, Legislative Council

FROM: *RM* Sen. Robert Murray, Senate Chair, and Rep. Shirley Richard, House Chair, *SR*  
Task Force on Educational Programs at Juvenile Correctional Facilities

SUBJ: **Extension Request**

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Pursuant to P.L. 1999, c. 770, we are requesting an extension beyond the November 1, 2000 reporting date established for the Task Force on Educational Programs at Juvenile Correctional Facilities. On behalf of the task force, we are requesting an extension and the authority to meet one additional time for the following reasons:

1. The Task Force was not convened until September 15th, *a full 3 months* after the June 8th convening date established in the emergency legislation;
2. Task Force members will not have sufficient time between now and the established reporting deadline to properly consider the range of complex issues involved in the six duties charged to the Task Force. Three months is simply an insufficient amount of time to adequately conduct this study; and
3. Task Force members require additional time and an additional meeting day in order to: (a) meet with juvenile correction and education officials, including members of the reconstituted policy review council to determine the educational programming needs of detained youth at the juvenile correctional facilities and the best ways to meet those needs; (b) deliberate on findings, arrive at conclusions and recommend a plan of action; and (c) prepare legislation for consideration during the First Regular Session of the 120th Legislature.

On behalf of the Task Force, we are requesting an extension until Friday, December 15, 2000. The Task Force has already met three times and has tentatively planned the work that must undertaken during its remaining meeting(s) to be scheduled between October 25, 2000 and the week of December 4, 2000. We hope to complete our review of educational programming needs, provide adequate time for our deliberations, and allow staff sufficient time to draft the Task Force's report, recommendations, and any proposed legislation.



We trust that the Legislative Council will consider this request at the October 25<sup>th</sup> Legislative Council meeting. Please contact either one of us -- or Phil McCarthy, our Task Force staff -- should you require any further information. On behalf of the Task Force, we thank you for your consideration of this request.

cc: Jim Clair, Acting Executive Director, Legislative Council  
David Boulter, Director, Office of Policy & Legal Analysis  
Members, Task Force on Educational Programs at Juvenile Correctional Facilities

**Task Force Budget**  
Task Force on Educational Programming at Juvenile Correctional Facilities  
(revised 10/22/00)

Appropriations  
(P. L. 1999, c. 770, sec. 7)

**LEGISLATURE**

**2000-01**

Task Force on Educational Programming  
at Juvenile Correctional Facilities

|                   |          |
|-------------------|----------|
| Personal Services | \$ 880   |
| All Other         | \$ 3,000 |

Provides funds for the per diem and expenses of legislative members and expenses for other eligible members of the task force on educational programming at juvenile correctional facilities and to print the required report.

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>\$3,880</b> |
|--------------|----------------|

Proposed Budget

Per diem authorized is usually \$55 per meeting per person for those who are eligible. Expenses are calculated at \$50 per person per meeting if eligible and if authorized. The printing cost for the report is usually \$500. If public hearings are specified they are calculated at \$1,000 per public hearing.

|                                                                       |                |
|-----------------------------------------------------------------------|----------------|
| Legislators -- Per Diem and Expenses<br>(4 @ \$105 per day x 4 mtgs.) | \$1,680        |
| Members -- Per Diem and Expenses<br>(3.5 @ \$50 per day x 4 mtgs.)    | \$700          |
| Public Hearings (1 @ \$1,000)                                         | \$1,000        |
| Report printing                                                       | <u>\$500</u>   |
| <b>TOTAL</b>                                                          | <b>\$3,880</b> |



MAINE STATE LEGISLATURE  
Augusta, Maine 04333

*Commission to Study the Most Effective Method of Providing  
Retail Rate Reimbursement for Parts and Labor*

October 18, 2000


Honorable Mark W. Lawrence, Chair  
Honorable G. Steven Rowe, Vice Chair  
The Honorable Members of the Legislative Council  
115 State House Station  
Augusta, ME 04333

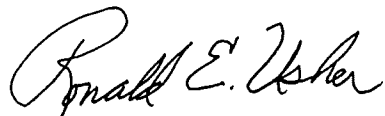
Dear Members of the Legislative Council:

Pursuant to Public Law 1999, chapter 766, that established the *Commission to Study the Most Effective Method of Providing Retail Rate Reimbursement for Parts and Labor*, we are requesting a 30-day extension until December 1, 2000 to finish drafting the commission's report. The commission is currently awaiting the outcome of pending negotiations between automobile manufacturers and Maine automobile dealers. Our 4<sup>th</sup> and final meeting is scheduled for October 30, 2000, at which we will develop final recommendations. These recommendations may be affected, if there is any progress in these negotiations

Thank you for your consideration. If you have any questions, please direct them to the commission's staff, Grant Pennoyer in the Office of Fiscal and Program Review.

Sincerely,

  
Sen. Carol A. Kontos  
Senate Chair

  
Rep. Ronald E. Usher  
House Chair

Enclosures

cc Members, Commission to Study the Most Effective Method of Providing Retail Rate  
Reimbursement for Parts and Labor  
Grant Pennoyer  
Jim Clair, Acting Executive Director of the Legislative Council

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OCT 24 2000



**MAINE STATE LEGISLATURE**  
Augusta, Maine 04333

To: The Honorable Mark W. Lawrence, Chair  
The Honorable G. Steven Rowe, Vice-Chair  
Legislative Council, 119th Maine State Legislature

From: Senator Robert E. Murray, Jr., Chair *Robert E. Murray nhb*  
Representative Charles LaVerdiere, Chair *Charles LaVerdiere nhb*  
Committee to Study Further Decriminalization of the Criminal Laws of Maine

Re: Request for Extension

Date: October 20, 2000

Pursuant to our authority under Joint Order, H.P. 1914, the Committee to Study Further the Decriminalization of the Criminal Laws of Maine requests to extend its reporting date to December 15, 2000.

As mentioned in our memo dated September 21, 2000, because of the late start of our work and the complexity of the charge, an extension is necessary to provide adequate time for review of the committee report and proposed legislation.

Thank you for your attention to this matter. Please let us know if you have any questions.

cc: David E. Boulter, Director, OPLA

G:\OPLALHS\LHSSTUD\Decriminalization\extension.doc

OCT 25 2000

**COMMISSION TO STUDY OWNERSHIP PATTERNS IN MAINE***Members:*

*Senator Rochelle Pingree, Co-Chair*  
*Representative Bonnie Green, Co-Chair*  
*Senator S. Peter Mills*  
*Representative Harold A. Clough*  
*Ned McCann*  
*Charles Mercer*  
*Winn Price*  
*Carla Dickstein*  
*Lisa Pohlmann*  
*Ilona Tenney*

*Staff:*

*Galen Rose, State Planning Office*  
*(207) 287-8050*

*Ex Officio:*


*Alan Brigham*  
*Bruce Drouin*  
*Janet White*

---

**MEMORANDUM**

**DATE:** October 25, 2000

**TO:** The Honorable Mark W. Lawrence, Chair, Legislative Council  
The Honorable G. Steven Rowe, Vice Chair, Legislative Council  
Legislative Council Members

**FROM:** Senator Chellie Pingree, Co-Chair   
Representative Bonnie Green, Co-Chair  
Committee to Study Ownership Patterns in Maine

**RE:** Extension Request for Report Deadline

Pursuant to Section 7 of Resolves 1999, chapter 136 that established the Commission to Study ownership patterns in Maine, we are requesting an extension beyond the November 15, 2000 reporting date. The Commission to Study Ownership Patterns in Maine requires an extension for the following reasons:

1. The Commission has not yet held its organizational meeting.
2. The Commission expects to hold its first meeting by mid-November. The Commission has been authorized to hold a total of four meetings and will make a determination at its first meeting of how they wish to proceed to accomplish their charge.

On behalf of the Commission, we are requesting an extension until November 30, 2000.

We ask that the Legislative Council consider this request at the October 25, 2000 Council meeting. Please contact us should you require any further information. We thank you for your consideration of this request.

**cc:** Jim Clair, Interim Executive Director, Legislative Council  
David Boulter, Director, Office of Policy and Legal Analysis  
Members, Commission to Study Ownership Patterns in Maine

**COMMISSION TO STUDY OWNERSHIP PATTERNS IN MAINE***Members:*

*Senator Rochelle Pingree, Co-Chair  
Representative Bonnie Green, Co-Chair  
Senator S. Peter Mills  
Representative Harold A. Clough  
Ned McCann  
Charles Mercer  
Wynn Price  
Carla Dickstein  
Lisa Pohlmann  
Iluna Tenney*

*Staff*

*Galen Rose, State Planning Office  
(207) 287-8050*

*Ex Officio:*

*Alan Brigham  
Bruce Drouin  
Janet White*

---

**MEMORANDUM**

**DATE:** October 25, 2000

**TO:** The Honorable Mark W. Lawrence, Chair, Legislative Council  
The Honorable G. Steven Rowe, Vice Chair, Legislative Council  
Legislative Council Members

**FROM:** Senator Chellie Pingree, Co-Chair  
Representative Bonnie Green, Co-Chair *B. A.*  
Committee to Study Ownership Patterns in Maine

**RE:** Extension Request for Report Deadline

Pursuant to Section 7 of Resolves 1999, chapter 136 that established the Commission to Study ownership patterns in Maine, we are requesting an extension beyond the November 15, 2000 reporting date. The Commission to Study Ownership Patterns in Maine requires an extension for the following reasons:

1. The Commission has not yet held its organizational meeting.
2. The Commission expects to hold its first meeting by mid-November. The Commission has been authorized to hold a total of four meetings and will make a determination at its first meeting of how they wish to proceed to accomplish their charge.

On behalf of the Commission, we are requesting an extension until November 30, 2000.

We ask that the Legislative Council consider this request at the October 25, 2000 Council meeting. Please contact us should you require any further information. We thank you for your consideration of this request.

cc: Jim Clair, Interim Executive Director, Legislative Council  
David Boulter, Director, Office of Policy and Legal Analysis  
Members, Commission to Study Ownership Patterns in Maine

TOTAL P. 02

TOTAL P. 01



**Maine State Legislature**  
**OFFICE OF POLICY AND LEGAL ANALYSIS**

13 State House Station, Augusta, Maine 04333-0013  
Telephone: (207) 287-1670  
Fax: (207) 287-1275

**Memorandum**

**Date:** October 19, 2000

**To:** The Honorable Mark W. Lawrence, Chair  
The Honorable G. Steven Rowe, Vice-Chair  
The Honorable Members of the Legislative Council  
119<sup>th</sup> Maine Legislature

**Fr:** Sen. John Nutting, Senate Chair *JN*  
Rep. Roland Samson, House Chair *RS* *CS*  
Round Table to Study Economic and Labor Issues Relating to the Forest Products Industry

**Re:** Request for approval of study committee work plan and budget

Pursuant to Section 9 of Resolves 1999, Chapter 124 (LD 2005), Resolve, to Establish the Round Table to Study Economic and Labor Issues Relating to the Forests Products Industry, we will be submitting our work plan and proposed budget for FY 2000-01 for approval by the Legislative Council at the Council's October 25, 2000 meeting.

The organizational meeting of the Round Table will be held on the morning of October 25<sup>th</sup>. At that meeting, the Round Table will be finalizing its work plan and budget. We anticipate that we will be asking the Council to restore funding to the Round Table to reimburse the expenses of non-legislative members of the Round Table to attend its meetings. These funds were included in the original resolve, but were removed from the budget prior to enactment. We understand that it has been the Council's policy to include expenses for non-legislative members when they are not otherwise compensated by their employers.

We look forward to meeting with you next Wednesday.

Thank you.

cc: Jim Clair, Acting Executive Director, Legislative Council  
David E. Boulter, Director, OPLA  
Christopher Spruce, Legislative Analyst, OPLA

# Round Table to Study Economic and Labor Issues Relating to the Forest Products Industry

## *Budget*

|                    | <u>FY 2000-01</u> |
|--------------------|-------------------|
| Personal Services: | 990.00            |
| All Other:         | <u>5,100.00</u>   |
| Total:             | 6,090.00          |

*Note: Personal Services based on 1 full RT meeting & 1 WG meeting for 4 legislators; 1 full RT meeting and 4 WG meetings for 2 legislators*

*Note: All Other includes:*

*\$3,500 for members expenses\**

*\$100 for printing of preliminary report*

*\$1,000 for advertising meetings*

*\$500 for meeting expenses*

*\*Includes expenses for 6 non-legislative members for 1 full RT meeting and 1 WG meeting & 8 non-legislative members for 1 full RT mtg. and 4 WG mtgs*

|                    | <u>FY 2001-02</u> |
|--------------------|-------------------|
| Personal Services: | 660.00            |
| All Other:         | <u>7,300.00</u>   |
| Total:             | 7,960.00          |

*Note: Personal Services based on 6 meetings with 100% attendance by 2 legislative members*

*Note: All Other includes:*

*\$3,000 for member expenses\*\**

*\$800 for printing of final report*

*\$3,000 for advertising public hearings/meetings*

*\$500 for meeting/public hearing expenses*

*\*\*Includes expenses for 8 non-legislative members for 6 meetings*



**OPLA WORK PLAN FOR**  
**LEGISLATIVE STUDIES AND PROJECTS**  
119th Legislature, 2<sup>nd</sup> Regular Session  
(Interim 2000)

1. **PROJECT:** Round Table to Study Economic and Labor Issues Relating to the Forest Products Industry
2. **OBJECTIVE:** The Round Table is charged with studying key economic and labor issues related to the forest products industry with the goals of helping to expand value-added wood processing in Maine and to enhance the image of the logging profession.
3. **PROJECT TEAM:** Chris (staff); Todd (staff); Natalie (researcher support) Pat (PA support); Charlene (administrative support)
4. **FINAL WORK PRODUCT(S):** Report and recommended legislation
5. **INTENDED AUDIENCE:** Legislature (Legislative Council)
6. **ANTICIPATED START & COMPLETION DATES:**                      **Start:** June 2000                                              **Complete:** December 2001
7. **PROJECT TASKS:**

| Key Elements                                                                                                                       | Person Responsible | Other Staff Resources Needed and Type | Project Schedule |            | Consultation Needed With                                                         | Element Completed |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------|------------------|------------|----------------------------------------------------------------------------------|-------------------|
|                                                                                                                                    |                    |                                       | Start            | Finish     |                                                                                  |                   |
| A. Review Joint Order HP 1938 and other related PLs; schedule initial meeting; consult co-chairs; do work plan                     | Chris/Todd         | Charlene                              | June 2000        | Sept. 2000 | Committee co-chairs; DOL, DOC contacts                                           | 10/00             |
| B. Gather and condense forest products industry economic and labor background materials; develop mailing list                      | Chris/Todd         | Charlene                              | June 2000        | Oct. 2000  | Committee members; reps from labor, forest products industry, and forest service |                   |
| C. Schedule, organize and staff roundtable meetings, including working groups; provide public notice and summaries of all meetings | Chris/Todd/Natalie | Charlene<br>Teen Ellen                | Aug. 2000        | Dec. 2001  | co-chairs, working group chairs, all members; DOL; DOC                           |                   |
| D. Prepare and draft interim report to 1 <sup>st</sup> Session of 120 <sup>th</sup> ; OPLA review                                  | Chris/Todd         | Pat                                   | Feb. 2001        | Mar. 2001  | co-chairs; members                                                               |                   |
| E. Develop preliminary findings and recommendations; hold public hearing                                                           | Chris/Todd/Natalie | Pat                                   | June 2001        | Sept. 2001 | co-chairs, working groups, full committee, DOL, DOC                              |                   |
| F. Review PH results, revise findings and recs; issue report; hold public hearing on final recommendations                         | Chris/Todd         | Pat                                   | Sept. 2001       | Oct. 2001  | co-chairs, full committee, DOL, DOC                                              |                   |
| G. Prepare draft final report and legislation; OPLA review                                                                         | Chris/Todd         | Pat<br>Charlene                       | Oct. 2001        | Nov. 2001  | Study committee; DOC staff; DOL staff                                            |                   |
| H. Revise draft and submit final report and legislation                                                                            | Chris/Todd         | Charlene<br>Pat                       | Nov. 2001        | Dec. 2001  |                                                                                  |                   |

State of Maine Legislature  
119<sup>th</sup> Legislature

COMMISSION TO STUDY ECONOMICALLY AND SOCIALLY JUST POLICIES FOR  
FOREIGN INVESTMENTS AND FOREIGN PURCHASING BY THE STATE

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Sen. Peggy A. Pendleton, Co-Chair  
Sen. Philip E. Harriman  
Bjorn Skorpen Claeson  
Joyce Schelling  
Richard H. Thompson  
Neena Quirion

Rep. Zachary E. Matthews, Co-Chair  
Rep. Royce Perkins  
Erin Clark  
Ellie Daniels  
Patrice Franko  
Don Sappington

**TO:** The Honorable Mark W. Lawrence, Chair  
The Honorable G. Steven Rowe, Vice-Chair  
The Honorable Members of the Legislative Council  
119<sup>th</sup> Maine Legislature

**FROM:** Senator Peggy Pendleton, Co-Chair  
Representative Zachary Matthews, Co-Chair  
Commission to Study Economically and Socially Just Policies for Foreign  
Investments and Foreign Purchasing by the State

**SUBJECT:** Request for Approval of Study Committee Work Plan and Extension Request

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Pursuant to Resolve 1999, Chapter 135, Section 8, creating the Commission to Study Economically and Socially Just Policies for Foreign Investments and Foreign Purchasing by the State, we are submitting our proposed budget and work plan for approval by the Legislative Council. At the first meeting on October 19<sup>th</sup>, the commission received presentations from Dale McCormick, Maine State Treasurer, and Richard Thompson, Director of Purchasing at the Department of Administrative and Financial Services. The commission's work plan involves:

- Conducting three more meetings (2<sup>nd</sup> meeting on November 9<sup>th</sup>, the 3<sup>rd</sup> meeting on November 30<sup>th</sup>, and the 4<sup>th</sup> meeting on December 14<sup>th</sup>);
- Conducting at one of those meetings a public hearing; and
- Obtaining presentations from informed members of the public on the issue of states' policies regarding foreign investment and foreign purchasing.

Due to the late convening of the study commission's first meeting, on October 19<sup>th</sup>, the study commission requests at this time an extension of its reporting date from November 15, 2000 to December 31, 2000, in order to have sufficient time for information gathering, formulating recommendations, and drafting any recommended legislation.

Should you have questions about this request, please direct them to us, or to the study commission's staff, Danielle Fox or Natalie Hicks in the Office of Policy and Legal Analysis.

Thank you.

**CC:** Jim Clair, Interim Executive Director  
David Boulter, Director, OPLA  
Danielle Fox, Legislative Analyst, OPLA  
Natalie Hicks, Legislative Researcher, OPLA

OCT 24 2000

**Proposed Budget**  
**for the Commission to Study Economically and Socially**  
**Just Policies for Foreign Investments and Foreign Purchasing by the State**

**Personal Services: \$1,320**

**All Other:               \$3,500**

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**Total:                   \$4,820**

**\*This budget mirrors the legislative appropriation in the Resolve**

**WORK PLAN FOR**  
**Commission to Study Economically and Socially Just Policies for Foreign Investments and**  
**Foreign Purchasing by the State**  
**119th Legislature, 2nd Regular Session**

1. **PROJECT:** Study and Establish Economically and Socially Just Policies for Foreign Investments and Foreign Purchasing by the State
  2. **OBJECTIVE:** Review the subject of economically and socially just policies for foreign investments and purchases by the State, and evaluate the policies in other states. Provide recommendations regarding whether the State should do business with and invest in foreign companies that oppress or mistreat their workers and identify the positive and negative impacts on Maine workers, Maine small business and Maine taxpayers.
  3. **FINAL WORK PRODUCT(S):** Study Commission Report; Proposed Legislation
  5. **INTENDED AUDIENCE:** Study Commission, Legislature
  6. **ANTICIPATED START & COMPLETION DATES:** Start: October 2000 Complete: December 2000
- 

| <u>Key Elements</u>                                                                             | <u>Project Schedule</u>                                  |               | <u>Consultation Needed</u>               |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------|------------------------------------------|
|                                                                                                 | <u>Start</u>                                             | <u>Finish</u> | <u>With</u>                              |
| A. Meet with commission chairs to plan study schedule, approach                                 | 9/25/00                                                  |               | Commission Chairs                        |
| B. Research/analysis and preparation of background and informational materials for 1st meeting: | Early Oct<br>10/19 <sup>th</sup> 1 <sup>st</sup> meeting | Mid Oct       | Commission Chairs;<br>Interested parties |
| C. Prepare and submit commission budget (if changes are necessary)                              | w/in 10 days after 1 <sup>st</sup> meeting               |               | Commission Chairs and<br>members         |
| D. Staff 4 meetings                                                                             | Early Oct                                                | Mid Dec       |                                          |
| * First meeting                                                                                 | 10/19/00                                                 |               |                                          |
| * Second meeting                                                                                | 11/9/00                                                  |               |                                          |
| * Third meeting                                                                                 | 11/30/00                                                 |               |                                          |
| * Fourth meeting                                                                                | 12/14/00                                                 |               |                                          |
| E. Draft report/legislation                                                                     | 11/00                                                    | 12/00         | Commission Chairs                        |
| F. Review of draft                                                                              | 12/14/00                                                 |               | Commission Chairs;<br>members            |
| G. Final report printed                                                                         | 12/31/00                                                 |               |                                          |

# Task Force on the Maine Learning Technology Endowment



## *Members*


*Rep. Michael F. Brennan, Chair*  
*Commissioner J. Duke Albanese*  
*Rep. Irvin G. Belanger*  
*Doug DeCamilla*  
*Robert H. Edwards*  
*Sen. Philip E. Harriman*  
*Mary Alyce Higgins*  
*Charles L. Johnson, III*  
*Sen. Carol A. Kontos*  
*John Lunt*  
*Rep. Richard H. Mailhot*  
*Bette Manchester*  
*Seymour Papert*  
*Neil Rolde*  
*Sen. Sharon Anglin Treat*  
*Commissioner Janet Waldron*  
*Thomas L. Welch*

## *Staff*

*Phillip D. McCarthy, Ed.D.*  
*Yellow Light Breen*  
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*E-mail: [phillip.mccarthy@state.me.us](mailto:phillip.mccarthy@state.me.us)*  
*Maine Relay Services (TTY): 1-800-437-1220*  
*URL: <http://www.state.me.us/legis/opla/119study/mlte.htm>*

October 23, 2000

MEMO TO: The Honorable Mark W. Lawrence, Chair, Legislative Council

FROM:  Rep. Michael Brennan, Chair, Task Force on the Maine Learning Technology Endowment

SUBJ: **Extension Request**

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In accordance with P. L. 1999, c. 731, Pt. FFF, I am requesting an extension beyond the December 15, 2000 reporting date established for the Task Force on the Maine Learning Technology Endowment. The Task Force also seeks \$11,000 in additional funds to contract with learning technology experts to assist the Task Force. On behalf of the Task Force, I make these requests for the following reasons:

1. The MLTE Task Force has met four times, will devote almost all of its fifth meeting to a public hearing, and plans to use the majority of a subsequent meeting to tour a Maine school that is currently integrating learning technology;
2. The Task Force has decided to establish an MLTE governance and investment sub-committee to address the complex issues involved in these two important policy areas;
3. The Task Force also hopes to invite learning technology experts to work with Task Force members in two separate meetings so that we can maximize the benefit of available expertise by first learning about current best practices and effective state policy models, and then receiving expert reactions to the draft state technology plan developed by the Task Force ;

4. Given the foregoing work plan, Task Force members will not have ample time between now and December 15, 2000 to effectively address the multifaceted policy issues involved in designing a state technology plan for a \$50,000,000 endowment.

Task Force members require additional time in order to deliberate on findings, arrive at conclusions and recommend a plan of action; and prepare legislation for consideration during the First Regular Session of the 120th Legislature.

On behalf of the Task Force, we are requesting an extension until Monday, January 15, 2001. The Task Force has already met four times, and has tentatively planned the work that must undertaken during its remaining three meetings to be scheduled between October 24, 2000 and the week of January 8, 2001. We hope to complete our review of state technology plan and MLTE endowment/governance issues, provide adequate meeting time for our deliberations, and allow Task Force members and staff sufficient time to complete the report and recommendations.

We trust that the Legislative Council will consider this request at the October 25<sup>th</sup> Legislative Council meeting. Please contact either one of us -- or Phil McCarthy, our Task Force staff -- should you require any further information. On behalf of the Task Force, we thank you for your consideration of this request.

cc: Jim Clair, Acting Executive Director, Legislative Council  
David Boulter, Director, Office of Policy & Legal Analysis  
Members, Task Force on the Maine Learning Technology Endowment

**Task Force Budget**  
Task Force on the Maine Learning Technology Endowment  
(revised 10/22/00)

Appropriations  
(P. L. 1999, c. 731, Pt. FFF)

**Sec. FFF-3. Appropriation.** The following funds are appropriated from the General Fund to carry out the purposes of this Part.

**LEGISLATURE** **2000-01**

Task Force on the Maine Learning Technology Endowment

|                   |                |
|-------------------|----------------|
| Personal Services | \$2,310        |
| All Other         | <u>\$5,400</u> |
| <b>TOTAL</b>      | <b>\$7,710</b> |

Provides funds for the per diem and expenses of legislative members and the expenses of other eligible members of the Task Force on the Maine Learning Technology Endowment and to print the required report.

Proposed Budget

Per diem authorized is usually \$55 per meeting per person for those who are eligible. Expenses are calculated at \$50 per person per meeting if eligible and if authorized. The printing cost for the report is usually \$500. If public hearings are specified they are calculated at \$1,000 per public hearing.

|                                                                                                                                                                    |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Legislators -- Per Diem and Expenses<br>(6 @ \$105 per day x 7 mtgs.)                                                                                              | \$4,410         |
| Members -- Per Diem and Expenses<br>(4 @ \$50 per day x 7 mtgs.)                                                                                                   | \$1,400         |
| Technical Assistance – Honoraria, Per Diem and Travel Expenses<br>for Learning Technology Experts<br>(2 @ \$1,500 per day x 2 mtgs.; 4 @ \$1,250 per day x 1 mtg.) | \$11,000        |
| Public Hearings (1 @ \$1,000)                                                                                                                                      | \$1,000         |
| Report printing                                                                                                                                                    | <u>\$500</u>    |
| <b>TOTAL</b>                                                                                                                                                       | <b>\$18,310</b> |



**WORK PLAN**  
**Task Force on the Maine Learning Technology Endowment**  
**119th Legislature, 2<sup>nd</sup> Regular Session -- Interim 2000**

1. **PROJECT:** Task Force on the Maine Learning Technology Endowment (pursuant to P.L. 1999, c. 731, Pt. FFF)
2. **OBJECTIVE:** The task force shall consider issues pertaining to and make recommendations to the Legislature on the structure, oversight and operation of the MLTE and the implementation of a state learning technology plan, including the following duties: (1) MLTE ongoing structure, governance and oversight; (2) assess the current use of technology in classrooms; (3) assess the current readiness of staff and determine the need for professional development; (4) strategy and goals for the integration of technology in the teaching of content areas and in the achievement of the Learning Results; (5) strategy and goals for improving and equalizing access to and use of technology in all schools; (6) phased implementation plan for the state learning technology plan; (7) strategies that coordinate the resources and goals of the MLTE with the MSLN and the State E-rate; (8) coordinate strategies for K-12 learning technology with postsecondary education initiatives & resources; and (9) plan to assess progress in implementing the state learning technology plan.
3. **PROJECT TEAM:** Rep. Brennan, Chair; P. McCarthy (OPLA co-staff), L. Ostermann (OFPR), Y. Breen (DOE co-staff), D. Elliott (OPLA legal analysis), D. Shores Lynch (OPLA Researcher), K. Norris (OPLA secretarial support).
4. **FINAL WORK PRODUCT(S):** Proposed state learning technology plan, along with its recommendations to the Legislature by December 15, 2000. EDU may report out legislation during 1<sup>st</sup> Reg. Session of 120th Legislature any legislation necessary to implement the recommendations of the task force..
5. **INTENDED AUDIENCE:** Legislators (particularly EDU, AFA and UTE), Executive branch agencies (DOE, DAFS, MSRS, PUC), local school officials, teachers & parents.
6. **ANTICIPATED START & COMPLETION DATES:** Start: 8/31/00 Complete: 12/15/00 (Note: The task force budget based on 7 mtgs; PL 1999, c.731, Pt. FFF allows task force to request an extension).
7. **TASK FORCE MEETING PLAN:**

| <u>Key Elements</u>                                                                                        | <u>Person(s)<br/>Responsible</u> | <u>Other Staff / Resources<br/>Needed and Type</u> | <u>Meeting Date</u> | <u>Consultation Needed With</u> |
|------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|---------------------|---------------------------------|
| <b>Task Force meeting plan</b>                                                                             |                                  |                                                    | 9/1      12/15      |                                 |
| 1st mtg. -- review background, formulate workplan, & narrow focus                                          | Staff                            | LC Chair                                           | 9/7                 | DOE/DAFS/MSRS                   |
| 2nd mtg. -- prioritize policy goals, review data and DOE/PUC panel                                         | Chair/Staff                      | OPLA/DOE Research                                  | 9/25                | DOE/MMSA/DAFS                   |
| 3rd mtg. -- review data, K-12 educator panel, SEED demonstration and MSRS/DAFS investment/governance panel | Chair/Staff                      | OPLA/DOE                                           | 10/10               | DOE/MMSA/DAFS/MSRS/SEED         |
| 4th mtg. -- professional development and economic development panels                                       | Chair/Staff                      | OPLA/DOE                                           | 10/24               | DOE/MMSA/DAFS                   |
| 5th mtg. -- public hearing, discuss findings and outline draft report                                      | Chair/Staff                      | OPLA/DOE<br>ATM sites                              | 11/13               | DOE/MMSA/DAFS                   |
| 6th mtg. -- discuss findings and consider possible recommendations                                         | Chair/Staff                      | OPLA/DOE                                           | 11/27               | DOE/MMSA/DAFS/MSRS              |
| 7th mtg. -- review and revise report                                                                       | Chair/Staff                      | OPLA/DOE                                           | 12/11               | DOE/MMSA/DAFS/MSRS              |