

# MAINE STATE LEGISLATURE

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Report to the Joint Standing Committee  
on State and Local Government

**FACILITATING GOVERNMENT COOPERATION**

Maine State Planning Office  
January 15, 2007

## **ACKNOWLEDGEMENTS**

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A special thanks to all the state agencies who took the time to respond to survey and requests for information.

We would like to acknowledge the members of the Intergovernmental Advisory Commission for their work on mandates that was used in this report.

We would also like to recognize the work of the staff of the Maine Municipal Association and their mandate working group, on which this report draws.

Printed under Appropriation #010 07B 1100



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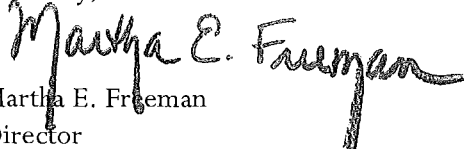
Senator Elizabeth M. Schneider, Chair  
Representative Christopher R. Barstow, Chair  
Members, Joint Standing Committee on State and Local Government  
100 State House Station  
Augusta, ME 04333-0100

Dear Senator Schneider and Representative Barstow,

The State Planning Office is pleased to provide copies of its report titled, *Facilitating Government Cooperation*, in response to PL 2005, Chapter 130, Resolve, Directing State Agencies to Assist and Facilitate any Governmental Units Wishing to Work Cooperatively.

We are most willing to present the report to you and happy to answer any questions that you may have.

Sincerely,

  
Martha E. Freeman  
Director

cc: Members, Maine's Intergovernmental Advisory Commission



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## INTRODUCTION

At the behest of the Intergovernmental Advisory Commission, the 122<sup>nd</sup> Legislature directed state agencies to establish a process whereby municipalities can file statutorily-required state reports jointly when they are involved in a regional effort. The goal is to facilitate municipal efforts to consolidate the delivery of local government services.

The resolve further directs the State Planning Office to report on the progress and status of implementing the joint filing requirements and make recommendations, including any suggested legislation.

The State Planning Office submits this report to the Legislature's Joint Standing Committee on State and Local Government in accordance with P.L. 2004, Resolve 130. A copy of the resolve can be found in Appendix A.

## BACKGROUND

In September 2005, the Intergovernmental Advisory Commission<sup>1</sup> established three goals:

1. Begin speaking the “same language” statewide through data and technology standardization;
2. Maintain financial incentives and modernize Maine’s tax base to support a stronger, efficient government structure; and
3. Modernize Maine’s primary form of regional government, by improving democratic practices and professional standards.<sup>2</sup>

In its study of governance issues that pose barriers to regionalization, the commission found that, “it has been difficult to make policy decisions because of the lack of standardized data.”<sup>3</sup>

While the commission’s primary effort has been to standardize the collection of government financial data<sup>4</sup>, it also recognized that state government contributes to the problem. Many state forms and reports that municipalities are required to file cannot be consolidated when local governments collaborate. For example, the towns of Mapleton, Castle Hill, and Chapman –three towns that share municipal administrative and financial services –reported to the

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<sup>1</sup> The Legislature created the 19-member the Intergovernmental Advisory Commission in 2004 to find ways to improve efficiencies within and among four levels of government (state, county, regional, and municipal) and to provide state assistance to encourage regionalization and cost effective service delivery. Specifically, the committee is to develop incentives for and remove barriers to intergovernmental cooperation. It meets six times per year and reports annually to the Governor and Legislature. It also has authority to report out legislation.

<sup>2</sup> Maine Intergovernmental Advisory Commission’s Blueprint for Government, December 2006.

<sup>3</sup> Maine Intergovernmental Advisory Commission’s Blueprint for Government, December 2006.

<sup>4</sup> A key initiative of the IAC led to the development of a model chart of accounts that may be voluntarily adopted by municipalities, counties, and other local governments. A number of communities have expressed interest in using the new model. Extensive use of the model will improve the consistency of financial reporting and make it easier to compare financial data for use by governments hoping to find efficiencies through shared services.

Intergovernmental Advisory Commission that they are required to submit to the state three separate audits, three town reports, and three monthly general assistance reports, among others. While not a major stumbling block, the inability to file joint reports poses inefficiencies and proves to be yet another hindrance to full and effective regional delivery of local services.

The commission responded by proposing legislation, enacted by the Legislature in the form of P.L. 2004, Chapter 130, which directs state agencies to establish processes whereby municipalities can file required state reports jointly when they are involved in a regional effort.

## METHODOLOGY

In order to identify the number and type of reports that municipalities are required to file and the status of agencies in responding to Resolve 130, the State Planning Office undertook six tasks:

1. ***Surveyed agency heads:*** The State Planning Office developed an on-line survey form (see appendices B, C, and D) asking state agencies what reports are required, whether municipalities could file the reports jointly, and the progress and status of changes to reporting requirements to permit municipalities to file jointly. The survey was e-mailed to all agency heads or their deputies. Approximately 51% of state agencies responded to the survey.
2. ***Searched Maine statutes for references to municipal reports:*** The Office conducted a search of Maine statutes to identify reports that municipalities are required to file.
3. ***Solicited assistance from local officials:*** The Office queried some local officials and asked them to help identify reports that municipalities are required to file.
4. ***Reviewed previous work:*** The Office looked at similar work previously conducted by others. Specifically, the office reviewed two reports produced by the Maine Municipal Association: *State and Federal Mandates: A Working List*, February 24, 2003, and *MMA Mandate Working Group: Findings and Recommendations*, August 31, 2005. In addition, a subcommittee of the Intergovernmental Advisory Commission had looked at state and county mandates and offered some possible law changes, which were also used in this report.
5. ***Telephoned specific state contacts:*** The Office followed up with state agencies on specific reports that it found during the statutory search or that were suggested to us by the local officials.
6. ***Prepared a case study:*** The Office examined the procedures for filing regional municipal solid waste reports which is managed by its own waste management and recycling program (see Appendix E).

A tally of the known municipal reports required by state agencies and the agency reporting status can be found in Appendix F.



## FINDINGS

In considering the question of joint municipal filings, we make the distinction between joint filings and consolidated filings. By joint filings, we mean that municipalities actually merge their function, service, or data on which the report is based. An example of this is the municipal annual solid waste report described in the case study in the appendix. The solid waste and recycling data is added together and produced and analyzed in the aggregate. By consolidated filings, we mean that municipalities maintain their distinct function, service, or data, and submit one report containing separate information for each member town. For example, municipal town clerks that record births or deaths in unorganized territories, file a single report with the State Registrar of Vital Statistics, but the information is identified by the plantation or township where the vital event occurred.

The State Planning Office makes the following findings based on its research on joint municipal filings.

***Most state agencies are not aware of the new requirement nor do they understand its purpose.***

We found that state agencies were not aware of Resolve 130 nor understood that it was intended that they take a proactive role in revising forms and reporting requirements. We found no agency that had examined its reporting requirements as a result of this Resolve or made any changes to facilitate joint filing.

***A number of reporting requirements are found in agency rules.***

While the resolve specifically directs the State Planning Office to look at statutory reporting requirements, we found a number of agency rules that require municipalities to report to state government. Some examples of these rules include:

- Department of Environmental Protection, Chapter 402, Solid Waste Management Rules – requires an annual report that includes a comprehensive review and report of activities at and affecting the transfer station or storage site during the previous year.
- Department of Environmental Protection, Chapter 857, Section 13 C(2) – Hazardous Waste Manifest Requirements: requires quarterly reports from universal waste consolidation facilities.
- Department of Environmental Protection, Chapter 401, Landfill Siting, Design, and Operation – requires municipalities to submit biannual reports with the results of landfill groundwater testing to the department.
- Department of Professional and Financial Regulation, Chapter 12, Power Boilers – requires a report of each boiler certificate inspection annually (including boilers in municipal buildings) to be submitted to the state inspector.

These are a few of the regulatory-required reports, which we found during our research, but it is by no means an exhaustive list. It would be informative to know how state regulations deal with the question of joint reporting.

***State record-keeping requirements may pose inefficiencies.***

In addition to single-town filing specifications, a number of statutes and agency rules provide for record-keeping or other requirements that inhibit efficiencies. Records retention time frames, mandated report formats, filing frequencies, and associated accounting requirements can also pose administrative burdens. The Maine Municipal Association recommends a review and re-evaluation of state regulations that govern the length of time municipal records must be reviewed. They say, “Municipal officials are not convinced that all of the records covered need to be preserved for the mandated length of time.”<sup>5</sup> Other examples include:

- Public utilities regulations establishing a uniform system of accounts for water utilities (Chapter 610) requires municipal water utilities to file an annual report on its finances on a calendar year basis. Most water departments operate on a fiscal year, which results in the need to keep two sets of books—one on a calendar year and the other on a fiscal year.
- State law requires that municipalities establish and maintain separate accounts for the fees for dog licenses.
- Municipal solid waste reports are required annually from both the Department of Environmental Protection and the State Planning Office. It may be that a less frequent reporting schedule would be feasible.

***Changing forms and reporting requirements will cost the state time and money.***

As can be seen in the case study, collecting data on a regional scale requires some special handling. In addition, the cost to revise forms and software programs, and the manner in which data are collected and analyzed, takes staff time. The Department of Health and Human Services, for example, noted that for towns to jointly file their monthly general assistance expenditure reimbursement reports, it would have to change its computer program that calculates reimbursement amounts. The Division of Motor Vehicles indicated both they and the towns would have to change their software, which is site specific. They also expressed the concern that consolidating local motor vehicle sites might mean less municipal staff to register cars, increasing the number of registrants that go to state offices, which are already struggling with long lines and excess wait times.

***It may not be desirable for some filings, such as those related to voters’ rights, to be merged.***

Some reports relate to specific constitutional rights based on where voters reside. Government audits, for example, report on the propriety of municipal expenditure and revenues, decisions that are the prerogative of the local legislative body. The municipal valuation return provides

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<sup>5</sup> Hebert, Kirsten. *State and Federal Mandates in Maine: A Working List*. Maine Municipal Association, Augusta ME, February 24, 2003.

information on the municipality's appropriations and assessed values and calculates the town's mil rate. Assessed property value and mil rates determine the amount of municipal revenue sharing and school funding that a town receives. It is the basis for determining county taxes, among other items. A shared assessment and mil rate would be much different than an individual town rate; some higher and some lower. Unless and until municipalities merge to share legislative decision-making authority, in some cases, it would not be appropriate to merge their reporting data.

***Some reports could be consolidated without being filed jointly.***

A large number of state reports rely on individual municipal data. Often it is necessary that data be tracked by the municipality of origin, rather than in the aggregate. For example, excise tax or dog licenses, because they produce a revenue stream, some of it dedicated to specific uses, should be segregated by the community in which the tax or fee originated. Nevertheless, a combined report, with taxes or license fees categorized by the generating community is feasible. With a simple accounting system, these revenues can be satisfactorily tracked.

The State Planning Office concludes that there are a few areas where it does not make sense to for joint municipal filings, but for others, consolidated filings would be appropriate and could be accomplished with a modest investment by state agencies.

## RECOMMENDATIONS

The State Planning Office makes the following recommendations to foster joint filing of required state reports.

***1. Direct the State Planning Office to report on progress annually.***

Affected state agencies are not yet aware that they need to comply with the requirement to establish processes that allow for consolidated or joint filings. By reporting annually, agencies will be reminded of the requirement and become informed about the need to act.

***2. Ask state agencies to review administrative regulations and other filing requirements to reduce paperwork and improve efficiencies.***

In addition to statutory reports, agency rules also require reports that municipalities may wish to file jointly. Some of these rules also do not allow for joint reporting among cooperating municipalities. Further, agencies should assess their respective laws and regulations and make changes to reduce records retention requirements, streamline report forms, foster electronic and/or on-line filing, minimize redundant or excessive accounting requirements, and reduce the frequency of filings.

Specifically, the Department of Agriculture has indicated that 7 MRSA §3923 (E), which requires that a municipality maintain a separate account for dog licenses, can be amended to eliminate that provision, provided that revenues can be tracked.

***3. Direct the Intergovernmental Advisory Commission to develop legislation for consideration by the 123<sup>rd</sup> Legislature.***

This report outlines the status of municipal report filings along with issues identified by the administering agency. A number of filings are likely candidates for consolidation, except that agency concerns need to be addressed. The Intergovernmental Advisory Commission provides the ideal forum to bring state and local interests together to find common ground. The commission is also granted the authority to report out legislation.

## **APPENDICES**

## Appendix A - Resolve 130

Resolve, Directing State Agencies to Assist and Facilitate any Governmental Units Wishing To Work Cooperatively

**Sec. 1. State agencies directed to establish a process for municipalities to fulfill statutory filing requirements jointly with cooperating units of governments. Resolved:** That each state agency shall establish a process by which municipalities that are involved in the provision of services jointly with other cooperating units of government may fulfill statutory filing requirements by filing jointly rather than by requiring each unit of government to file separately. For the purposes of this section, "state agency" means a state department, agency, office, board, commission, quasi-independent agency, authority or institution. Each state agency shall report on the progress and status of changes to the Executive Department, State Planning Office by November 30, 2006; and be it further

**Sec. 2. Report and recommendations. Resolved:** That the Executive Department, State Planning Office shall report on the progress and status of implementing joint filing requirements and submit its recommendations, including any suggested legislation, to the joint standing committee of the Legislature having jurisdiction over state and local government matters no later than January 15, 2007; and be it further

**Sec. 3. Authority to report out legislation. Resolved:** That, following receipt and review of the report required in section 2, the joint standing committee of the Legislature having jurisdiction over state and local government matters may report out legislation to the First Regular Session of the 123rd Legislature.

Effective August 23, 2006.

## Appendix B - Agencies Contacts for SPO Survey

Agency Name	Last Name	First Name	E-mail address
Administrative and Financial Services, Dept. of	Gaitas	Domna	<a href="mailto:domna.giatas@maine.gov">domna.giatas@maine.gov</a>
Agriculture, Dept. of	Porter	Ned	<a href="mailto:ned.r.porter@maine.gov">ned.r.porter@maine.gov</a>
Arts Commission, Maine	Wilson	Alden	<a href="mailto:alden.wilson@maine.gov">alden.wilson@maine.gov</a>
Attorney General, Dept. of	Harper	Sandy	<a href="mailto:sandra.i.harper@maine.gov">sandra.i.harper@maine.gov</a>
Audit, Dept. of	Foote	Richard	<a href="mailto:richard.foote@maine.gov">richard.foote@maine.gov</a>
Conservation, Dept. of	Tilberg	Karin	<a href="mailto:karin.tilberg@maine.gov">karin.tilberg@maine.gov</a>
Corrections, Dept. of	Lord	Denise	<a href="mailto:denise.v.lord@maine.gov">denise.v.lord@maine.gov</a>
Defense, Veterans and Emergency Management	Corbett	Hugh	<a href="mailto:hugh.t.corbett@maine.gov">hugh.t.corbett@maine.gov</a>
Economic & Community Development, Dept. of	Trafton	Thaxter	<a href="mailto:thaxter.trafton@maine.gov">thaxter.trafton@maine.gov</a>
Education, Dept. of	Faherty	Angela	<a href="mailto:angela.faherty@maine.gov">angela.faherty@maine.gov</a>
Environmental Protection, Dept. of	Garrett	Deb	<a href="mailto:deborah.n.garrett@maine.gov">deborah.n.garrett@maine.gov</a>
Ethics Commission	Wayne	Jonathan	<a href="mailto:Jonathan.Wayne@maine.gov">Jonathan.Wayne@maine.gov</a>
Governor's Office	Lincoln	Jane	<a href="mailto:jane.lincoln@maine.gov">jane.lincoln@maine.gov</a>
Health & Human Services, Department of	Harvey	Brenda	<a href="mailto:brenda.harvey@maine.gov">brenda.harvey@maine.gov</a>
Historic Preservation Commission, Maine	Shettlesworth	Earle	<a href="mailto:earle.shettlesworth@maine.gov">earle.shettlesworth@maine.gov</a>
Inland Fisheries and Wildlife, Dept. of	Martin	Dan	<a href="mailto:R.Dan.Martin@maine.gov">R.Dan.Martin@maine.gov</a>
International Trade Center, Maine	Bisaillon-Cary	Janine	<a href="mailto:jbcary@mitc.com">jbcary@mitc.com</a>
Judicial Branch	Glessner	Ted	<a href="mailto:james.t.glessner@maine.gov">james.t.glessner@maine.gov</a>
Labor, Department of	Fortman	Laura	<a href="mailto:laura.a.fortman@maine.gov">laura.a.fortman@maine.gov</a>
Labor Relations Board	Ayotte	Marc	<a href="mailto:Marc.P.Ayotte@maine.gov">Marc.P.Ayotte@maine.gov</a>
Library, Maine State	Nichols	Gary	<a href="mailto:gary.nichols@maine.gov">gary.nichols@maine.gov</a>
Maine Health Data Organization	Prysunka	Alan	<a href="mailto:alan.m.prysunka@maine.gov">alan.m.prysunka@maine.gov</a>
Maine State Museum	Phillips	Joseph	<a href="mailto:Joseph.Phillips@maine.gov">Joseph.Phillips@maine.gov</a>
Maine State Retirement System	Drake Wright	Gail	<a href="mailto:gwright@msrs.org">gwright@msrs.org</a>
Maine Turnpike Authority	Violette	Paul	<a href="mailto:pviolette@maineturnpike.com">pviolette@maineturnpike.com</a>
Marine Resources, Dept. of	Etnier	David	<a href="mailto:david.etnier@maine.gov">david.etnier@maine.gov</a>
Planning Office, State	Inches	Sue	<a href="mailto:Sue.inches@maine.gov">Sue.inches@maine.gov</a>
Professional and Financial Regulation, Dept. of	Head	Anne	<a href="mailto:Anne.L.Head@maine.gov">Anne.L.Head@maine.gov</a>
Public Advocate Office	Ward	Steve	<a href="mailto:stephen.g.ward@maine.gov">stephen.g.ward@maine.gov</a>
Public Safety, Dept. of	Cantara	Michael	<a href="mailto:michael.p.cantara@maine.gov">michael.p.cantara@maine.gov</a>
Public Utilities Commission, Maine	Adams	Kurt	<a href="mailto:kurt.adams@maine.gov">kurt.adams@maine.gov</a>
Secretary of State	Dunlap	Matthew	<a href="mailto:matthew.dunlap@maine.gov">matthew.dunlap@maine.gov</a>
Transportation, Maine Dept. of	Van Note	Bruce	<a href="mailto:bruce.vannote@maine.gov">bruce.vannote@maine.gov</a>
Treasurer's Office	Lemoine	David	<a href="mailto:david.lemoine@maine.gov">david.lemoine@maine.gov</a>
Workers' Compensation Board	Dionne	Paul	<a href="mailto:paul.dionne@maine.gov">paul.dionne@maine.gov</a>

## Appendix C – Survey E-mail to State Agency Heads

October 2, 2006

Dear Agency Head,

Earlier this year, the Legislature passed P.L. 2004, Chapter 130 to help facilitate municipal efforts to consolidate the delivery of local government services.

The resolve directs state agencies to establish a process whereby municipalities can file required state reports jointly when they are involved in a regional effort. State agencies are defined as a state department, agency, office, board, commission, quasi-independent agency, authority, or institution.

State agencies are to report to the State Planning Office on their progress and status of changing reporting requirements by November 30, 2006. To assist you with this reporting requirement, please complete and submit the reporting form available on-line at: <http://www.maine.gov/spo/sp/governmentcooperation.php>. Please complete one form for each municipal statutory filing requirement administered by your agency. If you do not require any municipal filings, please go on-line and check the box indicated for no filings.

Thank you for your assistance. Please do not hesitate to contact Jody Harris at 287-5424 or [jody.harris@maine.gov](mailto:jody.harris@maine.gov) if you have questions.

Sincerely,

Martha Freeman  
Director



**FACILITATING GOVERNMENT COOPERATION  
PL 2004, CHAPTER 130  
ON-LINE REPORT FORM**

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2. Our agency does not require any municipal filings. Check if no municipal filings (skip questions 3-8)

\_\_\_\_\_

4. Municipal function involved (i.e. solid waste, tax assessment, general assistance):

\_\_\_\_\_

Continued

If no, please describe the legal or statutory reason:

[illegible]

8. If applicable, please describe the progress and status of changes to your reporting requirements to permit municipalities to file jointly:

[illegible]

Submit

The survey can be found on-line at: <http://www.maine.gov/spo/sp/governmentcooperation.php>

## **Appendix E - Municipal Annual Solid Waste Reports Case Study**

Communities have long collaborated on solid waste management as a matter of economics. Sheer costs drove groups of municipalities to regionalize municipal solid waste disposal operations such as landfilling or waste-to-energy facilities. On the recycling side, with its capital investment grants, the state fosters regionalization by giving preference to multi-municipal operations for the construction of recycling processing operations and household hazardous waste collection.

Beginning in 1989, the Legislature required municipalities to annually report to the state how much of each type of solid waste is generated and how it is managed. The former Maine Waste Management Agency was given the responsibility to manage the reporting process. That function was moved to the State Planning Office in 1995.

The Legislature intended the reported data to be used to measure progress toward the 50% statewide recycling goal and to assess municipal recycling effectiveness. It was also to be used for planning purposes to improve the management of solid waste in Maine.

The State Planning Office also uses the data to evaluate its municipal technical and financial assistance programs. For example, the reports showed that yard and leaf waste is a large component of the waste stream, yet, in many areas, it was being landfilled. This led to the state's efforts to help communities remove this waste from the waste stream. The office implemented programs such as grants for municipal compost pads and a joint purchasing program for backyard compost bins.

Municipalities use the collected solid waste data as well. Now, with nearly 15 years of data on the types and amounts of solid waste generated and how it is managed, municipalities can easily identify trends that help them understand changing management needs. Municipalities use the data to identify desirable program adjustments, plan for current and future capital investments, comply with licensing and permitting requirements, and educate residents. The office compiles the data and sends it to towns. It is also posted on the web (see sample in Figure 1).

For the annual solid waste report, a municipality can report individually or have the regional solid waste entity to which it belongs report on its behalf. The office makes available two different forms; one for single municipalities and one for regions. Copies of the municipal annual solid waste report forms are included as part of this case study.

Municipal reporting is high. The office receives approximately 320 reports each year. Of these, 250 are single town reports, 70 are regional reports comprising over 200 municipalities and plantations. The reports returned represent the solid waste generated by 90% of the state's population.

Regions range from the 885-person region of Coburn Gore, Coplin, Eustis, and Wyman to EcoMaine (formerly Regional Waste Systems) serving 31 towns in the Portland area with a

## Abbot, Maine

Year	Municipal MSW	Municipal Recycling	Bulky Waste	Bulky Recycling	Total Recycled	Total MSW	Base Recy Rate %	Adj. Recy Rate %	Municipal Expenses
93	217.00	30.66	37.71	20.00	50.66	305.00	16.60	21.60	
94	177.00	24.80	28.32	33.00	57.84	263.00	21.90	32.90	
95	215.00	32.41	0.00	127.00	159.41	375.00	42.50	54.50	
96	220.00	31.99	0.00	108.92	140.91	361.00	39.00	50.00	
97	251.00	31.33	41.41	128.00	159.33	542.00	35.20	46.20	
98	237.00	27.18	72.59	38.00	65.18	375.10	17.40	28.40	
99	200.00	31.66	55.34	34.00	65.66	321.47	20.40	31.40	
00	211.27	24.82	49.64	11.88	36.70	297.67	12.30	23.30	\$35,000
01	208.40	28.99	52.86	0.00	28.99	290.25	10.00	21.00	\$31,123
02	229.85	23.73	87.67	42.80	66.53	384.05	17.30	28.30	\$40,553
03	234.54	28.29	59.28	48.00	76.29	370.10	20.60	31.60	\$39,925
04									
05									
06									



Figure 1: Sample of recycling trend data provided to municipalities based on their submitted solid waste reports

quarter million population. Some regional facilities provide only a recycling drop-off, while some are responsible for the entire spectrum of solid waste management services, including waste and recyclables collection, transportation, processing, and disposal. Regional governance is sometimes shared through a formal interlocal agreement, but more often than not, a host community contracts with surrounding municipalities on a fee-for-service basis with the host community maintaining governance authority.

### ***Municipal Considerations***

There are a number of issues for municipalities with regard to merging their solid waste reporting:

*Preparing forms:* For small towns participating in a regional program, having the regional solid waste manager report for them is a convenience. The regional entity tracks the types and amounts of waste received and where it comes from. Although towns do have to provide some local data –such as construction and demolition debris handled locally, or commercial waste not going through the municipal system –for the most part the regional entity has all the data needed.

The forms are comprehensive and take one-two hours to complete (assuming the program manager has maintained his or her weight slips, tipping fee receipts, shipping manifests, and other records throughout the year). On the other hand, municipalities have asked that more information be added to the form. For example, a number of towns asked that there be a place to report their educational efforts of which they were rightly proud.

The office attempts to make the forms as streamlined as possible, including a number of items that require a simple check-off or yes/no answer. The town provides only the raw data and the office makes the calculations using its database software. Lastly, the office will provide default generation estimates for items that are typically not weighed by the community, such as deposit beverage containers, leaf and yard waste, and bulky waste.

*Reporting recycling rates:* Communities in Maine are required by law to make reasonable progress towards the statewide 50% recycling goal. When a community is part of a regional solid waste or recycling program that reports on its behalf, the regional reporting entity collects the tonnage of solid waste and recyclables generated by each member town and reports a single recycling rate for the region. Each town is determined to have the same aggregate recycling rate as the region as a whole, regardless of whether, individually, they recycled more or less than the aggregate. Sometimes, however, there are concerns by other members of the region that a less active community gets credit for more recycling than is justified.

### ***Agency Considerations***

There are also issues to consider for the state agency that distributes and receives the reports.

*Making forms available:* The office produces and mails two report documents; one for towns reporting individually and one for those reporting regionally. It also maintains two mail lists.

Forms are mailed directly to the program manager. In addition, the office sends a letter to the individual towns within regions letting them know that their report is being filed by their regional partner. In addition to the mailing, program managers can download their form from the office's web site. Last year, approximately, 20% of programs filed their report electronically.

*Reducing data entry work:* For each report received, the office manually enters the data from the report into its database. The database contains, among other data, tonnages, cost information, even a geocode for geographic information system purposes. From it the office can produce tables, graphs, and maps. The consolidation of reports reduces the amount of time needed to enter data from the reports. In the case of the solid waste reports, approximately half of the state's municipalities report as part of 70 regions. This reduces from 460 to 320 the number of reports that the office handles.

*Finding data:* The office maintains all of its recycling data by the name of the reporting entity, either by the region or individual town and makes it available on-line and in various publications. Sometimes a citizen, legislator, or representative of the media calls saying they can't find the information on their town. Often this is because their town is part of a region. A staff person knowledgeable about what regions comprise what towns directs callers to the data on the region of which the town is a part.

*Providing additional calculations:* Because regional recycling rates apply to each community in the region, sometimes communities, which are part of a region, want to know their individual recycling rate. The State Planning Office provides this calculation if the municipality provides the data.

*Consolidating duplicative reporting:* The Department of Environmental Protection also requires annual solid waste reports from owners of transfer stations and disposal facilities. They use the data collected from their reports to monitor facility and operational compliance with the municipality or region's permit or license. This year, DEP and SPO are working to create a reporting format that will enable those facilities, which currently submit different reports to both state agencies, to submit a single report, while still furnishing the needed data.

As this case study shows, the consolidation of reporting can be easier for municipalities that are part of a region. It involves some additional administrative work by the state agency, but can also reduce the number of reports that agency manages.

Single Town Form  
Municipal Annual Solid Waste Report

**2005 MUNICIPAL ANNUAL SOLID WASTE REPORT**

**For the Period January through December 2005**

**Please return your completed form by March 31, 2006 to:**

Hank Tyler, Senior Planner  
Waste Management & Recycling Program  
Maine State Planning Office  
Augusta, Maine 04333-0038

(or file electronically at [www.recyclemaine.com](http://www.recyclemaine.com))

*(Please refer to the enclosed Instructions and Guidelines as you complete this form)*

Reporting municipality: \_\_\_\_\_

A. CONTACT PERSON: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

B. TRANSFER STATION MANAGER: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

C. RECYCLING COORDINATOR: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

D. RECYCLING COMMITTEE CHAIR: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature of person completing this form \_\_\_\_\_

Printed name of person completing this form \_\_\_\_\_

Which region or community (ies) are you associated with for MSW Disposal Services?  
\_\_\_\_\_

Which recycling center, region or community (ies) are you associated with for Recycling Services?  
\_\_\_\_\_

**PLEASE COMPLETE THE FORM, WITH INFORMATION ON YOUR MUNICIPAL SOLID WASTE (MSW) PROGRAM, FOR THE YEAR 2005:**

**SECTION 1 NONBULKY MSW DISPOSAL**

	<b>Tons (actual only)</b>	<b>Facility Used</b>
Landfilled	_____	_____
Waste to Energy facility	_____	_____
Total Nonbulky MSW Disposed	_____	_____

Do disposal figures include all commercially generated waste in your community? YES \_\_\_ NO \_\_\_

**SECTION 2 NONBULKY MSW RECYCLABLES MANAGED**

(See *Guidelines for Reporting Materials*, page 2 of the instructions)

	<b>Tons (actual only)</b>	<b>Broker/End-User</b>
Office Paper	_____	_____
Corrugated Cardboard (OCC)	_____	_____
Newspapers (ONP)	_____	_____
Magazines (OMG)	_____	_____
Mixed Paper Grades	_____	_____
Clear Glass (Flint)	_____	_____
Green Glass	_____	_____
Brown Glass (Amber)	_____	_____
Aluminum Cans/Foil	_____	_____
Tin Cans	_____	_____
HDPE (#2 plastic)	_____	_____
PET (#1 plastic)	_____	_____
Other Plastic(s)	_____	_____
Other Materials (please list):	_____	_____

Do recycling figures include commercially generated recyclables? YES \_\_\_ NO \_\_\_

If you are the host community for a recycling region, but reporting as a single municipality, are any of the recyclable tonnages listed above from another municipality? YES \_\_\_ NO \_\_\_

If yes, how many tons? \_\_\_\_\_



**SECTION 3 REUSE** (See *Instructions*, page 2.)

Reuse opportunities for 'items salvaged', as may be provided/managed through a 'swap shop/bargain barn' or 'casual program' at a transfer station or recycling center.

Tons \_\_\_\_\_ Estimated? Yes \_\_\_ No \_\_\_ Use a Building? Yes \_\_\_ No \_\_\_

**SECTION 4 COMMERCIAL WASTE DISPOSAL AND RECYCLING** (See *Instructions*, pages 2 & 3.)

**Commercial MSW Disposal** (in addition to the MSW tons reported in **Section #1**)

Tons (actual only)

Facility/Hauler

**Commercial Recycling** (in addition to the tons reported in **Section #2**)

***DO NOT*** include tonnages from industrial or manufacturing businesses

Material (please identify)	Tons (actual only)	Source	Broker or End-User
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION 5 BULKY WASTE DISPOSAL AND RECYCLING**

Please indicate if any of these materials are also included in **other Sections**.

(See *Instructions*, page 3.)

Please report data in tons.

<u>Material</u>	<u>Landfilled</u>	<u>Incinerated</u>	<u>Incinerated for Energy Recovery</u>	<u>Recycled</u>	<u>Facility or Broker/End-User</u>
Metals	<u>XXX</u>	<u>XXX</u>	<u>XXX</u>	_____	_____
Leaf & Yard	_____	_____	<u>XXX</u>	_____	_____
Tires	<u>XXX</u>	_____	<u>XXX</u>	_____	_____
CDD	_____	_____	_____	_____	_____
Wood Waste	_____	_____	_____	_____	_____
Furniture/Oversized	_____	_____	<u>XXX</u>	_____	_____
Mixed Bulky wastes	_____	_____	<u>XXX</u>	_____	_____

**SECTION 6 COMPOSTING EFFORTS** (See *Instructions*, pages 3 & 4.)

**MUNICIPAL PROGRAM**

	<b>Tons (actual or estimated?)</b>	<b>Broker/End-User</b>
Food Waste	_____	_____
Other Organics?	_____	_____

**BACKYARD COMPOSTING - CREDITS** (See *Instructions*, pages 3 & 4.)

Do you have a backyard compost education program? YES \_\_\_ NO \_\_\_ (Must attach sample of flyer/  
media, to receive this credit)

Do you ban disposal of yard/leaf waste? YES \_\_\_ NO \_\_\_

Do you collect and compost yard/leaf waste? YES \_\_\_ NO \_\_\_

What percentage of households has a backyard compost pile? \_\_\_\_\_% (Must attach copy of survey  
that was conducted)

What percentage of households received a backyard compost bin in 2005? \_\_\_\_\_ before 2005? \_\_\_\_\_

**SECTION 7 TOXICS IN MSW MANAGEMENT** (See *Instructions*, pages 4.)

**IDENTIFY AND NAME WHERE YOU DIRECT YOUR RESIDENTS TO DELIVER THESE PRODUCTS:**

<u>Product</u>	<u>Municipal Facility</u>	<u>Regional Facility</u>	<u>Collection Event</u>	<u>Curbside Collection</u>	<u>Private Consolidator</u>
Fluorescent lamps	_____	_____	_____	_____	_____
Mercury Devices*	_____	_____	_____	_____	_____
TVs, computer monitors**	_____	_____	_____	_____	_____
PCB containing ballasts	_____	_____	_____	_____	_____

**IDENTIFY AND NAME WHERE YOU DIRECT YOUR BUSINESSES TO DELIVER THESE PRODUCTS:**

<u>Product</u>	<u>Municipal Facility</u>	<u>Regional Facility</u>	<u>Collection Event</u>	<u>Curbside Collection</u>	<u>Private Consolidator</u>
Fluorescent lamps	_____	_____	_____	_____	_____
Mercury Devices*	_____	_____	_____	_____	_____
TVs, computer monitors**	_____	_____	_____	_____	_____
PCB containing ballasts	_____	_____	_____	_____	_____

(\*thermometer, thermostats, switches, laptops, etc.) (\*\*Cathode Ray Tube – CRT - devices)

**Report your Universal Wastes/Mercury Added Products Program efforts here:**

Lineal feet of fluorescent lamps collected and shipped off for recycling \_\_\_\_\_ LF  
Pounds of Mercury Containing Devices collected and shipped off for recycling \_\_\_\_\_ Lbs  
Pounds of TVs, computers & monitors, and peripherals, collected and shipped \_\_\_\_\_ Lbs  
Pounds of PCB containing ballasts collected and shipped for disposal \_\_\_\_\_ Lbs

**Community Solid Waste Program – Information Requested**

**A. Community's Recycling Website:** \_\_\_\_\_

**B. Municipal Solid Waste (MSW) Collection Practices**

Municipality has Curbside Trash Pickup by Municipal Employees Yes \_\_\_ No \_\_\_

Municipality has Curbside Trash Pickup by Private Hauler Yes \_\_\_ No \_\_\_

Name of Hauler \_\_\_\_\_

Residents drop-off trash at transfer station Yes \_\_\_ No \_\_\_

Municipally provided Trash Service Yes \_\_\_ No \_\_\_

Company that hauls solid waste from transfer station to disposal facility: \_\_\_\_\_

Haulers collecting MSW in community: \_\_\_\_\_

Estimate MSW taken directly out of community for disposal by private hauler(s) \_\_\_\_\_ % of total

**C. How are trash disposal costs paid for?**

Citizens Pay for Trash Disposal by Private Hauler Yes \_\_\_ No \_\_\_

Municipality/Region Pays for Disposal Costs Yes \_\_\_ No \_\_\_

Municipality Pays for Commercial Trash Disposal Yes \_\_\_ No \_\_\_

Businesses Pay for Commercial Trash Disposal Yes \_\_\_ No \_\_\_

"Pay As You Throw" program for residents Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_ Per Bag

**D. Recycling Collection**

Municipal Curbside Collection by Municipal employees Yes \_\_\_ No \_\_\_

Municipal Pays for Curbside Recycling by Private Hauler Yes \_\_\_ No \_\_\_

Name of Hauler \_\_\_\_\_

Private Hauler provides Curbside Collection for Recyclables Yes \_\_\_ No \_\_\_

Residential drop-off for recyclables Yes \_\_\_ No \_\_\_

Community/Region has Mandatory Recycling Yes \_\_\_ No \_\_\_

**E. 'Household Hazardous Waste' Collection Program offered?** Yes \_\_\_ No \_\_\_

Please provide total cost, vendor, participating communities: \_\_\_\_\_

**F. Disposal Bans?** Yes \_\_\_ No \_\_\_ Please list: \_\_\_\_\_

**G. Solid Waste Program Expenses:** \$ \_\_\_\_\_ **Income from Recycling:** \$ \_\_\_\_\_

(Please attach a copy of your program's annual financial report)

**H. Does Your Community have a Solid Waste and/or Recycling Ordinance?** Yes \_\_\_ No \_\_\_

**I. Comments:** Please share any recent improvements in your solid waste and recycling program. Include future plans or concerns for your program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regional Form  
Municipal Annual Solid Waste Report

**2005 REGIONAL ANNUAL SOLID WASTE REPORT**  
**For the Period January through December 2005**

**Please return your completed form by March 31, 2006 to:**

Hank Tyler, Senior Planner  
Waste Management & Recycling Program  
Maine State Planning Office  
Augusta, Maine 04333-0038

{or file electronically at [www.recyclemaine.com](http://www.recyclemaine.com)}

*(Please refer to the enclosed Instructions and Guidelines as you complete this form)*

**Reporting region:** \_\_\_\_\_

**Municipalities in region:** \_\_\_\_\_

\_\_\_\_\_

**A. CONTACT PERSON:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **E- mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**B. TRANSFER STATION MANAGER:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**C. RECYCLING COORDINATOR:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**D. Recycling Committee Chair:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

*Signature of person completing this form* \_\_\_\_\_

*Printed name of person completing this form* \_\_\_\_\_

**Which region or community (ies) are you associated with for (MSW) Disposal Services?**

\_\_\_\_\_

**Which recycling center, region or community (ies) are you associated with for Recycling Services?**

\_\_\_\_\_

**PLEASE COMPLETE THE FORM, WITH INFORMATION ON YOUR REGIONAL MUNICIPAL SOLID WASTE (MSW) PROGRAM, FOR THE YEAR 2005:**

**SECTION 1 NONBULKY MSW DISPOSAL**

	<b>Tons (actual only)</b>	<b>Facility Used</b>
Landfilled	_____	_____
Waste to Energy facility	_____	_____
Total Nonbulky MSW Disposed	_____	_____

Do disposal figures include all commercially generated waste in your community? YES \_\_\_ NO \_\_\_

**SECTION 2 NONBULKY MSW RECYCLABLES MANAGED**

(See *Guidelines for Reporting Materials*, page 2 of the instructions)

	<b>Tons (actual only)</b>	<b>Broker/End-User</b>
Office Paper	_____	_____
Corrugated Cardboard (OCC)	_____	_____
Newspapers (ONP)	_____	_____
Magazines (OMG)	_____	_____
Mixed Paper Grades	_____	_____
Clear Glass (Flint)	_____	_____
Green Glass	_____	_____
Brown Glass (Amber)	_____	_____
Aluminum Cans/Foil	_____	_____
Tin Cans	_____	_____
HDPE (#2 plastic)	_____	_____
PET (#1 plastic)	_____	_____
Other Plastic(s)	_____	_____
Other Materials (please list):	_____	_____

Do recycling figures include commercially generated recyclables? YES \_\_\_ NO \_\_\_

If you are the host community for a recycling region, but reporting as a single municipality, are any of the recyclable tonnages listed above from another municipality? YES \_\_\_ NO \_\_\_

If yes, how many tons? \_\_\_\_\_

**SECTION 3 REUSE**(See *Instructions*, page 2.)

Reuse opportunities for 'items salvaged', as may be provided/managed through a 'Swap shop/bargain barn' or 'casual program' at a transfer station or recycling center.

Tons \_\_\_\_\_ Estimated? Yes \_\_\_ No \_\_\_ Use a Building? Yes \_\_\_ No \_\_\_

**SECTION 4 COMMERCIAL WASTE DISPOSAL AND RECYCLING**(See *Instructions*, page 2 & 3.)

**Commercial MSW Disposal** (in addition to the MSW tons reported in Section #1)

Tons (actual only)

Facility/Hauler

\_\_\_\_\_

\_\_\_\_\_

**Commercial Recycling** (in addition to the tons reported in Section # 2)

**DO NOT** include tonnages from industrial or manufacturing businesses

Material (please identify)	Tons (actual only)	Source	Broker or End-User
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION 5 BULKY WASTE DISPOSAL AND RECYCLING**

Please indicate if any of these materials are also included in other Sections.

(See *Instructions*, page 3.)

Please report data in tons.

<u>Material</u>	<u>Landfilled</u>	<u>Incinerated</u>	<u>Incinerated for Energy Recovery</u>	<u>Recycled</u>	<u>Facility or Broker/End-User</u>
Metals	<u>XXX</u>	<u>XXX</u>	<u>XXX</u>	_____	_____
Leaf & Yard	_____	_____	<u>XXX</u>	_____	_____
Tires	<u>XXX</u>	_____	<u>XXX</u>	_____	_____
CDD	_____	_____	_____	_____	_____
Wood Waste	_____	_____	_____	_____	_____
Furniture/Oversized	_____	_____	<u>XXX</u>	_____	_____
Mixed Bulky wastes	_____	_____	<u>XXX</u>	_____	_____

**SECTION 6 REGIONAL COMPOSTING EFFORTS** (See *Instructions*, pages 3 & 4)

***REGIONAL PROGRAM***

	<b>Tons (actual or estimated?)</b>	<b>Broker/End-User</b>
Food Waste	_____	_____
Other Organics?	_____	_____

***BACKYARD COMPOSTING - CREDITS*** (See *Instructions*, page 3 & 4.)

Do you have a backyard compost education program? YES \_\_\_ NO \_\_\_ (Must attach sample of flyer/  
media, to receive this credit)

Do you ban disposal of yard/leaf waste? YES \_\_\_ NO \_\_\_

Do you collect and compost yard/leaf waste? YES \_\_\_ NO \_\_\_

What percentage of households has a backyard compost pile? \_\_\_\_\_% (Must attach copy of survey  
that was conducted)

What percentage of households received a backyard compost bin in 2005? \_\_\_\_\_% before 2005? \_\_\_\_\_%

**SECTION 7 TOXICS IN MSW MANAGEMENT** (See *Instructions*, page 4)

**IDENTIFY AND NAME WHERE YOU DIRECT YOUR RESIDENTS TO DELIVER THESE PRODUCTS:**

<u>Product</u>	<u>Municipal Facility</u>	<u>Regional Facility</u>	<u>Collection Event</u>	<u>Curbside Collection</u>	<u>Private Consolidator</u>
Fluorescent lamps	_____	_____	_____	_____	_____
Mercury Devices*	_____	_____	_____	_____	_____
TVs, computer monitors**	_____	_____	_____	_____	_____
PCB containing ballasts	_____	_____	_____	_____	_____

**IDENTIFY AND NAME WHERE YOU DIRECT YOUR BUSINESSES TO DELIVER THESE PRODUCTS:**

<u>Product</u>	<u>Municipal Facility</u>	<u>Regional Facility</u>	<u>Collection Event</u>	<u>Curbside Collection</u>	<u>Private Consolidator</u>
Fluorescent lamps	_____	_____	_____	_____	_____
Mercury Devices*	_____	_____	_____	_____	_____
TVs, computer monitors**	_____	_____	_____	_____	_____
PCB containing ballasts	_____	_____	_____	_____	_____

(\*thermometer, thermostats, switches, laptops, etc.) (\*\*Cathode Ray Tube – CRT - devices)

**Report your Universal Wastes/Mercury Added Products Program efforts here:**

Lineal feet of fluorescent lamps collected and shipped off for recycling \_\_\_\_\_ LF  
Pounds of Mercury Containing Devices collected and shipped off for recycling \_\_\_\_\_ Lbs  
Pounds of TVs, computers & monitors, and peripherals, collected and shipped \_\_\_\_\_ Lbs  
Pounds of PCB containing ballasts collected and shipped for disposal \_\_\_\_\_ Lbs

**Regional Solid Waste Program – Information Requested**

**A. Region's Recycling Website:** \_\_\_\_\_

**B. Solid Waste (MSW) Collection Practices of Member Communities**

Municipality has Curbside Trash Pickup by Municipal Employees Yes \_\_\_ No \_\_\_  
Municipality has Curbside Trash Pickup by Private Hauler Yes \_\_\_ No \_\_\_  
Name of Hauler \_\_\_\_\_  
Residents drop-off trash at transfer station Yes \_\_\_ No \_\_\_  
Municipally provided Trash Service Yes \_\_\_ No \_\_\_  
Company that hauls solid waste from transfer station to disposal facility: \_\_\_\_\_  
Haulers collecting MSW in community: \_\_\_\_\_  
Estimate MSW taken directly out of community for disposal by private hauler(s) \_\_\_\_\_ % of total

**C. How are the trash disposal costs paid for?**

Citizens Pay for Trash Disposal by Private Hauler Yes \_\_\_ No \_\_\_  
Municipality/Region Pays for Disposal Costs Yes \_\_\_ No \_\_\_  
Municipality Pays for Commercial Trash Disposal Yes \_\_\_ No \_\_\_  
Businesses Pay for Commercial Trash Disposal Yes \_\_\_ No \_\_\_  
"Pay As You Throw" program for residents Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_ Per Bag

**D. Recycling Collection Practices of Member Communities**

Municipal Curbside Collection by Municipal employees Yes \_\_\_ No \_\_\_  
Municipal Pays for Curbside Recycling by Private Hauler Yes \_\_\_ No \_\_\_  
Name of Hauler \_\_\_\_\_  
Private Hauler provides Curbside Collection for Recyclables Yes \_\_\_ No \_\_\_  
Residential drop-off for recyclables Yes \_\_\_ No \_\_\_  
Community/Region has Mandatory Recycling Yes \_\_\_ No \_\_\_

**E. 'Household Hazardous Waste' Collection Program offered?** Yes \_\_\_ No \_\_\_

Please provide total cost, vendor, participating communities: \_\_\_\_\_

**F. Disposal Bans?** Yes \_\_\_ No \_\_\_ Please list: \_\_\_\_\_

**G. Regional Solid Waste Program Expenses:** \$ \_\_\_\_\_ **Income from Recycling:** \$ \_\_\_\_\_

(Please attach a copy of your program's annual financial report)

**H. Does the Region have a Solid Waste and/or Recycling Ordinance?** Yes \_\_\_ No \_\_\_

**I. Comments:** Please share any recent improvements in your solid waste and recycling program. Include future plans or concerns for your program.

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## Appendix F - Statutory Municipal Reporting Requirements

Department/ Agency	Name of Report	Statutory Requirement	Can it be filed jointly?	Explanation	Comment
Administrative & Financial Services (Dept of)	municipal valuation return	36 MRSA §383 The municipal assessors shall make and return all such information as to the assessment of property and collection of taxes as may be needed in the work of the State Tax Assessor.	No	Administration of the property tax is a separate function for each municipality. Though they may share certain services or functionality, the actual assessment function is unique to each municipality and therefore must be reported separately.	
	reimbursement for property tax exemptions	36 MRSA §661 A municipality may file a claim for reimbursement for loss property tax revenue as a result of state exemptions.	No	Same as municipal valuation return above	
	homestead property tax exemption reimbursement	36 MRSA §685 A municipality may file a claim for reimbursement for loss property tax revenue from homestead exemptions upon proof in a form satisfactory to the bureau.	No	Same as municipal valuation return above	
Agriculture (Dept of)	dog licenses monthly report	7 MRSA §3923-E Municipal clerks shall make a monthly report to the department of all dog licenses issued and fees received.	No	Currently, the statute requires that municipalities establish and maintain a separate account for dog license revenues.	The department would welcome a law change. As long as the towns have good accounting practices there should not be a problem. They note the added bonus of less paper coming in which would be wonderful.
	municipal sealer of weights and measures annual report	10 MRSA §2455 Municipal sealers shall keep records of all weights and measures, balances, and measuring devices inspected, and report annually to the state sealer.	Yes	Currently there are municipal sealers that work in multiple towns and they report jointly.	

Arts Commission (Maine)			Did not respond to survey		
Attorney General	The agency reported that it does not require any municipal filings.				
Audit (Dept of)	municipal audit/ governmental audit procedural form	30A MRSA 5823 Auditors of municipalities must submit a certified copy of the governmental audit procedure form along with a certified copy of the postaudit report to the State Auditor within 30 days after the completion of the postaudit	No	Municipalities may share administrative services, but the actual expenditure and revenue appropriation by the legislative body is unique to each municipality and therefore audits of those revenues/expenditures must be reported separately.	If two or more municipalities were to merge their legislative bodies, they could have one audit conducted of the combined appropriation of the merged municipalities.  Currently, a group of towns could keep all of their financial records in one place, hire a single auditor, and have their audits conducted simultaneously. There may be costs savings since the audit firm would only have to deal with a single set of records.
Conservation (Dept of)	tree growth tax roster	36 MRSA §581-G The municipality shall report annually to the Maine Forest Service information relating to forest land taxed.	No	The information is tied directly to a municipality's power to assess local property taxes and must be reported by the assessing municipality.	
Corrections (Dept of)			Did not respond to survey		
Defense, Veterans & Emergency Management (Dept of)			Did not respond to survey		
Economic & Community Development (Dept of)			Did not respond to survey		
Education (Dept of)	annual report on comprehensive education plan	20-A MRSA 4506 (6) The superintendent shall certify progress on the on the comprehensive education plan to the commissioner on an annual basis.	Did not respond to survey		
	educational statistics	20-A §6151 (1)	Did not		

		The superintendent shall make an annual report to the commissioner of the full and complete return of all educational statistics required.	respond to survey		
	annual student count	20-A §6004 The superintendent shall inform the commissioner of the number of students attending their schools.	Did not respond to survey		
	annual report of immunization status	20-A MRSA §6357 The superintendent shall submit to the Departments of Education and Health and Human Services a report of immunization status of the children entering school:	Did not respond to survey		
Environmental Protection (Dept of)	biennial report of code enforcement officer for shoreland zoning activities	38 MRSA § 441(3)(C) Local code officers shall keep a complete record of applications submitted, permits granted or denied, variances granted or denied, revocation actions, appeals, court actions, violations, and fees collected and submit a summary on a biennial basis to Department of Environmental Protection.	No	Each town administers its own shoreland zoning ordinance as enacted by its legislative body and specific to the particular town. Some towns have the same code enforcement officer, but the information submitted must be ordinance-specific.	
	shoreland zoning ordinance amendments	38 MRSA §438-A(3) Municipalities shall prepare and submit to the commissioner zoning and land use ordinances that are consistent with or are no less stringent than the minimum shoreland zoning guidelines adopted by the board.	No	Ordinances are enacted by the legislative body and are specific to the particular town. There is no opportunity for another town to submit an ordinance for an amendment that another town made to its local ordinance.	
	municipal review of development registration form/copies of record of reviews and basis for decisions for developments	38 MRSA §489-A For each permitting action taken under this authority, municipalities are required to submit the record of review and basis for that decision with the DEP. DEP monitors this process to ensure that proper	No	The law currently doesn't provide for joint municipal review of site law permits, but could be changed to accommodate that scenario.	This is not general reporting requirement, rather, a requirement for municipalities who have applied for and been granted authority to substitute municipal permits for those required under the site law.

		procedures and decisions are being made. The requirement only applies to those municipalities and follows individual permitting actions by the respective municipality.			Currently there are seven municipalities in the state with delegated authority.
	material-separated, refuse-derived fuel report	38 MRSA §1304-C A municipal solid waste processing facility that produces any material-separated, refuse-derived fuel shall annually report to DEP.	Yes	If a facility was owned and operated by a group of municipalities on a regional scale, they could file a joint report.	There are no facilities that fall under this statute.
	incinerator facility annual report	38 MRSA §2232 An incineration facility shall submit an annual report to the DEP that includes amount of waste, tipping fess assessed, and revenue and expenditures.	Yes	A facility owned and operated by a group of municipalities on a regional scale, can file a joint report.	DEP and SPO are working to create one reporting form for solid waste for use by both agencies.
	solid waste disposal facility quarterly reports	38 MRSA §2205 Each operator of a solid waste disposal facility submits a quarterly report of the total weight or volume of solid waste disposed of at the facility and other required information.	Yes	A facility owned and operated by a group of municipalities on a regional scale, can file a joint report.	DEP and SPO are working to create one reporting form for solid waste for use by both agencies.
Ethics Commission	The agency reported that it does not require any municipal filings.				
Health and Human Services	monthly general assistance reimbursement form	22 MRSA §4311 Municipalities shall submit monthly or quarterly reports (depending upon rate of reimbursement) on forms provided by the department.	No	If towns meet a certain threshold spending amount, they are reimbursed 90% of their general assistance expenditures. If towns submitted one combined report, it would be harder to reach the threshold and harder to get the greater reimbursement. The department does not believe towns would find it to their advantage to file jointly.	The department would need to redo its computer program.
	birth, marriage, death recording/certificates	22 MRSA §2702, 2703, 19-A MRSA § 654 A record received in a municipal office must be transmitted by the clerk of the municipality to the state	Unknown	The State Registrar is looking to see if there are any statutory restrictions to towns sharing vital event recordings and would support changes that would allow municipal	Issues to consider include: convenience for individuals (i.e. someone having to drive to another town to get their marriage license, and a way to handle fees, which

		registrar in the format specified by the state registrar.		recording responsibilities to be shared. Currently, town clerks record events for unorganized territories.	generate revenues for municipalities.
Health Data Org (Maine)	The agency reported that it does not require any municipal filings.				
Historic Preservation	The agency reported that it does not require any municipal filings.				
Inland Fisheries & Wildlife (Dept of)	licensing agents report	12 MRSA §10801 The commissioner shall adopt rules establishing the reporting requirements for agents and the procedure for payment of all funds collected for the reporting period.	Yes	One municipality can act as the license agent for another municipality and can submit one report.	
Judicial Branch	The agency reported that it does not require any municipal filings.				
Labor (Dept of)	unemployment insurance taxes: 941 C1-ME	26 MRSA. §1043 (19), 1082,1221	No	Each employing unit (or municipality) has its own Federal Identification Number (FEIN) as soon as there is employment and under which it opens accounts with Maine Revenue Services (for appropriate taxes) and the Department of Labor for unemployment taxes. MRS and MDOL assign separate account numbers for each FEIN (municipality) reporting.	
	survey of occupational injuries and illnesses	26 MRSA § 43	Yes		
	report of citation abatement	26 MRSA § 45	Yes		
Labor Relations Board (Maine)	The agency reported that it does not require any municipal filings.				
Library (Maine State)			Did not respond to survey		

Marine Resources	alewife harvesting plan	Title 12 §6131 (1) (D) Any municipality engaged in harvesting alewives shall submit a written harvesting plan to the commissioner with the conditions under which alewives may be taken.		Towns that share rights to one alewife run may submit one plan that they develop jointly. Each town is still required to take action at its town meeting stating that they intend to exercise their alewife rights for that year and they have to submit a copy of that action along with a copy of the plan.	
	municipal shellfish conservation program plan	12 MRSA §6671 Commissioner must approve the municipal shellfish conservation ordinance.  Chpt 7 of agency rules requires management plans be submitted and approved by the department.	Yes	Current statute provides for regional shellfish conservation programs	Reports are only required if a municipality enacts a shellfish conservation ordinance.
Professional & Financial Regulation	The agency reported that it does not require any municipal filings.				
Public Advocate	The agency reported that it does not require any municipal filings.				
Public Safety (Dept of)	employment and training records	25 MRSA §2805-B The highest elected official of each political subdivision shall provide the board with a report containing a list of the names and dates of employment of all law enforcement and corrections officers covered by this chapter.	No	If two separate police agencies exist, even with a shared chief, they must file separate reports.	If towns merged their police departments into a single joint agency, they could file a single report.
Public Utilities Commission	filing of schedules of rates, terms and conditions	35-A MRSA § 304 A public utility shall file schedules which shall be open to public inspection that show all of the utilities' rates, tolls and charges.	Did not respond to survey		The PUC regulations (Chapter 610) requiring municipalities to file on a calendar year, rather than the fiscal year, results in the need for two sets of books, one on the calendar year for the PUC and the other on the fiscal year for the town.
Retirement System (Maine State)	employee payroll reports (e.g. earnings, time worked,		No	The reports that the MSRS requires are related to participating employers and are	If towns merged employment functions and became one participating employer, they

	retirement contributions)			specific to payroll information for their employees (e.g. earnings, time worked, retirement contributions).	would file jointly.
Secretary of State (Elections)	elections return	21 A MRSA §711 As soon as the results of the election have been declared, the election return form must be prepared and submitted to the Secretary of State, showing the number of votes cast for each candidate or question.	Yes	Election returns must be filed by each municipality on behalf of the registered voters in that municipality. Even if the community has a shared town clerk, the election returns must be broken down by municipality.	If the towns consolidated or merged and all voters used the same ballot, they could file a single elections return.
	reports of registration and enrollment	21 MRSA §721 Within 10 business days after any statewide election, the registrar shall update all information in the central voter registration system for all voters in the municipality to reflect any voter registration activity.	Yes	Same as elections returns	The Secretary of State's central, electronic voter registration system will do away with manual reporting. Once on line, the municipality enters new voter registrations and updates and certifies completeness. The SOS can pull the report electronically.
Secretary of State (Motor Vehicles)	excise tax deposits/motor vehicle registrations	29-A MRSA § 201 36 MSRS § 1487 The municipality shall collect excise tax and deposit the money received with the municipal treasurer weekly.	No	The statute requires the municipal officers to approve the SOS appointment of the local motor vehicle registrar. There may need to be a law change to allow for a regional authority to approve the appointment.  Currently, the DMV software and reporting format is site specific to the appointed registrar. If municipalities combined locations into one site, they could report jointly. If there were more than one registration site, there would need to be a report for each site, regardless of which municipality it is in.	A subcommittee of the IAC has recommended allowing automobiles to be registered for two years, versus one, similar to trailers, if the citizens desire.  The Division of Motor Vehicles would need to change its computer software. It mentions other workload concerns such as to reconcile regional reports and a possible inadvertent shift of motor vehicle registrations from municipal offices to state offices.
State Museum (Maine)	The agency reported that it does not require any municipal filings.				
State Planning	municipal annual solid	38 MRSA §2133.7	Yes	Municipalities that share solid	DEP and SPO are working to

Office	waste report	Municipalities shall report annually, on forms provided by the office, on their solid waste management and recycling practices.		waste facilities may report jointly.	create one reporting form for solid waste for use by both agencies.  A subcommittee of the IAC has recommended exploring whether this report could be submitted less frequently.
Transportation (Dept of)	municipal certification of use of Urban-Rural Initiative Program (URIP) funds	23 MRSA §1804 A municipality certifies that it uses its URIP (formerly known as local road assistance) funds in a manner consistent with state law.	No	Because URIP funds are allocated to individual municipalities, and spending is overseen by the legislative body of that municipality, the spending authority (legislative body) must make the certification.	If municipalities merged or consolidated and received their URIP funds jointly, they could file a single certification form.
	6-year URIP plan	23 MRSA §1804 Municipalities must submit a 6-year plan to the MaineDOT describing the intended state aid minor collector projects to be financed with URIP or any other funds or financing.	No	Same as certification form above	
Treasurer (State)			Did not respond to survey		
Turnpike Authority (Maine)			Did not respond to survey		
Workers' Compensation Board			Did not respond to survey		
Other	municipal annual report	30-A MRSA §2801 Each municipality must publish annually a report for voters that includes a statement of assets and liabilities; delinquent taxpayers; and a postaudit report among other items	No	Statute requires each municipality to submit a report.	
	municipal revenue-producing facility annual report	30-A MRSA §5407 Municipalities must make a comprehensive report of the operations of their revenue-producing facility.	Unknown		



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