

MAINE STATE LEGISLATURE

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MAINE STATE GOVERNMENT ADMINISTRATIVE REPORT 1973-1974



A Compilation of
Annual Administrative Reports of
State Departments and Agencies

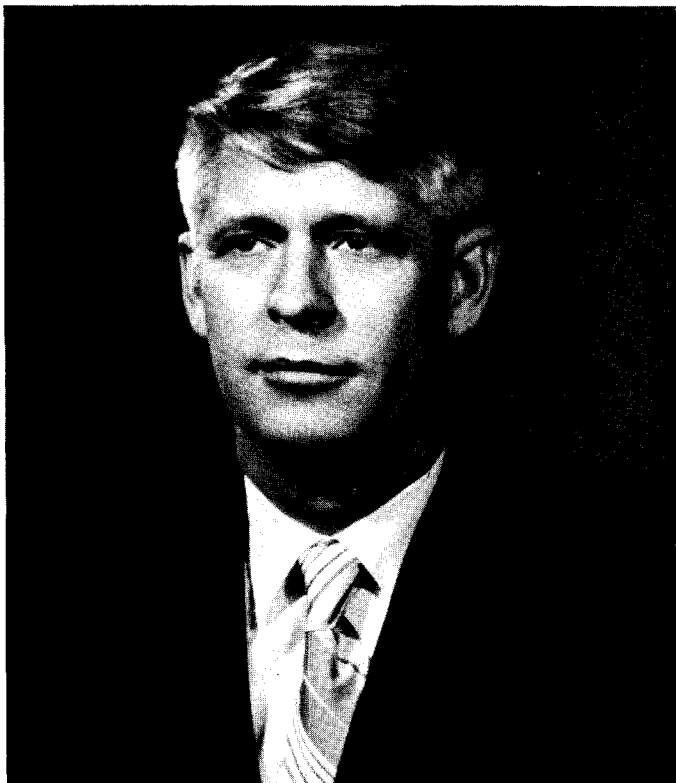
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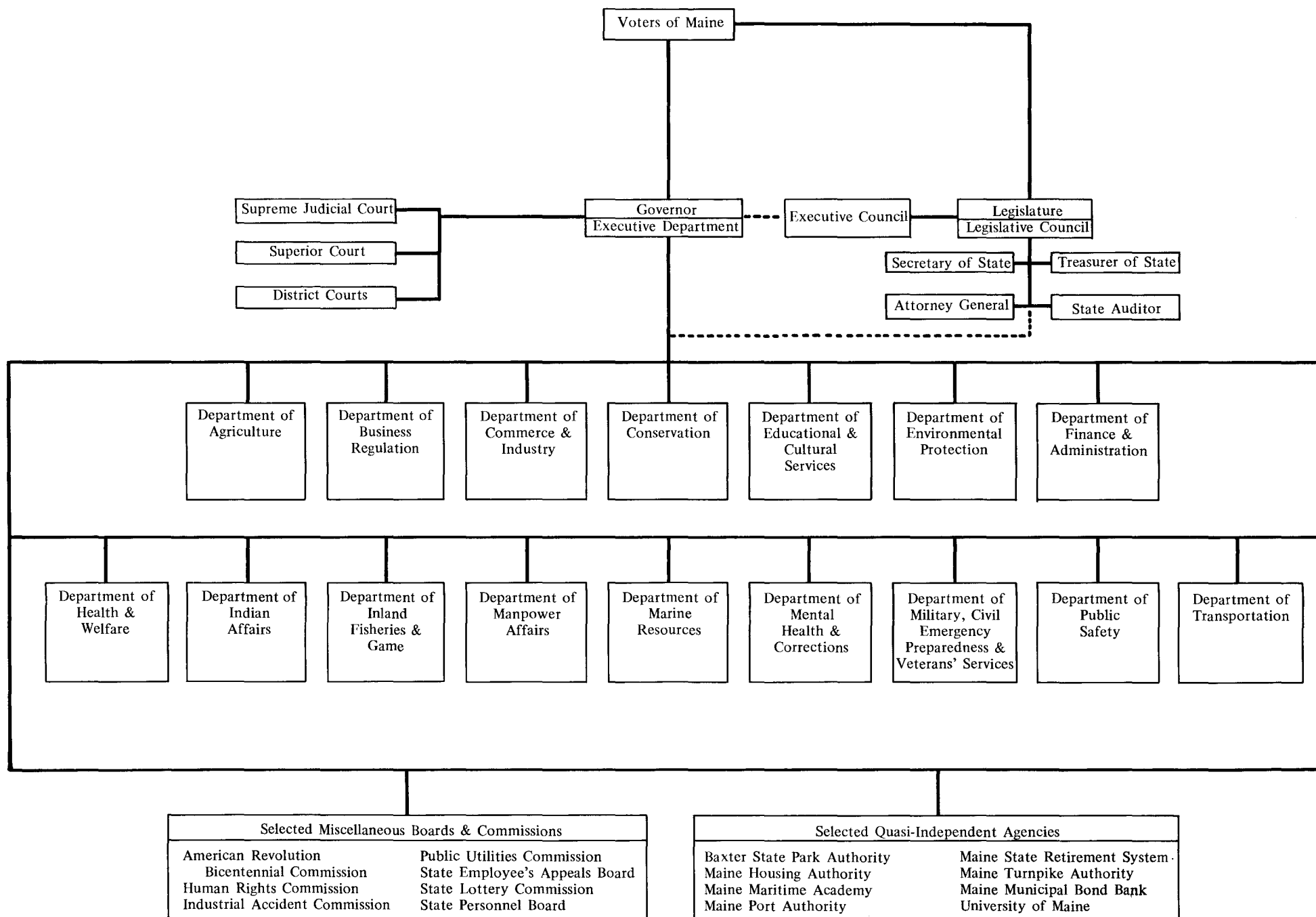
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**MAINE STATE
GOVERNMENT
ADMINISTRATIVE
REPORT
1973-1974**



Kenneth M. Curtis
Governor of Maine
1967-1974

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



FOREWORD

This *Maine State Government Administrative Report* was compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46, as enacted by Chapter 612 of the Public Laws of 1973. It is the first in a projected series of annual reports documenting, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This, first *Administrative Report* reflects the scope and diversity of Maine State Government operations during the 1973-1974 fiscal period. However, it is not fully comprehensive. It is a report only of the Executive Branch which, in terms of administrative or organizational units, encompasses all elements of the State Government except several offices associated with the Legislature, the Legislature itself, and the State's Supreme Judicial, Superior and District Court system. Thus, this volume is a consolidation of 247 annual reports relating to some 512 administrative units, excluding numerous Task Forces and ad hoc committees of a temporary nature.

Implementation of the so-called Consolidated Annual Report Act cited above was delegated to the Bureau of the Budget By Governor Curtis early in 1974, along with authority consistent with the Act to devise a format for and initiate, receive and edit individual agency reports for consolidation and publication in a final report. The first phase of the project involved the development of a report concept which would accommodate a body of specific information required by statute to be contained in the report of each State agency, in a clear, concise and readable format. The result was a report structure designed to serve purposes of 1) accountability, by enabling comparison of an agency's statutory powers and duties with its actual activities and accomplishments; and 2) identification, by providing clarification of both its historic and contemporary role in the administration of State Government; and to serve the ultimate purpose of creating a reference work of extended usefulness.

The project's second phase involved determination of all administrative units in the State Government and the forwarding of a request and guidelines for the preparation of an annual report by each to comply with the Consolidated Annual Report Act. This effort was met with a reasonably acceptable response, but not all units were reported separately as intended. Consequently, in this consolidation, many units, usually by virtue of an administrative, financial or other connection, are covered to some extent in the report of another agency; some are acknowledged by name only; and a few are omitted due to a divided or unclear administrative responsibility or an inactive or unknown status.

The mass of reports accumulated by the Budget Office by the end of 1974 were extensively checked and verified, edited and revised as necessary to conform to statutory requirements and the overall report concept. As presented in this report, they are grouped in eight sections consistent with the State Policy Areas established by the Budget Office in conjunction with development of the State's new program-oriented budget. Each of these sections or Policy Areas encompasses the reports of functionally-related State agencies, with those of major departments appearing first, each followed by reports of its divisions and subdivisions, and thereafter, by those of agencies directly connected or affiliated with the respective department. Next appear reports of authorities, boards, commissions, committees and other agencies which are essentially free of administrative ties.

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

- | | |
|---------------------------|-------------------------------|
| 1. Identification Summary | 4. Organizational Background |
| 2. Major Goal | 5. Program |
| 3. Powers and Duties | 6. Finances, Fiscal Year 1974 |

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

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone

number, and provides additional information depending upon the administrative level of the particular agency. In the case of a departmental subdivision, for example, certain summary information would merely duplicate that relating to the department and is generally omitted. Specific items appearing in the agency heading, which may require some interpretation, include the following:

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

Statutory Authority. Listed under this heading are citations of those sections of the Maine Constitution, Public Laws, Private and Special Laws, *Maine Revised Statutes Annotated*, 1964, as amended (M.R.S.A.) or Executive Orders or other legal instruments which establish the agency as an organizational entity and delineate its powers and duties. No attempt is made to include all references to a particular agency within the law; only those relating to its organization and primary areas of responsibility are provided.

Full-Time Employees and Authorized Employee Level. One or both of these items may or may not appear in the heading, depending upon whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no permanent employees. The average number of full-time employees, as reported by the agency, is the annual monthly average of all such employees on the payroll of the agency, paid out of any and all funds. The authorized employee level, where applicable, is the number of permanent full-time positions reported by the agency as authorized to it in the latest Appropriation Act passed by the Legislature. An excess of full-time employees over the authorized employee level may usually be attributed to contractual or federally-funded positions which do not require legislative approval.

Total Expenditure, Fiscal Year 1974. This information is provided in lieu of the recurring operating expenditure figure specified by the Consolidated Annual Report Act because there is no available definition of recurring operating expenditure and its interpretation could be arbitrary. Substituted is the total expenditure of the agency from all funds and in all accounts during the fiscal year, as indicated in a financial statement submitted with the agency's annual report. Where the total expenditure does not appear in the heading, the agency either had no income or its operating costs were absorbed by an associated agency.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency along with other units which are directly connected to or affiliated with the agency in some administrative or financial capacity. Quite often, administration of one of the latter units may be shared with one or more other agencies. However, it may be presumed that its primary connection is with the agency under which it is listed. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

MAJOR GOAL. As a brief expression of the agency's overall objective, purpose or mission, the major goal in many instances was revised to define a legitimate goal as opposed to a function, power or duty. Any revision was based insofar as possible on the original statement of the agency as contained in its report.

POWERS AND DUTIES. This section outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt here to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATIONAL BACKGROUND. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government to minimize confusion caused by the continual name-changing, establishment, abolishment, transfer and merger of agencies and their sub-

divisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

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

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

FINANCES, FISCAL YEAR 1974. Financial data relating to agency operations during the past fiscal year was submitted in the form of a financial statement indicating all agency revenues and expenditures by category and type of fund. To include in this report the complete statement of each agency would require a second volume; therefore, full statements are reproduced only for principal departments and agencies, with summary statements provided for all other units except those which do not maintain fiscal accounts of their own, being aggregated with accounts of a higher or associated unit, or which receive no allocation of funds and, consequently, make no expenditure.

Revenues indicated on the statement are those appropriated, allocated or otherwise received by an agency in support of its operation. Revenues generated by the agency not for its own use, but rather for deposit to the credit of the State, are presented separately. Expenditures of the agency are indicated by line category and selected character and object detail in general accordance with the State's accounting system.

* * *

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

THE EDITOR

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STATE
POLICY
AREA **01**

General Government

Department of the Attorney General
Department of Audit
Department of the Secretary of State
Treasurer of State
Executive Department
Department of Finance and Administration
State Personnel Board—Department of Personnel
Other Independent Agencies, Boards and Commissions



GENERAL GOVERNMENT

DEPARTMENT OF THE ATTORNEY GENERAL

JON A. LUND, ATTORNEY GENERAL
JOHN W. BENOIT, JR., DEPUTY ATTORNEY GENERAL
RICHARD S. COHEN, DEPUTY ATTORNEY GENERAL

Central Office: State Capitol, Augusta 04330

Telephone: 289-3661

Established: 1820

Statutory Authority: Maine Constitution, Article IX, § 11;
M.R.S.A., Title 5, Chapters 9, 10

Average Number of Full-Time Employees: 84

Authorized Employee Level: 81

Total Expenditure, Fiscal Year 1974: \$1,195,660

Organizational Units:

Civil Division

Criminal Division

Office of Chief Medical Examiner

MAJOR GOAL: To ensure the enforcement of the laws of the State of Maine, the preservation of order and the protection of public rights by serving as the State's chief law officer and, in that capacity, instituting, conducting and maintaining such actions and proceedings as the public interests may require.

POWERS AND DUTIES: A constitutional officer endowed with common law powers, the Attorney General is executive head of the Department of the Attorney General and is authorized to appear for the State, the head of any State department or the head of any institution and agency in all civil actions and proceedings in which the State is a party or interested, or in which the official acts and doings of such officers are called in question, in all the courts of the State and the Federal Government; to render all legal services required by such officers, boards and commissions in matters relating to their official duties; to issue written opinions upon questions of law submitted by the Governor and Council, head of any State department or agency, or by either branch of the Legislature or any members of the Legislature on legislative matters; to enforce due application of funds given or appropriated to public charities within the State and prevent breaches of trust in the administration thereof; to consult with and advise the district attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; to coordinate all criminal investigation and prosecution for the improvement of law enforcement within the State; and to administer and enforce the State's Unfair Trade Practices Act.

ORGANIZATIONAL BACKGROUND: The Attorney General, established by the Constitution of the State of Maine in 1820, is chosen biennially by joint ballot of both Houses of the Legislature. In 1913, the Attorney General was authorized to appoint one or more Deputy Attorneys General and Assistant Attorneys General. The Department of the Attorney General was formally recognized by a Public Law of 1963 which established the Attorney General as its executive head. The Department's Criminal Division was created in 1967; its Civil Division consists of a Civil Section; the Consumer Fraud Division, created in 1970; and the Environmental Protection Division, organized administratively in the early 1970's through assignment of the Assistant Attorneys General to give full attention to representation of State departments and agencies charged with environmental responsibilities. Presently, the Attorney General has two Deputies (one civil and one criminal) and a staff of attorneys titled either Assistant Attorney General or Staff Attorney. Besides the main office, the Department operates four branch offices within major agencies of State Government: Departments of Health and Welfare and Mental Health and Corrections, Bureau of Taxation and Employment Security Commission. The Office of Chief Medical Examiner was transferred to the Department of the Attorney General in mid-1974.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Department of the ATTORNEY GENERAL	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,148,180				\$1,148,180
Departmental Operations	1,148,180				1,148,180
Transfers					
Federal Grants			\$113,787		113,787
County & Municipal					
Private Contributions				\$13,875	13,875
Sales					
Services & Fees					
Other			9,534		9,534
Unexpended Balance Brought Forward	2,481		15,892	8,800	27,174
Adjustment of Balance Brought Forward			(1,950)	6,296	4,345
TOTAL FUNDS AVAILABLE	1,150,661		137,263	28,971	1,316,895

Monies received and deposited to credit of the State	1,304				1,304
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EXPENDITURES					
Personal Services, Total:	939,111		84,980	421	1,024,513
Wages & Salaries	896,732		84,516	386	981,634
Retirement	42,379		464	35	42,879
All Other, Total:	117,649		26,698	16,542	160,889
Commodities	14,486		5,251	109	19,846
Grants, Subsidies, Pensions	4,440			13,952	18,392
Contractual Services, Total:	98,723		21,446	2,482	122,651
Rents	110				110
Computer Services			217		217
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	9,748		84	425	10,257
Buildings & Improvements					
Equipment	9,748		84	425	10,257
Purchases of Land					
TOTAL EXPENDITURES	1,066,509		111,762	17,388	1,195,660

SUMMARY

Total Funds Available	1,150,661		137,263	28,971	1,316,895
Total Expenditures	1,066,509		111,762	17,388	1,195,660
NET	84,152		25,501	11,583	121,235
Unexpended Balance Forward	12,651		25,501	11,583	49,734
Unexpended Balance Lapsed	71,501				71,501

GENERAL GOVERNMENT

PROGRAM: During fiscal year 1974, the Department of the Attorney General obtained successful federal court rulings in three suits brought in behalf of the Department of Environmental Protection (\$29 million) and the Department of Educational and Cultural Services (\$1.1 million) to obtain release of federal funds impounded by the President. The Department also provided significant representation of the State's interest with respect to the case in the Supreme Court of the United States filed against Maine by New Hampshire to settle the location of the marine boundary running from Portsmouth Harbor to the Isle of Shoal.

During the years 1973-1974, the Department wrote 396 opinions with 78 opinions written on environmental matters.

Working with the Bureau of State Police and various local police departments, the Criminal Division investigated 36 homicides which occurred during the fiscal year. It continued the investigation of 23 more homicides which preceded July 1, 1973. Of this total, the Division prosecuted 22 homicide cases in the various Superior Courts in Maine. The Division also handled 32 cases before the Supreme Judicial Court of Maine, two in the United States Court of Appeals, First Circuit, and three in the United States Supreme Court. Habeas Corpus cases were divided as follows: five in Superior Court of Maine and five in the Federal District Court, District of Maine.

The Law Enforcement Education Section attached to the Criminal Division is responsible for maintaining a program of continuing legal education for police officers and prosecutors. In fulfilling this responsibility, it issues the Alert Bulletin and the Maine Prosecutor.

The Criminal Division anticipates continuing to provide statewide investigatory and prosecutorial services in fiscal year 1975. Specifically, the Division looks forward to the new District Attorney system with plans to hold training seminars for newly elected local prosecutors. In connection with this system, it is expected that with the support and assistance of the Division, the system will at last bring full time prosecution to the courts of Maine. Furthermore, it is expected that, as in years past, the Division will continue to investigate and prosecute homicide cases with an increased emphasis on reviewing previously unresolved cases. It is hoped that fiscal year 1975 will bring an increased emphasis on organized and white collar crime control, with a Division section devoted to that objective. It is further expected that the Division will assign one Assistant Attorney General to work with and advise the new Division of Special Investigations of the Bureau of State Police which is currently attacking the problems of illicit drugs in Maine. Lastly, it is the ultimate objective of the Division to enforce the laws of the State by vigorously investigating and prosecuting those cases which come to its attention.

OFFICE OF CHIEF MEDICAL EXAMINER

CHARLES F. BRANCH, M.D., CHIEF MEDICAL EXAMINER

Central Office: Central Maine General Hospital, Lewiston 04240 *Telephone:* 795-2453

Established: 1968

Statutory Authority: M.R.S.A., Title 22, Chapter 711

Average Number of Full-Time Employees: 2

Authorized Employee Level: 2

Total Expenditure, Fiscal Year 1974: \$154,530

MAJOR GOAL: To aid and assist all law enforcement agencies in defining, interpreting, processing and registering all medicolegal deaths, i.e., those individuals who are supposed to have come to their death by violence, or by the action of chemical, thermal or electrical agents, or following abortion, or suddenly, when not disabled by recognizable disease, or who have come to their death unexplained or unattended.

POWERS AND DUTIES: The Chief Medical Examiner is authorized to appoint medical examiners who have statewide jurisdiction and serve at his pleasure, and who are subject to his control and the regulations promulgated by him; to make temporary appointments when he deems it in the best public interest; and to hire, subject to the Personnel Law, necessary office and laboratory personnel in order to carry out the proper function of his office.

GENERAL GOVERNMENT

Medical examiners must be learned in the science of medicine and anatomy, licensed as physicians in the State of Maine and be bona fide residents of the State. They are responsible for viewing remains, determining the cause of death, issuing death certificates and signing cremation permits. The Office of Chief Medical Examiner is the sole repository for autopsy and medicolegal records, and on request may release findings and information to duly authorized persons without fee.

ORGANIZATIONAL BACKGROUND: The Office of Chief Medical Examiner was established by the Legislature in early 1968, with the Chief Medical Examiner to be appointed by the Governor with the advice and consent of the Council, for a term of seven years and until his successor is appointed and qualified. The first Chief Medical Examiner for the State of Maine was sworn into office May 15, 1968. Effective June 15, 1974, the Office was transferred by statute to the Department of the Attorney General.

PROGRAM: Relative to abnormal or questionable deaths, the inspection, viewing, study of, autopsies on, laboratory work, transportation and disposal of remains devolves upon the Office of Chief Medical Examiner. Besides the load of office work demanded by being the chief repository of all medicolegal reports, the necessity of approving all bills and the constant monitoring of a relatively poorly trained medical examiner force, the Office is the sole operational and supervisory unit for approximately 100 Medical Examiners throughout the State of Maine. These physicians annually view and investigate an average of 2,000 medicolegal cases of which the pathologists of the State further investigate 250 to 300 by autopsy. The duties of the Office demand close liaison and cooperation with State, county and municipal law enforcement agencies, the Criminal Division of the Attorney General's Office, the courts and similar out-of-state agencies. Having no specific laboratory, Medical Examiners must utilize and rely on the assistance of the Department of Health and Welfare laboratories and the laboratories of various hospitals throughout the State, for which the Office pays a service fee averaging \$7,000 per year.

A second source of expense rests in the fact that while the law as written makes no reference to undertakers, funeral directors or ambulance companies, the Office must pay the minimal fees for transporting bodies from "the scene" to the nearest morgue or hospital mortuary. By common agreement, this has been limited to 50¢ per mile, representing some \$8,000 per year. A third source rests in the fact that while all medical examiner cases should come to autopsy, under law the Attorney General or his agents, any County Attorney, the State Police, any Medical Examiner and the Chief Medical Examiner may order an autopsy if deemed advisable, and the Chief Medical Examiner has no veto power over which cases shall be autopsied. Yet budgetary constraints dictate that the Chief Medical Examiner severely curtail unnecessary autopsies. This is done to protect the integrity of the budget, but to the disadvantage of the State's medical examiner system.

To strengthen the system, the staff should be increased by fifty additional Medical Examiners. Concerning these Examiners, it should be pointed out that each is a full-time practicing physician in the field of medicine and as such, he is fully responsible to his patients, his hospitals and the rapidly changing statutes governing his practice. He has accepted the post of Medical Examiner under oath as a commitment to community service and a challenge to his continuing medical education. For many reasons, it is extremely difficult to attract physicians to this field.

Further, it will sooner or later be a law enforcement *must* for the State to create and build a State Crime Laboratory. There has been a studied attempt and concerted effort over a period of four years by the Office of Chief Medical Examiner and other State law enforcement agencies to institute such a laboratory, but so far, nothing beyond basic education of the Legislature has been accomplished.

GENERAL GOVERNMENT

Summary of Medicolegal Deaths in the State of Maine Fiscal Years 1970-1974

Medicolegal Deaths	1969-70	1970-71	1971-72	1972-73	1973-74
Total					
Medical Examiner Cases	1,662	1,797	1,932	1,872	1,883
Natural Deaths	1,011	1,245	1,353	1,200	1,230
Traumatic Deaths	651	552	629	672	653
Total Autopsies	229	256	293	276	341
Autopsies					
Natural Deaths	44	73	83	63	102
Autopsies					
Traumatic Deaths	185	183	210	213	239
Homicides	17	14	36	28	25
Suicides	119	119	136	150	159

FINANCES, FISCAL YEAR 1974:

	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Chief Medical Examiner					
Total Funds Available	\$154,941				\$154,941
Total Expenditures	154,530				154,530
NET	411				411
Unexpended Balance Forward					
Unexpended Balance Lapsed	411				411

GENERAL GOVERNMENT

DEPARTMENT OF AUDIT

RAYMOND M. RIDEOUT, JR., STATE AUDITOR

LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2201

Established: 1907

Statutory Authority: M.R.S.A., Title 5, Chapter 11

Average Number of Full-Time Employees: 34

Authorized Employee Level: 40

Total Expenditure, Fiscal Year 1974: \$520,782

Organizational Units:

Departmental Division

Municipal Division

Fraud Investigation Division

MAJOR GOAL: To provide post audits of all accounts and other financial records of Maine State Government or any department or agency thereof, and to report annually on this audit and at such other times as the Legislature may require.

POWERS AND DUTIES: The Department of Audit is authorized to perform a post-audit of all accounts and other financial records of the State Government; to install accounting systems and perform post-audits for counties, municipalities, court clerks and probation officers; to perform post-audits for colleges, the Maine Port Authority and the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances; and to investigate and report incidents of alleged fraud, attempted fraud, co-mingling or misapplication in connection with but not limited to handling of funds of the State.

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

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

PROGRAM:

DEPARTMENTAL DIVISION

This Division performs post-audits of accounts and other financial records of Maine State Government, and reports annually on these audits. Audits scheduled for the 1973-74 fiscal year totaled 170 or a 12% increase over the 1971-72 fiscal year. These 170 audits consisted of 93 departments, agencies and/or commissions, 12 institutions, 41 examining boards, 16 public administrators, 6 vocational-technical institutes, and 2 schools of practical nursing. In addition, one auditor performs Federal Disaster Relief audits for approximately 9 months of the year.

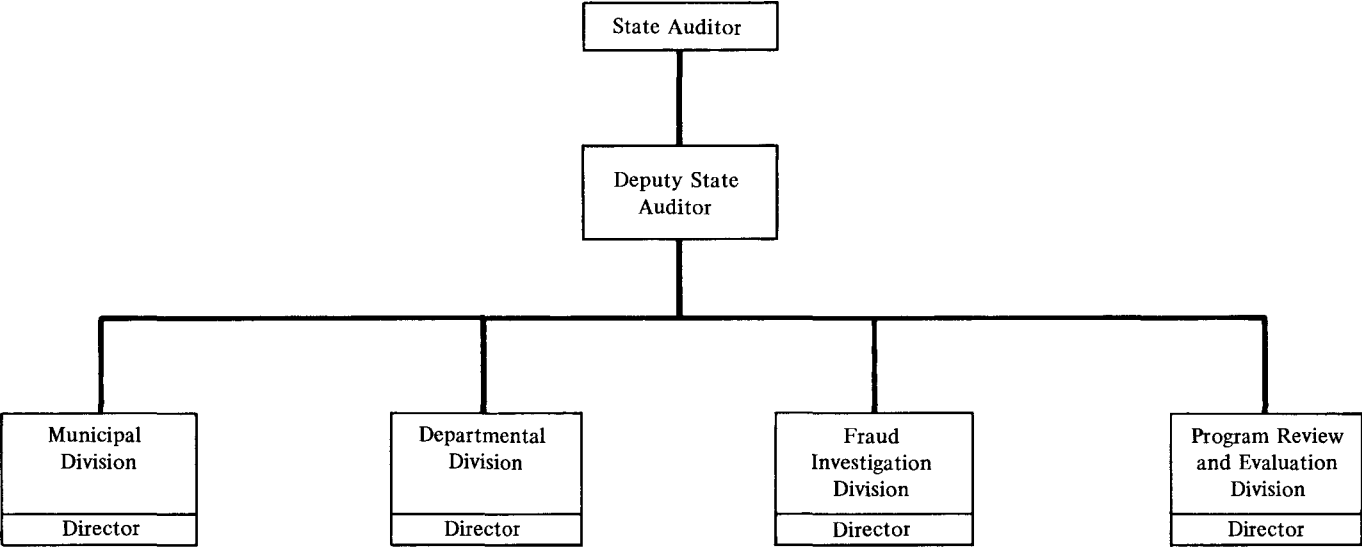
Revenue realized from the Division is derived solely from charges for audit services to the State's Highway Fund which is credited back to the General Fund as Undedicated Revenue. Since audit costs have increased due to salary adjustments and legislative pay

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Department of AUDIT	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$322,582				\$322,582
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		\$211,357			211,357
Other		8,059			8,059
Unexpended Balance Brought Forward	2,231	232,978			235,209
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	324,813	452,394			777,207
Monies received and deposited to credit of the State	10,282				10,282
EXPENDITURES					
Personal Services, Total:	280,552	179,113			459,665
Wages & Salaries	256,916	164,023			420,939
Retirement	23,636	15,090			38,726
All Other, Total:	25,000	33,976			58,976
Commodities	4,519	2,437			6,956
Grants, Subsidies, Pensions					
Contractual Services, Total:		371			371
Rents		371			371
Computer Services					
Transfers to Other Funds					
Other	20,481	31,168			51,649
Capital Expenditures, Total:	1,263	878			2,141
Buildings & Improvements					
Equipment	1,263	878			2,141
Purchases of Land					
TOTAL EXPENDITURES	306,815	213,967			520,782
SUMMARY					
Total Funds Available	324,813	452,394			777,207
Total Expenditures	306,815	213,967			520,782
NET	17,998	238,427			256,425
Unexpended Balance Forward		238,427			238,427
Unexpended Balance Lapsed	17,998				17,998

ORGANIZATION CHART
DEPARTMENT OF AUDIT



GENERAL GOVERNMENT

adjustments, it is anticipated that a corresponding increase in revenue from this source will be realized.

FRAUD INVESTIGATION DIVISION

The function of this Division is to investigate and report incidents or acts of alleged fraud, attempted fraud, co-mingling or misapplication in connection with but not limited to handling of funds of the State. The Division has been in operation for two fiscal years starting July 1, 1972, its functions being performed by one director and two investigators.

The investigators are revealing welfare recipients who are receiving AFDC and other types of aid erroneously, and therefore are making restitution to the Department of Health and Welfare through the Division. At June 30, 1974, the pending case count totaled 386 compared with 290 for the previous year. According to the Maine Management and Cost Survey report, based on statistics for welfare and Medicaid, potential fraud recoveries are estimated at \$250,000 annually. Of this amount, the State's share is estimated at \$75,000. Cost to implement this expanded program is estimated at \$26,000 for salaries and supporting expenses of which half should be shared by the Federal Government. Annual income to the State and Federal Governments is estimated at \$62,000 and \$162,000 respectively.

MUNICIPAL DIVISION

The Municipal Division's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at \$256,000.

PROGRAM REVIEW AND EVALUATION DIVISION

This new Division starts July 1, 1974, for the purpose of examining State Government programs and grant assistance to the Legislature by reviewing and analyzing the results of government programs and activities carried on under existing law, including making cost benefit studies when ordered by either House of the Legislature, by the State Auditor and by the Legislative Council, and of analyzing and conducting cost benefit studies. Assistance to the Legislature will be provided by the State Auditor through the new Division.

GENERAL GOVERNMENT

DEPARTMENT OF THE SECRETARY OF STATE

JOSEPH T. EDGAR, SECRETARY OF STATE
PETER M. DAMBORG, DEPUTY SECRETARY OF STATE

Central Office: State Capitol, Augusta 04330

Telephone: 289-3501

Established: 1820 *Statutory Authority:* Maine Constitution, Article V, Part III;
M.R.S.A., Title 5, Chapter 5; Title 21

Average Number of Full-Time Employees: 20

Authorized Employee Level: 20

Total Expenditure, Fiscal Year 1974: \$345,224

Organizational Units:

Elections Division

Maine State Archives

Corporations Division

Archives Advisory Board

Motor Vehicle Division

Medical Advisory Committee

Advisory and Review Board (on Driver Licensing)

MAJOR GOAL: To preserve all records of the State and retain custody of the State Seal.

POWERS AND DUTIES: A constitutional officer, the Secretary of State is executive head of the Department of the Secretary of State, and is authorized to preserve all records of the State; to keep and preserve the records of all the official acts and proceedings of the Governor and Council, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law; to attend the Governor and Council, Senate and House of Representatives as they shall respectfully require; to maintain and distribute, according to law, lists of all justices of the peace and notaries public; to prepare commissions for appointees and certificates of election to office for presentation to the Governor and Council under the seal of the State; to cause all bills passed by the Legislature to be engrossed; to distribute blanks for all election returns required by law to clerks of the several towns; to issue certificates of organization and perform other receiving, filing and recording functions for which legal fees may be collected; to annually register motor vehicles and issue licenses for operators thereof; and to generally supervise the Department's subdivisions as required by statute and recommend to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATIONAL BACKGROUND: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporations Division in 1870. The Elections Division originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporations Division. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 under the administrative direction of the State Archivist, was placed within the Department in 1973.

PROGRAM:

Elections Division. This Division supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections, and to more closely

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Department of SECRETARY of STATE*	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$396,054				\$396,054
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	2,477				2,477
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	398,531				398,531

Monies received and deposited to credit of the State	499,719				499,719
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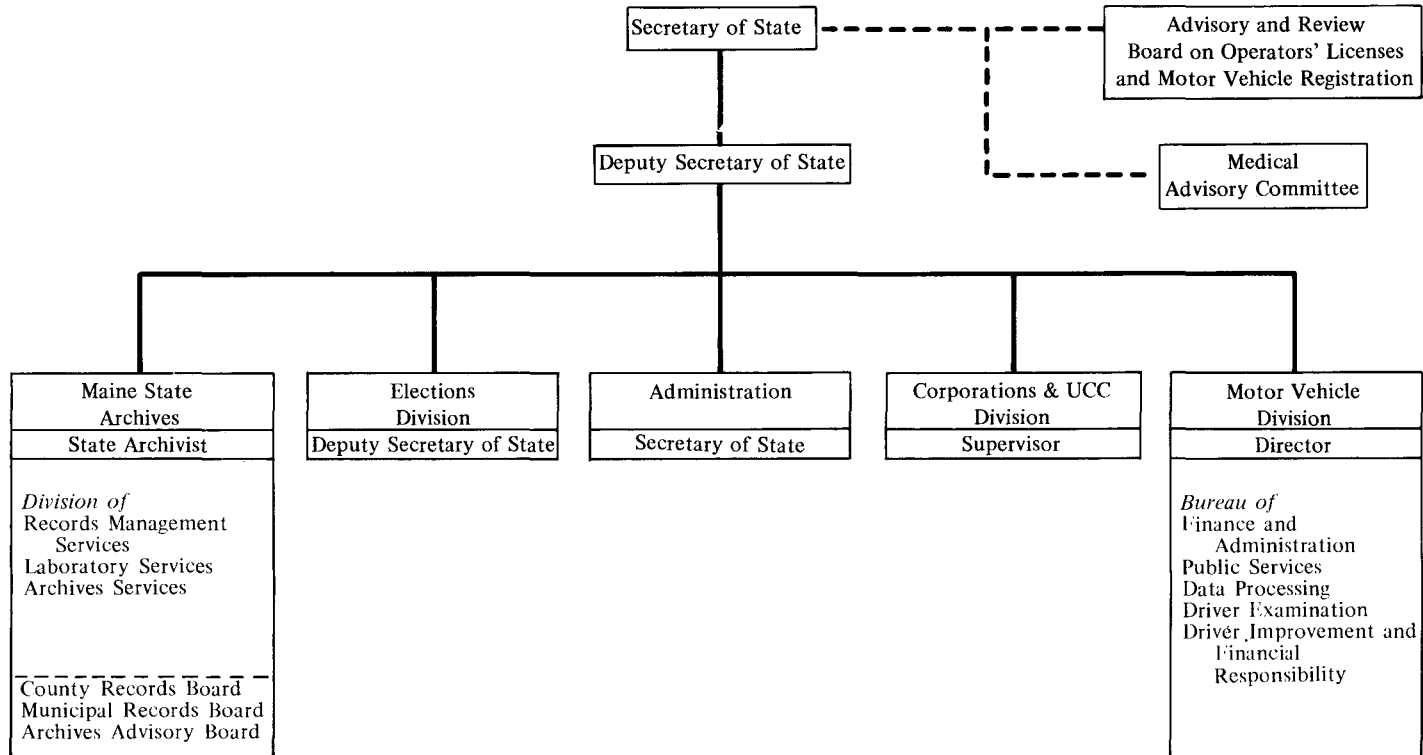
EXPENDITURES					
Personal Services, Total:	184,003				184,003
Wages & Salaries	168,670				168,670
Retirement	15,333				15,333
All Other, Total:	153,665				153,665
Commodities	68,460				68,460
Grants, Subsidies, Pensions					
Contractual Services, Total:	5,589				5,589
Rents	5,219				5,219
Computer Services	370				370
Transfers to Other Funds					
Other	79,616				79,616
Capital Expenditures, Total:	7,556				7,556
Buildings & Improvements					
Equipment	7,556				7,556
Purchases of Land					
TOTAL EXPENDITURES	345,224				345,224

SUMMARY

Total Funds Available	398,531				398,531
Total Expenditures	345,224				345,224
NET	53,307				53,307
Unexpended Balance Forward	50,520				50,520
Unexpended Balance Lapsed	2,787				2,787

*Includes finances of Office of Secretary of State and its Division of Corporations and Elections only; the Motor Vehicle Division, Maine State Archives and related units are reported separately.

**ORGANIZATION CHART
DEPARTMENT OF THE SECRETARY OF STATE**



GENERAL GOVERNMENT

examine election campaign practices and expenditures, it is the prime objective of the Division to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be a maximum of citizen participation.

Corporations Division. This Division is basically a repository for all records required by statute relating to both domestic and foreign corporations. The Division also has charge of certain specified occupational licensing in addition to the administration of the laws relating to the Uniform Commercial Code.

Motor Vehicle Division. This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

Maine State Archives. The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

ELECTIONS DIVISION

PETER M. DAMBORG, DEPUTY SECRETARY OF STATE

Central Office: State Capitol, Augusta 04330

Telephone: 289-3503

Established: 1891

Statutory Authority: M.R.S.A., Title 5, Chapter 5; Title 21

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

MAJOR GOAL: To ensure that elections in the State of Maine are conducted in accordance with the State's Election Laws.

POWERS AND DUTIES: The Elections Division was established to administer the Election Laws of the State of Maine; to prepare ballots and election materials; to conduct elections and recounts; to serve in an advisory capacity to election officials; and to advise and assist the Legislature in its deliberations and decisions concerning needed changes in election laws.

ORGANIZATIONAL BACKGROUND: The Elections Division originated in 1891 when the Secretary of State was assigned responsibility for printing and distributing ballots to towns, for providing returns and performing other duties relating to elections. Currently, the Division is comprised of administrative and ballots sections, and during legislative sessions, an engrossment section, under the administrative direction of the Deputy Secretary of State.

PROGRAM: Significant activities of the Elections Division during the past fiscal year included the first major revision of the Election Laws in ten years; including indexing, placement of ballot printing to bid for the first time in many years, adoption of more modern printing (offset) and packaging; and the conducting of statewide classes for election officials. In the future, the Division plans to add a field representative to instruct and advise local election officials, Registrars and Boards of Registration of their statutory duties and responsibilities; gain legislative approval of a means of keeping voter registration lists current; use educational television to train election officials visually on the provisions of the Election Laws; continue efforts to improve the printing, handling, packaging and distribution of ballots; and prepare and distribute additional election materials designed to better educate election workers and officials.

GENERAL GOVERNMENT

CORPORATIONS DIVISION

DORIS HAYES, SPECIAL DEPUTY SECRETARY OF STATE

Central Office: State Capitol, Augusta 04330

Telephone: 289-3676

Established: 1870 *Statutory Authority:* Public Laws, 1870, Chapter 93; M.R.S.A., Title 5, Chapter 5

Average Number of Full-Time Employees: 14

Authorized Employee Level: 15

MAJOR GOAL: To serve the public by filing and dispensing corporate, commission, Uniform Commercial Code and licensing information.

POWERS AND DUTIES: The Corporations Division was established essentially as a service agency to act as a repository for corporations, credit transactions and miscellaneous filings by other State departments. The Division is responsible for preparing and maintaining a complete record of all commissions by the Governor and Council as well as issuing various miscellaneous licenses, and more recently, for administration of the Maine Business Corporation Act.

ORGANIZATIONAL BACKGROUND: The Corporations Division was established in 1870 to accommodate the requirement for filings of certificates of incorporation with the Secretary of State, and for the preparation of commissions for the Governor and Council. Duties concerning the filing and recording of trademarks were assigned to the Division in 1883. Over the years the Division assumed various other licensing and filing responsibilities, including Uniform Commercial Code (U.C.C.) filings added in 1965. Currently, the Division is comprised of U.C.C. and Commissions Sections.

PROGRAM: The Corporations Division has just completed its second full year of administering the Maine Business Corporation Act, with a pattern of increase in the volume of new corporations emerging. During the past Special Session of the Legislature, the Act was amended to change some of the fee schedule. Of most significance was the elimination of the annual franchise tax on domestic corporations and the increase in filing fee of annual reports filed by all corporations with capital stock.

The non-stock corporation law is presently being studied by the Maine Bar Association. The Division is working closely with the Association in its attempt to have a revision ready for the 1977 legislative session.

Uniform Commercial Code Section. This was the largest year yet in the volume of U.C.C. filings and total revenue. However, with the inception of the Maine Motor Vehicle Title law, the revenue in this Section is expected to start a slow decline. The revenue loss will be to some extent recovered by the Motor Vehicle Division.

Commissions Section. During the past fiscal year, the volume of commissions handled was the largest ever. If the proposed constitutional amendment to provide for the initial appointment of Notaries Public and Justices of the Peace by the Governor and Council is approved, the Division plans to introduce legislation at the next regular legislative session to provide for renewals by the Secretary of State. To this end, a study is being made of the manner in which renewals of Notary Public and Justice of the Peace commissions can be most effectively handled.

MOTOR VEHICLE DIVISION

CHARLES E. WYMAN, DIRECTOR

Central Office: 242 State Street, Augusta 04330

Telephone: 289-2761

Established: 1905

Statutory Authority: M.R.S.A., Title 29

Average Number of Full-Time Employees: 240

Authorized Employee Level: 263

Total Expenditure, Fiscal Year 1974: \$3,519,822

GENERAL GOVERNMENT

Organizational Units:

Bureau of Finance and Administration

Bureau of Public Services

Bureau of Data Processing

Bureau of Driver Examination

Alcohol Safety Action Program

Medical Advisory Committee

Bureau of Driver Improvement and Financial Responsibility

Advisory and Review Board (on Driver Licensing)

MAJOR GOAL: To provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof.

POWERS AND DUTIES: Under the auspices of the Secretary of State, the Motor Vehicle Division is authorized to issue vehicle registrations and operator licenses; to establish a Point Suspension System; to suspend, withhold or revoke an individual's privilege of registration and/or operation of motor vehicles for violations of the Motor Vehicle Laws; to conduct examinations, investigate and license motor vehicle and trailer dealers; to hold hearings on violations of the Motor Vehicle Laws; to operate ten branch offices throughout the State; and to title motor vehicles.

ORGANIZATIONAL BACKGROUND: The Motor Vehicle Division was organized in 1905 for the purpose of issuing life-time licenses. In 1911, the Legislature changed the registration and licensing from a life-time issue to an annual issue. In the 1920's the Division grew to the extent that it was reorganized into a Registration and Licensing Section and a Court Records Section headed by a Chief Clerk. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to implement the required rule on new licenses. In 1942, the Division was reorganized under the direction of the Director of Motor Vehicles, and in 1943, an Assistant Director was named. The Division was reorganized into four Bureaus in 1970: Public Services, Finance & Administration, Data Processing and the Bureau of Driver Licenses. Subsequently, the Bureau of Driver Licenses was changed to the Bureau of Driver Improvement and Financial Responsibility, and the Bureau of Driver Examination was added. Also, through a federal grant, the Division developed the Alcohol Safety Action Program in Cumberland and York Counties for a four-year period. This program will end in December, 1974, unless extended by the National Highway Traffic Safety Administration.

PROGRAM: Fiscal year 1974 was the beginning of a new plate issue by the Motor Vehicle Division. This is significant because of the production of the plates by the aged and inefficient equipment at the Maine State Prison. It was not until July of 1973 that the Division finally gained clearance to eliminate the definite health hazard of fumes from the dip tank and dryer through extensive renovation of the manufacturing process of the plates, including a complete renovation of the air circulation system and fume ventilation, the use of a new infra-red dryer and the replacement of a roll-coater of an unknown age. This equipment enabled increased production of plates by 100% per day. Because of the delay in clearance for increasing plate shop production, it was necessary to have three plate classifications manufactured outside of the State.

Starting the first of the year, Maine's classification Driver License Program, providing that a person must qualify to operate certain type vehicles, went into effect. Classifications are defined as: No. 3—passenger vehicles up to single units 18,000 gross; No. 2—single units exceeding 18,000; and No. 1—any of the vehicles of classes 3 and 2 and including any combination of vehicles. School bus operators and motor cycle operator licenses remain as special examinations, with the licenses being annotated to that effect.

The staggered registration program was initiated in fiscal year 1974 with the conversion of 1974 registrations to mechanized data processing tape which is currently being loaded into the computer system to create the automated registration file which will enable production of 1975 registrations somewhat similar to that of operator license applications. The initiation of the staggered registration required the revision of the excise tax manual. The Motor Vehicle Division and the Maine Municipal Association have worked very closely to insure that the information developed and disseminated was factual and complete.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

MOTOR VEHICLE DIVISION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:		\$ 2,481,876			\$ 2,481,876
Departmental Operations		2,377,272			2,377,272
Transfers		104,604			104,604
Federal Grants		7,842	\$590,000		597,842
County & Municipal					
Private Contributions					
Sales					
Services & Fees		468,527			468,527
Other					
Unexpended Balance Brought Forward		118,678	58,987		177,665
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE		3,181,527	648,987		3,830,514

Monies received and deposited to credit of the State		20,116,871			20,116,871
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EXPENDITURES					
Personal Services, Total:		1,623,249	201,285		1,824,534
Wages & Salaries		1,487,563	176,474		1,664,037
Retirement		135,686	24,811		160,497
All Other, Total:		1,212,643	402,312		1,614,955
Commodities		471,823	9,594		481,417
Grants, Subsidies, Pensions					
Contractual Services, Total:		740,820	392,718		1,133,538
Rents		108,090			108,090
Computer Services		199,915			199,915
Transfers to Other Funds					
Other					
Capital Expenditures, Total:		72,056	8,277		80,333
Buildings & Improvements		8,213			8,213
Equipment		63,843	8,277		72,120
Purchases of Land					
TOTAL EXPENDITURES		2,907,948	611,874		3,519,822

SUMMARY

Total Funds Available		3,181,527	648,987		3,830,514
Total Expenditures		2,907,948	611,874		3,519,822
NET		273,579	37,113		310,692
Unexpended Balance Forward		205,611	37,113		242,724
Unexpended Balance Lapsed		67,968			67,968

GENERAL GOVERNMENT

The New Title Law which will title 1975 and subsequent year vehicles was developed, based on several studies in other jurisdictions from which the most efficient parts were extracted to build Maine's Title Program.

Further automation of programs was developed this year whereby mandatory suspensions for certain convictions are automatically produced by the computer. Where the Division would at times be backlogged up to three or four weeks in suspensions or mandatory suspension convictions, the development of the computerized program now has reduced the lapsed time from notification of convictions to the issuance of a suspension from two or three weeks to twenty-four to forty-eight hours.

To more efficiently serve the public, cathode ray tubes were placed in two of the Division's larger branch offices so that they may have direct access to the State's computer. This permits the offices to obtain proper information without the necessity of phone calls to the main office and delays in getting the information needed. Additional tubes will be placed in other branch offices during the months of July, August and September.

The Division completed the gathering of social security numbers from driver license operators. The numbers have been entered into the automated system, and beginning January 1, 1975, all drivers will be given a permanent driver's license number identical to their social security number.

The Division started two innovative programs in Driver Improvement. One is a rehabilitation program for first offenders operating under the influence, and the other is a pilot study of entering the continuing offender into the defensive driving group operated under the auspices of the Maine Highway Safety Committee.

MEDICAL ADVISORY COMMITTEE

CHARLES E. WYMAN, DIRECTOR, MOTOR VEHICLE DIVISION

Central Office: 242 State Street, Augusta 04330

Telephone: 289-2761

Established: 1971

Statutory Authority: M.R.S.A., Title 29, § 547

MAJOR GOAL: To advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers.

POWERS AND DUTIES: The Medical Advisory Committee was established to assist the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the Committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATIONAL BACKGROUND: The Medical Advisory Committee was authorized in 1971, to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Health and Welfare.

PROGRAM: The Medical Advisory Committee has not met since being authorized in 1971.

ADVISORY AND REVIEW BOARD (ON DRIVER LICENSING)

CHARLES E. WYMAN, DIRECTOR, MOTOR VEHICLE DIVISION

Central Office: 242 State Street, Augusta 04330

Telephone: 289-2761

Established: 1966

Statutory Authority: M.R.S.A., Title 29, § 2246

GENERAL GOVERNMENT

MAJOR GOAL: To promote highway safety by assisting the Secretary of State in the promulgation of procedures, rules and regulations relating to motor vehicle operators and operation.

POWERS AND DUTIES: The Advisory and Review Board (On Driver Licensing) was established to assist the Secretary of State in reviewing the effectiveness of any point system adopted by him; to review procedures relative to the issuance, suspension and revocation of operators' licenses and certificates of registration; to review rules and regulations adopted by him; and to advise him as to suggested changes for the purpose of promoting safety on the highways.

ORGANIZATIONAL BACKGROUND: The Advisory and Review Board (On Driver Licensing), established in 1966, consists of twelve members appointed by the Secretary of State, including the Chief of the State Police or his designee, and representatives of the District Courts, county attorneys, Motor Vehicle Division, Maine Highway Safety Committee, Maine Trial Lawyers Association, insurance industry, Maine State Bar Association, Maine Municipal Association, Maine Chiefs of Police Association, Maine Sheriffs Association and Highway Users Conference. Except for the Chief of the State Police or his designee, who is a permanent member of the Board, appointments are for terms concurrent with the term of the Secretary of State.

PROGRAM: The Advisory and Review Board did not meet during fiscal 1973-74.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Library-Museum-Archives Building, Augusta 04330 *Telephone:* 289-2451

Established: 1965 *Statutory Authority:* M.R.S.A., Title 5, Chapter 6; Title 30, Chapters 1 (Subchapter II, Article 6-A), 211-A

Average Number of Full-Time Employees: 18 *Authorized Employee Level:* 22

Total Expenditure, Fiscal Year 1974: \$292,260

Organizational Units:

Division of Archives Services	Archives Advisory Board
Division of Laboratory Services	County Records Board
Division of Records Management Services	Municipal Records Board

MAJOR GOAL: To make the operations of State Government more efficient, effective and economical through current records management; and, to the end that the people may derive maximum benefit from a knowledge of State affairs, preserve its non-current records of permanent value for study and research.

POWERS AND DUTIES: Through the authority vested in the State Archivist, the Maine State Archives is empowered to establish regulations, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records; to examine all public records for the purpose of prescribing appropriate measures for their storage, preservation and disposition; to select, preserve and make available to the government and public the permanently valuable records of the State; to provide centralized paper preservation and photo duplication laboratory services for government records; to facilitate the effective elimination of records having no permanent value; to receive all records transferred to the archives and to negotiate for the transfer of public records from the custody of public officers; to promulgate such rules and regulations as are necessary to effectuate the purposes of the Archives and Records Management Law; to publish archival material, reports, bulletins and other publications which will promote the objectives of said Law; to accept gifts, bequests and endowments for purposes consistent with the objectives of said Law; and to provide professional and technical assistance to the counties and municipalities, as well as program services similar to those available to State agencies.

GENERAL GOVERNMENT

ORGANIZATIONAL BACKGROUND: The Maine State Archives, created in 1965, was designated as a central staff agency by the Legislature in 1973, at which time it was transferred to the Department of the Secretary of State and its jurisdiction extended to the counties and municipalities.

The Archives Advisory Board was established in 1973 to advise the State Archivist in his administration of the Archives and Records Management Law. The Board consists of nine members especially interested in the history of the State, appointed by the Governor as advisors for terms of six years.

The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as chairman, and four members appointed by the Governor with the advice and consent of the Council, for terms of three years, one of whom must be a county commissioner, one a register of deeds, one a register of probate and one of whom is experienced in real estate title examinations. The Maine State Archives serves as secretariat of the Board.

Similarly, the Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as chairman and the State Registrar of Vital Statistics, and three municipal officials appointed for terms of three years by the Governor upon the recommendation of the Maine Municipal Association. The Maine State Archives serves as secretariat of the Board.

PROGRAM: Maine State Archives activities and accomplishments during fiscal year 1974 may be summarized under the following program areas:

Division of Archives Services. A major divisional objective has been to improve control of permanently valuable record holdings in order to facilitate public and government use of the informational resource. Such control improvements include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; and the refinement of internal procedures to provide rapid retrieval of information on demand. Present holdings include records transferred to the Maine State Archives by Executive Branch agencies and legislative and judicial records administered by the Maine State Archives under the direction of the Legislature and the Supreme Judicial Court which retain constitutional control.

Use of the search room facilities by the public continues to increase, particularly for material which may resolve title claims to property, offer proof of birth or citizenship, or which relates to matters that have been adjudicated by the courts. During the year, reference services for government record material in custody have been provided under the Right to Know Law to some 1,860 individuals in the search room. As the staff gains improved control over record holdings and the public becomes more aware of these informational resources, the demand for reference service on the records will continue to increase.

Material assistance was provided during the reporting period to the Department of the Attorney General relative to the Maine-New Hampshire boundary dispute; and to various agencies on issues relating to public lands within the State.

Division of Laboratory Services. The Maine State Archives is authorized to provide a full range of photoduplication services for government records under such standards and regulations as the agency may establish 1) to ensure high quality reproduction and 2) to audit microfilm and other photographic applications for feasibility and economy. These services are provided to the public and other State agencies on an at-cost basis. The agency also maintains in-house capabilities for photoreproduction of its own holdings, including the microfilming of select record material for publication and dissemination to individuals or other institutions across the country, and the copying of oversized material and maps and plans requiring specialized photographic equipment.

The Photoduplication Laboratory became operational on a limited basis in 1972, and the subsequent volume and range of its services has been dependent on the acquisition of requisite equipment and staff.

In addition to meeting an increased demand by other State agencies and the public, the Photoduplication Laboratory will be called upon to provide technical assistance and

GENERAL GOVERNMENT

direct photoduplication services to counties and municipalities under the provisions of the County and Municipal Records Laws.

Major projects completed, in progress or scheduled for the next fiscal year include the reproduction of plans relating to land use zoning developed by the Land Use Regulation Commission; the reproduction of 5,600 engineering plans for the Department of Transportation; the filming for publication of the Special Agricultural, Industrial and Social Censuses for Maine, 1850-1880, at the request of the National Archives and several other institutions; and the microfilming of the original survey maps and plans of the Maine Land Office.

The development of Restoration Laboratory Services has proceeded slowly during the year due to a lack of basic equipment and staff. Planning and programming for document repair and restoration services has continued, however, with particular emphasis on the identification of material in the agency record holdings requiring immediate laboratory attention and on the determination of program requirements. The recent appointment of a chemist to head the Restoration Laboratory program will materially assist in the development of an operational program in the coming months.

The increased requests for technical assistance by local government agencies indicate that the Restoration Laboratory will also be significantly involved in providing technical assistance and direct services to counties and municipalities where substandard storage conditions have resulted in the serious deterioration of valuable local records.

Division of Records Management Services. The Division of Records Management Services is responsible for a wide range of technical services to assist State and local government agencies in the effective management of records now being generated by all government agencies in an increasing volume. Central to this program is the disposition of records as soon as they are no longer needed by the originating office for current purposes. A crash program to involve all Executive Branch agencies under a continuing retention-disposition program for their non-current records was inaugurated in February, 1974. Agency Records Officers, appointed by their respective department heads, have begun the process of inventorying the various record series that comprise their respective operations for the purpose of establishing permanent schedules under which records may be routinely transferred from expensive office files and space to low-cost storage in the State records center, be destroyed or transferred to the Archives for permanent preservation. Among the agencies, bureaus or divisions which have virtually completed an effective retention-disposition program are the Bureau of Banks and Banking, the Department of Audit, and the Identification Bureau, Department of Public Safety.

The Maine State Archives has sponsored training programs to assist Agency Records Officers in implementing an effective statewide records management program. All participants underwent an orientation course conducted by the Archives staff in the spring of 1974, which was followed by a more intensive seminar led by a representative from the National Archives and Records Service. A continuing program for the training of State and local government Records Officers in various phases of records management technology is scheduled, again with the assistance and cooperation of the National Archives and Records Service.

An inhibiting factor in the realization of an effective statewide records retention-disposition program has been the lack of an equipped and operational records center that can provide low-cost storage for the increasing volume of government records which may have no permanent value, but which must be retained for a pre-determined period of time until statutes of limitation have expired or until such time as the information may be destroyed without jeopardizing the interests of either the government or citizens. In 1972, the Governor and Council transferred the former Maximum Security Building at the Augusta Mental Health Institute to the Maine State Archives for use as a records center. The agency has completed limited physical adaptation of the building consistent with its resources, but further improvements, particularly the acquisition of shelving and a lift, are necessary to make the facility completely operational, and to facilitate the rapid removal of non-current records out of high-cost office space throughout the Capitol complex.

Other Division activities during the year include the systematic sorting, appraisal and authorized destruction of the backlog of records having no permanent value transferred from State agencies to the Records Center, as well as the authorized destruction of

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

MAINE STATE ARCHIVES	General Fund	Other Special Revenue Funds		Other Funds	Total
RECEIPTS		Non-Federal	Federal		
Legislative Appropriation/Allocation:	\$337,577				\$337,577
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees				\$ 4,022	4,022
Other					
Unexpended Balance Brought Forward	14,467			10,725	25,192
Adjustment of Balance Brought Forward	(1,752)			16	(1,736)
TOTAL FUNDS AVAILABLE	350,292			14,763	365,055

Monies received and deposited to credit of the State*	181				181
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EXPENDITURES					
Personal Services, Total:	216,900			1,321	218,221
Wages & Salaries	199,071			1,321	200,392
Retirement	17,829				17,829
All Other, Total:	56,735				56,735
Commodities	14,146				14,146
Grants, Subsidies, Pensions					
Contractual Services, Total:	42,589				42,589
Rents	718				718
Computer Services					
Transfers to Other Funds					
Other	41,871				41,871
Capital Expenditures, Total:	17,304				17,304
Buildings & Improvements					
Equipment	17,304				17,304
Purchases of Land					
TOTAL EXPENDITURES	290,939			1,321	292,260

SUMMARY

Total Funds Available	350,292			14,763	365,055
Total Expenditures	290,939			1,321	292,260
NET	59,353			13,442	72,795
Unexpended Balance Forward	6,595			13,442	20,037
Unexpended Balance Lapsed	52,758				52,758

*Sale of scrap paper.

GENERAL GOVERNMENT

specific records at the request of thirty-nine departments, totaling 6,033 cubic feet; the providing of extensive reference and retrieval services to departments whose semi-current records are administered by the Maine State Archives; and the providing of technical assistance to other State agencies.

County Records Program. The County Records Board, which held its first organizational meeting in March, 1974, has concentrated its efforts on identifying priority records needs at the county level, on developing provisional regulations for the disposition of county records, and on the adoption of a manual for the administration of county records prepared by the Maine State Archives. The Archives is planning the requisite program services to meet its responsibilities to the counties under law and to respond to such policy direction as may be established by the Board.

Municipal Records Program. The Municipal Records Board has not been appointed by the Governor. The Maine State Archives is developing program services to meet the anticipated requirements of the municipalities under the direction of the Board.

Judicial Records Advisory Committee. The Judicial Records Advisory Committee was established to advise the Maine State Archives in the administration of the judicial records transferred to the agency by the Supreme Judicial Court. The Committee has submitted proposed draft rules to the Supreme Judicial Court which are pending adoption. These rules will formally establish an advisory body, authorize it to study and recommend rules, procedures and programs for the keeping, management and preservation of judicial records, and assist the courts in establishing a records management program utilizing the technical assistance and services of the Archives. The Archives presently provides extensive reference, certification and photoduplication services on the judicial records presently in the physical custody of the agency.

Maine State Archives Publications. Maine State Archives publications completed during the fiscal year include the *Report of the State Archivist, 1973*; *Maine State Archives Operations Manual: Disposition of State Records*; *Regulations for State Agency Records Programs*; *Maine State Archives Informational Bulletin No. 1, Policy and Perspective in Government Records Legislation*; *Informational Bulletin No. 2, Public Policy and Government Archives Administration*; reprint of *Agencies of Government, State of Maine, 1820-1971, Part I* (Constitutional and Public Law Agencies). Other publications in preparation include *Index-Digest to State Records Provisions*; *Agencies of Government, State of Maine, 1820-1971, Part 2* (Private and Special and Resolve Agencies); *Summary Guide to Archival Holdings in the Maine State Archives*; *The Inaugural Addresses of Maine Governors, 1820-1973*; *Fundamentals of Public Records Management*; and several informational brochures describing specific record holdings having high reference use.

Professional and Developmental Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the American Records Management Association, the Association of Records Executives and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums, and technical assistance has been provided to member societies of the League consistent with agency policy and resources. The Maine League has been a consistent exponent of the need for an archives and records management program to preserve and protect the government record resources of the State.

GENERAL GOVERNMENT

TREASURER OF STATE

NORMAN K. FERGUSON, TREASURER OF STATE
DURA S. BRADFORD, DEPUTY TREASURER OF STATE

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-2771
Established: 1820 *Statutory Authority:* Maine Constitution, Article V, Part IV;
M.R.S.A., Title 5, Chapter 7
Average Number of Full-Time Employees: 13 *Authorized Employee Level:* 13
Total Expenditure, Fiscal Year 1974: \$181,034

MAJOR GOAL: To act as official custodian of all State monies and carefully manage all securities, trust funds and working capital of the State Government and its departments and agencies.

POWERS AND DUTIES: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporally investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain control of all State trust funds; to honor all warrants drawn upon him; to prepare monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish various accounts with such banks for servicing various State agencies.

ORGANIZATIONAL BACKGROUND: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence. In 1974, the office employed a State Fiscal Agent to provide additional expertise pertaining to State trusts, investment of State funds and banking relations.

PROGRAM: During the fiscal year ended June 30, 1974, the Treasurer of State increased earnings on idle State funds from \$4,929,832 as of June 30, 1973, to \$12,453,360 as of June 30, 1974. This \$7,523,528 increase is attributed to higher interest rates in part, as well as increased efficiency in managing cash flow. A program to monitor more closely this cash flow through consultation with the Bureau of the Budget and maintaining contact with the State Controller is being reviewed. It is felt that the Treasurer of State could invest idle funds more advantageously if he knew more accurately the planned disbursement periods of the State.

A review of the protested check situation is presently in progress. Protested checks represent costly collection problems for various State agencies and departments, and they delete funds from working capital. A review of the feasibility of the office to handle all aspects of this area is in progress, with an eye to eliminating cost to departments and speeding up collection activity.

Several banking relationships are presently maintained where efficiency with respect to the computer operations of the State and the cost and practicality of the relationships are being reviewed. Possible elimination of some aspects pertaining to depositories could return considerable dollars to the State in the form of idle balances earning interest dollars. The faster State dollars are collected the more interest is to be earned.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

TREASURER of STATE	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$202,591				\$ 202,591
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	774				774
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	203,365				203,365

Monies received and deposited to credit of the State*				\$5,870,879	5,870,879
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EXPENDITURES					
Personal Services, Total:	105,923				105,923
Wages & Salaries	96,999				96,999
Retirement	8,924				8,924
All Other, Total:	65,058				65,058
Commodities	13,988				13,988
Grants, Subsidies, Pensions					
Contractual Services, Total:	51,070				51,070
Rents					
Computer Services	202				202
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	10,053				10,053
Buildings & Improvements					
Equipment	10,053				10,053
Purchases of Land					
TOTAL EXPENDITURES	181,034				181,034

SUMMARY

Total Funds Available	203,365				203,365
Total Expenditures	181,034				181,034
NET	22,331				22,331
Unexpended Balance Forward	269				269
Unexpended Balance Lapsed	22,062				22,062

*Undedicated Revenue from Investments on General Fund and Treasurer's Cash Pool.

GENERAL GOVERNMENT

EXECUTIVE DEPARTMENT

KENNETH M. CURTIS, GOVERNOR
ALLEN G. PEASE, ADMINISTRATIVE ASSISTANT

Central Office: State Capitol, Augusta 04330

Telephone: 289-3531

Established: 1820 *Statutory Authority:* Maine Constitution, Article V, Title 2, § 1;
M.R.S.A., Title 2

Average Number of Full-Time Employees: 113

Total Expenditure, Fiscal Year 1974: \$4,473,332

Organizational Units:

Executive Council	Division of Economic Opportunity
Administrative Office of the Governor	Maine Law Enforcement Planning and Assistance Agency
Blaine House	Youth Services Coordination Agency
Office of Federal-State Coordinator	Cooperative Area Manpower Planning System
Executive Department, Washington Office	Office of Energy Resources
Office of Canadian Relations	Office of State Employee Relations
State Planning Office	Maine Advisory Committee on State Communications
	Governor's Committee on the Status of Women
	New England Regional Commission

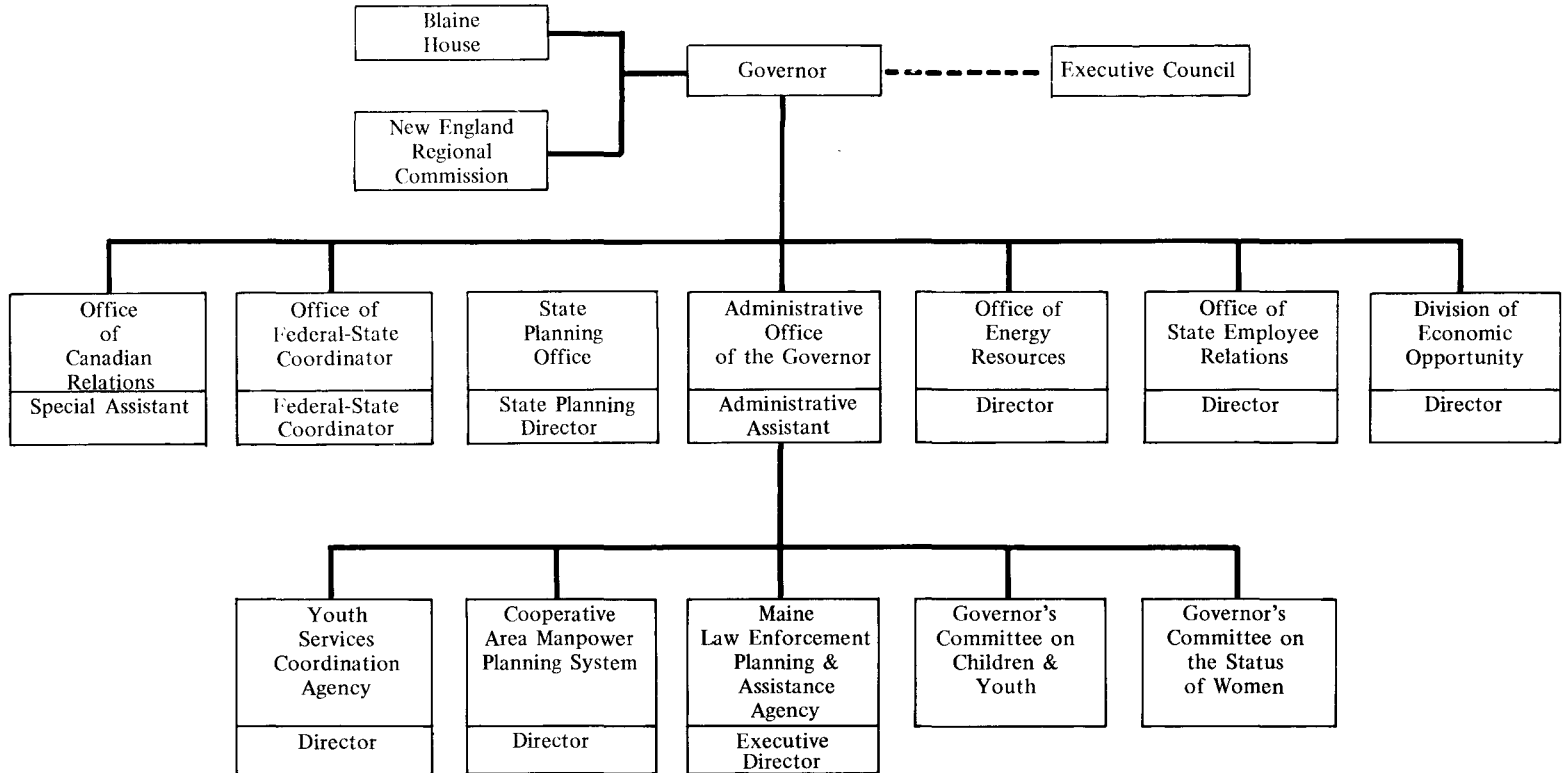
MAJOR GOAL: To protect and promote the interests of the people of Maine by ordering and directing the affairs of state in accordance with the executive powers and obligations prescribed by the Constitution of the State of Maine.

POWERS AND DUTIES: The Governor, with the advice and consent of the Executive Council as specified by the Constitution of the State of Maine, serves to order and direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State Government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to their respective duties; to grant reprieves, commutations, and pardons and remit, after conviction, all forfeitures and penalties; to accept for the State any federal funds, equipment, supplies or materials and expend or authorize State departments or agencies to expend such sums of money and do such acts as are necessary to meet federal requirements; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

The Executive Department, in addition to provision of staff support to the Governor and Executive Council, serves to coordinate and develop the several planning responsibilities of State Government; to foster and strengthen relations with the Eastern Canadian Provinces; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State Government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor.

ORGANIZATIONAL BACKGROUND: In terms of the organizational structure of Maine State Government, the Executive Department may be defined 1) in the constitutional sense where powers of the Government are divided into three distinct departments (branches), the executive, legislative and judicial; and 2) in the context of common usage as adopted in this report where the Executive Department refers to the Executive

ORGANIZATION CHART
EXECUTIVE DEPARTMENT



GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

EXECUTIVE DEPARTMENT	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,264,888				\$1,264,888
Departmental Operations	1,252,359				1,252,359
Transfers	12,529				12,529
Federal Grants			\$3,855,874		3,855,874
County & Municipal					
Private Contributions		\$ 5,000			5,000
Sales					
Services & Fees		5,960			5,960
Other				\$248	248
Unexpended Balance Brought Forward	18,032	104,187	401,842		524,061
Adjustment of Balance Brought Forward	3,462		21,900		25,362
TOTAL FUNDS AVAILABLE	1,286,382	115,147	4,279,616	248	5,681,393

Monies received and deposited to credit of the State					
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EXPENDITURES					
Personal Services, Total:	438,379	21,081	854,604		1,314,064
Wages & Salaries	405,224	18,750	788,703		1,212,677
Retirement	33,155	2,331	65,901		101,387
All Other, Total:	636,132	(1,159)	2,514,130		3,149,103
Commodities	27,752	1,096	10,169		39,017
Grants, Subsidies, Pensions	241,210	(11,808)	1,271,974		1,501,376
Contractual Services, Total:	159,484	4,469	984,358		1,148,311
Rents	44,635		20,102		64,737
Computer Services	19,470	1,018	4,736		25,224
Transfers to Other Funds	122,811		206,083		328,894
Other	84,875	5,082	41,543		131,500
Capital Expenditures, Total:	5,036		5,127		10,163
Buildings & Improvements					
Equipment	5,036		5,127		10,163
Purchases of Land					
TOTAL EXPENDITURES	1,079,548	19,921	3,373,863		4,473,332

SUMMARY

Total Funds Available*	1,293,696	115,147	4,272,550		5,681,393
Total Expenditures	1,079,548	19,921	3,373,863		4,473,332
NET	214,148	95,226	898,687		1,208,061
Unexpended Balance Forward	203,560	95,226	898,687		1,197,473
Unexpended Balance Lapsed	10,588				10,588

*General Fund column includes \$13,102 in federal monies; Other Special Revenue Funds, Federal column includes \$5,788 in General Fund and \$248 in Other Fund monies; for which expenditure detail is not available.

GENERAL GOVERNMENT

Council and the Office of the Governor and those organizational units adjunctive and subordinate to it. In this latter sense, there are no constitutional or statutory provisions for an Executive Department, yet references in recent Maine statutes imply that such a department exists. For practical purpose of management and budget, the Department does indeed exist, probably since 1820, encompassing varying agencies, functions and programs established through the years by Maine governors or by acts of the Legislature, with direct responsibility to the Chief Executive. It is not unusual for functional units created in this manner to evolve into statutorily-established agencies placed elsewhere in the framework of State Government.

Currently, the Executive Department is considered to include the Executive Council, consisting of seven members elected biennially by joint ballot of the Legislature, and the Governor, elected by vote of the people of Maine for a term of four years, both established by the Constitution of Maine in 1820; the Administrative Office of the Governor, comprised of his personal staff; the Blaine House and its staff, under the general supervision of the Governor since 1919; Office of Federal-State Coordinator, established by the Governor in 1966; Executive Department, Washington Office and Office of Canadian Relations, both established by the Governor in 1973; State Planning Office, created by statute in 1968; Division of Economic Opportunity, created by Council Order in 1964; Maine Law Enforcement Planning and Assistance Agency, created by statute in 1969; Youth Services Coordination Agency, established by Executive Order in 1971; Cooperative Area Manpower Planning System, organized by the Governor in 1969; Office of Energy Resources, created by statute in 1973; Office of State Employee Relations, established by the Governor in 1974; and several other entities directly associated with the Governor or assigned administratively by him to various functionally-related State departments.

PROGRAM:

Administrative Office of the Governor. The Governor's administrative staff serves as a secretariat in the preparation of materials used in his official contacts with government agencies and the public and in carrying out directives for dealing with programs and problems. The Office, headed by an Administrative Assistant, handles individual cases; prepares legislation and coordinates legislative programs; advises on supplemental budget programs; assists the Governor in the selection of nominees for State appointments; prepares news releases, proclamations and speeches; acts as liaison between the Governor and the public; coordinates the Governor's schedule; represents him at various functions as required; and answers correspondence, maintains records and performs bookkeeping, typing and filing.

Blaine House. The official residence of Maine governors since 1919 and the former home of James G. Blaine, the Blaine House operates under the direction of the Governor and the First Lady with the aid of a social secretary. The Blaine House serves as living quarters for the Governor, his family and guests, with a wing for live-in employees. In 1964, the Blaine House was designated a National Historical Landmark. The first floor is open during certain hours every weekday for public tours.

Office of Federal-State Coordinator. As an aide to the Governor, the Federal-State Coordinator deals especially with matters concerning economic development, business regulation, natural resources, environmental problems and energy, and functions as a legal advisor. He also serves as the Governor's Alternate to the New England Regional Commission, an institution created by Congress to deal with regional problems, and handles relations with the New England Governors' Conference and the National Governors' Conference. Although the Coordinator is not responsible for the acquisition of federal funds, he aids in solving problems concerning federal grants.

Washington Office. This office represents the Governor and State agencies directly in the District of Columbia. The Washington staff meets and works with the State's Congressional delegation and federal agencies doing business with Maine. The staff also represents Maine at social and ceremonial affairs and serve as Maine's liaison with the Washington offices of other states, the staff of the National Governors' Conference, and private individuals and businessmen when requested.

Office of Canadian Relations. The maintenance of a working relationship with Canada is of increasing importance to the State of Maine, where many activities of the State and

GENERAL GOVERNMENT

of Canada affect one another either directly or indirectly. Through the Office of Canadian Relations, the State of Maine and the Governor maintain a two-part relationship with Canada:

1. **Direct Relations.** Meetings between the provincial leaders of Canada and the Governor take place from time to time. Canada and Maine share such joint activities as cultural exchanges and work to solve mutual problems involving road conflicts, energy supplies, transportation, tourism, bonded employees and other border matters.

2. **Formal Relations.** These relations are maintained through the U.S. State Department. Problems are generally handled in coordination with Maine's Congressional delegation, working through the International Joint Commission. Maine governors also have maintained regular correspondence with this Commission, which deals primarily with pollution problems on river borders. The U.S. State Department steps in when problems affect international relations or law. Maine itself has no official capacity to make treaties or formulate international law.

State Planning Office. This Office provides the Governor, the Legislature, department heads and other officials at the State, regional and local levels with both long-range plans and current information related to public policy decisions. The State Planning Office identifies State problems; helps define State goals and objectives; provides guidance for development; provides a framework and assistance for regional and local planning; and reviews and coordinates planning activities from the federal to local level. In effect, the Office assures that the Governor's overall priorities and objectives are considered in all development programs and assists in the coordination of these programs. During Maine's short experience with state planning, the Office has encouraged administrative reorganization, tax reform, development of a land use plan for the Maine coast and publication of two State agency policy plans.

Division of Economic Opportunity. This office provides technical assistance and information to the State's community action agencies to support programs to aid the poor in such areas as employment, housing and financial assistance. The Division acts as an advocate for the economically disadvantaged with State agencies, the Legislature and the private sector. It mobilizes and coordinates public and private agencies in combating the causes of poverty and filling the needs of the poor.

Maine Law Enforcement Planning and Assistance Agency (MLEPAA). This agency administers the federal Crime Control and Safe Streets Act and the juvenile delinquency legislation of 1968. It develops State plans to improve law enforcement and criminal justice, reviews programs resulting from such plans and establishes priorities for awarding financial grants.

MLEPAA's annual plan, submitted by the Governor to the federal Law Enforcement Assistance Administration (LEAA) in Washington, is made up of a selection of programs collected from regional and local committees, incorporating requests made by State, county and local agencies that have been approved by the Board of Directors of the MLEPAA. Federal funds amounting to over a million dollars a year are awarded for new projects and continual upgrading of educational and training standards for law enforcement, correctional and judicial personnel.

Youth Services Coordination Agency. This agency coordinates State services for young people, helps to develop local and State programs, serves as a clearinghouse for information on youth services and as a referral agency. Funded by a grant from the Maine Law Enforcement Planning and Assistance Agency, the Agency seeks to prevent juvenile delinquency by answering the needs of young people.

Cooperative Area Manpower Planning System (CAMPS). The Comprehensive Economic Training Act of 1973 (CETA) provides federal money for manpower training activities and to create jobs in public employment. The funds are distributed according to an annual plan submitted to the Federal Government by the Governor on advice of the State Manpower Planning Council. A separate administrative and planning staff under the Director of the Cooperative Area Manpower Planning System helps research and develop the State plan and administer training and employment funds.

Office of Energy Resources. Responding to the shortage of energy and the increased prices during the winter of 1973-74, the Special Session of the 106th Legislature created an Office of Energy Resources. The Office is primarily engaged in encouraging research and planning to help ensure that Maine people have adequate supplies of energy at reasonable rates.

GENERAL GOVERNMENT

Office of State Employee Relations. The 106th Legislature at its Special Session gave State employees the right to bargain collectively with their "public employer," defined as the Governor or his designee. Realizing that the collective bargaining process would cause new management responsibilities, the Legislature allocated \$100,000 to the Executive Department to administer the program during the first fiscal year. With these funds, the Governor established an Office of State Employee Relations to serve as negotiator for State Government with the bargaining agents elected by State employees.

ADMINISTRATIVE OFFICE OF GOVERNOR

KENNETH M. CURTIS, GOVERNOR

ALLEN G. PEASE, ADMINISTRATIVE ASSISTANT

Central Office: State Capitol, Augusta 04330

Telephone: 289-3531

Statutory Authority: Maine Constitution, Article V, Part 1;
M.R.S.A., Title 2, Chapter 1

Average Number of Full-Time Employees: 10

Authorized Employee Level: 10

Total Expenditure, Fiscal Year 1974: \$327,744

MAJOR GOAL: To assist the Governor of the State of Maine in carrying out his overall constitutional and statutory duties and obligations.

POWERS AND DUTIES: The Administrative Office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, Executive appointments, case work, and managing the operating budgets of the Governor and the Executive Council.

ORGANIZATIONAL BACKGROUND: The Administrative Office of the Governor, consisting of the Governor's personal staff, is a flexible organization structured according to his discretion. It has probably existed as an informal entity of State Government since the election of Maine's first governor in 1820.

PROGRAM: During the past fiscal year, the Administrative Office of the Governor prepared a legislative and budgetary program for presentation to the Special Session of the 106th Legislature, initiated seventeen Executive Orders to institute studies, Affirmative Action and improve the coordination of State Government operations; and assisted the Governor in carrying out his statutory and constitutional duties to appoint, finance and otherwise direct State Government.

FINANCES, FISCAL YEAR 1974:

Administrative Office of the Governor	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$328,079				\$328,079
Total Expenditures	327,744				327,744
NET	335				335
Unexpended Balance Forward	165				165
Unexpended Balance Lapsed	170				170

GENERAL GOVERNMENT

BLAINE HOUSE

KENNETH M. CURTIS, GOVERNOR

Central Office: 192 State Street, Augusta 04330

Telephone: 289-2121

Established: 1919

Statutory Authority: Resolves, 1919, Chapter 141

Average Number of Full-Time Employees: 7

Authorized Employee Level: 7

Total Expenditure, Fiscal Year 1974: \$88,127

MAJOR GOAL: To operate and maintain and ensure the preservation of the Blaine House as the official residence of the Governors of the State of Maine and their families and as a National Historic Landmark.

POWERS AND DUTIES: Functions of the Blaine House staff are to provide catering and housekeeping services for the Governor, his family and guests; to maintain House offices for the Governor and the First Lady; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

ORGANIZATIONAL BACKGROUND: The Blaine House is a stately, twenty-eight room mansion located at the intersection of Capitol and State Streets in Augusta, adjacent to the State Capitol. Built around 1833 by Captain James Hall, the property passed through several hands after his death in 1843 until it was purchased from the heirs of Greenwood Child by the distinguished Maine statesman, James G. Blaine, as a gift for his wife, the former Harriet Stanwood of Augusta. Historically, the mansion is of special interest for it was here that Blaine received word both of his nomination for President of the United States and of his subsequent defeat. It was here also that three of his seven children and three of his grandchildren were born. Blaine died in Washington in 1893, and in 1919, his daughter, Mrs. Harriet Blaine Beale, presented the mansion to the State as an official residence for Maine's governors and as a memorial to her son, Walker Blaine Beale, who was killed in action during World War I. Upon acceptance of the property by the State, the Legislature authorized alteration and improvement of the building and its suitable furnishing to serve the purpose of an Executive Mansion. Although architecturally undisturbed, the house was carefully remodeled under the direction of the architect, John Calvin Stevens, retaining the original design inasmuch as possible. To the present, each successive Maine governor and his family has lived in the Blaine House during his term of office. In 1964, the House was designated a National Historical Landmark.

PROGRAM: The Blaine House, serving as the living quarters for the Governor, his family and their guests, is operated under the direction of the Governor and the First Lady with the aid of a staff consisting of a social secretary, cook, houseman, laundress, two full-time maids, two part-time maids, and part-time help for teas, parties and other social events. The Maine State Police provides aides for security coverage as required.

The Governor has an office on the second floor of the twenty-six room mansion where he may confer with his staff and conduct other business as he may desire. The Governor's wife and her social secretary have an adjoining office from which they may answer correspondence, direct the staff, plan the numerous social events at the Blaine House and arrange public appearances by the First Lady. The remainder of the second floor consists of living quarters for the Governor and his family and a wing for live-in employees. The family dining room is downstairs as are the kitchen and laundry. A formal dining room, glassed-in patio sunroom, drawing room, James G. Blaine's former office and library, sitting room for the staff, office for security aides and a game room complete the first floor which is open during certain hours every weekday for public tours.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Blaine House	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$94,298				\$94,298
Total Expenditures	88,127				88,127
NET	6,171				6,171
Unexpended Balance Forward	4,571				4,571
Unexpended Balance Lapsed	1,600				1,600

OFFICE OF FEDERAL-STATE COORDINATOR

ERIC P. STAUFFER, FEDERAL-STATE COORDINATOR

Central Office: State Capitol, Augusta 04330

Telephone: 289-3531

Established: 1966 *Statutory Authority:* Private and Special Laws, 1965, Chapter 262

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$44,979

MAJOR GOAL: To function under the immediate supervision, direction and control of the Governor and perform duties as he may prescribe.

POWERS AND DUTIES: Responsibilities assigned to the Federal-State Coordinator are to provide policy advice to the Governor and legislative program development in matters related to natural resources, business regulation, economic development and energy; to act as the Governor's Alternate to the New England Regional Commission; to serve as liaison with federal agencies, the National Governors' Conference and the New England Governors' Conference; and to serve as staff coordinator for the Executive Department office in Washington, D.C.

ORGANIZATIONAL BACKGROUND: Development of the Office of Federal-State Coordinator reflects the flexibility permitted by law to meet changing demands on the Executive Department as a whole. Economic development and energy policy have been a continuing assignment for the Federal-State Coordinator since the Office was established in 1966. The Federal-State Coordinator has also served as the Governor's statutory alternate to the New England Regional Commission since that period. The position of Regional Coordinator, supported by federal funds, was discontinued in March, 1973, when available federal funds were reallocated to establish and operate a small Executive Department office in Washington, D.C.

PROGRAM: The Office of Federal-State Coordinator organized the State's initial response to the energy crisis in the fall and early winter of 1973-1974. This involved creation of advisory committees, development of the State's early reaction to federal regulations, preparation of the Governor's speeches, collaboration with the five other New England states, preparation of legislative proposals and handling of constituent problems related to fuel shortages and price increases. The advent of the State's Fuel Allocation Office in December of 1973 and the Office of Energy Resources in June of 1974 caused this function to decline during the year as line agencies assumed responsibility.

The Federal-State Coordinator was responsible for representing the Governor in development of the New England Regional Commission's \$7-million-plus budget. Some \$160,000 in Commission funds came directly to the State, passing through the Federal-State Coordinator's office for the support of the Washington Office, the Office of Canadian Relations, the Governor's Special Assistant for Revenue Sharing and assorted special projects related to economic development and State Planning Office programs. The amount of \$122,000 was available for energy crisis management, and most of that has been carried forward for expenditure in fiscal year 1975.

The Federal-State Coordinator has been responsible for the Governor's advance preparation for semi-annual National Governors' Conferences and quarterly New England Re-

GENERAL GOVERNMENT

gional Commission/New England Governors' Conference meetings. Also, assorted short-term projects were assigned by the Governor throughout the year, including preparation of testimony, staff contact with State agencies and selective liaison work with federal agencies.

FINANCES, FISCAL YEAR 1974:

Office of Federal-State Coordinator	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$45,002				\$45,002
Total Expenditures	44,979				44,979
NET	23				23
Unexpended Balance Forward					
Unexpended Balance Lapsed	23				23

EXECUTIVE DEPARTMENT, WASHINGTON OFFICE

WILLIAM N. ELLIS, DIRECTOR

Central Office: 1776 K Street N.W., Suite 903, Washington, Telephone: (202) 296-3388
D.C. 20006

Established: 1973

Statutory Authority: Executive Direction

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$26,022

MAJOR GOAL: To facilitate better communication between the Federal and Maine State Governments regarding laws, projects and problems of mutual concern by serving as a federal information source.

POWERS AND DUTIES: The Washington Office is an extension of the Executive Department, providing multiple services to all State agencies. The Office is called upon to relate the status of relevant federal legislation; to pinpoint federal programs applicable to potential State Government-sponsored projects; and to communicate State Government priorities to federal agencies and Congress. The Office meets regularly with the Maine Congressional delegation and their staffs to discuss legislation and projects, holds regular and special-issue meetings with other state offices in Washington to develop common states' positions, and often serves in the role of tourist bureau.

ORGANIZATIONAL BACKGROUND: The Washington Office was established administratively by the Governor in 1973, officially opening to service State Government in April. The Office has operated with funds of the New England Regional Commission allotted to the Governor.

PROGRAM:

Legislation. The Washington Office continually surveys Congressional legislation as it affects Maine. Frequently, it is a matter of sharing available information on the pros and cons of various bills with the appropriate State agency and then communicating the agency's opinions to the Maine Congressional delegation, other state representatives and federal agencies. Thus, the impact of federal actions upon Maine is made known in Washington's influential circles.

The following are examples of legislation assessed by the Washington Office: Economic Development Act of 1965 (EDA); the Washington Office and the other state offices were influential in getting a continuation of EDA, a federal program particularly important to Maine; Rail Reorganization Act of 1973; Comprehensive Employment Training Act (CETA), appropriations for 1974; Health Planning Act of 1974 (includes extension of the Hill-Burton Act); Emergency Petroleum Allocation Act of 1973; Land Use Act; No-Fault Auto Insurance Act; Elementary and Secondary Education Act Amendments of 1974: the Office worked closely with other state offices in urging an equitable formula

GENERAL GOVERNMENT

for funding the states; Housing and Community Development Act Amendments of 1974; Coastal Zone Planning Act of 1973 (appropriations); and miscellaneous lottery legislation: the Washington Office has been active along with other states having lotteries in defeating legislation which would have imposed a ten percent federal excise tax on state lotteries and required a \$50 license fee for each ticket sales agent. The Office is keeping watch on other lottery legislation.

Projects. The Washington Office has assisted many Maine agencies in pinpointing federal programs appropriate to State-sponsored projects. Through Office contacts in federal agencies, Maine projects have received attention and in some cases final federal funding. The following are project examples.

Overseas Wood Products Technology Exchange Program. EDA and AID are currently considering support for an ongoing clearinghouse and international conference to develop complementary overseas joint ventures for Maine's wood products industry. The Overseas Private Investment Corporation is very positive toward setting up a Maine wood technology exchange program with a Latin American country.

Rural Transportation Study. As part of a Department of Transportation sponsored study, a George Washington University group has recently visited Maine to consider using the State as a demonstration project state.

Maine-Canada Transportation Project. The Department of Transportation funded a conference proposed by the University of Maine at Portland/Gorham.

Council of State Governments Survey. This is a survey on states' energy research for which the Office provided relevant information.

Maine Housing Authority Grant. The Federal Power Commission and the Federal Energy Administration awarded Maine a grant.

Federal Laboratory at Boothbay Harbor. Arrangements were completed for Maine to lease the laboratory, thus providing a valuable research facility.

Massachusetts Institute of Technology—New Enterprise Project. The National Science Foundation granted funds for a study of entrepreneurship in New England in which the University of Maine was involved.

Rangeley Secondary Sewage Treatment Project. The Office maintained close contact with Environmental Protection Agency officials and aided in releasing the grant.

Impact Aid for Maine. The Office worked with the Maine Congressional delegation and federal officials to clarify and outline the impact of current rules on Maine.

Energy Conservation Promotion by High School Students. Ideas of Maine students were part of a Federal Energy Administration project being conducted by a Washington consulting firm.

FINANCES, FISCAL YEAR 1974:

Executive Department/ Washington Office	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$47,609				\$47,609
Total Expenditures	26,022				26,022
NET	21,587				21,587
Unexpended Balance Forward	21,587				21,587
Unexpended Balance Lapsed					

OFFICE OF CANADIAN RELATIONS

DENNIS VIOLETTE, SPECIAL ASSISTANT

Central Office: State Capitol, Augusta 04330

Telephone: 289-2531

Established: 1973

Statutory Authority: Executive Order No. 8

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$18,041

MAJOR GOAL: To foster and strengthen existing relations with the Eastern Canadian

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Provinces, and to develop more extensive cooperation with the State of Maine's Canadian neighbors in all possible areas.

POWERS AND DUTIES: The Office of Canadian Relations was established to study and evaluate existing activities in the State on both governmental and private levels involving cooperation with Canada, particularly with the Provinces of Quebec, New Brunswick, Nova Scotia, Newfoundland and Prince Edward Island; to strengthen all areas of worthwhile regional cooperation with Canada and give coordination and direction to activities of State departments and agencies; to determine new areas for fruitful regional cooperation, with particular attention to the potential for economic development and environmental improvement; to disseminate information on Canadian relations to the public; to encourage economic, governmental, cultural and educational exchanges and other modes of improved contact with Maine's Canadian neighbors; and to supervise and direct the activities of the Maine-Quebec Maritime Advisory Commission.

ORGANIZATIONAL BACKGROUND: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts and the desire to develop additional cooperation, the Governor established the Office of Canadian Relations in January, 1973.

PROGRAM: The Office of Canadian Relations is actively engaged in strengthening already existing ties between Maine and the Eastern Provinces of Canada and in developing cooperation in a number of significant areas. The role taken by the Office is primarily one of generating interest and then coordinating activity. The Office works with various State Government departments in establishing linkages between them and their Canadian counterparts, and from there, in developing actual projects and exchanges where feasible.

Province of Quebec. Activity is taking place in five areas:

1. Economic Affairs. Activity is principally in the area of forestry. A special committee has been formed and meetings involving the State's Bureau of Forestry, Maine land companies, and the Quebec Department of Lands and Forests took place in October and January in the areas of spruce budworm control and wood products flow. Future meetings will be held.

2. Education. An exchange of professors of second language on the secondary level is being worked out for the 1974-75 academic year in which two teachers will take part. Ten Maine students attended the Jonquiere Linguistic Center this summer, with the Province of Quebec granting each student a \$130 scholarship. Groundwork is being laid for an eventual exchange of research graduate students between the University of Maine and the University of Quebec.

3. Cultural Affairs. A Quebec Festival involving theatre, films, music, etc. took place in Maine during the month of May, 1974. This was a \$20,000 program, with the Maine State Commission on the Arts and Humanities and the Quebec Department of Cultural Affairs each contributing \$10,000.

4. Youth Exchanges. A group of eight young Franco-Canadian musical performers toured Maine the week of March 3, 1974. A group of fifteen Maine persons engaged in youth activity traveled to Quebec in April to examine Quebec's services to its youth.

5. Communications. The Maine Public Broadcasting Network (MPBN) has initiated discussions with Radio Quebec in the areas of programming and technical development. MPBN has already obtained the use of some french programming from Radio Quebec.

Province of New Brunswick. Activity is taking place in four areas:

1. Fisheries. Exchange of personnel and information continues to take place on a regular basis.

2. Recreation. Maine and New Brunswick recreation officials met last February to discuss potential areas of cooperative action. Follow-up action will include a meeting planned for this fall.

3. Agriculture. A joint program of early potato insect detection was developed and put into operation during the summer of 1973. The project was successful and will operate again in the summer of 1974. This summer's expanded project will be a \$30,000 effort, with the funding being shared equally by Maine and New Brunswick.

4. Forestry. Extensive discussions and numerous meetings took place between the

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Bureau of Forestry and the New Brunswick Department of Natural Resources on matters of resource development and control of the spruce budworm. Ongoing cooperation continues.

Conference of New England Governors and Eastern Premiers. This Conference was held at Charlottetown, Prince Edward Island, in August, 1973 and at Sugarbush, Vermont, in June, 1974. The Office of Canadian Relations, along with the New England Governors' Conference, was instrumental in initiating and preparing this historic Conference. The Office acted as coordinator in organizing the first meetings of the Transportation and Energy Advisory Committees established by the New England Governors and Eastern Premiers and continues to provide coordination and assistance to these two committees.

The Office also laid the necessary groundwork, stimulated interest and provided contacts and assistance leading to the preparation and eventual \$40,000 funding of a workshop study of Infrastructure Problems Hampering International Transportation and Trade Between Maine and the Eastern Provinces of Canada by the federal Department of Transportation. The ESCO Economic Institute of the University of Maine at Portland-Gorham headed the study. The final workshop report went to the New England Governors at their June, 1974, meeting for consideration and action. Eight resolutions were adopted.

The Office again assisted the New England Governors' Conference in setting up the second New England Governors-Eastern Premiers Conference in June, 1974. The Office will continue to staff and provide coordination for Conference committees.

New England States-Eastern Provinces Parliamentary Conference. The Office of Canadian Relations is on the planning committee for this first Conference, tentatively scheduled for late August.

Other Activities. The Office of Canadian Relations also serves as a source of information, provides needed contacts and acts as a referral source to Maine State Government and other private and public organizations in Maine. Efforts continue to solidify and expand the areas of cooperation now embarked upon and over the long term, will be directed toward developing cooperative programs in new areas such as health and welfare and mental health.

FINANCES, FISCAL YEAR 1974:

Office of Canadian Relations	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*	\$33,102				\$33,102
Total Expenditures	18,041				18,041
NET	15,061				15,061
Unexpended Balance Forward	15,061				15,061
Unexpended Balance Lapsed					

*Includes \$13,102 in Federal Funds.

STATE PLANNING OFFICE

PHILIP M. SAVAGE, STATE PLANNING DIRECTOR

Central Office: 184 State Street, Augusta 04330

Telephone: 289-3261

Established: 1968

Statutory Authority: M.R.S.A., Title 5, Chapter 311

Average Number of Full-Time Employees: 38

Authorized Employee Level: 38

Total Expenditure, Fiscal Year 1974: \$1,048,686

Organizational Units:

Technical Services Division
Coastal Planning Division

Local and Regional Planning Division
Water Resources Planning Division

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MAJOR GOAL: To strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, defining State goals and objectives, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and review and coordination of federal, State, regional and local planning activities.

POWERS AND DUTIES: The State Planning Office was established to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to prepare and revise a comprehensive plan or plans for the State; to conduct continuing economic analysis of the economy and resources of Maine; to provide planning assistance to local and regional, housing and urban renewal groups in Maine; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; and to represent the State on the New England River Basins Commission and the Federal Regional Council of New England.

ORGANIZATIONAL BACKGROUND: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and Planning and A-95 Project Notification and Review, in 1970; Maine Informational Display Analysis System (MIDAS) and Coordination of Shoreline Zoning Act, in 1971; and Central Areas Register and Advisory Board, in 1974.

PROGRAM:

State Government Reorganization. In October, 1973, the final three umbrella agencies of the Comprehensive Governmental Reorganization Project went into effect. This action completed a task begun in May, 1970, aided by federal grants from HUD, and established the following cabinet level departments: Agriculture, Business Regulation, Commerce and Industry, Conservation, Educational and Cultural Services, Environmental Protection, Transportation, Finance and Administration, Health and Welfare, Manpower Affairs, Marine Resources and Mental Health and Corrections. Also created were the Departments of Military, Civil Defense and Veterans' Services, Public Safety, and Indian Affairs as special (non-cabinet level) agencies of the Executive Branch.

A-95 Project Notification and Review. During fiscal year 1974, a total of 409 projects were processed through the A-95 Project Notification and Review system. In addition to this task, the State Clearinghouse prepared and distributed a Weekly Bulletin which, in addition to project information, includes excerpts of proposed rule-making from the *Federal Register*, draft Environmental Impact Statements and notices of available federal surplus property. Assistance in this area was provided to State agencies, the eleven Regional Planning Commissions and local governments.

Maine Informational Display Analysis System (MIDAS). Early in the fiscal year, data processing personnel were hired to assist in developing this information system. To date, the Departments of Inland Fisheries and Game, Marine Resources, Finance and Administration, Conservation and Environmental Protection and the Bureau of Civil Emergency Preparedness, Land Use Regulation Commission and Maine Law Enforcement Planning and Assistance Agency have signed agreements to participate in this system. A land use code and land classification system was a major concern the past year.

State Policies Plan. The annual, up-dated version of the State Policies Plan was completed in May, 1974, and presented to the Governor's Cabinet at its June meeting. In addition to the Statements of Departmental Policies, a preliminary Land Use Policy for the State was included in this 1974 edition.

Shoreline Zoning. In cooperation with the Board of Environmental Protection and the Land Use Regulation Commission, the State Planning Office issued the publication, *State of Maine: Guidelines for Municipal Shoreline Zoning Ordinances*, dated December 15, 1973. In providing this technical assistance, the Office worked with about 160 municipal officials, 493 planning board and Conservation Commission members, lawyers and citizen

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groups. To date, 203 local municipalities out of a total 440 have *not* met State shoreline zoning requirements.

Coastal Planning. In March, 1974, the Coastal Zone Management Office of the federal Department of Commerce awarded the State Planning Office a grant of \$230,000. With this money, the Office expects to complete the land capability part of the plan for the State's Mid-Coast areas which include the coastlines of Waldo, Knox and Hancock Counties.

This activity is designed to meet the two major needs in the State for coastal planning: adequate resource information and a land regulation program that has sufficient information to make decisions. The Office is also using these funds to purchase services and information from the Department of Marine Resources and the Bureau of Geology in the new Department of Conservation.

This planning project also involves a major program of public participation which includes meetings and conferences to inform citizens of planning activities and gain input from the citizens of Maine. The latest polling and sampling techniques will be used along with public reporting on activities.

Critical Areas Advisory Board. To implement the State's recent Act Establishing a State Register of Critical Areas, the Office has made arrangements for the first meeting of the Critical Areas Advisory Board in August, 1974. To date, the Executive Council has approved only six members of the Board. Nevertheless, the Office is now developing detailed procedures and criteria to be used in identifying and registering sites and areas of natural, scenic, scientific or historic value.

State Planning Council. This Council has been replaced by the new cabinet as the policy advisor to the State Planning Office, and the new Commission on Maine's Future is expected to supply legislative and citizen input for the planning process.

Land Use Tax Committee. This Committee is now under the jurisdiction of the economist in the Department of Commerce and Industry.

New England Interstate Planning Commission. This Commission has not been activated in that the New England River Basins Commission and the New England Regional Commission are expected to carry out these regional planning functions.

FINANCES, FISCAL YEAR 1974:

State Planning Office	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$370,763	\$10,960	\$882,892		\$1,264,615
Total Expenditures	336,593	10,000	702,093		1,048,686
NFT	34,170	960	180,799		215,929
Unexpended Balance Forward	25,375	960	180,799		207,134
Unexpended Balance Lapsed	8,795				8,795

DIVISION OF ECONOMIC OPPORTUNITY

HERBERT S. SPERRY, DIRECTOR

Central Office: 193 State Street, Augusta 04330

Telephone: 289-3771

Established: 1964

Statutory Authority: Council Order No. 1388

Average Number of Full-Time Employees: 9

Total Expenditure, Fiscal Year 1974: \$600,411

MAJOR GOAL: To combat poverty in the State of Maine through provision of informational and technical assistance and mobilization of resources available to the State under the federal Economic Opportunity Act of 1964 and other anti-poverty programs.

POWERS AND DUTIES: The Division of Economic Opportunity was established to provide information to the Governor with respect to policies and programs of the federal Office of Economic Opportunity (OEO) and other anti-poverty resources, and on the

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causes and conditions of poverty in the State. The Division is authorized to employ staff, acquire office space and equipment as necessary to receive assistance from and carry out the responsibilities of Section 231 of the Economic Opportunity Act of 1964 relating to establishment of State Agency Assistance to the OEO; to provide technical assistance to OEO grantees within the State; to initiate and administer programs as necessary to combat poverty; and to serve generally within State Government as an advocate on behalf of the poor.

ORGANIZATIONAL BACKGROUND: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. The agency has expanded in staff size and capability to accommodate the requirements of the federal Office of Economic Opportunity, the demands for information and assistance and the availability of federal funds. Programs have been initiated, terminated or transferred as appropriate, with corresponding changes in total personnel and organizational structure.

PROGRAM: The Division of Economic Opportunity began the fiscal year with no written commitment by federal or regional offices of OEO for continued funding, and no State appropriation for the first time since its inception in 1964. With little federal or regional direction (new directors for both federal and regional offices were appointed in late June, 1973) the Division, with a reorganized staff and organizational structure, continued to provide technical assistance to Maine's thirteen Community Action Agencies (CAA) and information and advice to the Governor.

The extensive and widely distributed data source, *Profile of Poverty-Maine*, first published in March, 1973, was revised and expanded by the research staff and reissued in November.

Staff assistance was provided to a group of consumer cooperatives which culminated in the incorporation of the Federation of Cooperatives, Inc. in March, 1974, and the subsequent funding to the Division of \$40,000 for the support of the Federation. Designated as a delegate agency, the Federation has begun activities to expand the scope of food stamp purchases for low-income co-op members.

In October, the Division engaged in a priority effort to seek solutions to the emerging energy crisis as it affected poor people. This effort resulted in the submission of a proposal to OEO and the subsequent funding of Project F.U.E.L. Supported by a grant of \$478,000, the Division wrote contracts with each Community Action Agency and proceeded to implement a home winterization program which received national attention and acclaim and which provided a model for other states and agencies. Working with the existing CAA's, almost 3,000 homes of low-income families were winterized in less than five months.

In May, 1974, responding to a request by Maine CAA's, the Division prepared and submitted to the CETA Council a request for a statewide Work Experience Program to be administered by the Division and operated by the CAA's.

FINANCES, FISCAL YEAR 1974:

Division of Economic Opportunity	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$679,321		\$679,321
Total Expenditures			600,411		600,411
NET			78,910		78,910
Unexpended Balance Forward			78,910		78,910
Unexpended Balance Lapsed					

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MAINE LAW ENFORCEMENT PLANNING AND ASSISTANCE AGENCY

JOHN B. LEET, EXECUTIVE DIRECTOR

Central Office: 295 Water Street, Augusta 04330

Telephone: 289-3361

Established: 1969

Statutory Authority: M.R.S.A., Title 5, Chapter 315

Average Number of Full-Time Employees: 28

Authorized Employee Level: 28

Total Expenditure, Fiscal Year 1974: \$2,092,030

Organizational Units:

Grant Administration and Finance Division

Operations and Evaluation Division

Maine Advisory Committee on State Communications

MAJOR GOAL: To carry out programs of planning for more effective law enforcement and for assisting local and State agencies in improving law enforcement in the State.

POWERS AND DUTIES: The Maine Law Enforcement Planning and Assistance Agency (MLEPAA) administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the federal Omnibus Crime Control and Safe Streets Act of 1968, the Juvenile Delinquency Prevention and Control Act of 1968 and the Law Enforcement Revenue Sharing Act of 1973, and is authorized to make grants for planning and for improvement of law enforcement consistent with the intent of these Acts to any agency or organization in law enforcement and criminal justice administration activities.

ORGANIZATIONAL BACKGROUND: The Maine Law Enforcement Planning and Assistance Agency was established in 1969 as an agency within the Executive Department. By law, the agency consists of a Board of Directors of between twelve and thirty members appointed by the Governor, for terms of two years, including, ex officio, the Attorney General, the Chief of the Maine State Police, the Director of the Bureau of Corrections of the Department of Mental Health and Corrections, the State Planning Director, the Chairman of the Joint Legislative Judiciary Committee and the Chief Medical Examiner. The remaining members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board.

PROGRAM: The major annual effort of the Maine Law Enforcement Planning and Assistance Agency is to develop a comprehensive plan that will reflect the identified needs of all elements of the criminal justice system: police, courts, corrections, juvenile delinquency and community information and education. As these needs that are considered priorities for major improvements are approved, funds are awarded in the form of grants to initiate the improvement to satisfy an identified need. All identified agencies within the State of Maine can compete as provided in the Safe Streets Act of 1973. Present block grant funds amount to \$2,312,000 in federal monies. In accordance with the 90/10 contribution system, Maine resources provided \$352,584 in block grant Part C funds for a total block grant funds available to administer the program of \$2,664,854. A second part of this block grant fund, known as Part E, made available \$272,000 of federal funds and \$94,272 total Maine funds from all resources.

In addition to the comprehensive action plan, the MLEPAA is the recipient of \$388,000 of federal funds known as Part B planning funds. These funds, in company with authorized state resource match, constitute the funding available for the internal operation of the agency. A forty percent pass-through supports local regional criminal justice planning authorized by agreements between this agency and the seven regional planning commissions.

The total objective of implementing the Safe Streets Act through MLEPAA within the State of Maine is to provide comprehensive planning and assistance as needed over a long

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period of time to improve and upgrade various elements of Maine's criminal justice system. In the early years of the program, there were many needs that were administered on a project by project basis. With the impact of this program over the last five years, the major direction of this program, under the Safe Streets Act of 1973, is in the direction of developing major statewide system improvements in all of the previously stated primary functional areas (police, courts, corrections, juvenile delinquency and community information and education).

Major accomplishments that are in evidence at this report include such things as comprehensive training and educational capabilities for personnel employed in the system. There is now a major communications system soon to be procured. Several major projects are in the early stages of development which will do such things as survey all juvenile services currently being operated which will result in an assessment of needs in pursuit of a statewide delivery system for Youth and Children Services.

FINANCES, FISCAL YEAR 1974:

Maine Law Enforcement Planning and Assistance Agency	General Fund	Other Special Revenue Funds		Other Funds	Other Total
		Non-Federal	Federal		
Total Funds Available	\$374,843	\$104,187	\$1,966,689		\$2,445,720
Total Expenditures	238,042	9,921	1,844,066		2,092,030
NET	136,800	94,266	122,622		353,689
Unexpended Balance Forward	136,800	94,266	122,622		353,689
Unexpended Balance Lapsed					

MAINE ADVISORY COMMITTEE ON STATE COMMUNICATIONS

JOHN B. LEET, CHAIRMAN

Central Office: c/o Maine Law Enforcement Planning and Assist- Telephone: 289-3361
ance Agency, 295 Water Street, Augusta 04330

Established: 1973

Statutory Authority: Executive Order No. 13

MAJOR GOAL: To study, evaluate and make recommendations to the Legislature concerning the establishment of a consolidated State communications system.

POWERS AND DUTIES: The primary responsibilities of the Maine Advisory Committee on State Communications are to identify those communications functions operated by the State Government which might be operated more efficiently as part of a State communications system; to explore the interests of local and county governments in participating in such a consolidated communications network; to recommend a phased schedule for implementation of such consolidation by modification or conversion of existing apparatus, or by acquisition of new equipment to replace obsolete or deteriorated components, or by any other prudent means; to review all major equipment purchases now pending or planned by State agencies for conformity with any recommended consolidation plan; to recommend administrative policies and procedures for the coordinated management of State communications equipment; to draft authorizing legislation necessary to accomplish any of its recommendations for submission to the first Special Session of the 106th Legislature; and to prepare a final report embodying all of its recommendations no later than January 1, 1974.

ORGANIZATIONAL BACKGROUND: While the Maine Advisory Committee on State Communications has functioned over the past four years (1968-1973), it was formally established in 1973 by Executive Order. The Committee is composed of the Director, Bureau of Civil Emergency Preparedness; the Executive Director, Maine Law Enforcement Planning and Assistance Agency; and the Commissioners of the Departments of Public Safety; Transportation; Military, Civil Emergency Preparedness, and Veterans' Services; Conservation; Inland Fisheries and Game; Marine Resources; Commerce and Industry; and

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Finance and Administration; or such personal representatives as they designated. The Executive Director of the Maine Law Enforcement Planning and Assistance Agency was designated as chairman.

In order to obtain a true representation of all State agencies concerned with owning, operating, maintaining and planning new communications systems and services, it was necessary to include representation from other State agencies and government—public service organizations, as follows: Coordinator for Medical Services, Department of Educational and Cultural Services; Emergency Medical Services, Department of Health and Welfare; Department of Purchases; Central Computer Services; Department of Finance and Administration; Federal State Coordinator, Executive Department; New England Regional Commission; and Maine Educational Television.

System engineering and technical advice has been provided by the Maine Law Enforcement Planning and Assistance Agency, whose Board of Directors approved the hiring of an expert communications systems engineer to serve as the Executive Secretary of the Committee.

PROGRAM: The Maine Advisory Committee on State Communications has taken special note of the findings of the Maine Management and Cost Survey insofar as it identified Telecommunications. In the Survey, it is stated that estimated statewide costs for telephone services amounted to \$1,910,000 for fiscal year 1973. The Committee has investigated the feasibility of a statewide microwave system, utilizing existing State facilities for both data and voice transmission. An initial investment of \$600,000 for such a microwave system would afford a capability to divert seventy-five to eighty percent of the estimated fiscal year 1973 statewide costs. Further, the Committee concurs with and endorses the Survey recommendation for the establishment of centralized organization to provide system engineering, management and integration of the State's telecommunications activities. The Committee has formulated the means for such cost reductions: formulation of an action plan, its implementation, fulfillment of needs on a statewide basis, conduct of evaluations of new systems to maximize cost-effective solutions as older communications systems are retired, and evolving procedures for orderly development of new, more efficient and effective services.

The Committee has identified a total communications services cost statewide at approximately \$5.6 million annually, of which more than one million dollars, or twenty percent, is spent on maintenance and repair. The total capital investment is approximately \$10 to \$12 million in original purchases, and in 1973 dollars, the replacement capital investment would be five to six times the original investment. Without centralized system engineering, management and services, these costs will rise further and thus impose even more severe constraints on government operations.

It is the recommendation of the Committee that enabling legislation receive high priority in order to fulfill the objectives outlined in Executive Order No. 13, and in the Maine Management and Cost Survey. The establishment of these essential services will furnish the professional staff necessary for system integration of approximately \$1.2 million in new high-band VHF voice communications for improved public safety of all the citizens throughout the State with other present and planned communications services; the development, when authorized, of a statewide long-haul microwave communications system; the implementation of new cost-effective communications for normal government and emergency government operations; and the effective representation and coordination of Maine requirements and opportunities with regional bodies, such as the New England Regional Commission, under Title V, Public Works and Economic Development Act of 1965, for comprehensive development programs in communications for the entire New England region.

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COOPERATIVE AREA MANPOWER PLANNING SYSTEM
(CAMPS)

JAMES C. SHOENTHALER, DIRECTOR

Central Office: 295 Water Street, Augusta 04330

Telephone: 289-3511

Established: 1969

Statutory Authority: Executive Order

Average Number of Full-Time Employees: 11

Authorized Employee Level: 15

Total Expenditure, Fiscal Year 1974: \$172,063

Organizational Units:

State Manpower Planning Council

Labor Market Advisory Council

Ancillary Manpower Planning Boards (8)

MAJOR GOAL: To plan and coordinate manpower training and supportive services to assist in alleviating the problem of shrinking job opportunities for many disadvantaged citizens of the State of Maine while providing existing and potential employers with trained manpower essential for continued economic growth within the State.

POWERS AND DUTIES: The Cooperative Area Manpower Planning System is designated as the primary instrument of the State for cooperatively planning and coordinating manpower training and supportive manpower service programs as established by the Federal Government, at the local and State levels.

ORGANIZATIONAL BACKGROUND: The Cooperative Area Manpower Planning System was established in January, 1969, to reduce duplication of activities conducted by various State agencies involved in manpower services. Through the cooperation of designated representatives of these agencies, other units of government, business and industry and the client population, a State Manpower Planning Council and eight Ancillary Manpower Planning Boards were formed. The primary purpose of these Boards was to examine area manpower needs and to recommend the distribution of available resources according to these needs. Based on these recommendations, the Governor devised and submitted to the Department of Labor a consolidated State Manpower Plan for the next fiscal year which, after approval, formed the basis for delivery of manpower services.

PROGRAM: This past fiscal year, the State Manpower Planning Council (SMPC) and eight Ancillary Manpower Planning Boards (AMPB's), all advisory to the Governor, the CAMPS secretariat staff and the Manpower Research Division of the Employment Security Commission cooperated to summarize more precisely labor market and economic data, including future estimates regarding employment and occupational trends.

The following eight documents were prepared and submitted to business and industry representatives, State agencies and the aforementioned advisory boards: *Description of Maine's Nine Largest Manpower Programs*; *A Socio-Economic Profile of Each of the Eight Manpower Planning Districts*; *A Socio-Economic Profile of the State of Maine*; *Women and Minority Manpower Statistics in Maine*; *Annual Report on State and Area Occupational Requirements for Vocational Education*; *A Survey of the Labor Force Status of 1971 Graduates*; *Maine's Occupational Needs to 1975*; and *Manpower Projections in Maine by Industry and Occupation to 1980*.

These studies and reports, reflecting socio-economic data and estimates of occupational growth, have given the SMPC, AMPB's, CAMPS staff and the Governor the ability to make long range projections involving employment and work force needs within the State. This data provided insight into present manpower priorities, manpower training needs and target groups.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Cooperative Area Manpower Planning System (CAMPS)	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$687,511		\$687,511
Total Expenditures			172,063		172,063
NET			515,448		515,448
Unexpended Balance Forward			515,448		515,448
Unexpended Balance Lapsed					

OFFICE OF ENERGY RESOURCES

ROBERT A. G. MONKS, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3211

Established: 1973

Statutory Authority: M.R.S.A., Title 5, Chapter 338

Organizational Units:

State Energy Resources Advisory Council

MAJOR GOAL: To provide emergency and long-range planning and management of energy resources and energy available to the people of the State of Maine.

POWERS AND DUTIES: The Office of Energy Resources was established to prepare and present for the approval of the Governor and the Legislature an energy policy for the State of Maine, including a comprehensive plan for meeting projected energy needs; to prepare and revise and update from time to time a comprehensive emergency energy resources plan for the State; to provide technical assistance to the Governor and the Legislature in identifying emergency and long-range energy needs and resources to meet these needs; to provide planning and technical assistance to public and private groups in the field of energy planning; and to encourage and direct or sponsor research and experiments within the State to develop alternate energy sources. The State Energy Resources Advisory Council was established to advise the Governor, the Legislature and the Director of the Office of Energy Resources on policy matters relating to the State Energy Resources Act.

ORGANIZATIONAL BACKGROUND: The Office of Energy Resources within the Executive Department was created by the 106th Legislature in 1973 and has direct responsibility to the Governor. The State Energy Resources Advisory Council, also created in 1973, consists of twenty-one members, including two legislators and ten State department heads who serve ex officio, and nine members appointed by the Governor with the advice and consent of the Council, for terms of four years. The Council is required to meet at least three times each year and at other times at the request of the Director of the Office of Energy Resources or the Governor.

PROGRAM: The Office of Energy Resources, while established in fiscal year 1974, was not funded during this period and therefore did not begin operations until fiscal year 1975. The agency is included in this report for purposes of identification and clarification.

GENERAL GOVERNMENT

OFFICE OF STATE EMPLOYEE RELATIONS

LANNING S. MOSHER, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3941

Established: 1974

Statutory Authority: M.R.S.A., Title 26, Chapter 9-B, § 979-A

MAJOR GOAL: To improve the relationship between Maine State Government and its employees.

POWERS AND DUTIES: The Office of State Employee Relations was established to assist the Governor in fulfilling his role as the employer under the State Employees Labor Relations Act. It is the responsibility of the Office, representing the Executive Branch, to negotiate collective bargaining agreements and to administer such agreements; to coordinate the employer position in the negotiation of agreements; and to coordinate its collective bargaining activities with operating agencies on matters of agency concern.

Under the Act, agency, commission or department heads are not authorized to enter into voluntary recognition agreements with any organization or groups of employees proposing to represent a bargaining unit. Bargaining agents are determined by elections within appropriate units. Selected bargaining agents are certified by the Public Employees Labor Relations Board, and are responsible for representation of all public employees within their units for purposes of collective bargaining between the public employer and the employees' organization.

ORGANIZATIONAL BACKGROUND: The Office of State Employee Relations was established by the Governor in 1974 as an agency within the Executive Department. The Director of the Office is the Governor's designee for collective bargaining matters under the State Employees Labor Relations Act.

PROGRAM: The Office of State Employee Relations, while established in fiscal year 1974, was not funded during this period, and therefore did not begin operations until fiscal year 1975. The agency is included in this report for purposes of identification and clarification.

YOUTH SERVICES COORDINATION AGENCY

ELIZABETH HOGLUND, DIRECTOR

Central Office: 31 Western Avenue, Augusta 04330

Telephone: 289-2196

Established: 1971

Statutory Authority: Executive Order No. 6

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1974: \$55,230

MAJOR GOAL: To eliminate delinquency among the youth of the State of Maine through the development and improvement of preventive and rehabilitative services.

POWERS AND DUTIES: The Youth Services Coordination Agency was established to coordinate and assist agencies, programs and persons in the State concerned with delinquent and pre-delinquent youth; to serve as a referral service and a clearinghouse of information; to provide technical assistance to geographical and categorical areas; to assist in the development of programs and projects to meet the defined needs of delinquent and pre-delinquent youth; to increase efforts toward the improvement and development of preventive and rehabilitative services, including the coordination, development and utilization of resources in this area; and to request any State department or agency to provide assistance to help fulfill its responsibilities.

GENERAL GOVERNMENT

ORGANIZATIONAL BACKGROUND: The Youth Services Coordination Agency originated administratively in late 1971 as the Youth Resources Referral Agency within the Executive Department, under the direction of the Youth Coordinator. The agency was renamed in November, 1972, and one year later, the directorship was removed from the Youth Coordinator and an internal director was appointed.

PROGRAM:

Coordination. During the past year, the Youth Services Coordination Agency coordinated the activities of State and private agencies, interested persons and groups generally through the development of consortiums. Prior to January, coordination efforts consisted of obtaining information concerning the activities of others and relating this to interested agencies. This effort involved such activities as arranging for certain agencies wanting to propose legislation and request funds for group homes to combine their efforts, and informing the Youth Coordinator of the local drop-out programs around the State.

In January, a State Youth Consortium was formed, consisting of thirteen State agencies and interested persons who met monthly to share information and solve mutual problems. This approach is also being used for county and regional coordination. Consortiums were initiated in Penobscot, Washington and Knox Counties and were planned for Piscataquis, Androscoggin, Oxford and Franklin Counties. These consortiums enable local people and agencies and State agencies to jointly discuss and solve youth-related problems in their areas, and allows Youth Services to locate State agencies which can assist. Consortiums have proven to be the major contact with all youth-related agencies, providing a forum for dissemination of information and technical assistance.

Technical Assistance. This activity includes not only provision of services, but also locating the proper resources to assist persons, groups or agencies in need. It includes such things as assisting schools in dealing with juvenile laws and problems, aiding police officers or sheriffs in locating a needed social service, assisting agencies in programs throughout the State, and helping to obtain services from State agencies.

In these efforts, informational materials are sought, and if non-existent, are developed to provide technical assistance on a greater scale. Some materials developed or in the process of development include procedures in obtaining funds and licenses for group homes; lists of availability of funds and application procedures; how to organize a program; and how to place an adjudicated juvenile in a group home.

Information Dissemination. A monthly twelve-page newsletter, "Focus on Delinquency", was distributed to approximately 900 people (500 in July, 1973) which relates events around the State and nationally and describes new programs being developed which may be of assistance to other areas. A flyer on changes made in juvenile laws was produced to assist courts, police and schools in dealing with state offenses. To further assist the juvenile courts, a booklet was put together, consisting of the Maine Juvenile Statutes with notations pertaining to sections allowing alternatives, along with a precis, Handbook for New Juvenile Court Judges. This was done at the request of several judges. Also, to assist the Courts and social service agencies, a publication entitled Alternative Residential Facilities was produced and distributed, and the pamphlet, Organizing a Youth Program, was produced for those groups needing assistance and examples in initiating a program in their community.

Because there are many social service resources indexes available which are generally all narrative and difficult to use, a Mapped Resource Index, consisting of a quick reference listing of available resources in Maine, was produced. Studies and reports were done on Juvenile Officers in Maine, Problems of Initiating and Operating a Group Home, Recreation and the Juvenile Delinquent, and Residential Schools for Juveniles. Lists of all youth-related legislation were produced and distributed in addition to a general brochure on the Agency and a flyer on what can be done to prevent delinquency in a community.

Program Development. Activities in this area usually involve one or more other agencies, and often are a response to a request, although some are the result of observed needs. A major effort has been made to establish two major services: Youth Service Bureaus and group homes. Youth Service Bureau efforts were extended in areas of the State lacking social service programs; particular efforts have been extended to Aroostook, Washington, Lincoln and Sagadahoc Counties, and plans for Kennebec and Cumberland are underway.

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The development of a system of group homes to meet geographic and program needs has been a top priority. This includes seeking interested groups, assisting them in locating funds and licensing, and in developing needed programs. Assistance for overall prevention has been provided to many individual communities such as Dennyville, Sherman, Freeport, Augusta and Winthrop.

Because of the scope of the functions of Youth Services much of its program development has been limited to distribution of helpful materials and assistance in locating persons who can provide detailed help.

FINANCES, FISCAL YEAR 1974:

Youth Services Coordination Agency	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*			\$56,138		\$56,138
Total Expenditures			55,230		55,230
NET			908		908
Unexpended Balance Forward			908		908
Unexpended Balance Lapsed					

*Includes \$5,788 in General Fund monies and \$248 in Other Funds.

GENERAL GOVERNMENT

DEPARTMENT OF FINANCE AND ADMINISTRATION

MAURICE F. WILLIAMS, COMMISSIONER

OTTO W. SIEBERT, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-3446

Established: 1931

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 13-A, 14-A, 67, 143, 152 (§§ 1728, 1731-1736), 153, 155; Title 28, Chapter 3; Title 30, § 5301; Title 36, Chapter 4; Executive Orders Nos. 9 (3/2/73) and 20 (11/7/72)

Average Number of Full-Time Employees: 839

Authorized Employee Level: 906

Total Expenditure, Fiscal Year 1974: \$15,313,668

Organizational Units:

Bureau of the Budget
Bureau of Accounts and Control
Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Property Taxation
Bureau of Alcoholic Beverages

Board of Emergency Municipal Finance
Maine Insurance Advisory Board
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
Land Use Tax Committee
Board of Assessment Review
State Liquor Commission

Board of Trustees, Accident and Sickness or Health Insurance Program

Advisory Council on Deferred Compensation Plans

Advisory Committee on State Communications

MAJOR GOAL: To consolidate and coordinate the administrative and financial procedures and services of Maine State Government so as to ensure effective allocation of the State's resources and to provide services which can best be performed centrally for reasons of economy and uniformity.

POWERS AND DUTIES: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government, serving to coordinate financial planning and programming activities of State departments and agencies for review and action by the Governor and Council; to prepare and report to the Governor and the Legislature financial data and statistics; to provide insurance advice for the State Government; to ensure adequate control and accountability in all State Government expenditures and business transactions; to develop and supervise State purchasing policy and provide specific central services to State departments and agencies; to assess and collect tax revenue to support the State Government as required by law; to improve the administration of property tax laws in the State; to develop and implement public improvement programs and provide State property management services; to establish and administer a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to administer, under the direction of the State Liquor Commission, laws relating to alcoholic beverages in the State.

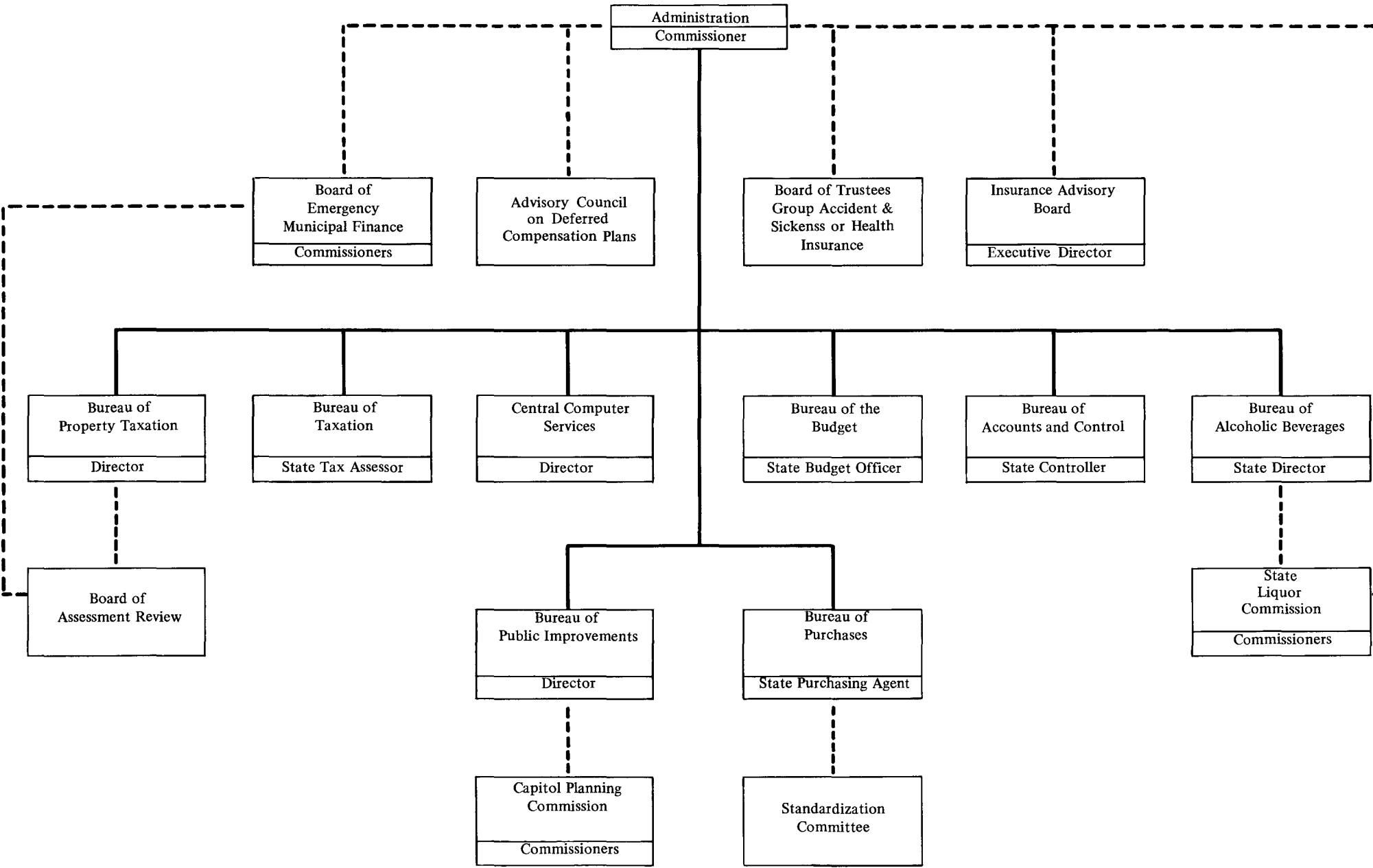
ORGANIZATIONAL BACKGROUND: The Department of Finance and Administration originated in 1919 with the establishment of a State Budget Committee consisting of five elected officials, including the Governor as chairman. In a major State Government reorganization in 1931, the Committee was replaced by a new Department of Finance under the administrative direction of a Commissioner of Finance who also served as State Budget Officer. The Department was then comprised of three principal bureaus: Bureau of Accounts and Control under the State Controller, Bureau of Purchases under the State Purchasing Agent and Bureau of Taxation under the State Tax Assessor, each of these bureau heads being appointed by the Commissioner with the approval of the Governor. Also established in 1931 were an Advisory Committee on Budget to advise the Governor

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Department of FINANCE and ADMINISTRATION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$ 22,431,684			\$ 435,525	\$ 22,867,209
Departmental Operations	23,350,836			95,525	23,446,361
Transfers	(919,152)			340,000	(579,152)
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees				1,593,312	1,593,312
Other	119,050			5,365	124,415
Unexpended Balance Brought Forward	386,131			449,930	836,061
Adjustment of Balance Brought Forward	(1,991)				(1,991)
TOTAL FUNDS AVAILABLE	22,934,874			2,484,132	25,419,006
Monies received and deposited to credit of the State	247,650,386	\$1,687,660		50,902,756	300,240,802
EXPENDITURES					
Personal Services, Total:	6,857,946			581,746	7,439,692
Wages & Salaries	6,297,844			533,258	6,831,102
Retirement	560,102			48,488	608,590
All Other, Total:	5,314,784			873,978	6,188,762
Commodities	703,563			152,976	856,539
Grants, Subsidies, Pensions	1,979,206				1,979,206
Contractual Services, Total:	1,707,697			574,093	2,281,790
Rents	436,551			19,562	456,113
Computer Services	397,779			489,313	887,092
Transfers to Other Funds	465,236			120,783	586,019
Other	459,082			26,126	485,208
Capital Expenditures, Total:	1,173,278			511,936	1,685,214
Buildings & Improvements	598,328			162,823	761,151
Equipment	45,168			349,113	394,281
Purchases of Land	529,782				529,782
TOTAL EXPENDITURES	13,346,008			1,967,660	15,313,668
SUMMARY					
Total Funds Available	22,934,874			2,484,132	25,419,006
Total Expenditures	13,346,008			1,967,660	15,313,668
NET	9,588,866			516,472	10,105,338
Unexpended Balance Forward	8,991,919			516,435	9,508,354
Unexpended Balance Lapsed	596,947			37	596,984

ORGANIZATION CHART
DEPARTMENT
OF
FINANCE AND ADMINISTRATION



GENERAL GOVERNMENT

on all matters pertaining to State financial policies and a Standardization Committee to advise the Commissioner and the State Purchasing Agent on the procurement of services, supplies, equipment and materials required for use by the State.

In 1953, the Department became the Department of Finance and Administration, and the State's Superintendent of Public Buildings, established independently in 1837, was incorporated into the agency. The Commissioner of Finance and Administration continued to act as State Budget Officer until 1957 when the Bureau of the Budget was created under a State Budget Officer appointed by the Commissioner with the approval of the Governor. Also in the reorganization of 1957, the Superintendent of Public Buildings was replaced by a new Bureau of Public Improvements under a State Director of Public Improvements appointed as were other bureau heads. In 1959, the Advisory Committee on Budget was abolished.

The Capitol Planning Commission (established in 1967), the Maine Insurance Advisory Board (established in 1965) and the State Liquor Commission (established in 1933) were placed within the Department in 1971, the same year that Central Computer Services was created administratively as a bureau level unit of the Department, assuming duties previously assigned to the Bureau of Accounts and Control. In 1972, appointment of all bureau heads by the Commission was changed to require approval of both the Governor and the Council. Further reorganization in 1973 established new Bureaus of Alcoholic Beverages and Property Taxation within the Department, and in mid-1974, the Property Tax Division of the Bureau of Taxation was transferred and merged with the new Bureau of Property Taxation.

PROGRAM: Under the administrative direction of the Commissioner of Finance and Administration, serving as chief fiscal officer of the State, programs and activities of the Department of Finance and Administration are conducted by its several statutory bureaus and other functional divisions.

Bureau of the Budget. The activities of the Bureau of the Budget primarily involve the State's budgetary process which includes preparation of the State Budget Document and review of department and agency work programs. A new approach to preparation of the State budget was initiated during the year as a result of a Joint Order passed by the 106th Legislature directing that a program-oriented budget be prepared for presentation by the Governor to the 107th Legislature. In accordance with this order, the Bureau initiated planning of the 1976-1977 State Budget Document and developed guidelines to assist departments and agencies in the transition to program-oriented budgeting. The Bureau has instituted a budget examining program where examiners specialize in particular policy areas of State Government and work directly with the respective departments and agencies in all budgetary matters.

Another important activity of the Bureau concerns the development of management information systems, an activity which was expanded during fiscal year 1974. A number of publications were produced by the Bureau in connection with the implementation phase of the Maine Management and Cost Survey, the Cabinet sub-committee on federal grants and the organization and administration of State Government. At the direction of the Governor, the Bureau initiated implementation of the so-called Consolidated Annual Report of State Departments and agencies in accordance with the statutory requirement enacted by the 106th Legislature.

In addition, the Bureau continued to represent the State in preparation of the Consolidated State-Wide Cost Allocation Plan required in connection with the federal Office of Management and Budget (OMB), Circular A-87, and in cooperation with other concerned agencies, the Bureau participated in a joint effort to computerize the State's personnel system.

Bureau of Accounts and Control. The Bureau of Accounts and Control maintains the official system of accounts for all financial transactions of State Government, approves all contracts and audits, preaudits all bills, invoices and payrolls and makes reports as required. A Control Center was established during the past year as a focal point to work with Central Computer Services. Several computer systems were initiated during the year to provide more efficient processing of forms and greater capability for storage of information. For example, a computer-stored accounting data system was developed to replace manual accounting machines. With fewer employees today than it had over thirty years ago, the Bureau is unable to provide the degree of coordination of State accounting systems necessary for most efficient control of expenditures, particularly with respect to State institutions.

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Central Computer Services. Since Central Computer Services (CCS) was established in 1971, it has been the major growth area within the Department. All data processing and computer functions of State Government may eventually be consolidated under CCS. The unit is currently in the process of absorbing the computer operations of the Department of Transportation, and it has been proposed that the Department of Manpower Affairs eliminate its computer in lieu of the services of CCS.

During the past fiscal year, CCS was designated as the primary source of technical support for MIDAS (Maine Informational Display Analysis System), supervised by the State Planning Office, and the number of agencies using the system and the number of files maintained increased considerably. Another major development during the year, in conjunction with the Director of Legislative Research, was the introduction of a computer system to track the status of legislation and to aid the legislative management process. Because of its rapid growth and significant impact on data producing agencies within State Government, Central Computer Services is destined to become a statutory bureau of the Department.

Bureau of Purchases. The major growth in the Bureau of Purchases occurred in the Public Printing Division which is expanding to meet the increasing demands of State agencies for published materials. The capability of the State to provide "in-house" printing services saves considerable tax dollars. A quick copy center was installed during the year to channel more work through offset machines rather than Xerox copiers, reducing the cost per copy and providing user agencies with faster service.

The Bureau has organized its Central Duplicating Service, Central Mail Room and Departmental Supplies on a self-supporting basis where user agencies pay for the cost of services. The Central Photo Laboratory was transferred to the Bureau from the Department of Commerce and Industry and is also a self-supporting operation. A photographer is now available to all State agencies, thereby reducing the need of agencies to have their own photographer. A warehouse was acquired during fiscal year 1974 to enable the Bureau to purchase supplies in quantity, thereby reducing shipping costs and facilitating the acquisition of scarce items such as paper and chemicals.

Of particular importance to the Bureau over the long-range is the initiation of a buyer examining program where buyers could better accommodate the specific needs of individual institutions and agencies through direct contact.

Bureau of Public Improvements. The Bureau of Public Improvements was involved in the planning of approximately seventy State projects and fifty-five school projects as well as renovation, repair and routine maintenance functions. A State parking garage and a new State office building are underway, using for the first time, the Design/Build Concept. Growth of the Bureau has not kept pace with the increasing workload resulting from the rapid expansion of the Capitol complex in recent years. Therefore, in certain instances, renovation projects have not been initiated even though monies have been appropriated.

Bureau of Taxation. The new Bureau of Property Taxation became operational in July, 1974, replacing the Property Tax Division of the Bureau of Taxation. The Department emphasizes the need for training professional assessors to ensure that uniform and equitable standards are used in the assessment practices of each municipality in the State.

In addition, the Bureau's Elderly Householders Tax and Rent Refund Program, initiated in 1972, was revised, causing a reduction in the number of approved applications and an increase in average payments.

Bureau of Alcoholic Beverages. The Bureau of Alcoholic Beverages, in conjunction with the State Liquor Commission, was authorized by the 106th Legislature to permit on-premise Sunday sales and off-premise Sunday sales of alcoholic beverages, subject to a November, 1974, referendum and local option, and to remove table wine sales from State liquor stores to private licensees. The Bureau increased the number of State liquor stores in operation during 1974, opened the Kittery store with prices competitive with those of border states, and established a new Licensing Division.

GENERAL GOVERNMENT

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

MAURICE F. WILLIAMS, CHAIRMAN

Central Office: State Office Building, Augusta 04330

Telephone: 289-3446

Established: 1973

Statutory Authority: M.R.S.A., Title 5, Chapter 67

MAJOR GOAL: To ensure the development and maintenance of a Deferred Compensation Plan which provides additional employee benefits and enlarges the capability of Maine State Government to attract and hold key employees.

POWERS AND DUTIES: The State or any of its political subdivisions may, by contract, agree with any employee to defer, in whole or in part, any portion of that employee's compensation and subsequently, contract for, purchase or otherwise procure for the purpose of funding a deferred compensation program for the employee a fixed or variable life insurance or annuity contract or shares of an investment company. Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and advise the Department on matters of policy.

ORGANIZATIONAL BACKGROUND: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Commissioner and the Commissioner of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration prepared and submitted a plan document to the Internal Revenue Service in Washington, D.C., since all Deferred Compensation Plans must have IRS approval.

A questionnaire was developed and submitted to insurance companies that have indicated an interest in participating in the program. An advertisement was also placed in the newspapers inviting all interested companies to propose. Current planning calls for the selection of three firms by August 1, 1974, and implementation of the program by October 1, 1974.

BUREAU OF THE BUDGET

OTTO W. SIEBERT, STATE BUDGET OFFICER

Central Office: State Office Building, Augusta 04330

Telephone: 289-2881

Established: 1931

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 149

Average Number of Full-Time Employees: 11

Authorized Employee Level: 16

Total Expenditure, Fiscal Year 1974: \$167,315

MAJOR GOAL: To promote better and more efficient management of the resources of Maine State Government through constant review and evaluation of the administrative activities of the departments and agencies of the State.

POWERS AND DUTIES: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the

GENERAL GOVERNMENT

fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATIONAL BACKGROUND: The Bureau of the Budget originated in the establishment of a State Budget Committee in 1919 to prepare a biennial State Budget and examine all appropriations and requests for funds. The original Committee was composed of five elected State officials, including the Governor as chairman, plus the Governor-elect if different from the Governor. When the Department of Finance was created in 1931, the Committee was abolished and its duties were assumed by the Commissioner of Finance who also served as State Budget Officer. The 1931 legislation established the powers and duties of the State Budget Officer and subsequently of the Bureau of the Budget essentially as they exist today, and at the same time created a new Advisory Committee on Budget, consisting of three legislators, to advise the Governor on all matters pertaining to financial policies of State Government and particularly, preparation of the State budget. In 1953, the Department of Finance became the Department of Finance and Administration with the Commissioner continuing to act as State Budget Officer until 1957, when the Bureau of the Budget was established as a departmental division, headed by a State Budget Officer appointed by the Commissioner with the approval of the Governor. The Advisory Committee on Budget continued to function until abolished in 1959. Appointment of the State Budget Officer was changed in 1972 to require approval of both the Governor and the Council.

PROGRAM:

BUDGET OPERATIONS

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, in a manner prescribed and on forms supplied by the Bureau, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium contrasted with the corresponding figures of the last completed fiscal year and the estimated figures for the current fiscal year. Expenditure estimates are classified to set forth the data by funds, organization units, character and objects of expenditure. Organization units are sub-classified by functions and activities, or in any other manner, at the discretion of the Bureau.

Tentative revenue estimates are prepared by the State Budget Officer during the month of September of even-numbered years and are revised during the following November for inclusion in the budget. These revenue estimates are classified so as to show income by organization units, sources and funds, or in any other manner, at the discretion of the State Budget Officer.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, altering, revising, increasing or decreasing items as deemed necessary in view of the needs of various departments and agencies and the total anticipated income of State Government during the next biennium. The State Budget Officer may require the heads of departments and agencies to appear before him and present such additional data in support of their budget estimates as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature no later than two weeks in the case of the Governor, and no later than six weeks in the case of a Governor-elect, after the start of the regular legislative session.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium, which sets forth all proposed expenditures of the departments and agencies of the State, all interest and debt redemption charges during each fiscal year, and all expenditures for capital projects to be undertaken and executed during each fiscal year of the biennium. In addition, the document sets forth the anticipated revenues of the State Government and any other means of financing expenditures proposed for each fiscal year of the biennium.

GENERAL GOVERNMENT

The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State Government for the ensuing biennium, including a general budget summary supported by explanatory schedules and statements; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

During fiscal year 1974, the Bureau of the Budget, at the request of the Governor, prepared the "1974 Supplement to the State Budget Document." The particular document was unusual because, for the first time, the Legislature at its regular session did not appropriate monies for current services for the second year of the 1974-1975 biennium. The Supplement was prepared to assist the 106th Legislature in its consideration of the Governor's budget recommendations to the Special Session by reflecting actions of the Legislature at its regular session. The Supplement also was a first attempt at program-oriented budgeting and provided some insight to the Bureau as to problems it might encounter in preparing a complete program budget.

Program-Oriented Budget. Recognizing the need for a better means of presenting, reviewing and responding to the budget requirements of State departments and agencies, the 106th Legislature endorsed the concept of a priority program budget system. This endorsement occurred through a Joint Order passed by the 106th Legislature at its Special Session directing that a program-oriented budget be prepared for presentation by the Governor to the 107th Legislature. Accordingly, the Bureau expended considerable effort during fiscal year 1974 in developing guidelines to assist departments and agencies in the transition to program-oriented budgeting and in the design of procedures and systems preliminary to preparation to the forthcoming 1976-1977 State Budget Document.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State Government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year and must show all appropriations, revenues, transfers and other funds made available to the department or agency for its operation and maintenance and for the acquisition of property, in requested allotments by quarters for the entire fiscal year, classified to show allotments requested for specific amounts for personal services, capital expenditures and amounts for all other departmental expenses. The State Budget Officer, in conjunction with the Governor and Council, reviews the requested allotments and, if they deem it necessary, revise, alter or change such allotments before approval and authorization for the State Controller to allow expenditures to be made from funds available. Work programs may be revised at the beginning of any quarter during the fiscal year, subject to the approval of the State Budget Officer and the Governor and Council; and to meet emergency situations arising during the year, special requests for allotment may be submitted to the Bureau by departments and agencies for approval by the Governor and Council. The Bureau processed 1,170 such requests during fiscal year 1974.

MANAGEMENT INFORMATION SYSTEMS

In exercising its responsibility to study and report on the organization and administration of State Government, the Bureau of the Budget expanded management analysis activities during fiscal year 1974.

Maine Management and Cost Survey. The Bureau participated with the Governor's Executive Coordinator, State Planning Office and other concerned State agencies in the production of three printed reports on the implementation phase of the Maine Management and Cost Survey recommendations: "The Governor's Implementation Report," January 10, 1974; "Governor's Progress Report on Implementation," May 17, 1974; and "Maine Management and Cost Survey--Status Report," August 31, 1974. The Bureau was responsible largely for the format of the first report, based on information compiled by the Executive Coordinator and his staff. With respect to the second and third status reports, produced in the form of computer printouts, the Bureau designed the system

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used to process Survey implementation data through the State computer and established the format of the printed documents, the latter of which was issued after the close of the fiscal year.

Consolidated Statewide Cost Allocation Plan. The federal Office of Management and Budget (OMB) Circular A-87 (replaced by Federal Management Circular 74-7 of the General Services Administration, effective July 18, 1974) establishes uniform government-wide guidelines for identifying costs under grants and contracts to states. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Statewide Cost Allocation Plan in accordance with Circular A-87 and in negotiating to completion the allocation of approximately two million dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency, currently the Department of Health, Education and Welfare. The Bureau establishes for each department negotiated indirect cost rates to apply to federal grants and contracts. Since 1970, when every State department receiving federal funds was involved in Indirect Cost Proposals, the level of participation declined by 1974 to a point where it appears that departments are choosing to forfeit recovery of indirect costs associated with federally-assisted programs.

Federal Funds in Maine. In cooperation with the Cabinet subcommittee on federal grants, the Bureau produced for the Governor a report entitled "Federal Funds in Maine" which was designed to identify and assess the impact of federal grants and expenditures in the State and to recommend ways in which increased federal funds could be obtained by State agencies and institutions. The report was issued in January, 1973, and because of subsequent changes in the flow of federal dollars into Maine, a follow-up report entitled "Federal Funds in Maine—A Second Look" was prepared and published by the Bureau for the Governor in March, 1974. This second report presented information indicating a significant increase in federal outlays in Maine and a successful effort by State agencies to maximize use of available federal dollars.

Maine State Government Reference Manual. This manual is the latest of a series of publications produced by the Bureau in a continuing effort to provide a comprehensive and current reference of the structure and functions of State Government. The first such manual, "State of Maine Organizational Reference," issued in 1973, was followed by the "State of Maine Administrative Directory," compiled in conjunction with the Governor's Office and published by the Bureau in October, 1973. The directory was a first attempt to identify and present a complete and current history of all State departments, agencies, boards and commissions along with information regarding statutory authority, methods of appointment, duties, location of offices and employee and expenditure data. A third manual entitled "Departmental Composition Manual" was added to the series in early 1974. Since manuals of this type require periodic updating to remain useful, the Bureau directed substantial effort during the year toward a major revision and consolidation of these references into a single "Maine State Government Reference Manual" to be made available by 1975.

Maine State Government Administrative Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, at the direction of the Governor, initiated the planning and implementation of the so-called Consolidated Annual Report in accordance with the statutory mandate of the 106th Legislature. By mid-1974, the Bureau had defined the report in concept, established procedures and designed guidelines for the use of departments and agencies, and compiled a comprehensive list of organizational units to be covered in the report.

Computerization of Personnel System. In cooperation with the State Personnel Department and Central Computer Services, the Bureau participated in a joint effort to begin computerization of the State's personnel system. This continuing project involves the programming of information from personnel records to develop data processing files on both personnel positions and personnel histories in order to establish improved capability for immediate response as to the status of State Government positions, with the ultimate objective of assisting the budgetary process and enabling more effective and efficient administration. The first phase of the project, conducted during fiscal year 1974, consisted of the identification of personnel classifications and of persons currently filling

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classified positions. Eventually, the system will contain a position file classified and identified in several ways, including a history of each position and a history of the person filling each position keyed by social security number.

FINANCES, FISCAL YEAR 1974:

Bureau of the Budget	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$177,935				\$177,935
Total Expenditures	167,315				167,315
NET	10,620				10,620
Unexpended Balance Forward	7,621				7,621
Unexpended Balance Lapsed	2,999				2,999

BUREAU OF ACCOUNTS AND CONTROL

MARIE H. MITCHELL, STATE CONTROLLER

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3781
Established: 1931 *Statutory Authority:* M.R.S.A., Title 5, Chapters 13, 143
Average Number of Full-Time Employees: 70 *Authorized Employee Level:* 72
Total Expenditure, Fiscal Year 1974: \$810,826

Organizational Units:

General Accounting and Records Management Division Payroll-PreAudit Division
Alcoholic Beverages Accounting Division Accounts Payable-PreAudit Division

MAJOR GOAL: To ensure adequate control and accountability in all State agency expenditures and business transactions in compliance with the law and the intent of the Legislature and in a manner to provide meaningful administrative data to the Governor, Legislature and the public.

POWERS AND DUTIES: The Bureau of Accounts and Control is authorized to classify and assign the official accounting and coding structure of the State; to prescribe such subsidiary accounts, including cost accounts, for departments and agencies as necessary or desirable for the purposes of administration and financial control; to record all financial transactions of the State Government; to examine and approve all contracts, orders, invoices, payrolls or other documents which incur a financial obligation against the State, and assure that they are within the appropriations and allocations approved by the Legislature and the State Budget Officer for that purpose; to determine the correctness, regularity and legality of such claims; to report to the Attorney General, for such action as he may see fit, all facts showing illegality in the expenditure of public moneys or misappropriation of public properties; and to authorize, through the State Controller, from invoices submitted, each disbursement made from the State Treasury whereby in the form of a warrant to a payee on a specified bank, delivered to the State Treasurer and bearing the signature of the State Controller and the State Treasurer, it becomes a check.

The Bureau also has the responsibility to prescribe and prepare the financial reports of the operating accounts to the Governor, State Auditor and the Legislature at each month end closing. Each fund report includes an analysis of the Unappropriated Surplus Account, Balance Sheet and a schedule of Income and Expenditures. The Bureau designs and prescribes Analysis and Summary Schedules furnished to all State departments at each month end closing, providing a detailed accounting of the operations of each program. The State Controller prepares in pamphlet form at the close of each fiscal year a complete and comprehensive report which is the official account of all the financial transactions of the State reported to the public. As the official accounting records and management division for the State, the Bureau maintains files containing the original entry of every State transaction, to be available for reference by agencies and open to the public as mandated. Retention schedules have been established in conjunction with the program developed by the Maine State Archives.

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ORGANIZATIONAL BACKGROUND: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the original Department of Finance, also established that year, under the administrative direction of the State Controller appointed by the Commissioner of Finance (renamed Commissioner of Finance and Administration in 1953) with the approval of the Governor. In 1957, property management functions were transferred from the Bureau to the Department's newly-created Bureau of Public Improvements, and in 1970, a data processing function was established under the jurisdiction of the State Controller. The State's central data processing service, Central Computer Services, was established administratively as a separate unit of the Department in 1971. Appointment of the State Controller by the Commissioner was changed to include approval of both the Governor and the Council in 1972.

PROGRAM: The Bureau of Accounts and Control is an administrative agency responsible for maintaining day to day control and accountability of all State agency expenditures and transactions. Thus, its activities are integral to the State's accounting process and are described in terms of functions as well as accomplishments.

Administration. Under the direction of the State Controller, administration personnel plan and supervise the functions of various divisions specifically established to carry out the Bureau's duties and obligations under the law. Administration classifies and assigns the official accounting and coding structure of the State; prescribes such subsidiary accounts, including cost accounts for departments and agencies, as may be desired for the purpose of administration and financial control; and prescribes the official and standard forms of receipts, vouchers or claims to be used by all State agencies for the respective purposes.

It examines the accounts of all departments and agencies and examines and approves contracts, orders or other instruments incurring an obligation against the State for legality and propriety. Whenever necessary, all facts showing illegality in the expenditure of public moneys or misappropriations of public properties are reported to the Attorney General. It promulgates regulations on travel by State employees for approval by the Governor and Council, and advises State agencies as to other procedures and policies concerning accounting and fiscal matters. A report of State revenues is prepared and distributed at each month end closing. The State Controller prepares in pamphlet form at end of each fiscal year a complete and comprehensive report which is the official account of all the transactions of the State reported to the public.

Internally, Administration prepares the budget and work programs for the Bureau's operation, maintains the Appropriation and Encumbrance Ledger for the Bureau and prepares weekly payroll and other invoices for payment.

The Systems and Programming section of Administration provides services to all other divisions of the Bureau. These include recommending and developing new methods of customized check writing as requirements by other agencies dictate, and providing program coordination and integration, of systems for control and accounting reports transmitted via magnetic tape. Special analysis reports are prepared and data extraction is performed upon request. Explanation, instruction and aid is provided to the clerical staff when needed.

During the past fiscal year, a computer-stored accounting data system was developed to replace manual accounting machines in the General Accounting and Records Management Division. A direct computer (magnetic) tape data transfer of Blue Cross billing and deduction information was implemented on the Retirement Payroll, eliminating many problems with deduction and/or rate changes. This approach is a precursor to similar direct billings for voluntary deductions on payrolls. Development of computer-stored master payroll data is in progress and some initial phase operations will be in operation by late August. Implementation of major changes must proceed with great caution. Special data analysis and extracting data elements for such projects as the personnel file project, computer assisted budget preparation and Fair Labor Standards Act determinations have been provided by special or modified programs.

Control Center. A Control Center was established during the past year to provide a single focal point to interface with Central Computer Services (CCS). The Center will establish and maintain priorities of programs submitted in order to take the greatest advantage of time and meet deadlines of the Bureau and those established by CCS. It will

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also provide for the accuracy of program requests, keeping data processing costs at a minimum. Other functions of the Center are to insure accuracy of data entering accounting records as a result of producing many types of payments, insure quality control of check issues, report check issue data to appropriate banks and provide the State Treasurer with daily cash expenditure data. In many cases, diagnosis and corrections are required. The Center's function and supervision independent of other divisions was designed to maintain a better system of checks and balances in this specific area.

The Control Center is divided into two sections: a Clerical Section which controls functions, and an Auxiliary Section which signs and bursts all checks issued and bursts and distributes various data entry printouts and accounting schedules.

General Accounting and Records Management Division. This Division maintains the official system of accounts and records all financial transactions; examines and records contracts, purchase orders and other documents which incur obligations against the State, assuring that they are within funds which have been appropriated and/or allocated; audits and records income deposits by all agencies to the State Treasurer; and prepares and authorizes all accounting transactions and entries. The Division also prepares and distributes the financial reports of the operating accounts, by fund, to the Governor, State Auditor and the Legislature at each month end closing, and furnishes monthly to every State agency complete analysis schedules of their operations.

The Division has replaced the accounting file ledger cards with a computer-stored accounting data system which has reached the test stage. A terminal was installed for inquiry, and it is expected that much of the new data will be utilized from the computer file during fiscal year 1975. Additional terminals can be connected to the system, allowing direct inquiries of account status by other agencies and from remote locations.

Alcoholic Beverages Accounting Division. The primary function of this Division is to maintain records, process transactions and prepare financial reports pertaining to the Bureau of Alcoholic Beverages. In addition, it is responsible for assuring the accuracy of the computer records that compile dollar sales and supplies the data required to maintain merchandise inventories. The Division also conducts audits of all State liquor stores and prepares written reports to the State Director of Alcoholic Beverages, State Controller and store managers.

Payroll-PreAudit Division. The first priority of this Division is to ensure legal, proper, accurate and timely payment of wages to employees and certain enrollees in State programs. Proper prior authorizations are matched to payrolls certified by the employing agency to insure that additions and changes to proceeding period payroll are authorized. Arithmetic totals are computer verified to insure that the resultant new payroll totals agree with the amounts as certified and corrections made when required. The Division authorizes and maintains files of payment of payroll deductions authorized by the Executive Council, and accumulates, controls and forwards records of funds withheld, maintaining annual earnings records for each individual to provide data necessary for preparing and issuing Withholding Tax Form W-2.

A computer-stored master payroll system is presently being programmed by the Division. Studies are being made by a systems analyst to observe and recommend possible methods for improving the operation.

Accounts Payable-PreAudit Division. This Division audits and approves all expense accounts, invoices and all other evidences of claims and demands of charges against the State Government, and determines the irregularity, legality and correctness. It posts and maintains a file of Contractual Services, prepares Federal Form 1099 (reports of earnings) and maintains the official file of all contracts entered into by State agencies with outside firms. The Division also key punches all invoices for payment and check preparation and edits Accounts Payable to checks issued before they are released to the State Treasurer.

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FINANCES, FISCAL YEAR 1974:

Bureau of Accounts and Control	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$871,906				\$871,906
Total Expenditures	810,826				810,826
NET	61,080				61,080
Unexpended Balance Forward	619				619
Unexpended Balance Lapsed	60,461				60,461

CENTRAL COMPUTER SERVICES

DAVID E. SMITH, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3631

Established: 1971

Statutory Authority: M.R.S.A., Title 5, §§ 1, 1541

Average Number of Full-Time Employees: 36

Authorized Employee Level: 55

Total Expenditure, Fiscal Year 1974: \$1,402,316

Organizational Units:

Division of Data Control

Division of Computer Operations

Division of Systems and Programming

MAJOR GOAL: To develop and operate data processing systems that effectively meet the needs of program managers and contribute towards agency objectives.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Finance and Administration, Central Computer Services was established to provide computer hardware services to all State Government agencies and to provide systems analysis, design and computer programming services to smaller State agencies which cannot cost-justify full time data processing staff. It is responsible for the establishment of standards for computer operations and for monitoring the purchase and rental of data processing equipment by all State agencies.

ORGANIZATIONAL BACKGROUND: Central Computer Services was established administratively as an organizational unit of the Department of Finance and Administration in January, 1971, assuming responsibilities previously handled by the Bureau of Accounts and Control. The initial management of the agency was under contract to a consulting firm. In July, 1971, a director and deputy director were hired as State employees and the agency was organized into operational divisions. Central Computer Services is an Intra-governmental Service Account and receives no direct appropriation from the General Fund.

PROGRAM:

Computer Services. Conversion to an HIS-6060 Computer from RCA Computer Equipment was finalized during this past fiscal year. The HIS-6060 is the first computer installed in Maine State Government to operate under the control of a full Operating System. Full Operating Systems feature enhanced multi-programming capability and job scheduling and resource management assistance that were not available on the previous computer systems. The result is that more work is now accomplished on a single 6060 than was previously accomplished on two RCA 6 Computer Systems. In addition, the number of Video Terminals supported has increased by approximately fifty percent over last year to one hundred and twenty Video Terminals, plus two Remote Job Entry Stations have been installed in two major user departments—Department of Health and Welfare and Motor Vehicle Division.

A participative management-by-objectives program was utilized during the fiscal year in an attempt to improve delivery of computer services. As of now, considerable progress

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has been made in the three areas established for priority treatment initially: improved turnaround, improved internal relations/employee morale, and user (customer) relations. The program has been successful enough to warrant continuing for another year. Therefore, a review is currently being conducted to establish priority areas for attention during fiscal year 1975.

A Standards Committee for Data Processing was formed during fiscal year 1974. The Committee is made up of the major data processing managers in State Government and policy has been developed. This has been a long-standing objective of Central Computer Services and is a collective effort by all departments as no statutory authority exists.

A document entitled "Maine State Plan for Training of Data Processing Personnel" was developed during 1974. Again, this was a collective effort by all departments, with Central Computer Services providing the leadership. As a result, a training program has been developed for all data processing classifications. A presentation to the State Personnel Board is planned for the first quarter of fiscal year 1975 since implementation of some program benefits will require approval of the Board.

A program for the general overview of data processing in State Government was initiated in 1974 and is due for completion in the first quarter of fiscal year 1975. A request was made to the Legislative Council to bring in a team of experts from the Council of State Governments to assess data processing in State Government and make recommendations for its improvement. As a result, the Legislative Council has contracted with the Council of State Governments and a team has been assigned to Maine.

Systems and Programming. Central Computer Services continues to provide systems and programming support services for small agencies without a programming staff, and, on a project basis, to provide services to augment existing staffs in larger agencies. The following examples are illustrative of the nature and scope of services provided during fiscal year 1974:

Bureau of Accounts and Control. An Analyst/Programmer was assigned to work under the direction of the Bureau of Accounts and Control in the development of an on-line information retrieval system to replace a manual ledger card system currently in use. The system has the capability of retrieving account status and summaries over funds via a Remote Terminal. The system is now in parallel operation with the system that it is designed to replace.

Bureau of Alcoholic Beverages. Program modifications were made to the "Liquor System" to include a complete set of special prices for the Kittery liquor store. Central Computer Services also provided technical assistance for the installation of a data 'phone to allow transmission of daily transactions from the store to the warehouse in Augusta.

Maine State Lottery Commission. Lottery functions such as ticket generation and printing, ticket disbursement, accounting and validation are highly dependent upon computer operations. Central Computer Services has provided technical assistance to the consulting firm responsible for development of support programs for the Maine State Lottery. Central Computer Services has printed over five million lottery tickets and is presently printing one million tickets per week as part of its regular production functions.

Department of Personnel. A study of the Department of Personnel which detailed paper work flow and associated filing systems has been completed in preparation for the computerization of both the employee and position files. Current activity is centered around computerization of the existing employee file which is about thirty-three percent complete and computerization of the position file which is over ninety percent complete. Additional studies are being performed to determine the information needs of Equal Employment Opportunity requirements, Collective Bargaining and personnel administration.

State Planning Office (MIDAS). Control of MIDAS (Maine Informational Display Analysis System) has become the responsibility of the State Planning Office and Central Computer Services has been designated as the primary source of technical support for MIDAS. During this fiscal year, conversion from RCA to the HIS 6060 Computer of the MIDAS system was completed. This conversion included the evaluation of several report packages and the subsequent negotiations to purchase SCORE IV, Commercial Report Package, to satisfy all MIDAS report requirements.

In spite of the delays and other problems associated with conversion, the number of agencies utilizing the system has increased from three to ten. The number of files

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maintained in the system has increased from 160 to 185. Some of the major files in the system are the 1970 Census, Deer Registration, Hunting and Fishing Licenses, Lobster and Crab Licenses, Wetlands Inventory, Fish and Game Prosecutions, Marine Resources Prosecutions, River Name Index and Lake Name Index. Some of the major reports produced from the system this year are:

Heating Fuel Usage and Service Station Gallonage, for the Bureau of Civil Emergency Preparedness.

Quarterly Cash Flow, for the Maine Housing Authority.

Industrial Discharge Licenses, for the Bureau of Water Quality Control of the Department of Environmental Protection.

Boat Access Site Survey, for the Bureau of Parks and Recreation.

Lobster and Crab License Summaries, for the Legislature.

Warden Prosecutions, for the Department of Inland Fisheries and Game.

Maine State Retirement System. During fiscal year 1974, the majority of the programming systems supporting the Maine State Retirement System were modified or rewritten to specifications developed by the new Actuary for the Retirement System. These programs are now operational and producing evaluations for State, municipal and district employees as well as teachers, both active and retired.

Bureau of Watercraft Registration and Safety. Recent legislative action at both State and federal levels is resulting in an approximately 150% increase over the Bureau's existing registration level of 50,000 boats. The Bureau requested Central Computer Services to design and implement a computerized system that would handle the increased requirements with a minimal increase in staff size. The resulting Watercraft Registration System, a product of seven man-months of effort, has significantly reduced the manual effort required to process a registration application. It has reduced the filing space necessary for data retention by approximately fifty percent. It has provided the Bureau with almost instantaneous recall of Watercraft Registrations through two Video Display Terminals attached to the registration information files.

Legislative Bill Status System. During the Special Session of the 106th Legislature, a computer system was installed to track the status of legislation introduced and aid the legislative management process. The system is an on-line real time system as information in the system can be recalled immediately by the use of computer terminals that visually display information. The information in the system is kept current by entering the data as the action occurs.

The system has an indexing capability, and information can be retained by subject. By simply entering a subject, such as animals, all legislation affecting the subject will be brought to the attention of the inquirer. Other displays indicate the sponsor of the bill, the committee to which it is assigned, the date it was introduced, current status and all history information.

The major objective of the system is to provide the legislative leadership with the ability to better manage the legislative process and reduce the amount of time necessary to complete legislative business. If the length of the legislative session can be reduced by one day, the cost of the system will be recovered twofold. System costs are approximately \$10,000 for a six month session; the cost of running the Legislature is \$20,000 per day.

FINANCES, FISCAL YEAR 1974:

Central Computer Services	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$1,736,414	\$1,736,414
Total Expenditures				1,402,316	1,402,316
NET				334,098	334,098
Unexpended Balance Forward				334,098	334,098
Unexpended Balance Lapsed					

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BUREAU OF PURCHASES

LINWOOD F. ROSS, STATE PURCHASING AGENT

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3521
Established: 1931 *Statutory Authority:* M.R.S.A., Title 5, Chapters 13, 155
Average Number of Full-Time Employees: 39 *Authorized Employee Level:* 24
Total Expenditure, Fiscal Year 1974: \$905,855

Organizational Units:

Purchasing Division
Inspection Division

Public Printing Division
Central Services

Standardization Committee

MAJOR GOAL: To fulfill the material and related service needs of Maine State Government at the lowest cost for adequate quality consistent with such needs, assuring that purchase expenditures are made in an atmosphere of open competition.

POWERS AND DUTIES: The Bureau of Purchases is authorized to purchase all services, supplies, materials and equipment required by the State Government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State Government; to purchase or contract for all postal service required for the use of the State Government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATIONAL BACKGROUND: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Purchasing Agent who was appointed by the then Commissioner of Finance with the approval of the Governor. His appointment was changed in 1972 to require the approval of both the Governor and the Council.

The advisory Standardization Committee was also established in 1931 in conjunction with the Bureau. The Committee consists of the Governor or his representative, State Purchasing Agent and three public members and such State department or agency heads or their representatives as may be designated by the Governor, to serve at the pleasure of the Governor. The State Purchasing Agent acts as the recording secretary of the Committee which must meet at least semi-annually.

PROGRAM: During fiscal year 1974, several changes took place in the Bureau of Purchases that allow the Bureau to be of greater service to the various departments and agencies of State Government. The Legislature removed from the State's General Fund appropriations to support the activities of the Central Duplicating Service, Central Mail Room and Departmental Supplies, advancing the Bureau \$325,000 payable over the next ten years to fund these operations. The philosophy behind this action is that these

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services should be self-supporting, with costs paid by the using agencies regardless of their funding. This allows federally funded projects and dedicated revenue accounts to share equally with General Fund accounts for such services. The innovation has proved successful and has allowed the Bureau the flexibility needed to offer services when required.

The Legislature also transferred administration of the Central Photo Laboratory from the Department of Commerce and Industry to the Bureau of Purchases. The Laboratory is now being operated on a self-supporting basis, with its services available to all State agencies, including use of a photographer, thereby reducing the need of each agency to have its own photographer.

Central Services also operates a warehouse which is a converted barn declared excess to the needs of the Augusta Mental Health Institute. This barn was renovated with a minimum amount of capital outlay as much of the work was done by inmates of the Men's Correctional Center at South Windham as part of their training in the building trades. The warehouse is now in operation, servicing State agencies with office supplies and other commodities and State institutions with food requirements, etc. During this period of short supply in such commodities as paper, chemicals, etc., the Bureau has been able to buy in volume, with delivery to a single source, and thereby secure scarce items which vendors would have no interest in supplying in smaller quantities delivered to several locations. It has also enabled the Bureau to buy in carload lots, reducing shipping costs and effecting a saving to the State.

During the past year, the Bureau also established a quick copy center in the Public Printing Division, which is designed to channel more work through offset machines rather than through Xerox copiers. This move has greatly reduced the cost per copy and has given using agencies faster and better service.

FINANCES, FISCAL YEAR 1974:

Bureau of Purchases	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$601,015			\$410,952	\$1,011,967
Total Expenditures	599,691			306,164	905,855
NET	1,324			104,788	106,112
Unexpended Balance Forward	1,078			104,788	105,866
Unexpended Balance Lapsed	246				246

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

DAVID E. SMITH, CHAIRMAN

Central Office: State Office Building, Augusta 04330

Telephone: 289-3631

Established: 1973

Statutory Authority: Executive Order No. 20

MAJOR GOAL: To assure that contracts for special services awarded by State agencies conform to State requirements and guidelines, providing fair and equitable treatment to all vendors.

POWERS AND DUTIES: The Review Committee for Contractual Services was established to review Requests for Proposals prior to solicitation of bids and to review and approve contract awards by State departments and agencies.

ORGANIZATIONAL BACKGROUND: The Review Committee for Contractual Services was established November 20, 1973, by Executive Order of the Governor. The Committee consists of the State Controller, State Budget Officer, State Purchasing Agent and the Director of Central Computer Services who is designated chairman.

PROGRAM: From its inception in November, 1973, the Review Committee for Contractual Services has reviewed hundreds of State contracts and has assisted many State departments and agencies in the preparation of Requests for Proposals. That section of

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the Manual of Financial Procedures, issued by the Department of Finance and Administration, dealing with contractual services was revised and distributed to all State agencies.

BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, STATE DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3881

Established: 1957

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 153

Average Number of Full-Time Employees: 214

Authorized Employee Level: 220

Total Expenditure, Fiscal Year 1974: \$3,574,689

Organizational Units:

Planning and Development Division

Property Management Division

Construction Division

Property Records Division

Capitol Planning Commission

MAJOR GOAL: To provide the planning, development and construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex.

POWERS AND DUTIES: The Bureau of Public Improvements is authorized to plan and develop long range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to establish and maintain a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission.

The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the State's physical plant and in the locating of State buildings and other public improvements in the Capitol Area; to submit the completed plan to the Legislature for adoption; and to submit additions and amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan.

ORGANIZATIONAL BACKGROUND: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly-created Bureau of Public Improvements administered by a State Director of Public Improvements who was appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Division which, in keeping pace with the growth of the State

GENERAL GOVERNMENT

Government's physical plant, has evolved into an administrative entity almost equal to the Bureau itself. In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with responsibility for establishing and maintaining a master plan for the Capitol Area. Appointment of the State Director of Public Improvements was changed in 1972 to require the approval of both the Governor and the Council.

The Capitol Planning Commission, created in 1967 and placed within the Department of Finance and Administration in 1971, consists of five members appointed by the Governor for overlapping terms of five years. The Commission elects a chairman from its membership, and while the BPI serves as secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Commission must meet at least once every four months.

PROGRAM:

Construction Projects in the State Capitol Complex. Projects initiated by the Bureau of Public Improvements or continuing under its supervision during fiscal year 1974 include construction of the new State Parking Garage and the State Office Building, both of which are being designed and constructed under the Design/Build concept, the first time this innovative method of constructing a State facility has been attempted in the Capitol complex. Other projects include construction of the Maintenance Building and renovation of the heating system in the Capitol and of the former Maine Teachers Association Building and the Ray Building at the Augusta Mental Health Institute for use as office facilities.

Planning & Construction of State-Owned Facilities. The Bureau is presently involved in the planning process for approximately seventy projects with an estimated construction cost of \$20,000,000. During the year, the Bureau monitored the construction of forty projects with a total cost of approximately \$16,000,000.

A major program was initiated for the purchase of properties for the siting of both the State Parking Garage and the new State Office Building. During the past year, the Bureau was actively engaged in the purchase of twenty-five such properties.

The Bureau also serves as secretariat to the Capitol Planning Commission, and with the present and proposed construction within the Capitol complex, the Commission, along with the Bureau, has been very active in approval of these projects.

Planning & Construction of Public School Facilities. The Bureau was involved in the planning process for fifty-five school projects with an estimated cost of \$80,000,000, and is now monitoring the construction of sixty-five public school projects with a total construction cost of approximately \$33,000,000.

Statewide Maintenance and Repair Program. The Bureau is responsible for the implementation of the Statewide Maintenance and Repair Program with an appropriation amounting to \$500,000. It is also involved in various activities relative to legislation proposed and/or adopted by the Special Session of the 106th Legislature.

One of the more time-consuming responsibilities of the Bureau involves the allocation and assigning of space to the various agencies of State Government within the Capitol complex. The shortage of office space within the complex has become critical. Therefore, it is necessary to lease buildings for office use elsewhere in Augusta. During the last fiscal year, the Bureau reviewed and approved 127 leases.

FINANCES, FISCAL YEAR 1974:

Bureau of Public Improvements	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$12,252,237			\$336,766	\$12,589,003
Total Expenditures	3,315,509			259,180	3,574,689
NET	8,936,728			77,586	9,014,314
Unexpended Balance Forward	8,903,771			77,549	8,981,320
Unexpended Balance Lapsed	32,957			37	32,994

GENERAL GOVERNMENT

PROPERTY MANAGEMENT DIVISION

C. RICHARD LACASCE, ADMINISTRATOR OF PHYSICAL PLANT

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3151
Established: 1957 *Statutory Authority:* M.R.S.A., Title 5, Chapter 153
Average Number of Full-Time Employees: 198 *Authorized Employee Level:* 201
Total Expenditure, Fiscal Year 1974: \$2,997,994

Organizational Units:

Building Maintenance Division
Grounds Maintenance Section
Supplies and Equipment Storeroom

Housekeeping Section
Security Section
Telephone Office

MAJOR GOAL: To ensure a functional and pleasant working environment for the seat of Maine State Government.

POWERS AND DUTIES: Through the authority of the State Director of Public Improvements, the Property Management Division is responsible for the complete operation and maintenance of the buildings and grounds in the State Capitol complex; including new construction, renovations, repairs, space allocation and changes in office layout; electrical, mechanical, plumbing, painting and carpentry work; and grounds maintenance, service support, telecommunications, housekeeping and security.

ORGANIZATIONAL BACKGROUND: The Property Management Division of the Bureau of Public Improvements evolved from the original Superintendent of Public Buildings which was established in 1837, transferred to the Department of Finance and Administration in 1953 and abolished in 1957, to be replaced by the newly-created Bureau of Public Improvements with the two principal functions of public improvements and property management. The Division has since expanded to accommodate needs for craft labor, mechanical expertise and grounds, telecommunications and security personnel to operate and maintain an increasing number of State Government buildings, agencies and employees in the Capitol Area.

PROGRAM: During fiscal year 1974, the Property Management Division was involved in a continual moving of agencies, necessitating rearrangement of partitions and relocation of personnel in an effort to crowd more employees into smaller spaces. Major moves occurred in the Departments of Transportation, Agriculture and Personnel, in the Bureaus of Taxation, Purchases and Civil Emergency Preparedness, in the Motor Vehicle Division and on the third floor of the Capitol.

The Division installed a considerable number of new air conditioning systems, resulting in increased expenses of operation and repairs. New requirements for computer tie-ins necessitated the building and equipping of additional machine rooms and terminal centers. An unusually large number of roof problems arose because of a rainy winter and spring.

The relatively warm winter resulted in light snow removal requirements, but increased damage to yards, roads, lawns and trees. Tree planting and replacement programs were initiated as well as development of the grounds surrounding the Library-Museum-Archives Building.

The first phase of a divisional Maintenance & Service Building on Columbia Street was completed, which will accommodate some of the craft labor and grounds employees, and renovation of the former Maine Teachers Association Building for occupancy by the Executive Department was completed. The Division also had a heavy involvement in the acquisition of property, demolition of buildings and development of plans and specifications for renovations to the Capitol and Library-Museum-Archives Building and construction of the new State Office Building. Such additional purchases of property greatly expand the Division's areas of responsibility.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Property Management Division	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$10,386,954			\$311,537	\$10,698,491
Total Expenditures	2,754,724			243,270	2,997,994
NET	7,632,230			68,267	7,700,497
Unexpended Balance Forward	7,624,339			68,230	7,692,569
Unexpended Balance Lapsed	7,891			37	7,928

BUREAU OF TAXATION

ERNEST H. JOHNSON, STATE TAX ASSESSOR

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3851

Established: 1931 *Statutory Authority:* M.R.S.A., Title 5, Chapter 13; Title 36, Chapters 3, 105 (Subchapters II-A, II-B, V), 107-901

Average Number of Full-Time Employees: 178 *Authorized Employee Level:* 194

Total Expenditure, Fiscal Year 1974: \$4,383,307

Organizational Units:

Administrative Services Division

Excise Tax Division

Income Tax Division

Inheritance Tax Division

Sales Tax Division

Property Tax Division (abolished 7/1/74)

MAJOR GOAL: To provide revenues necessary to support Maine State Government through the assessment and collection of taxes as required by law.

POWERS AND DUTIES: The Bureau of Taxation, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Public Utility Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory (transferred to the Bureau of Property Taxation, effective July 1, 1974). In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, and exercises general supervision of local assessing officials (transferred to the Bureau of Property Taxation, effective July 1, 1974).

ORGANIZATIONAL BACKGROUND: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State. Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation.

GENERAL GOVERNMENT

PROGRAM:

General. The powers and responsibilities of the State Tax Assessor relating to property taxes were mandated by law to be transferred to the State Director of Property Taxation on or before July 1, 1975. Such transfer was made, effective July 1, 1974. Thus, the Property Tax Division of the Bureau of Taxation was abolished as of that date, and personnel, equipment and appropriations assigned to that Division were transferred to the new Bureau of Property Taxation.

Elderly Householders Tax and Rent Refund Act. This program was initiated in the fall of 1972. The grant formula was revised after the first year of operation, resulting in a reduction in the number of approved applications and an increase in average payment. In 1974, the grant formula was further amended to overcome factors which resulted in the disallowance of a substantial number of applications in the fall of 1973.

Elderly Householders Tax and Rent Refund Activity

Year Ending June 30:	1973	1974
Number of Applications Filed	17,597	17,778
Number of Applications Approved	15,943	13,468
Total Payments	\$1,658,589	\$1,973,793
Average Payment	\$ 104.03	\$ 146.55

FINANCES, FISCAL YEAR 1974:

Bureau of Taxation	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$4,881,389				\$4,881,389
Total Expenditures	4,383,307				4,383,307
NET	498,082				498,082
Unexpended Balance Forward	34,866				34,866
Unexpended Balance Lapsed	463,216				463,216

BUREAU OF PROPERTY TAXATION

RAYMOND L. HALPERIN, STATE DIRECTOR

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-2011

Established: 1973 *Statutory Authority:* M.R.S.A., Title 5, Chapter 13; Title 36, Chapters 4, 101-103, 105 (Subchapters I, II, III, IV, VI-IX), 107

Average Number of Full-Time Employees: 1 *Authorized Employee Level:* 4

Total Expenditure, Fiscal Year 1974: \$53,208

Organizational Unit:

State Board of Assessment Review

MAJOR GOAL: To improve the direction and application of all property tax laws in Maine at both State and local levels.

POWERS AND DUTIES: The Bureau of Property Taxation is authorized to direct, supervise and control the administration of all property tax laws in the State; to perform property tax assessment and collection functions (Tree Growth Tax) in the State's unorganized territory (wildlands); and to train and certify assessing officials, a certification program involving regulatory action.

ORGANIZATIONAL BACKGROUND: Property tax functions of the State originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State. These functions were assumed by the Bureau of Taxation of the new Department of

GENERAL GOVERNMENT

Finance in 1931 and continued, through the Bureau's Property Tax Division, until October 3, 1973, when the Bureau of Property Taxation of the Department of Finance and Administration was created, to be administered by the State Director of Property Taxation appointed by the Commissioner of Finance and Administration with the approval of the Governor and Council. Effective July 1, 1974, the Property Tax Division of the Bureau of Taxation was transferred, along with all of its resources and responsibilities, to the new Bureau.

Also established in 1973 was a State Board of Assessment Review which, for administrative purposes, was placed within the Bureau of Property Taxation, yet remains an independent tribunal. The Board consists of a chairman and a panel of not more than twelve associate members, all appointed by the Governor with the advice and consent of the Council, for terms of three years, and has jurisdiction of all appeals from decisions of assessors and local boards of assessment review.

PROGRAM: Since the Bureau of Property Taxation assumed no specific responsibility until July 1, 1974, its efforts during the past fiscal year have been directed towards the short-range goal of reorganizing the Property Tax Division which will provide the Bureau's basic personnel resources after July 1, and towards long-range plans dealing with the prospective powers and duties of the Bureau.

The functions of and the Property Tax Division itself were assimilated by the Bureau on July 1, 1974. In the process of assimilation, the organizational structure of the Division was altered significantly to produce the Bureau, the reorganization being based on a plan developed in cooperation with professional consultants and approved by the Department of Personnel.

Following implementation of the Bureau, a review and improvement of administrative procedures will be undertaken, its primary impact being in the Administrative Services Division. In fiscal year 1975, the Bureau's staff will grow to about forty-four personnel and have total expenditures of approximately \$568,374. For the next several years, the Operations Division will be involved in the creation and implementation of assessment districts throughout the State, while the training and certification program is being strengthened and improved to provide the high quality personnel to staff these districts.

FINANCES, FISCAL YEAR 1974:

Bureau of Property Taxation	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$118,750				\$118,750
Total Expenditures	53,208				53,208
NET	65,542				65,542
Unexpended Balance Forward	43,965				43,965
Unexpended Balance Lapsed	21,577				21,577

BUREAU OF ALCOHOLIC BEVERAGES

KEITH H. INGRAHAM, STATE DIRECTOR

Central Office: 10-12 Water Street, Hallowell 04347

Telephone: 289-3721

Established: 1933 *Statutory Authority:* M.R.S.A., Title 5, Chapters 13, 13-A; Title 28

Average Number of Full-Time Employees: 285

Authorized Employee Level: 316

Total Expenditure, Fiscal Year 1974: \$3,956,661

Organizational Unit:

State Liquor Commission

MAJOR GOAL: To provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages.

POWERS AND DUTIES: The Bureau of Alcoholic Beverages is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission,

GENERAL GOVERNMENT

having general charge of the office and records, employing personnel and making expenditures as necessary, and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores. The Commission is authorized to generally supervise the manufacturing, importing, storing, transporting and sale of all liquors; to make such rules and regulations as deemed necessary to exercise such supervision and administer, clarify, carry out, enforce and prevent violation of all laws pertaining to liquor; to control and supervise the purchase, importation, transportation and sale of alcohol and to make necessary rules and regulations; to issue and renew all licenses required by laws pertaining to liquor; and to hold hearings and act as a review board on liquor-related matters.

ORGANIZATIONAL BACKGROUND: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these early agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its informal Enforcement Division, were transferred to the newly-created Department of Public Safety.

PROGRAM: From the original eight liquor stores opened by the State Liquor Commission in 1934, the number of State stores being operated by the Bureau of Alcoholic Beverages increased to eighty-eight by the close of fiscal year 1974. Twenty of these stores have been converted to self-service operation, and voluminous handwritten reports of store operations have been eliminated through the installation of a data processing system. Also, a new Licensing Division has been established to improve service to the public.

Several legislative changes were recently enacted, having an effect on Bureau operations: on-premise Sunday Sales were authorized; off-premise Sunday sales were authorized, subject to November, 1974, referendum and local option; table wine sales were removed from State stores to private licensees; and the Kittery store was authorized to establish comparative competitive prices with respect to those of Maine's border states.

FINANCES, FISCAL YEAR 1974:

Bureau of Alcoholic Beverages	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,957,503				\$3,957,503
Total Expenditures	3,956,661				3,956,661
NET	842				842
Unexpended Balance Forward	0				0
Unexpended Balance Lapsed	842				842

MAINE INSURANCE ADVISORY BOARD

WILLARD W. LEHR, JR., CHAIRMAN
H. W. MCKOWEN, EXECUTIVE SECRETARY

GENERAL GOVERNMENT

Central Office: 31 Western Avenue, Augusta 04330

Telephone: 289-2341

Established: 1965

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 13-A, 152

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1974: \$307,310

MAJOR GOAL: To provide insurance advice to the State Government and administer all State insurance and self-insurance plans and programs.

POWERS AND DUTIES: The Maine Insurance Advisory Board is authorized to review annually the entire subject of insurance as it applies to all State property and activities; to develop and maintain accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; to recommend to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; to recommend a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and to provide insurance coverages for unusual or unique situations and conditions.

ORGANIZATIONAL BACKGROUND: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen-member committee established by the Governor and Council to make a comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE FIRE INSURANCE

Term: July 1, 1973 to July 1, 1974

Company: Various

Agency: The Dunlap Agency, Auburn

The current policies insure real and personal property in the amount of \$328,189,000 with a \$500,000 Deductible. Paid premiums for the term were \$170,301. It is interesting to note that ten years ago (7/1/64-65) the amount of insurance was \$136,110,000 with an annual premium of \$209,699.

During the past fiscal year, there were no insured losses. Losses paid from the Reserve Fund for Self-Insured Losses were \$38,069.

Ten Year Experience

Total Premiums \$1,985,086

Total Losses* 613,508

Loss Ratio 30.9%

*Does not include losses paid from Reserve Fund.

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The values of buildings and contents are updated annually and the Board maintains an on-going inspections program for fire prevention.

RESERVE FUND FOR SELF-INSURED LOSSES

The 102nd Legislature established a fund for self-insured losses and administrative guidelines to administer a program which would enable the State to take advantage of higher deductibles, thereby reducing the cost of fire insurance, while still maintaining a sound fiscal policy.

Balance on hand by statute, 7/1/73	\$1,512,565.22
Premium Savings Deposited	341,789.00
Investment Income	141,555.73
Total	\$1,995,909.95
Withdrawn During Fiscal Year	38,068.54
Balance, 6/30/74	\$1,957,841.41

These funds are invested by the State Treasurer as prescribed by statute.

STATE AUTOMOBILE FLEET LIABILITY

Term: September 8, 1973, to September 8, 1974
Company: Home Indemnity Company
Agency: The Dunlap Agency, Auburn
Limits: 100/300/35

Premiums (subject to audit)	\$169,738
Total Number of Units	3,943
Total Number of Reported Accidents	391
Losses Paid and Incurred to Date	\$77,267
Loss Ratio	45.5%
Premium Cost Per Unit	\$43.05
Dollar Loss Per Unit	\$19.59

*Above figures applicable as of 9/8/74

Ten Year Experience

Total Premiums	\$1,193,613
Losses Paid and Incurred	777,956
Loss Ratio	65.1%

The Board maintains an extensive file of the cause of accident and driver involvement and encourages defensive driving programs in an attempt to reduce both the number and severity of accidents.

STATE COMPREHENSIVE COMMERCIAL BLANKET BOND

Term: July 9, 1973, to July 9, 1974
Company: Maine Bonding & Casualty Company
Agency: John C. Paige Company, Portland
Limit: \$1,000,000

Number of Employees	14,960
Total Three-Year Premium (1972-1975)*	\$45,799
Number of Losses (1973-1974)	0
Losses Paid or Incurred (1973-1974)	0
Loss Ratio (1973-1974)	0

*Bond is written on a retrospective rating plan, thereby enabling the State to realize any premium savings developed by a good loss experience.

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This Bond covers all State employees and insures against loss by dishonesty, destruction and disappearance of money and securities, robbery and burglary and forgery, subject to a \$500 Deductible.

STATE AIRCRAFT FLEET

Term: August 6, 1973, to August 6, 1974
Company: International Aviation Underwriters
Agency: Turner, Barker & Company, Inc., Portland
Limits: Various

Premium	\$16,498
Total Number of Units	23
Total Number of Losses	0
Losses Paid or Incurred	0
Loss Ratio	0

Insurance coverages provided are Bodily Injury, Property Damage and Passenger Liability on all aircraft, and Hull insurance on all owned fixed wing aircraft.

Ten Year Experience

Premiums	\$171,944
Losses Paid	11,057
Loss Ratio	06.4%

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, the Board cooperates closely with the Department of Transportation, Maine State Police, University of Maine, Maine Maritime Academy and several other departments in setting up and administering additional required insurance coverages. At an increasing rate, State department heads are availing themselves almost daily of the Board's expertise to help solve their insurance problems. On one such occasion the Board's staff worked with the Department of Transportation and Insurance Services Office on a situation at the Maine State Pier; the net result was a savings in renovation costs of nearly \$140,000. Service such as this was not available prior to the establishment of the Maine Insurance Advisory Board.

FINANCES, FISCAL YEAR 1974:

Maine Insurance Advisory Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$313,440				\$313,440
Total Expenditures	307,310				307,310
NET	6,130				6,130
Unexpended Balance Forward					
Unexpended Balance Lapsed	6,130				6,130

GENERAL GOVERNMENT

STATE PERSONNEL BOARD
DEPARTMENT OF PERSONNEL

KENNETH D. ROBINSON, CHAIRMAN,
STATE PERSONNEL BOARD
NICHOLAS L. CARAGANIS, DIRECTOR OF PERSONNEL
RICHARD W. TRIPP, ASSISTANT DIRECTOR OF PERSONNEL

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-2821
Established: 1937 *Statutory Authority:* M.R.S.A., Title 5, Chapters 51-61
Average Number of Full-Time Employees: 25 *Authorized Employee Level:* 26
Total Expenditure, Fiscal Year 1974: \$370,639

Organizational Units:

Classification and Compensation Division	Records and Authorization Division
Career Management and Labor Relations Division	Public Service Careers
State Advisory Council on Personnel	Educational Leave Advisory Board

MAJOR GOAL: To promote effective service and economy in the offices and employment of the State Government and to provide a modern and comprehensive system of personnel administration in which positions, essentially alike in duties and responsibilities, are treated alike in pay and other personnel processes, and that fair and equal opportunity is afforded to all qualified citizens of the State to secure State employment on the basis of merit and fitness.

POWERS AND DUTIES: Through the authority vested in the State Personnel Board and Director of Personnel, the Department of Personnel is an independent service agency of State Government empowered to prescribe or amend rules and regulations, having the force of law upon the approval of the Governor, relative to eligible registers; classification of positions in the classified service; compensation plan; examination for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings; certification of payrolls; enforcement, through the Director, and investigations concerning the enforcement of the State's Personnel Law.

The Educational Leave Advisory Board was established to advise and consult with the Department of Personnel to review and authorize all educational leave requests from classified and unclassified State employees for durations of more than one week; to establish procedures for applying, processing and granting of such educational leave and adopt other rules and regulations as necessary; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATIONAL BACKGROUND: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. A State Advisory Council on Personnel was established in 1947, consisting of representatives of the Legislature, Executive Department, employees and the public, to give counsel and advice to the Board in relation to the administration of the merit system in State Government. In 1953, the State Personnel Board was expanded from three members to five members, including three members representing the

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public, appointed by the Governor with the advice and consent of the Council, for terms of four years; one State employee, elected for a two-year term by the Maine State Employees Association; and one State department head, elected for a two-year term by the other four members of the Board. One member was designated as chairman by the Governor. The basic Personnel Law remains intact today, modified only to reflect contemporary developments in the field of public personnel administration.

The Educational Leave Advisory Board, established in 1973, consists of three members, including the Director of Personnel as chairman, the Commissioner of Educational and Cultural Services, and one State employee appointed by the Governor with the advice and consent of the Council, for a term of three years.

PROGRAM: The State Personnel Board and Director of Personnel implement their statutory responsibilities through the several functional divisions of the Department of Personnel. Fiscal year 1974 has been a period of rapid change with significant developments in State and federal laws, rules and guidelines that have had an impact upon the operations of the Department and have altered the course of personnel administration.

Collective Bargaining. The enactment by the Special Session of the 106th Legislature of a bill extending collective bargaining rights to State employees represents the most significant development in the history of personnel administration in Maine since the inception of the merit system law itself. This law, which became effective June 28, 1974, permits bargaining on "*... all matters relating to the relationship between the employer and employees ... except those matters which are prescribed or controlled by public laws.*" The full effect of the law remains unknown at this time, but it is expected that a significant impact in personnel matters will be the result, with the attendant demand for even greater service in such matters, as wage and salary schedules, work schedules, vacation and sick leave, general working conditions and rules and regulations for personnel administration become the subject of collective bargaining.

Labor Relations. The advent of collective bargaining notwithstanding, the enlightenment of employees and the increased activities of employee representative groups has become apparent. "People problems" have and are expected to continue to occupy a substantial portion of the staff's time. Their complexity increases as they are influenced by State/federal regulations as they apply to wages, discrimination in employment, etc.

Civil Rights. The passage of the Civil Rights Act of 1964, amended by the Equal Opportunity Act of 1972, requires the State of Maine and the Department of Personnel to develop, implement and up-date a plan which insures fair and equal employment opportunity and non-discrimination in employment on the basis of sex, race, color, creed and national origin. This requires assurance that job specifications are job related, that career ladders are developed, that aggressive recruitment programs are conducted, that examinations are validated and that selection methods are free from bias. The Equal Employment Opportunity Commission, the Maine Human Rights Commission, and employee representative groups too have an interest in these areas and have added impetus to insure that the goals of these federal regulations are as nearly met as possible.

Wage Administration. Fiscal year 1974 has been the period during which at least three major events have taken place in the area of salary administration: federal wage/price controls, legislatively authorized pay adjustment, and 1974 amendments to the Fair Labor Standards Act (FLSA). With the wage/price controls now lifted and the salary adjustment implemented, the requirements of the FLSA remain to be implemented. Project staff have been engaged to interpret the guidelines of the Act and insure that its provisions are implemented.

Personnel Law and Rules. With the rapid changes that have taken place in the area of personnel administration, the timeliness of the State's Personnel Rules has become apparent to all. At the behest of government officials, employee groups and the like, a major revision of the rules has been undertaken, and finalization and implementation is to be expected during fiscal year 1975. Other significant changes in the law and rules that have occurred during the period include: a new educational leave law, revised State Employees Appeals Board law, revised veterans preference law, revised citizenship and residency law, and modified maternity leave rule.

Training. Probably the most important, yet most neglected area in personnel administration is that of training, although fiscal year 1974 has seen some significant develop-

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ments. The Department, through its Public Service Careers Program, has been able to offer some clerical skill training to State employees. The Intergovernmental Personnel Act, administered by the Bureau of Public Administration and the University of Maine, offers short-term, low-cost, career-oriented training courses to all government employees.

Data Systems. With more than 13,000 employees employed in more than 1,000 different occupational fields, nearly 15,000 applications for State employment, more than 30,000 personnel actions occurring during the year, and an estimated 60,000 personnel records on file, the need for computerization is obvious. With the cooperation of the Bureau of the Budget, Central Computer Services and other agencies, some progress is being made toward the conversion of some of these records, presently handled by manual processes, to data systems. The design of systems and programs, acquisition of special equipment, etc., remains to be done—this without the current availability of funds.

Classification and Compensation. The Federal Government, in November, 1973, imposed wage and price controls affecting salary actions which could be authorized. While reclassifications of positions were not affected, other types of salary increase were severely restricted. These controls necessitated the promulgation of new interim instructions governing classification and other procedures affecting State salaries.

The 106th Legislature authorized a two-increment salary increase to be effective for all State employees, the first increment to be effective in July, 1973, and the second in July, 1974. The salary schedule was recomputed and a revised compensation plan published for the first increment in July, 1973. Subsequently, the second increment effective date was advanced by legislative action to April 1, 1974, and the compensation plan was recomputed, printed and distributed to meet the revised effective date.

The Classification and Compensation Division, in October, 1973, found itself faced with some 3,000 classification actions pending. Because of the enormous workload imposed on the Division, the State Personnel Board declared a ninety day moratorium on all classification actions. During the period of the moratorium, approximately eighty percent of this backlog was reduced.

A review of position files was conducted by the Division jointly with the Bureau of the Budget to verify position counts authorized by the Legislature for all agencies supported by the General Fund. The review served to update Personnel and agency records and to provide an accurate count determination prior to budget submission for the next biennium. The project necessitated the services of one Personnel Technician and one Budget Analyst on a full-time basis for a period of six months.

The Division embarked on a project to computerize personnel records with a view to providing more efficient, timely services to the State departments which it serves. In addition, information not available now, but essential to collective bargaining, fair labor standards compliance and equal employment requirements will be available. Bonus benefits as a result of computerization will accrue to all agencies from the standpoint of continuing availability of current position and employee information, with specific benefit to the Bureau of the Budget, Bureau of Accounts and Control and Maine State Retirement System. Successful completion and implementation of this vital project hinges upon legislative funding.

The 1974 amendments to the Fair Labor Standards Act brought all State Government Employees under the provisions of the Act for the first time. Implementation required considerable research and development of revised pay procedures in order to meet the requirements of the Act. The goal of the Division is to have FLSA fully implemented by October 1, 1974.

During fiscal year 1974, the Division processed over 1,800 routine classification and reclassification actions. In addition, organizational review was conducted and positions were established for two new agencies involving 85 positions, the State Lottery Commission and Bureau of Property Taxation, and some 650 positions were audited in a major reorganization of the Bureau of Social Welfare, Department of Health and Welfare. The Division also was significantly involved with proposed reorganizations of the Bureau of Corrections and Pineland Center in the Department of Mental Health and Corrections, and development of a career ladder for the employees of the Augusta Mental Health Institute. In addition to these classification actions, more than 13,000 new-hires, transfers and promotions were processed.

Career Management and Labor Relations. Competitive examinations were conducted

GENERAL GOVERNMENT

by the Career Management and Labor Relations Division for 353 different classifications during the fiscal year. Of this number, 160 classifications were continuously open to general application, 95 classifications were open to general application for limited periods of time (two to three weeks), and 98 classifications were open to application on a promotional basis only.

The total number of applications received and processed was 14,622. Of this number, 12,757 were directed to competitive classifications, 1,443 were associated with appointments to non-competitive classifications and 422 were associated with project or emergency appointments and reclassification actions.

Approximately 6,033 written examinations were administered and scored for placement on registers. Of these examinations, 5,040 were conducted by the Department and 993 by branch offices of the Employment Security Commission. In addition, the Department administered 1,511 typing performance tests, 755 stenographic performance tests, 120 data entry performance tests, and organized and conducted Oral Interview Boards for 32 different classifications. Oral interviews for the classifications of State Police Trooper and Game Warden I involved a total of 152 candidates.

In the area of examination services, arrangements were made at the start of fiscal year 1974 with the Director of Testing, University of Maine, Orono, to utilize computer facilities for scoring and item-by-item analysis of selected written examinations. This approach to test construction and review is of great value, and it is hoped that more time, resources and effort can be directed to its continuation.

With the much appreciated assistance of agency supervisors and incumbents, twenty new written examinations were created and sixteen existing examinations were revised. Attempts were made to assure job-related content and appropriate levels of difficulty. Due to limitations of staff and resources, follow-up studies and statistical validation still remain desirable goals. As a result of technical services donated by Central Computer Services, a program was written which enables computerized scoring of data entry performance examinations.

During the latter part of the fiscal year, individual mailing of Career Announcements was discontinued and replaced with bi-weekly listings in three of the State's major newspapers. Certifications made during the year numbered 1,407.

Public Service Careers. In fiscal year 1974, the Public Service Careers program placed 25 disadvantaged persons into permanent State employment. Of these, 23 are still employed (19 of which have completed their six-month probationary period), a rate of success of 88% which is exceptionally high for a manpower program.

In addition to the employment and training of the disadvantaged, the program made available to the State its excess classroom and instructional capability and provided clerical skill training to nearly 300 State employees at minimal cost to the employing agencies (cost varies from one to ten dollars per person for approximately 50 classroom hours).

Public Service Careers also offered management analysis and special project services to the Department of Personnel in efforts to remove artificial barriers to employment and augment the departmental effort in general. Significant achievements in this area include the following:

1. Development of a new system of evaluating training and experience to provide a better qualitative measure of an applicant's ability than was previously available. This system is currently used to evaluate applicants for many technical positions in State service.

2. Development of correspondence courses available to State employees in outlying areas to assist them in preparation for advancement. This program is limited to clerical and supervisory areas.

3. Development of a new series of job specifications for Safety Engineers and Compliance Officers to be employed under the Occupational Safety and Health Act.

4. Development of necessary information and preparation of numerous reports to the federal Cost of Living Council and Office of Wage and Price Control to substantiate State of Maine compliance with wage control regulations. This was an extensive job and required new methods and procedures to derive the required information.

5. Numerous projects concerning the adoption of both collective bargaining by the State and the recent coverage of State employees under the Fair Labor Standards Act were accomplished.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

STATE PERSONNEL BOARD/ DEPARTMENT of PERSONNEL	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$288,491		\$107,501		\$395,992
Departmental Operations					
Transfers					
Federal Grants			63,441		63,441
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	288,491		170,942		459,433

Monies received and deposited to credit of the State	60				60
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EXPENDITURES					
Personal Services, Total:	244,187		49,360		293,547
Wages & Salaries	223,718		46,150		269,868
Retirement	20,469		3,210		23,679
All Other, Total:	21,992		50,760		72,751
Commodities	1,703				1,703
Grants, Subsidies, Pensions					
Contractual Services, Total:	20,250				20,250
Rents					
Computer Services	38				38
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	4,340				4,340
Buildings & Improvements					
Equipment	4,340				4,340
Purchases of Land					
TOTAL EXPENDITURES	270,519		100,120		370,639

SUMMARY

Total Funds Available	288,491		170,942		459,433
Total Expenditures	270,519		100,120		370,639
NET	17,972		70,822		88,794
Unexpended Balance Forward			70,822		70,822
Unexpended Balance Lapsed	17,972				17,972

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Fiscal year 1975 goals include the placement of approximately 36 disadvantaged individuals in permanent State employment and the training of another 300 State employees in clerical skills in the same manner as in the previous year. Preparations are now being completed for a new course covering basic supervisory techniques, to be offered to first line supervisors. This course will bridge a gap between the management and clerical training that is currently available. In addition, it is intended that the course provide an orientation to collective bargaining and guidance on employee-employer relations during the organizational phase of the implementation.

Goals and Objectives. The net effect of the foregoing seems to emphasize the need to re-examine and redefine the role or function of the Department of Personnel in the light of emerging federal and State laws as well as changing social, economic and political patterns. Efficiency and economy of State Government demand that the Department of Personnel assume a modern, dynamic role as the personnel agency of the State's largest employer. Critical to this role is the need for recognition by the Legislature and the Executive Department. Major initiatives of the Department during fiscal year 1975 will be to emphasize these needs and to secure the resources to further job and task analysis; continuous job and pay audits; examination construction, revision, research and validation; training and staff development; classified compensation study; automation of records procedures; Affirmative Action; and labor relations.

GENERAL GOVERNMENT

STATE EMPLOYEES APPEALS BOARD

SAMUEL SHAPIRO, CHAIRMAN

Central Office: 4 Pray Avenue, Waterville 04901

Telephone: 872-5820

Established: 1967

Statutory Authority: M.R.S.A., Title 5, Chapter 63

Total Expenditure, Fiscal Year 1974: \$9,689

MAJOR GOAL: To mediate grievances between employees of Maine State Government and its departments and agencies.

POWERS AND DUTIES: The State Employees Appeals Board is authorized to mediate the final settlement of all grievances and disputes between individual State employees, both classified and unclassified, and their respective State agencies, except in matters of classification and compensation; and to subpoena and require the attendance of witnesses and the production thereby of books, papers, public records and other documentary evidence pertinent to such investigation; and to promulgate operating policies and rules and regulations as necessary, establish organizational and operational procedures and exercise general supervision.

ORGANIZATIONAL BACKGROUND: The State Employees Appeals Board was established in 1967 as an impartial board of arbitration to consist of three members appointed by the Governor with the advice and consent of the Council, for terms of three years. Members must be persons not employed by the State of Maine who have established a background positively indicating a capacity to mediate grievances between management and labor, one of whom must be an attorney admitted to law practice in the State of Maine. Responsibility for investigation of unfair employment practices in Maine State Government was formerly a function of the State Personnel Board. The Board appoints a chairman from its members and employs such assistants as it may deem necessary.

PROGRAM: During fiscal year 1974, the State Employees Appeals Board increased its case load by 125% over the previous year. After collective bargaining is implemented, it is anticipated that its case load will increase by 400%.

In the past five years of the Board's existence, many grievances have been settled to the satisfaction of all concerned without the need for a formal hearing, resulting in an improvement of employee morale and in the relationship between the State employee and his administrative superior.

FINANCES, FISCAL YEAR 1974:

State Employees Appeals Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,700				\$9,700
Total Expenditures	9,689				9,689
NET	11				11
Unexpended Balance Forward					
Unexpended Balance Lapsed	11				11

GENERAL GOVERNMENT

**BOARD OF TRUSTEES,
MAINE STATE RETIREMENT SYSTEM**

WILLIAM G. BLODGETT, EXECUTIVE DIRECTOR
PHILIP R. GINGROW, ASSISTANT EXECUTIVE DIRECTOR

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3461

Established: 1941 *Statutory Authority:* M.R.S.A., Title 5, Chapters 101, 103

Average Number of Full-Time Employees: 30 *Authorized Employee Level:* 35

Total Expenditure, Fiscal Year 1974: \$473,368

Organizational Units:

Accounting Division

Retirement Claims Division

Actuarial Division

Group Life Insurance Division

Medical Board

MAJOR GOAL: To administer the Maine State Retirement System to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to operate the State's Group Life Insurance plan.

POWERS AND DUTIES: The Board of Trustees of the Maine State Retirement System is responsible for the general administration and proper operation of the System according to law, and of the State's Group Life Insurance Plan, Survivor Benefit Plan, Retirement Allowance Adjustments and the federal Social Security system as it applies to Maine's political subdivisions.

ORGANIZATIONAL BACKGROUND: A jointly-contributory State Employees' Retirement System of the State of Maine, administered by a three-member Board of Trustees, was first enacted in 1941. The Board was expanded to include five members in 1945 and to six members in 1947 when the Teachers Retirement Board, originally established in 1923, was abolished and its functions assumed by the State Employees' Retirement System. In 1949, the System was renamed Maine State Retirement System, and in 1953, its Board of Trustees was assigned administrative responsibility for the State's newly-authorized Group Life Insurance plan, in conjunction with an Advisory Council on Group Insurance. In 1967, membership of the Board was increased to seven members, and in 1972, the Advisory Council on Group Insurance was abolished.

The present seven-member Board of Trustees, each member serving for a term of three years, includes three members appointed by the Governor with the advice and consent of the Council; one member elected by the Maine State Employees Association; one elected by the Maine Teachers Association; one appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one selected by the foregoing members of the Board, who receives a retirement allowance through the System. The Board elects a chairman from its membership and appoints an Executive Director to perform administrative duties. A Consulting Actuary is employed under provision of the law, whose duties are to make all computations of benefits and to determine what appropriation requests shall be made of the Legislature to maintain the System in a solvent position. A Medical Board, consisting of three physicians not eligible to participate in the System, is also provided for under the law. This Board has a primary function of determining the validity of disability and service incurred disability claims.

PROGRAM: During fiscal year 1974, the Board of Trustees entered into a contract with Fiduciary Trust Company of New York for custody of the Maine State Retirement System's investments. The former custodian was First National Bank of Boston.

Retirement allowances processed during the year totaled 1,353 (State employees—593, teachers—521, local districts—239). As of June 30, 1974, there were 11,346 persons on

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

MAINE STATE RETIREMENT SYSTEM (Administration only)	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$350,674	\$68,229		\$ 7,923	\$426,826
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal				57,179	57,179
Private Contributions					
Sales					
Services & Fees				27,447	27,447
Other				3,416	3,416
Unexpended Balance Brought Forward	30,629				30,629
Adjustment of Balance Brought Forward	7				7
TOTAL FUNDS AVAILABLE	381,310	68,229		95,965	545,504

Monies received and deposited to
credit of the State

EXPENDITURES					
Personal Services, Total:	219,324				219,324
Wages & Salaries	198,486				198,486
Retirement	20,838				20,838
All Other, Total:	251,978				251,978
Commodities	3,736				3,736
Grants, Subsidies, Pensions					
Contractual Services, Total:	248,242				248,242
Rents	2,036				2,036
Computer Services	25,892				25,892
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	2,066				2,066
Buildings & Improvements					
Equipment	2,066				2,066
Purchases of Land					
TOTAL EXPENDITURES	473,368				473,368

SUMMARY

Total Funds Available*	381,310	68,229		95,965	545,504
Total Expenditures	473,368				473,368
NET	72,136				72,136
Unexpended Balance Forward	72,136				72,136
Unexpended Balance Lapsed					

*General Fund column includes \$68,229 of Other Special Revenue and \$95,965 of Other Funds, for which expenditure detail is not available.

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the retirement payroll (State employees—4,301, teachers—5,386, local districts—1,659). The amount of benefits totaled \$3,541,037 in June. Survivor benefit claims processed during the year totaled 37 (State employees—22, teachers—6, local districts—9). As of June 30, 1974, there were 589 persons on the Survivor Benefit payroll (State employees—341, teachers—136, local districts—111).

The 106th Legislature enacted legislation which changed the retirement formula for active members and retired persons. These changes permit retirement after 25 years of service regardless of age versus the former 30 years; a 1/50 factor applied to average final compensation versus 1/60; a \$100 per month minimum for 10 years service versus \$80; and a contribution rate by members of 6½% versus 5%. The legislation resulted in added benefits of 16 2/3% to retired State employees, teachers and those retired employees of local districts which have accepted this legislation. Legislation was enacted which placed the employer costs for State employee retirement on a current basis; that is, the actuarial percentage is applied to current payrolls when paid, whereas heretofore, historical salaries were used. The present method will provide for a more sound funding of employer costs.

During the fiscal year, there were two 5½% cost of living adjustments granted to retired persons, one on July 1, 1973, and one on May 1, 1974.

The Board of Trustees voted to enter into a contract with the firm of Paine, Webber, Jackson & Curtis to provide performance measurement services on the System's three investment managers, and to act as investment consultant to the Board. These services had been performed by this firm on a soft dollar basis, so-called because commissions on securities purchased for the fund by our investment managers were directed to PWJC as reimbursement for services.

The Board selected Claims Service International to review and investigate disability retirement applications, report the results of same and make recommendations to the System's Medical Board. For several years, the Board of Trustees has been concerned with the problems surrounding disability retirement claims, particularly those made on account of occupational injuries, and selected an independent organization with experience in this field to review these cases and make recommendations to the Medical Board and the Trustees, in the belief that the interests of the System and its members will be best served.

GENERAL GOVERNMENT

**BOARD OF TRUSTEES,
ACCIDENT AND SICKNESS OR HEALTH
INSURANCE PROGRAM**

COLBURN W. JACKSON, CHAIRMAN

Central Office: c/o Department of Health and Welfare, Augusta *Telephone:* 289-2886
04330

Established: 1968 *Statutory Authority:* M.R.S.A., Title 5, Chapter 13, Subchapter II

MAJOR GOAL: To obtain the best possible accident and sickness or health insurance coverage for active and retired employees of Maine State Government at the lowest possible cost.

POWERS AND DUTIES: The Board of Trustees, Accident and Sickness or Health Insurance Program, was established to administer the State employees' insurance program, including negotiating for rates and benefits, retaining professional consultants as deemed necessary to effect and administer agreements and contracts, and promulgating and publishing such regulations as may be necessary and proper to give effect to the intent, purposes and provisions of laws relating to the Program.

ORGANIZATIONAL BACKGROUND: The Board of Trustees, Accident and Sickness or Health Insurance Program, established in 1968, consists of five members, including two members appointed by the Maine State Employees Association; one retired State employee selected by the Presidents of the Chapters of the Retired State Employees Association; and two State employees appointed by the Governor with the advice and consent of the Council; all holding office for terms of three years. The Commissioner of Finance and Administration is an ex officio member of the Board who holds the master policy for the State employees' group insurance.

PROGRAM: During fiscal year 1974, the Board of Trustees met periodically to deal with the ongoing responsibilities connected with the operation of the State employees' Accident and Sickness or Health Insurance Program. The Board conducted negotiations with Blue Cross/Blue Shield and the Union Mutual Insurance Company in an attempt to avert or reduce a rate increase and considered and resolved individual problems encountered by employees enrolled in the plan. It investigated and discussed possible new and better methods of health insurance coverage, investigated and considered ways and means to improve present coverage (increasing the limits of Major Medical), voted to allow portability between the State employees, Maine Teachers Association and Maine Municipal Association group plans, which has been agreed upon and adopted by these groups. The Board researched the possibility of coverage for spouses and children of deceased active State employees and the possibility of a payroll deduction from Survivor Benefits for this purpose. Also, it contacted the Governor and the State Budget Officer relative to obtaining a full-time employee to handle the day-to-day affairs of the State employees' health insurance program.

The Board of Trustees received and expended no funds during the fiscal year.

GENERAL GOVERNMENT

MUNICIPAL VALUATION APPEALS BOARD

RAYNOR I. CROSMAN, CHAIRMAN

Central Office: Vickery-Hill Building, Chapel Street, Augusta 04330 *Telephone:* 289-2615

Established: 1969 *Statutory Authority:* M.R.S.A., Title 36, Chapter 101, Subchapter III

Total Expenditure, Fiscal Year 1974: \$8,537

MAJOR GOAL: To provide a place of appeal for municipalities aggrieved by the equalized valuation determined by the State Tax Assessor.

POWERS AND DUTIES: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the State Tax Assessor, provided the municipality files an affidavit within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which is final, no later than January 15th following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary; and to promulgate rules and regulations governing procedure before it.

ORGANIZATIONAL BACKGROUND: The Municipal Valuation Appeals Board, established in 1969, consists of five members appointed by the Governor with the consent of the Council, for terms of three years. Two members must be former town assessors who have served at least five years in that capacity; two members must be former city assessors who have served at least five years in that capacity; and one member must be other than a town or city assessor. The chairman is elected by the Board for a term of one year.

PROGRAM: The Municipal Valuation Appeals Board operates on a two-year program wherein it is difficult to separate the activities of those years. Appeals hearings are held during a three-month period, biennially, to coincide with the notice of proposed State valuation sent to the towns by the Bureau of Property Taxation. The alternate year is designated as a time for review, study and planning for future hearings. The activities for fiscal year 1974 were tied in with the hearings of both 1972 and 1974.

The Board provided hearings for twenty-three municipalities in 1972. Six other towns appealed their valuation and subsequently withdrew the appeals, while two requests were denied because they were received after the closing date for appeals. Of the twenty-three municipalities heard, the Board voted to alter the valuation of seven. As an added service in 1972, the Board traveled to Aroostook and Washington Counties to conduct hearings in those areas.

The process of a valuation appeals hearing is as follows:

1. The town's request for appeal must be received by the Board within thirty days after notice of State valuation, and is accompanied by an affidavit stating the town's grievances.

2. A hearing date is set; the Bureau of Property Taxation is notified; and the town is advised of ways to prepare for the hearing.

3. Present at the hearing are town officials, representatives from the Bureau of Property Taxation, and members of the Board. Other, such as officials of town industries and State representatives or senators, are often present and if the town intends bringing an attorney, the Bureau of Property Taxation will also bring one.

4. The town presents its case informally, and the State explains the reasons for the valuation. Finally, the Board questions both the town and State representatives and takes the case under advisement. If attorneys are present, they may or may not take an active part in the hearing.

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Upon the closing of the hearing period (October, November, December), the Board renders all decisions before January fifteenth and then enters into the second phase of the two-year program. Meetings, thereafter, are monthly, until time to prepare for the next period of appeals. These monthly meetings are used for study of the transcribed records of the hearings in an attempt to pinpoint the areas which suffer from problems such as:

1. Declining property value (loss of businesses, deterioration of buildings, trend from commercial to residential use.)

2. Agricultural reverses (crop failures, spruce budworm devastation.)

3. Shoreline inconsistencies (high valuation on sometimes inaccessible property.)

4. Poor local assessment (lack of trained assessors, need for revaluation.)

During fiscal year 1974, the Board also studied, through correspondence, the methods used by other New England states in dealing with state valuation problems. Several meetings included representatives from the Bureau of Property Taxation for the purpose of keeping the Board up-to-date with the various aspects of state valuation and for obtaining advance information as to the number of municipalities expected to request a hearing. The information gathered also helps the Board study the specific areas of discontent throughout the State. For example, fifty towns may be expected to question their State valuation in 1974 because of the new education tax.

Major expenditures in the agency are for per diem salaries, travel expenses for the Board and salary for a part-time secretary. Total expenditures for the hearings year (1973 fiscal) were \$13,277, with the expenditures of fiscal year 1974 at \$8,537.

Members of the Municipal Valuation Appeals Board plan, as soon as feasible, to travel to the other New England states for conferences on valuation appeals. These plans were postponed in 1974 because of the energy crisis. Additionally, the Board believes it would be valuable to view, before the hearings, the towns which are appealing their valuations. This would familiarize members of the Board with the size and appearance of the town and with the geography of the area.

Board members frequently discuss with inquiring taxpayers the valuation appeals process and have spoken to groups desiring information about the purpose and functions of the Board. It is a goal of the Municipal Valuation Appeals Board to provide fair hearings to towns appealing their State valuation, and to be as well prepared as possible for doing this.

FINANCES, FISCAL YEAR 1974:

Municipal Valuation Appeals Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$18,685				\$18,685
Total Expenditures	8,537				8,537
NET	10,148				10,148
Unexpended Balance Forward					
Unexpended Balance Lapsed	10,148				10,148

GENERAL GOVERNMENT

MAINE MUNICIPAL BOND BANK

CLIFFORD L. ANDREASEN, EXECUTIVE DIRECTOR

Central Office: Local Government Center, Community Drive, *Telephone:* 622-9386
Augusta 04330

Established: 1972 *Statutory Authority:* M.R.S.A., Title 30, Chapter 241, Article 3-A

Average Number of Full-Time Employees: 1

Total Expenditure, Fiscal Year 1974: \$142,563

MAJOR GOAL: To reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues.

POWERS AND DUTIES: The Maine Municipal Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the bond bank then offers to the national market.

ORGANIZATIONAL BACKGROUND: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor with the advice and consent of the Council, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: The initial Maine Municipal Bond Bank bond offering was made on July 11, 1973, and was followed by a second issue sold on March 20, 1974. Specifics on those issues are as follows:

Amount of Issue	No. of Units Included	Net Interest Cost	Rating	
			Moody	Standard Poor
\$10,305,000				
Series A	4	4.96%	Aa	AA
Series B	10	5.24%	Aa	AA
\$11,870,000	10	5.34%	Aa	AA

Issuance costs to date have averaged \$56,041 per issue, or \$5.05 per \$1,000 bond. Although very favorable, the costs are somewhat inflated due to certain one-time costs which are included.

The Bond Bank expects to market two bond issues per year totaling about \$25,000,000 for the next several years. Acceptance of the Bond Bank program by governmental units, and cooperation and support from financial institution, legal and accounting firms and governmental agencies has been gratifying.

In addition to providing a reasonable alternative marketing for the bonds of governmental units, the Bond Bank plans to broaden service to assist such units, especially the smaller units, with their long-range financial plans and debt management problems.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

Maine Municipal Bond Bank*	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$186,008	\$186,008
Total Expenditures				142,563	142,563
NET				43,445	43,445
Unexpended Balance Forward				43,445	43,445
Unexpended Balance Lapsed					

*No State funds are involved in administration of the Bond Bank; financial data is based upon independent income covered by bond premiums and investments.

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: State Capitol, Augusta 04330

Telephone: 289-3386

Established: 1971 *Statutory Authority:* Private and Special Laws, 1971, Chapter 131

Total Expenditure, Fiscal Year 1974: \$192

MAJOR GOAL: To determine a compact defining and ascertaining the common, lateral, marine boundary of Maine and New Hampshire from Portsmouth Harbor to the Isles of Shoals, and to the limits of States Jurisdiction.

POWERS AND DUTIES: The Interstate Boundary Commission is authorized to establish principles respecting the location of the common, lateral, marine boundary between the States of Maine and New Hampshire; to reach a mutual agreement if possible; and to reduce the same to the writing of a firm compact to be approved by the respective Legislatures.

ORGANIZATIONAL BACKGROUND: The Interstate Boundary Commission was created by Private and Special Law in September, 1971. The Commission on the part of the State of Maine is comprised of three Commissioners appointed by the Governor with the advice and consent of the Council, their terms to expire October 1, 1974 if they are unable to reach agreement with the commissioners appointed by the State of New Hampshire.

PROGRAM: Through a series of exploratory meetings conducted simultaneously with a historical and background search by interested departments of the Maine State Government and with a search for legal precedence, the limits of the agreement were determined. As the study and negotiations progressed, the State of New Hampshire sued the State of Maine. At this point, the matter became subject to the due process of law and the procedures of the United States Supreme Court.

In preparation for the trial and through constant prodding by the Supreme Court, the stalemated situation was broken by decision for a compact type agreement which was forthcoming and subject to U.S. Supreme Court decree. The respective State authorities are progressing to an agreement.

FINANCES, FISCAL YEAR 1974:

Interstate Boundary Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,481				\$7,481
Total Expenditures	192				192
NET	7,289				7,289
Unexpended Balance Forward	7,289				7,289
Unexpended Balance Lapsed					

GENERAL GOVERNMENT

STATE LOTTERY COMMISSION

PETER J. GORMAN, CHAIRMAN
CHRISTO ANTON, DIRECTOR OF STATE LOTTERIES

Central Office: 11 Parkwood Drive, Augusta 04330

Telephone: 289-2081

Established: 1973

Statutory Authority: M.R.S.A., Title 8, Chapter 14

Average Number of Full-Time Employees: 35

Authorized Employee Level: 52

Total Expenditure, Fiscal Year 1974: \$177,625

MAJOR GOAL: To develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State Government.

POWERS AND DUTIES: The State Lottery Commission was established to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes and operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor and the Council, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATIONAL BACKGROUND: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor with the advice and consent of the Council, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January, 1974.

The Director of State Lotteries is appointed by the Governor with the advice and consent of the Council, to serve a term coterminus with that of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: A professional lottery consulting firm was selected by the State Lottery Commission in April of 1974, and the selection of an advertising agency proceeded in late April of 1974. A period of ten weeks was dedicated to the implementation of the Maine State Lottery. The Director, with the consent of the Commission, assembled a staff of thirty-two selected through the State personnel system, contracted for office space with the approval of the Bureau of Public Improvements and procured equipment, printing and furnishings through the guidelines set up by the Bureau of Purchases. Ticket sales started on June 18, 1974. Many legal obstacles arose just prior to the start of ticket sales that threatened postponement of the projected start of sales. Since delay in the selling of lottery tickets would have created a substantial loss of revenue to the State, alternative merchandising plans were developed which enabled sales to begin on schedule.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1974:

MAINE STATE LOTTERY COMMISSION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:				\$400,000	\$400,000
Departmental Operations					
Transfers				400,000	400,000
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE				400,000	400,000

Monies received and deposited to credit of the State	\$80,754				80,754
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EXPENDITURES					
Personal Services, Total:				30,638	30,638
Wages & Salaries				28,124	28,124
Retirement				2,514	2,514
All Other, Total:				146,987	146,987
Commodities				17,692	17,692
Grants, Subsidies, Pensions					
Contractual Services, Total:				129,295	129,295
Rents				7,632	7,632
Computer Services				1,719	1,719
Transfers to Other Funds					
Other					
Capital Expenditures, Total:					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURES				177,625	177,625

SUMMARY

Total Funds Available				400,000	400,000
Total Expenditures				177,625	177,625
NET				222,375	222,375
Unexpended Balance Forward				222,375	222,375
Unexpended Balance Lapsed					

STATE
POLICY
AREA **04**

Economic Development

Department of Agriculture
Department of Business Regulation
Department of Commerce and Industry
Department of Marine Resources
Public Utilities Commission
Other Independent Agencies, Boards and Commissions



ECONOMIC DEVELOPMENT

DEPARTMENT OF AGRICULTURE

MAYNARD C. DOLLOFF, COMMISSIONER
PAUL J. EASTMAN, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-3871

Established: 1852

Statutory Authority: M.R.S.A., Title 7; Title 8, Chapter 11; Title 10, Chapters 305, 309, 501, 503; Title 12, Chapter 1; Title 13, §§ 1953-1965; Title 17, Chapter 43; Title 22, Chapters 258, 551 (Subchapter I), 564; Title 26, §§ 580-581; Title 32, Chapters 27, 29 (Subchapter I), 61, 71 (Subchapter II); Title 36, Chapters 701, 705, 707, 709, 713.

Average Number of Full-Time Employees: 277

Authorized Employee Level: 351

Total Expenditure, Fiscal Year 1974: \$5,637,048

Organizational Units:

Division of Administration
Division of Departmental Services
Division of Animal Industry
Division of Animal Welfare
Division of Plant Industry
Division of Inspections
Division of Markets
Division of Promotions
Maine Milk Commission
Maine Dairy Council Committee
Maine Milk Tax Committee

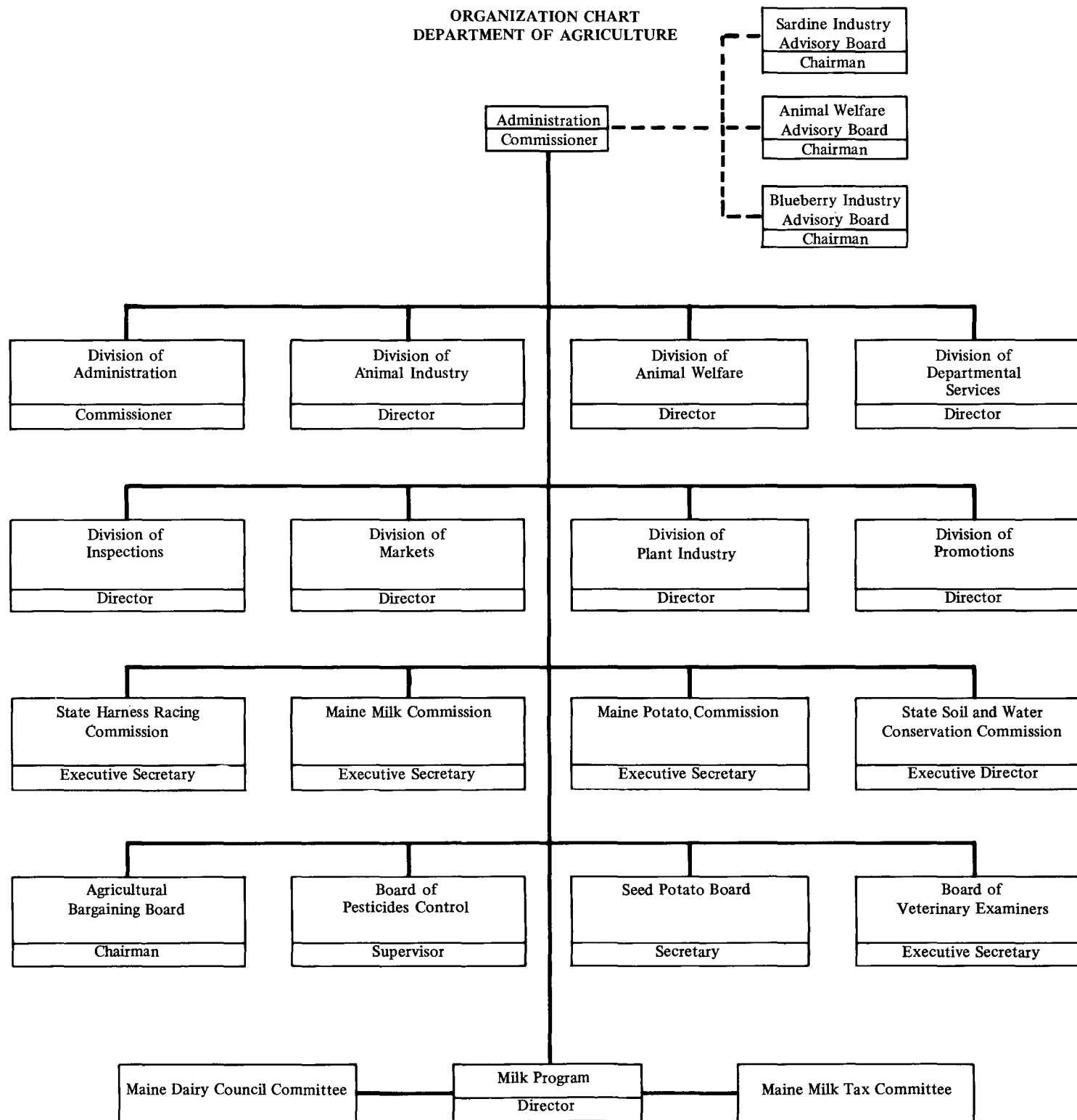
Maine Potato Commission
Seed Potato Board
Board of Pesticides Control
Animal Welfare Advisory Board
Blueberry Industry Advisory Board
Blueberry Industry Advisory Committee
Sardine Industry Advisory Board
State Soil and Water Conservation Commission
Board of Veterinary Examiners
State Harness Racing Commission
Agricultural Bargaining Board

MAJOR GOAL: To improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the fullest possible development of the natural resources of the State.

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

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

ORGANIZATION CHART
DEPARTMENT OF AGRICULTURE



ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Department of AGRICULTURE	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,837,213	\$ 4,500	\$ 1,800	\$	\$1,843,513
Departmental Operations	1,829,711				1,829,711
Transfers	7,502	4,500	1,800		13,802
Federal Grants			83,401		83,401
County & Municipal		13,301		9	13,310
Private Contributions		35,705		336,011	371,716
Sales		1,575,442	578,399	56,027	2,209,868
Services & Fees		1,181,863		255,913	1,437,776
Other	12,965	909,611	72,264	199,952	1,194,792
Unexpended Balance Brought Forward	(1,554)	159	99	56	(1,240)
Adjustment of Balance Brought Forward	1,848,624	3,720,581	735,963	847,968	7,153,136
TOTAL FUNDS AVAILABLE					

Monies received and deposited to credit of the State		2,814,731	661,799	621,643	4,098,173
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EXPENDITURES	1,055,142	1,300,124	663,476	116,857	3,135,599
Personal Services, Total:	967,361	1,195,836	607,964	107,031	2,878,192
Wages & Salaries	87,781	104,287	55,513	9,826	257,407
Retirement	644,096	1,346,264	38,249	401,633	2,430,242
All Other, Total:	47,960	54,658	792	51,316	154,727
Commodities	82,313	643,111		34,372	759,797
Grants, Subsidies, Pensions	513,823	632,201	37,457	88,491	1,271,972
Contractual Services, Total:	7	13,030	51	1,622	14,710
Rents	46				46
Computer Services		16,293		17,035	33,328
Transfers to Other Funds				210,418	210,418
Other	31,188	18,906	247	20,865	71,207
Capital Expenditures, Total:				6,753	6,753
Buildings & Improvements	31,188	18,906	247	14,112	64,453
Equipment					
Purchases of Land					
TOTAL EXPENDITURES	1,730,426	2,665,294	701,973	539,355	5,637,048

SUMMARY

Total Funds Available	1,848,624	3,720,581	735,963	847,968	7,153,136
Total Expenditures	1,730,426	2,665,294	701,973	539,355	5,637,048
NET	118,198	1,055,287	33,990	308,613	1,516,088
Unexpended Balance Forward	47,154	1,055,287	33,990	308,613	1,445,044
Unexpended Balance Lapsed	71,044				71,044

ECONOMIC DEVELOPMENT

Concurrent with the Board was a State Cattle Commissioner established in 1887, the duties of which were granted a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board was created in 1905. The State Entomologist came into being in 1907, with the title changed to State Horticulturist in 1911. The position of Crop Pest Commissioner was established in 1915 and continued until 1931.

Five of the present eight divisions came into being in 1919. The other three divisions are less than 10 years old. The Milk Control Commission (now Maine Milk Commission) was created in 1935, the State Racing Commission (now Harness Racing Commission) in 1935, Potato Tax Committee (now Potato Commission) in 1941, Soil Conservation Committee and Districts (now Soil and Water Conservation Commission) in 1941, Seed Potato Board in 1945, Maine Milk Advisory Committee (now Maine Dairy Council) in 1949, Maine Milk Tax Committee in 1953, Board of Pesticides Control in 1965, Division of Promotions in 1967, and Division of Animal Welfare in 1974. The above named Boards, Commissions and Committees were placed under the Department by State Government reorganization acts of 1972-1974.

PROGRAM: Departmental activities during the 1973-74 fiscal year ranged from the installation of a new electronic milk testing program, utilizing a Milko-Tester for measuring the butterfat content of milk, to creation of a Division of Animal Welfare to administer the State's cruelty to animals laws.

Legislation creating the Division of Animal Welfare was one of a number of bills affecting the work of the Department. Both the Board of Pesticides Control and the Board of Veterinary Examiners were transferred to the Department of Agriculture, a uniform weights and measures law was enacted, and the Maine Agricultural Marketing and Bargaining Act created a bargaining board within the agency. In addition, the Department reassumed responsibility for the State of Maine building at the Eastern States Exposition, and in the face of rising milk costs and prices, the Legislature eliminated the Milk Commission's "bracketing" method for setting retail prices and called for pricing by size and type of milk container.

Significant regulatory activities included inspection and certification of 52,000 acres and 2.3 million hundredweight of seed potatoes; greater emphasis on drug control at harness racing meets; the monitoring of the spruce budworm spraying program on 430,000 acres of forest lands; and the review and evaluation of over 550 land use project applications for the Department of Environmental Protection and the Land Use Regulation Commission.

Among its program and promotional activities, the Department entered into contract with the State's poultry industry to test for pullorum disease; was designated the State "lead agency" and embarked on a \$60,000 federal-state cooperative enforcement program under the Federal Environmental Pesticide Control Act; established a two- and three-year old colt program under the Harness Racing Commission; and through special commodity taxes, supported continued research work for potatoes at the University of Maine, held nutrition (milk) education workshops for teachers, nurses and the general public, and maintained active promotion programs for milk and potatoes.

During the fiscal year, the Seed Potato Board's test operations in Florida and Aroostook County were the most financially profitable in the Board's history.

DIVISION OF ADMINISTRATION

MAYNARD C. DOLLOFF, COMMISSIONER

MAJOR GOAL: To provide administrative direction to the Department of Agriculture.

POWERS AND DUTIES: The primary responsibilities of the Division of Administration are to administer all laws relative to the Department, hold hearings, promulgate necessary rules and regulations, prepare the budget, employ personnel, make investigations, prosecute violations of the law, and all other powers and duties pertaining to the administration of a State department.

ECONOMIC DEVELOPMENT

ORGANIZATIONAL BACKGROUND: The Division of Administration was created in 1919, and consists of the office of the Commissioner of Agriculture.

PROGRAM: During the last fiscal year, the Department of Agriculture participated in a pilot project on program budgeting and worked toward an internal reorganization of its administrative functions.

FINANCES, FISCAL YEAR 1974:

Division of Administration	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$152,905	\$5,909	\$6,860	\$247,789	\$413,463
Total Expenditures	44,885	1,208	6,452	225,609	278,154
NET	108,020	4,701	407	22,180	135,308
Unexpended Balance Forward	46,795	4,701	407	22,180	74,083
Unexpended Balance Lapsed	61,225				61,225

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF DEPARTMENTAL SERVICES

MAJOR GOAL: To provide departmental services of management and budget, personnel services, information services and research.

POWERS AND DUTIES: The primary responsibilities of the Division of Departmental Services are to assist the Commissioner of Agriculture in his administrative responsibilities to prepare the budget, coordinate purchases and use of all Department equipment and to gather and publish statistics and other information concerning Maine agriculture.

ORGANIZATIONAL BACKGROUND: The Division of Departmental Services is not yet a structured division. It was established as a budgetary account in 1973 in anticipation of internal reorganization which will ultimately draw together into one structure the activities indicated above.

PROGRAM: During fiscal year 1974, the Department established the Division of Departmental Services as the first step in internal reorganization to draw together all of those service functions which pertain to management and budget, publicity, motion picture production and distribution, and statistical and economic research.

In addition to such responsibilities as budget preparation and control and accounting, the publicity representative participated in the dissemination of information pertaining to all major agricultural activities of the State, and assisted in the planning and conduct of such farm programs as the Broiler Festival and Maine Farm Days.

During the year, films produced and distributed by the Motion Picture Service were shown more than 7,000 times in schools and 1,500 times as public service broadcasts on TV stations. The Department's own film library consists of 15 agriculturally oriented motion pictures, and a new film, "Nature's Blueberry Land," was produced during the past year. In addition, the Service inspected and repaired 6,000 films for other State agencies.

The Research Section, as an adjunct to its ongoing work of monitoring and compiling statistics of agriculture and answering inquiries, was involved in the Maine Management and Cost Survey, legislative coordination, interim administration of the newly created Division of Animal Welfare, liaison with governmental agencies and agricultural groups for such activities as occupational safety and health, land use policy, transportation, and feed grain rates, and departmental reorganization.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Division of Departmental Services	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$165,951	\$4,970			\$170,921
Total Expenditures	165,951	582			166,533
NET	0	4,388			4,388
Unexpended Balance Forward		4,388			4,388
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF ANIMAL INDUSTRY

JOHN A. SMILEY, DIRECTOR

MAJOR GOAL: To protect the public from sick, injured, stray or dangerous domestic animals by providing the professional and technical direction necessary to safeguard animal health, prohibit the spread of disease, and control stray or abandoned animals within the State.

POWERS AND DUTIES: The primary responsibilities of the Division of Animal Industry are to prevent, control and eradicate contagious diseases among domestic animals of the State; to maintain fair and equitable practices in the buying and selling of livestock and poultry and to suppress practices in such transactions which tend against the elimination of diseased and unfit animals; to supervise and maintain the State-federal laboratory; to administer State laws relating to the licensing of dogs, boarding kennels and pet shops and to damage by dogs or wild animals; and to assist the Secretary of the Board of Veterinary Examiners.

ORGANIZATIONAL BACKGROUND: The Division of Animal Industry was established in 1919 as a unit in the Department of Agriculture, with responsibilities of disease control of livestock and poultry in the State. The Board of Veterinary Examiners was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

PROGRAM: Significant among the many activities of the Division of Animal Industry are the following;

Control of Livestock Diseases. The Division provides professional and technical direction necessary to control livestock and poultry diseases and supervises veterinarians in surveillance programs to amply protect livestock and poultry. Programs included are concerned with animal diseases such as brucellosis, tuberculosis, equine infectious anemia, pullorum-typhoid, and all other reportable diseases.

Production and Pullet Test. The purpose of this program is to evaluate phase feeding from brooding through the growing period into the production period, with emphasis expressed on feeding different levels of protein. Results will determine feed cost, production cost and over-all profit evolution.

Dog License Administration. The Division provides each of the 496 municipal clerks with licenses and tags to license the more than 87,512 dogs and 1,033 kennels in the State; supervises the payment of livestock and poultry claims; supervises the payment of dog boarding claims; and provides technical direction necessary to carry out rules and regulations relating to pet shops and shelters.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities, as well as assistance to agriculture fairs receiving monies from stipend funds and facilities improvements funds.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Division of Animal Industry	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$347,709	\$43,770	\$3,920		\$395,399
Total Expenditures	347,709	30,844	8,117		386,670
NET	0	12,926	(4,197)		8,729
Unexpended Balance Forward		12,926	(4,197)		8,729
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF ANIMAL WELFARE

DANIEL HARLAN, INTERIM SUPERVISOR

MAJOR GOAL: To enforce the State "Cruelty to Animals" statutes, and to cooperate with humane societies and other interested citizens in developing programs for the proper and humane treatment of animals.

POWERS AND DUTIES: The primary responsibilities of the Division of Animal Welfare are to administer the "Cruelty to Animals" laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in the courts. Its authority also includes the power of arrest to prevent acts of cruelty, taking animals into custody when authorized by court order, taking liens upon animals so taken, promulgation of rules and regulations, the appointment of State Humane Agents, and the naming of an Animal Welfare Advisory Board.

ORGANIZATIONAL BACKGROUND: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the "Cruelty to Animals" laws. Persons desiring to be Agents were, upon approval, licensed for four years by the Governor and Council.

In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State. The 27 part-time Agents already licensed continued under the new law.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve in the field, and an office secretary. Only the secretarial position was filled during the 1974 fiscal year. A staff assistant in the Department served as interim supervisor of the Division.

PROGRAM: The major activities during fiscal year 1974 were primarily organizational in nature. Much of this was concerned with the assimilation of the 27 part-time State Humane Agents, already licensed, into the Division, and the recruitment of a Director and two District Agents.

The 23 agents who reported activities between January 1 and June 30, 1974, investigated approximately 850 complaints of cruelty. The amount paid out for wages totalled \$4,536.80 and for traveling expenses \$2,702.55.

Immediate goals, upon final recruitment of staff, include 1) promulgation of rules and regulations pursuant to the laws and guidelines for agent activities, 2) establishment of training programs for agents, 3) review of statewide enforcement needs, with emphasis on the planned placement of well-trained part-time Agents to supplement the work of full-time staff Agents, and 4) a review of present cruelty to animals statutes and the possible need for the enactment of a model animal welfare law for the State of Maine.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Division of Animal Welfare	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$12,609				\$12,609
Total Expenditures	12,609				12,609
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Forward					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF PLANT INDUSTRY

PAUL J. EASTMAN, DIRECTOR

MAJOR GOAL: To protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees.

POWERS AND DUTIES: The primary responsibilities of the Division of Plant Industry are to enforce the statutes and promulgate regulations relating to inspection of nurseries, orchards, fields and gardens; inter-state transportation of plant stock; certification of seed potatoes; and bees and bee keepers; and to the quarantine, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

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

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

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. 52,159 acres of potatoes were inspected in the field, and about 2,300,000 cwt's of seed potatoes were inspected prior to shipment in fiscal 1973-74.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers was handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

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

FINANCES, FISCAL YEAR 1974:

Division of Plant Industry	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$65,133	\$471,134			\$536,267
Total Expenditures	65,133	275,589			340,722
NET	0	195,545			195,545
Unexpended Balance Forward		195,545			195,545
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

ECONOMIC DEVELOPMENT

DIVISION OF INSPECTIONS

CLAYTON F. DAVIS, DIRECTOR

MAJOR GOAL: To ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws.

POWERS AND DUTIES: The primary responsibilities of the Division of Inspections are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and pesticides, ensuring registration of economic poisons; and to perform the duties of the State Sealer of Weights and Measure.

ORGANIZATIONAL BACKGROUND: The Division of Inspections was created in 1919, its name changed to Division of Consumer Protection in 1967 and the original designation restored by the 1972 State Government reorganization Act.

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

The Sardine Industry Advisory Board was created in 1955 to advise and consult with the Commissioner of Agriculture on matters affecting the grading and quality of sardines.

PROGRAM:

Weights and Measures. The Division's section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. The State standards of weights and measures were certified again this past year by the National Bureau of Standards through their Laboratory Auditing Program. Since the National Bureau of Standards will no longer periodically certify the primary State standards, participation in this program permits controls to be maintained not only on the standards, but on the calibration equipment used and on the performance of the metrologist so that statutory requirements can be met.

Economic Poisons. Many changes are in the making concerning pesticide regulation. In October, 1972, Congress enacted the Federal Environmental Pesticide Control Act of 1972. This Act is actually an amendment to the previous Federal Insecticide, Fungicide, Rodenticide Act (FIFRA).

The federal Act, as amended, now requires, according to specific time tables, that all pesticides be registered federally whether for interstate or intrastate distribution. Prior to this, all products manufactured and sold within the State required registration only at the State level. The amended law also requires a state to submit a State Plan (based on certain guidelines) for approval and certification by the Administrator of the Environmental Protection Agency, Washington, D.C. The first requirement is to have the Governor of each state designate an agency within the state to be the lead agency. In Maine, the Department of Agriculture has been so designated.

Meat Inspection. The list of custom operators numbers 40, of which 24 include slaughtering in their activities. During the biennium, there has been much improvement in the facilities and operations of the custom operations with several newly constructed establishments. In the inspected plants, there has been much refinement of inspection techniques and improvements in the facilities and operations.

Four inspectors were sent for training in the formal Federal Training Program with much benefit being realized both in their knowledge and performance and the upgrading of operations in the various inspected establishments.

Milk. A new electronic milk testing laboratory has started operation. The equipment includes a Milko-Tester for measuring the butterfat percentage in milk. At present, approximately 14,000 samples of milk are being tested per month. This program is carried on jointly with Dairy Testing Inc. The majority of the samples are tested for D.H.I.A. with two handlers having payment samples done on the Milko-Tester. More are expected soon.

A Cyroscope has been purchased and used in connection with the Milko-Tester. All fresh milk samples not meeting minimum fat requirements are screened for added water.

ECONOMIC DEVELOPMENT

Sardines. Four sardine plants have installed cutting machines and are cutting large herring in bite size and packing them in one quarter cans in five different flavored sauces. They are called Herring Steaks, and it give the plants a good outlet for the large herring. If the shortage of herring continues, it is possible that more plants will install the cutting machines and pack more of this product.

The overall outlook on the sardine industry at the present time is rather disheartening because of the scarcity of the proper size herring and the standards set by the Environmental Protection Agency on the treatment of solid waste. The sardine industry is being faced with an expensive change. By 1975, the EPA asks that all plants stop dumping solid waste into open waters and to have treatment plants ready or in operation. This places a tremendous burden on the plants, and it still remains a question as to how many will be able to comply with the law.

General Food Inspection. Another of the responsibilities of the Division is the supervision of the salvage operation of foods that have been involved in a fire. The Division was involved with several small fires and one large fire that involved two million pounds of frozen french fried potatoes and small quantities of strawberries and blueberries.

FINANCES, FISCAL-YEAR 1974:

Division of Inspections	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$452,948	\$424,489	\$725,183		\$1,602,620
Total Expenditures	452,948	248,820	687,404		1,389,172
NET	0	175,669	37,779		213,448
Unexpended Balance Forward		175,669	37,779		213,448
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF MARKETS

CARL H. WATTS, DIRECTOR

MAJOR GOAL: To grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis.

POWERS AND DUTIES: The primary responsibilities of the Division of Markets are to inspect fruits and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; to inspect eggs at various packing plants; and to enforce the Branding Law with respect to various agricultural products.

ORGANIZATIONAL BACKGROUND: The Division of Markets was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts who shall work in conjunction with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products.

PROGRAM:

Potato Inspection. The Division of Markets maintains an office in Caribou where 98% of the Shipping Point Potato Inspection Program is carried out. This office is manned by a Chief Potato Inspector, three Produce Inspector Supervisors and three Clerks, plus upwards to 43 Shipping Point Inspectors throughout Aroostook County who inspect potatoes at various loading points by drawing samples at various locations in the load and examining them for grade, size and condition. Potatoes are shipped either in rail cars or trailer trucks. This work is requested by the applicant and the applicant pays a fee for

ECONOMIC DEVELOPMENT

this inspection. The Division also supplies inspectors to several processing plants located in Aroostook County. These inspectors check for grade along with a gravity test for percent of solids and a fry test for percent of sugar. The Division is also responsible for the inspection of apples which is carried out in much the same manner.

Poultry and Egg Grading. The Division has 43 regular graders on the poultry and egg program plus 5 spare men, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Branding Law. There are four products that are required by law to be inspected at the retail, wholesale or packing level: apples, eggs, potatoes and maple products. There are seven men who carry out this program, assigned to various areas of the State. They also enforce the Federal Egg Products Act, for which the Department is reimbursed by the Federal Government.

At this time there is no definite plan to increase or decrease the present program. This only happens when demanded by the industries. The poultry and egg program has increased at a rapid rate in the past five years, but is expected to remain at the present level in the future.

FINANCES, FISCAL YEAR 1974:

Division of Markets	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$195,982	\$1,255,074			\$1,451,056
Total Expenditures	195,982	928,423			1,124,405
NFT	0	326,651			326,651
Unexpended Balance Forward		326,651			326,651
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

DIVISION OF PROMOTIONS

WILLIAM P. CHARRON, DIRECTOR

MAJOR GOAL: To provide general assistance to Maine agriculture in the promotion and marketing of the State's agricultural products and resources.

POWERS AND DUTIES: The primary responsibilities of the Division of Promotions are to gather and disseminate market information such as daily commodity prices, weekly crop condition and progress reports, weekly egg inventories, monthly apple storage inventories, annual blueberry pack report, and to cooperate with the U.S. Department of Agriculture Market News by supporting the operation of the USDA Daily Potato Bulletin Market News office at Presque Isle and Boston office of the New England Crop Reporting Service; to provide promotional assistance to the Maine commodity production organization involving such products as apples, blueberries, eggs, poultry, potatoes, and maple; to provide publicity services plus counsel and guidance and some exhibit materials for the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, Potato Week and various other agricultural oriented functions; to direct the annual Agricultural Trades Show and operate the State of Maine Building at the Eastern States Exposition, West Springfield, Massachusetts; to participate in the USDA's Trade Opportunity Referral System, and Export Briefs programs where trade leads are acquired and passed directly to Maine cattlemen, food processors, or fresh shippers; and to represent the Department in the recently organized

ECONOMIC DEVELOPMENT

Eastern United States Agricultural Food and Export Council, Inc. with headquarters at the World Trade Center, New York City.

ORGANIZATIONAL BACKGROUND: The Division of Promotions was officially established as a division of the Department of Agriculture in 1967. Prior to becoming a division, activities were conducted by marketing specialists, a supervisor, exhibit technicians, and clerical workers in the Division of Markets. As this division also is responsible for regulatory, inspection and grading, and branding law enforcement work, and these activities did not blend well with promotional and service work, the Division was divided, and the Division of Promotions was established. Responsibility for operation of the State of Maine Building at the Eastern States Exposition was transferred from the Department of Commerce and Industry to the Division in 1973.

PROGRAM: The Division of Promotions provides services in the Market News area with market reports on all commodities, egg inventory reports, crop condition and progress reports, monthly apple storage reports, annual blueberry pack report, and price information to news media for consumers. It cooperates with the USDA in funding the Market News Presque Isle office which issues the Daily Potato Bulletin during the potato shipping season, and with the USDA's New England Crop Reporting Service in Boston, Massachusetts which provides statistics pertaining to Maine Agriculture. The Division also participates in the USDA, Agricultural Marketing Services's Federal-State Marketing Improvement Program with a budget of matching funds provided by the Program and the Maine Department of Agriculture.

Studies of the Federal-State Inspection Service for Maine potatoes and Branding Law enforcement work were accomplished, enabling these services to become more effective in the future. An apple marketing brochure featuring orchardists and marketmen was published and will be useful to shippers, buyers, and consumers. Potato shipping, grading and packing operations were studied for efficiency. Recommendations which will assist operators to reduce costs were made to cooperators. This program was an attempt to maintain quality and improve marketing efficiency of potato packing, grading and shipping and has been of value to the industry. The Division also conducted a Foreign Trade program to assist Maine firms with export leads and promotional work.

In past years, promotional activities for potatoes, apples, blueberries, eggs, chicken and dairy products were conducted under the Federal-State Marketing Improvement Program. Last year, the USDA changed the guidelines and eliminated all promotional activities from the program and this year, the USDA did not request funds for the program. Later Congress approved funding for fiscal 1975, but the appropriations bill was vetoed by the President. For these reasons, no promotional activities have been conducted with F-S.M.I.P. funding.

Promotional activities for Maine products have been on a limited basis due to a lack of funds. Some industries (potatoes) tax themselves, raise funds and conduct their own promotional and advertising activities. At times, the apple and poultry industries have discussed the possibilities of designing similar programs and providing funds to the Division of Promotions to conduct their promotion. At present, the egg producers are talking about a self-tax program to raise promotion funds.

The Division has been active in international trade, activity that has been conducted by the Director and a secretary, with exhibit work by the Department's exhibit technician. A specialist to work full time with Maine food processors, cattlemen, and fresh product shippers would be a welcome asset. More firms would become active in export if more assistance and expertise in this complex field were available through the Department.

Work in the Division must be of a flexible nature in order that it may provide a variety of services when the need arises. Publicity, public relations and promotional programs have been prepared for various commodities in the past, and were carried out in such a way that the results were beneficial to Maine producers and processors. Hopefully, this work will expand in the future in service and promotion fields.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Division of Promotions	General Fund*	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$205,750	\$394,804			\$600,554
Total Expenditures	205,750	289,663			495,413
NET	0	105,141			105,141
Unexpended Balance Forward		105,141			105,141
Unexpended Balance Lapsed					

*Funds available under General Fund are pro-rated share of Department of Agriculture allocation.

MAINE MILK COMMISSION

WALTER B. STEELE, JR., EXECUTIVE SECRETARY

Central Office: 236 State Street, Augusta 04330

Telephone: 289-3741

Established: 1935

Statutory Authority: M.R.S.A., Title 7, Chapter 603

Average Number of Full-Time Employees: 5

Total Expenditure, Fiscal Year 1974: \$75,391

MAJOR GOAL: To exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk.

POWERS AND DUTIES: The Maine Milk Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATIONAL BACKGROUND: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission. Since that date, amendments to the law have increased the consumer membership to two and added a retail store owner to bring the total membership to the present eight, all, except the Commissioner of Agriculture who serves ex officio, appointed by the Governor with the advice and consent of the Council, for terms of four years. While the Commission is financed by a hundredweight fee assessment on industry members and receives no State tax monies, it was incorporated into the Department of Agriculture in State Government reorganization legislation of 1973.

PROGRAM: Events of the past year required the Maine Milk Commission to announce unprecedented price increases for milk at both the production and distribution levels, and with a resultant substantial increase to consumers. Court action followed the initial price increases during which the Commission was charged with being in violation of the federal Cost of Living Council's established guidelines. In the opinion of the Court, there was no violation by the Commission; however, in the interest of affording all interested persons the opportunity to offer testimony relating to milk pricing, the Commission opened public hearings during early January, 1974. The results of the hearings prompted the

ECONOMIC DEVELOPMENT

Commission to enlist the aid of the Department of Agricultural and Resource Economics at the University of Maine in conducting a study of the costs and returns in fluid milk processing and distribution in Maine. The study results showed that while returns to dairy interests were up substantially, cost increases more than offset the price rises. Additionally, consumer resistance to price increases for milk triggered a number of legislative proposals at the Special Session of the Legislature. Final amendments to the law eliminated the Commission's practice of establishing prices by means of a mathematical formula and required a public hearing prior to any change in milk prices. Hearings are currently being held with almost monthly regularity; however, prices for milk have remained relatively stable since the initial hearing in January.

Current plans of the Commission call for a continual up-dating of the latest cost study, thus enabling the Commission to arrive at equitable price determinations in the future; however, anticipated legislation would alter considerably any long range plans. Accordingly, the Commission will tailor future plans to conform to the edicts of the Legislature.

FINANCES, FISCAL YEAR 1974:

Maine Milk Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$75,863			\$75,863
Total Expenditures		75,391			75,391
NET		472			472
Unexpended Balance Forward		472			472
Unexpended Balance Lapsed					

MAINE DAIRY COUNCIL COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3621

Established: 1949

Statutory Authority: M.R.S.A., Title 7, §§ 2957-2958

Average Number of Full-Time Employees: 6

Total Expenditure, Fiscal Year 1974: \$87,492

MAJOR GOAL: To develop a statewide program of nutritional education in food selection and use; to teach consumers what to eat and why; and to aid in the training of professionals in the science of nutrition.

POWERS AND DUTIES: It is the primary responsibility of the Maine Dairy Council Committee to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine Dairy Industry, particularly that segment of the industry doing business primarily within the State. Three-fifths of all monies raised by assessment of Maine milk dealers and producers by the Maine Milk Commission are to be expended for promotional, educational, experimental plans and research and advertising purposes as determined by the Maine Dairy Council Committee, and for the compensation of and the expenses incurred by the Committee.

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

ECONOMIC DEVELOPMENT

PROGRAM: The Maine Dairy Council Committee program is concerned with state-wide nutrition education in food selection and use. For the past year, the Dairy Council has conducted workshops in nutrition for teachers, nutrition aides, Headstart personnel and the economically and educationally deprived groups.

The Dairy Council's teacher workshops are called "Little Ideas" for teachers in the preschool area and "Big Ideas" in nutrition education for teachers of kindergarten through sixth grade. In the "Big Ideas" workshops, Dairy Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated, along with Dairy Council regular lessons, such as science or social studies. Then, through creative classroom activities, the students learn how to choose and eat balanced meals each day.

"Little Ideas" is for teachers working with the three to five year-old child. The purpose of the workshop is to equip the child with the necessary prerequisites for learning the Four Basic Food groups, and the amount required from each of these groups. Teachers also learn to participate in planning daily meals economically. Similar in-service workshops are held for the nutrition aides, Headstart teachers and cooks, parent co-ordinators and consumers, stressing the basic nutrition and ways of meeting the nutritional needs of the people they serve.

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

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

Dairy Council nutritionists conducted 14 workshops or nutrition workshops attended by 397 teachers, public health nurses and extension leaders who in turn teach the basics of nutrition to school children and the general public. Thus, the instruction provided by two nutritionists was extended to well over 10,000 Maine citizens. In 54 personal conferences, a nutrition message was carried to 1,047 individuals ranging from dental and hospital personnel to restaurant operators. These two nutritionists also served as consultants at 14 meetings of organizations such as the Maine Dietetic Association, the Home Economics Executive Board, Food Technologists Meeting and others. Attractive exhibits stressing the Four Basic Foods approach to good nutrition were set up and staffed at 16 different functions during the year. Conventions such as the Maine Dental Association, Maine State Nurses and Maine State Grocers Associations, Maine State Grange and others were covered.

Supplementing the personal approach, 164,243 pieces of health education material were distributed from the central office on request. Recipients of this material included, along with the general consumer, many professional people such as doctors, nurses, schoolteachers, dentists, dietitians and nutritionists. In addition, requests for 1,355 nutrition films were filled during the past year. Total showings from these requests were 3,490 to a combined audience of 104,715 people. Due to declining revenue and the increased cost of printed material, the Dairy Council was forced to restrict the quantity of health education material sent out this past year.

FINANCES, FISCAL YEAR 1974:

Maine Dairy Council Committee	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$125,548			\$125,548
Total Expenditures		87,492			87,492
NET		38,056			38,056
Unexpended Balance Forward		38,056			38,056
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

MAINE MILK TAX COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3621

Established: 1953

Statutory Authority: M.R.S.A., Title 36, Chapter 707

Average Number of Full-Time Employees: 1

Total Expenditure, Fiscal Year 1974: \$268,479

MAJOR GOAL: To promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs.

POWERS AND DUTIES: The Maine Milk Tax Committee is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Committee may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

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

PROGRAM: "Protein, Another Good Reason to Drink Milk" was the basic theme of the advertising program developed for the Maine Milk Tax Committee during the past year. Television was the primary media used to promote this theme throughout the State during the spring, fall and winter months. Weekly coverage by the six Maine commercial TV stations was maintained at a minimum 100 Gross Rating Points, i.e., at least one message to every home in the broadcast area. Radio, billboards and newspapers were used to supplement the television media, particularly during the summer months. Weekly radio coverage during June, July and August was in excess of 125 Gross Rating Points.

Fifty-six billboards were used during July and August along with advertising in five Maine daily newspapers for extra emphasis, particularly during the month of June when 1,200-line ads were run. Supplementing national and local advertising was in-store merchandising and dairy department displays in all supermarkets and food stores having a volume of \$20,000 or more weekly.

As a result of a scholarship contest sponsored by the Maine Milk Tax Committee, over 100 subordinate Granges competed with each other to promote milk and dairy products at Grange suppers during three months of each year. The twelve Granges serving the greatest amount of dairy products in relation to attendance were each entitled to a \$200 scholarship award to be given to a boy or girl of their choice.

Special exhibits were set up at various trade and public functions during the year, such as the Agriculture Trades Show, Maine Farm Days, Maine Dealers Association Meeting, State Grange Convention, New England Veterinary Convention, Androscoggin Farm Day, and Maine Farm Bureau Convention. As a special summer promotion, Maine milk dealers were furnished with 2,000,000 placemats carrying the theme, "Maine Milk, the Best in the Land," for distribution to the restaurants they service. Another promotion, aimed directly at waitresses, was designed to provide a cash incentive for those suggesting milk with the meal before any other beverage.

At the inception of the Maine Milk Tax Committee program in 1953, Maine's Class I milk sales stood at 97,673,071 quarts. In 1973, audited Class I sales were 130,498,956 quarts, an increase of 32,816,885 quarts or an average annual increase of over 1½ million quarts.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Maine Milk Tax Committee	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$304,275			\$304,275
Total Expenditures		268,479			268,479
NET		35,796			35,796
Unexpended Balance Forward		35,796			35,796
Unexpended Balance Lapsed					

MAINE POTATO COMMISSION

CHIPMAN C. BULL, EXECUTIVE DIRECTOR

Central Office: Aroostook County Agricultural Center, P.O.
Box 71, Presque Isle 04769

Telephone: 769-5061

Established: 1937

Statutory Authority: M.R.S.A., Title 36, Chapter 709

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$227,923

MAJOR GOAL: To conserve and promote the prosperity and welfare of the potato industry of the State of Maine.

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

ORGANIZATIONAL BACKGROUND: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice-chairman from its members, and appoints an Executive Secretary to administer policies established by the Commission.

PROGRAM: The Maine Potato Commission conducted programs of advertising Maine potatoes in the media and through store contests and other promotions in seven cities outside of the State of Maine: Albany, N.Y.; Hartford, Conn.; Scranton and Pittsburgh, Pa.; Miami, Fla.; Cleveland, Ohio and New York City. Promotion activities were severely curtailed during this fiscal year, with a total expenditure of \$35,375. Potato tax funds amounting to \$57,000 were expended during the year to underwrite potato research projects of the Life Sciences and Agriculture Experiment Station, University of Maine, and the Agricultural Research Service of the U.S. Department of Agriculture.

Grants of potato tax funds were also made during the year to the Maine Potato Council and the Maine Potato Sales Association in the amount of \$63,000. The former is an association of potato producers and the latter an organization of shippers; the objective of both groups is to work for the betterment of the Maine potato industry through their respective memberships.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Maine Potato Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$292,573			\$292,573
Total Expenditures		227,923			227,923
NET		64,650			64,650
Unexpended Balance Forward		64,650			64,650
Unexpended Balance Lapsed					

SEED POTATO BOARD

PAUL J. EASTMAN, SECRETARY

Central Office: State Office Building, Augusta 04330

Telephone: 289-3891

Established: 1945

Statutory Authority: M.R.S.A., Title 7, Chapter 403

Average Number of Full-Time Employees: 11

Total Expenditure, Fiscal Year 1974: \$313,747

MAJOR GOAL: To foster and improve the seed potato industry of the State of Maine.

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

ORGANIZATIONAL BACKGROUND: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: During fiscal year 1974, operations of the Seed Potato Board realized one of the most financially profitable years of its history. Both the Florida Test operation and the Porter Farm operation showed substantial profits, placing the Board in position to plan some new activities for the future.

Future plans include the hiring of a qualified Plant Pathologist to develop a new phase of seed improvement based upon the stem cutting technique to free potato seed stocks from latent infections with bacteria. This will involve the building of a laboratory and greenhouse facility at the farm site. New land is now being cleared on Porter Farm to further facilitate this work.

Suggestions for the enlargement of the Board's productive capacity are coming from the seed industry, and no definite plans for this have yet been formulated.

FINANCES, FISCAL YEAR 1974:

Seed Potato Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$600,179	\$600,179
Total Expenditures				313,747	313,747
NET				286,432	286,432
Unexpended Balance Forward				286,432	286,432
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

BOARD OF PESTICIDES CONTROL

DONALD MAIRS, SUPERVISOR

Central Office: Vickery-Hill Building, Chapel Street, Augusta 04330 **Telephone:** 289-2215

Established: 1965

Statutory Authority: M.R.S.A., Title 22, Chapter 258

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$23,770

MAJOR GOAL: To protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides.

POWERS AND DUTIES: The primary responsibilities of the Board of Pesticides Control are to examine and license commercial pesticide applicators; to promulgate regulations regarding pesticide use; to issue permits for aquatic and restricted-use pesticides; to perform inspection-patrol work to check proper use of toxic chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATIONAL BACKGROUND: The Board of Pesticides Control was established in 1965, funded in 1969, staffed at its present level in 1970, and in 1973, was placed within the Department of Agriculture. The Board is composed of eight ex officio members: the Commissioners of Agriculture, Health and Welfare, Inland Fisheries and Game, Marine Resources, Transportation and Environmental Protection, the Director of the Bureau of Forestry and the Chairman of the Public Utilities Commission. The Board annually elects a chairman from its membership and employs personnel as necessary. A federal grant has provided a biologist and a chemist for a one-year period, these personnel shared with the Department of Agriculture's Division of Inspections.

PROGRAM: One major accomplishment of the past fiscal year was the assumption by fish and game wardens of authority to enforce the Board's statute and regulations. Training sessions were held for the officers, and some sampling equipment was supplied. Ten cases were prosecuted, all successfully, and several dozen formal warnings were given. The response on the part of the agricultural community has been responsible and gratifying. This activity has been accomplished at essentially no cost to the Board, and furthers its goal of responsible pesticide use.

A \$50,000 federal grant was received, enabling the Board to initiate studies on implementing the enforcement of the new federal pesticide law; a biologist-inspector, a chemist, and a temporary writing intern have been employed with these funds.

A major songbird kill occurring in the spring of 1974 was investigated for possible pesticide involvement, but pesticide residues proved negligible, and the mortality was attributed to exposure and starvation. Such mortalities of wildlife and fish are routinely checked, but this one was of great magnitude, involving an estimated quarter-million birds in Maine.

Environmental monitoring was carried out on the 430,000 acre spruce budworm control operation in northern Maine; no adverse effects on fish and wildlife were observed.

Licensing activities involved 82 commercial pesticide application companies and municipalities in calendar 1973. The number of licenses continues to grow annually, and with it the necessity for increased surveillance and monitoring.

FINANCES, FISCAL YEAR 1974:

Board of Pesticides Control	General Fund	Other Special	Revenue Funds Federal	Other Funds	Total
		Non-Federal			
Total Funds Available	\$29,895	\$2,253			\$32,148
Total Expenditures	23,561	209			23,770
NET	6,334	2,044			8,378
Unexpended Balance Forward	359	2,044			2,403
Unexpended Balance Lapsed	5,975				5,975

ECONOMIC DEVELOPMENT

BLUEBERRY INDUSTRY ADVISORY BOARD AND ADVISORY COMMITTEE

J. BURLEIGH CRANE, CHAIRMAN (BOARD)
RICHARD MESERVE, CHAIRMAN (COMMITTEE)
EDWARD H. PIPER, SECRETARY

Central Office: 106 Winslow Hall, University of Maine, Orono 04473 *Telephone:* 581-7422

Established: 1971 (Board) *Statutory Authority:* M.R.S.A., Title 36, §§ 4312-A–
1946 (Committee) 4312-B (Board)
§ 4312 (Committee)

Total Expenditure, Fiscal Year 1974: \$48,109

MAJOR GOAL: To conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries.

POWERS AND DUTIES: The primary responsibilities of the Blueberry Industry Advisory Board are to conduct programs of research, extension and promotion of Maine wild blueberries as determined by the Board, supported by monies assessed by the State Tax Assessor at the rate of 1 mill per pound (processors' tax) on all blueberries grown, purchased, sold, handled or processed in the State. The responsibility of the Blueberry Industry Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry tax assessed at the rate of 1¼ mills per pound (growers' tax).

ORGANIZATIONAL BACKGROUND: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "growers' tax," with revenues dedicated to the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine through a Blueberry Industry Advisory Committee of seven members appointed for three-year terms (later changed to five-year terms) by the president of the University. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by a new Blueberry Industry Advisory Board comprised of five members appointed by the Commissioner of Agriculture for terms of two to three years. This Board elects a chairman from its members and appoints administrative personnel. Funds generated by the "processors' tax" are not restricted to use by the University of Maine, and may be used for other research and promotion activities as determined by the Board.

In practice, the Board has appointed as its administrative secretary an officer of the University who also serves as secretary to the Blueberry Industry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: Revenues from the Blueberry Tax were expended by the Blueberry Industry Advisory Board and Advisory Committee during fiscal 1974 for the following programs and activities:

<u>Tax</u>	<u>Activity</u>	<u>Expenditure</u>
Growers' Tax	Research Farm Operation	\$15,604
	Extension Education	<u>7,500</u>
	Total	\$23,104

(continued following)

ECONOMIC DEVELOPMENT

Processors' Tax	Research, University of Maine:		
	Barrenberry Control	\$ 650	
	Integrated Blueberry Management	10,000	
	Insect Control	200	
	Mechanical Harvesting	<u>4,700</u>	
	Total		\$15,550
	Promotion:		
	North American Blueberry Council	<u>4,150</u>	<u>4,150</u>
			Total \$42,804

Significant research developments were reported in the area of barrenberry control and the integrated management programs. There is particular optimism for chemical control of the barrenberry and grasses so that higher rates of fertility with better yields of blueberries can be maintained. Use of chemicals is contingent upon federal registration of the chemical agents.

Mechanization of the blueberry harvesting is a long-standing problem which needs much more research on the cultural system in order to adapt field conditions suitable to mechanical harvesting.

FINANCES, FISCAL YEAR 1974:

Blueberry Industry Advisory Board/Advisory Committee	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$90,237			\$90,237
Total Expenditures		48,109			48,109
NET		42,108			42,108
Unexpended Balance Forward		42,108			42,108
Unexpended Balance Lapsed					

STATE SOIL AND WATER CONSERVATION COMMISSION

CHARLES L. BOOTHBY, EXECUTIVE DIRECTOR

Central Office: 127 Sewall Street, Augusta 04330

Telephone: 289-2666

Established: 1941

Statutory Authority: M.R.S.A., Title 12, Chapter 1

Average Number of Full-Time Employees: 3

Total Expenditure Fiscal Year 1974: \$97,955

MAJOR GOAL: To provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the State Soil and Water Conservation Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and federal agencies; to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various federal agencies; to coordinate the National Flood Insurance Program statewide and assist municipalities in preparation for eligibility; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs; and to coordinate the Inspection of Dams with the U.S. Army Corps of Engineers.

ORGANIZATIONAL BACKGROUND: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the

ECONOMIC DEVELOPMENT

State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio: Dean of the College of Agriculture of the University of Maine, Commissioner of Agriculture, Director of the Bureau of Forestry, Commissioner of Inland Fisheries and Game, and Commissioner of Marine Resources; four of whom are Soil and Water Conservation District Supervisors, one representing each of the four specified Areas of the State, elected at an annual meeting of District Supervisors within the Area; and two members who are soil conservation representatives appointed by the four District Supervisor members.

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

Area I

Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent
Washington County SWCD, Machias

Area III

Androscoggin Valley SWCD, Auburn
Cumberland County SWCD, Portland
Oxford County SWCD, South Paris
York County SWCD, Sanford

Area II

Franklin County SWCD, Farmington
Kennebec County SWCD, Augusta
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV

Knox-Lincoln SWCD, Rockland
Hancock County SWCD, Ellsworth
Penobscot County SWCD, Bangor
Waldo County SWCD, Belfast

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: A major portion of the accomplishments of the State Soil and Water Conservation Commission is reflected in the actual construction work on the lands of private landowners—thirty-one such projects during the past year. This is actual on-the-land accomplishment performed with the Commission and District assistance.

The Commission and Districts have reviewed and evaluated over 550 project applications submitted to the Department of Environmental Protection and the Land Use Regulation Commission during fiscal year 1974. Commission recommendations many times become conditions of approval of these applications. Review involves the following considerations:

1. Suitability of soils
2. Erosion and sediment control
3. Relation to floodplains
4. Stormwater management and drainage
5. Protection of prime agricultural lands where appropriate.

Since technical assistance from the Commission and Districts is far below that needed to meet the workload, the Commission published an Erosion and Sediment Control Handbook for use by private consulting engineers and municipalities. This handbook is referenced in all Shoreland Zoning Ordinances statewide.

The Soil Suitability Guide for Land Use Planning in Maine, published by the Commission and others in 1967, has been revised and computerized during this fiscal year. The revised publication will be ready for distribution during fiscal 1974-75.

Ten construction contracts were administered by the Commission for Districts during the fiscal year. These ranged from the rebuilding of the frontal Dune at Ogunquit to a flood control and municipal water supply dam at Van Buren. These contracts represent over \$2 million of federal funds for Maine.

To assist with the heavy summer workload of construction at the District level, the Commission provided 32 college students through the Work-Study Program to work at the District offices. The 20% of salary provided by the Commission cost \$4,300.

The \$19,200 of grants to Districts is used for travel expenses of District Supervisors and for clerical assistance. Since only two Districts have full-time clerks, many offices are not staffed during the busy season, causing much inconvenience to cooperating landowners.

ECONOMIC DEVELOPMENT

The Commission and Districts have assisted thirty-four municipalities in the preparation of the necessary documents for Flood Insurance eligibility. As a result, eleven municipalities are now eligible, and many more are presently awaiting eligibility determination by the Federal Insurance Administration.

The Commission has negotiated an agreement with the Androscoggin Lake Improvement Corporation for the operation and maintenance of the Androscoggin Lake Dam. The Commission staff also has evaluated two sewage treatment lagoon failures this fiscal year and advised on the safety of several dams, recommending dewatering of one such structure in order to prevent catastrophic flooding of two downstream towns.

FINANCES, FISCAL YEAR 1974:

State Soil and Water Conservation Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$100,381				\$100,381
Total Expenditures	97,955				97,955
NET	2,426				2,426
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,426				2,426

BOARD OF VETERINARY EXAMINERS

ROBERT R. MONAHAN, V.M.D., SECRETARY

MAJOR GOAL: To protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The primary responsibilities of the Board of Veterinary Examiners are to administer State board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration of licensed veterinarians; to institute proceedings for revocation, suspension or annulment of licenses; to issue temporary licenses to qualified applicants until such time as the State board examination results are released; and to answer correspondence and maintain financial records.

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

The Board consists of three members who are veterinarians, appointed by the Governor with the advice and consent of the Council, for terms of three years. The Board elects a secretary and a president from its members.

PROGRAM: In addition to their veterinary examination and licensing duties, members of the Board of Veterinary Examiners are participating with the Maine Veterinary Medical Association committee to revise Maine statutes relating to the registration of veterinarians.

FINANCES, FISCAL YEAR 1974:

Board of Veterinary Examiners	General Fund	Other Special Revenue Funds		Other Fund:	Total
		Non-Federal	Federal		
Total Funds Available				\$2,238	\$2,238
Total Expenditures				88	881
NET				1,357	1,357
Unexpended Balance Forward				1,357	1,357
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE HARNESS RACING COMMISSION

THOMAS WEBSTER, EXECUTIVE SECRETARY

Central Office: 236 State Street, Augusta 04330

Telephone: 289-3221

Established: 1935

Statutory Authority: M.R.S.A., Title 8, Chapter 11

Average Number of Full-Time Employees: 4

Total Expenditure, Fiscal Year 1974: \$347,731

MAJOR GOAL: To maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public.

POWERS AND DUTIES: The primary responsibilities of the State Harness Racing Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing, pari-mutual employees and race officials, upon application, and charge a fee for such license not to exceed \$10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$50 for minor violations of the Rules of Racing as adopted by the Commission; to supervise and regulate all medication administered to horses entered to race; and to encourage and promote the breeding of a strain of Maine standard bred horse.

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

PROGRAM: Major emphasis of the State Harness Racing Commission during fiscal 1974 was placed on drug control, and further expansion of this very important responsibility is being sought. The greater sophistication gained by those who employ the use of illegal drugs to effect the outcome of a race requires constant vigilance by the Commission's veterinarians and a great deal of cooperation from the Public Health laboratory. The Commission paid the Public Health lab \$15,000 per year during 1971-72 and 1972-73, and during 1973-74, it paid \$19,500. It will be essential during the next biennium that this amount be increased substantially to allow the lab to obtain the specialized equipment and personnel needed for an effective drug control program. During the past race season, it has been necessary to eliminate saliva tests due to a lack of funds.

Additional race dates and dual meets are making it more and more essential that a single full-time employee be given control of all phases of harness racing under direction of the Commission, especially in the coordination and the availability of Commission employees and of horses ready to race.

After several years of effort, the Commission, during 1973-74, established a two and three-year old colt program which has proven more successful than originally predicted. There has been a good supply of both two and three-year olds, and some races have been outstanding in quality and time. The purses paid were derived strictly from horsemen, the Horsemen's Association and the racing associations that sponsored the races. No State funds were invested in this cause, and upon the conclusion of the 1974

ECONOMIC DEVELOPMENT

race season, an excess of \$80,000 will have been paid in purses. Most of the races were pari-mutuel, thereby benefiting the State through pari-mutuel taxes.

The Commission has operated many years without a rule book, relying on U.S.T.A. rules almost exclusively. A complete book of Maine Rules Governing Racing was written during 1973, and several changes became necessary during 1974. The Commission is confident that by the 1975 race season, Maine will be operating under a complete set of legal workable rules.

FINANCES, FISCAL YEAR 1974:

State Harness Racing Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$119,360	\$317,679			\$437,039
Total Expenditures	117,943	229,788			347,731
NET	1,417	87,891			89,308
Unexpended Balance Forward		87,891			87,891
Unexpended Balance Lapsed	1,417				1,417

ECONOMIC DEVELOPMENT

DEPARTMENT OF BUSINESS REGULATION

ROBERTA M. WEIL, COMMISSIONER

Central Office: Capitol Shopping Center, Augusta 04330 *Telephone:* 289-3141

Established: 1973 *Statutory Authority:* M.R.S.A., Title 10, Chapter 901

Average Number of Full-Time Employees: 73

Total Expenditure, Fiscal Year 1974: \$1,107,881

Organizational Units:

Bureau of Banks & Banking	General Lines Agents Examination Advisory Board
Bureau of Insurance	Life Agents Examination Advisory Board
Bureau of Consumer Protection	Advisory Council on Deferred Compensation Plans
Maine Real Estate Commission	Governor's Banking Study Advisory Committee
Land Damage Board	Savings Bank Advisory Committee
Maine State Boxing Commission	Trust Company Advisory Committee
Running Horse Racing Commission	Savings and Loan Association Advisory Committee
Credit & Collection Board	Credit Union Advisory Committee
Council of Advisors on Consumer Credit	Small Loan Agency Advisory Committee
Commission to Prepare a Revision of the Insurance Laws Relating to Insolvent or Delinquent Insurers Home Repair Advisory Board	

MAJOR GOAL: To enforce the consumer's benefits from purchases of goods and services and to protect the interests of depositors and investors in the State of Maine; to restrain fraudulent or unfair business practices in finance and trade, regulate commercial sports, and insure the competence of persons and institutions performing services which could be harmful to one's body or property.

POWERS AND DUTIES: The primary responsibilities of the Department of Business Regulation are to regulate financial institutions and transactions and protect depositors; to regulate the business of insurance in the State; to regulate commercial sports; to award just compensation in land condemnations; and to regulate real estate brokers and salesmen. The Commissioner of Business Regulation is responsible for budget preparation, efficient utilization of Department personnel, coordination of the purchase and use of all Department equipment, and review of all functions and operations of the Department to eliminate overlap. The Commissioner does not have authority to exercise or interfere with the exercise of any discretionary statutory authority granted to specific bureaus, commissions and boards within the Department.

ORGANIZATIONAL BACKGROUND: The Department of Business Regulation was created in October, 1973, as part of State Government reorganization designed to consolidate related State agencies along functional lines and to strengthen executive direction at the department head level. Specific agencies placed under the jurisdiction of the Department were the Bureau of Banks and Banking, formerly the Department of Banks and Banking; the Bureau of Insurance, formerly the Department of Insurance, except its Fire Prevention Division; the Maine Real Estate Commission; the Maine State Boxing Commission; the Running Horse Racing Commission and the Land Damage Board. The Special Session of the 106th Legislature authorized the establishment of the Bureau of Consumer Protection to implement the Maine Consumer Credit Code which will become effective on January 1, 1975.

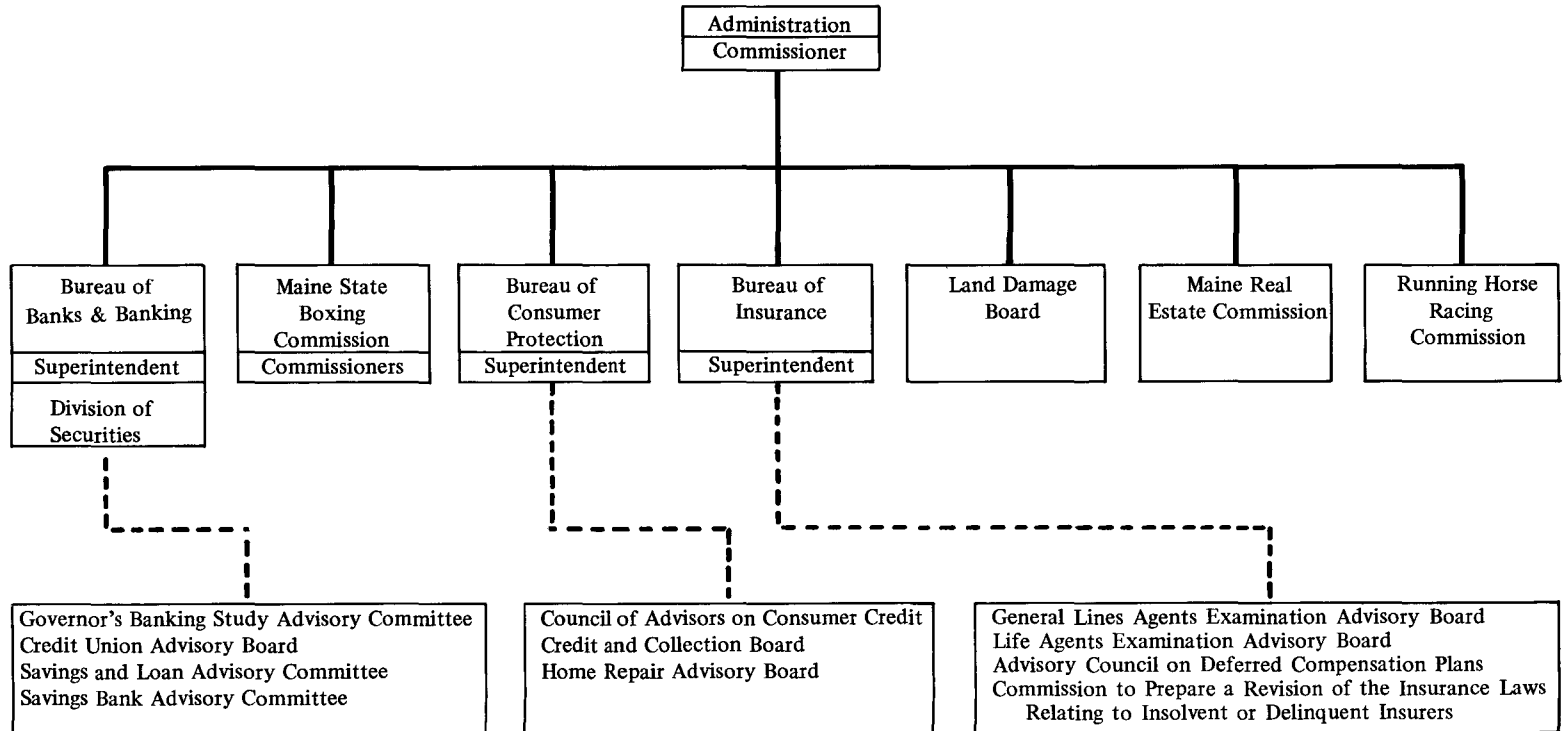
PROGRAM: Establishment of the Department of Business Regulation has involved the realignment of personnel, budgetary and supply duties. Only partially completed, total reorganization will be possible only upon allotment of office space, placing the entire Department in a single building area.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Department of BUSINESS REGULATION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$247,590			\$100,900	\$ 348,490
Departmental Operations	245,612				245,612
Transfers	1,978				1,978
Federal Grants					
County & Municipal					
Private Contributions					
Sales		\$ 5,883			5,883
Services & Fees		858,762			858,762
Other	2,700	1,019			3,719
Unexpended Balance Brought Forward	1,947	403,576			405,523
Adjustment of Balance Brought Forward		2			2
TOTAL FUNDS AVAILABLE	252,237	1,269,242		100,900	1,622,379
Monies received and deposited to credit of the State	155,524				155,524
EXPENDITURES					
Personal Services, Total:	190,202	499,517		85,090	774,809
Wages & Salaries	174,450	458,344		82,856	715,650
Retirement	15,752	41,173		2,234	59,159
All Other, Total:	45,066	264,605		15,247	325,418
Commodities	5,178	16,985		1,692	23,755
Grants, Subsidies, Pensions					
Contractual Services, Total:		25,459		2,500	27,959
Rents		25,459		2,500	27,959
Computer Services					
Transfers to Other Funds					
Other	39,888	222,161		11,655	273,704
Capital Expenditures, Total:	5,174	2,480			7,654
Buildings & Improvements	50				50
Equipment	5,124	2,480			7,604
Purchases of Land					
TOTAL EXPENDITURES	240,442	766,602		100,837	1,107,881
SUMMARY					
Total Funds Available	252,237	1,269,242		100,900	1,622,379
Total Expenditures	240,442	766,602		100,837	1,107,881
NET	11,795	502,640		63	514,498
Unexpended Balance Forward	630	502,640			503,270
Unexpended Balance Lapsed	11,165			63	11,228

**ORGANIZATION CHART
DEPARTMENT OF BUSINESS REGULATION**



ECONOMIC DEVELOPMENT

A large portion of time is necessarily devoted to follow-up on Bureau activities, making sure that regulatory matters are pursued, hearings are scheduled, etc. The Department has encouraged each Bureau to develop a hearings procedure to speed the processing of complaints and to ensure the impartial handling of complaints.

The office of the Running Horse Racing Commission was closed and all records were sent to the Maine State Archives. Pursuant to the Maine Management and Cost Survey recommendations, legislation will again be submitted to place running horse racing under the authority of the Harness Racing Commission.

The Department supports the concept of a single computerized licensing bureau for a number of small State agencies, as recommended by the Maine Management and Cost Survey, and will work with the State Planning Office in preparing legislation to create such a Bureau. Failing passage of such legislation, the Department will continue to support and actively work toward computerization of its present licensing functions.

Other legislative proposals for the coming year are mentioned in the following bureau, commission and board reports. These include proposals relating to 1) Revised Banking Statutes; 2) amendatory legislation clarifying the administrative responsibilities of the Bureau of Banks and Banking vis a vis the Bureau of Consumer Protection; 3) corrections to the Maine Consumer Credit Code; 4) change in the organizational structure of the Maine Real Estate Commission; and 5) inclusion within a single unit, perhaps a Land Damage Court, of all eminent domain proceedings involving the State or State interests. This would remove the Land Damage Board from the Department of Business Regulation.

BUREAU OF BANKS AND BANKING

RALPH H. GELDER, SUPERINTENDENT

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3231

Established: 1827

Statutory Authority: M.R.S.A., Title 9

Average Number of Full-Time Employees: 22

Authorized Employee Level: 28

Total Expenditure, Fiscal Year 1974: \$429,939

Organizational Units:

Banking Division

Savings and Loan Association Advisory Committee

Securities Division

Credit Union Advisory Committee

Savings Bank Advisory Committee

Small Loan Agency Advisory Committee

Trust Company Advisory Committee

Governor's Banking Study Advisory Committee

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

POWERS AND DUTIES: The Bureau of Banks and Banking has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions, including trust companies, savings banks, savings and loan associations, credit unions, industrial banks and loan companies; to conduct an on-site examination of each financial institution supervised by the Bureau at least once each year; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to license and supervise the activities of collection agencies; to approve or deny applications for new charters and applications by existing institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt

ECONOMIC DEVELOPMENT

securities offered and all brokers and dealers selling securities in Maine; to prohibit dealers from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents, or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators.

ORGANIZATIONAL BACKGROUND: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the proviso that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Bank Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of industrial banks and credit unions and the licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures.

The laws of the State of Maine relating to "Dealers in Securities" were enacted in 1913, two years after Kansas enacted the first "blue sky" law, to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine. In 1967, the law was changed to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase criminal penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banks and Banking authority to exempt certain dealers, agents, securities and transactions.

Under the plan for State Government Reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974.

PROGRAM:

BANKING DIVISION

Statutory requirements for bank examinations were met for calendar year 1973, and by June 30, 1974, the Division was well along in its 1974 examinations. Of the five branch applications pending June 30, 1973, and the thirty-one applications received during fiscal year 1974, twenty-four were approved, three were denied, two were withdrawn and eight were pending on June 30, 1974. Also approved was a charter for a new trust company in Bangor.

Twelve examiners completed courses of the American Institute of Banking. One examiner graduated from the Graduate Banking School at the University of Wisconsin (a 3-year course), a second completed his second year requirements at the Graduate Savings Bank School at Brown University (a 3-year course), and a third has been enrolled in the University of Wisconsin program. All professional personnel have attended meetings, seminars, and workshops as time permitted.

ECONOMIC DEVELOPMENT

The Division has functioned in an advisory and support role with the Governor's Banking Study Advisory Committee which was charged with updating and recodifying the Maine Banking Laws. The Division participated in drafting the Committee's report to the Governor and is now working closely with legal consultants hired by the Committee with Bureau funds to recodify the Banking Statutes. The new statutes are to be prepared for submission to the Legislature in 1975.

Short-term goals include acceleration of the Division's training program; the development, in cooperation with the federal bank supervisory agencies, of joint examination procedures and reports; expanded research and data gathering capacity; automated retrieval of financial information; completion of and acceptance by the Legislature of the recodified statutes; and the up-grading of professional personnel pay scales.

SECURITIES DIVISION

During the past fiscal year, the Division processed 938 applications to register securities. Applicants included investment companies, churches, hospitals, banks, industrial firms, public utilities, transportation companies, cooperatives, oil drilling firms and out-of-state land dealers. Eight applications involved local issuers exempt from federal requirements, and required extensive review to determine whether adequate disclosure of information was provided. Applications involving investment company securities and out-of-state land sales required detailed attention.

Dealer and agent registrations are on a calendar year basis, renewable annually. In calendar year 1973, the Division registered 394 dealers and 1,553 agents.

Over the past fiscal year, the Division received and handled various complaints of improper switching of mutual funds, offers or sales of unregistered securities, unauthorized execution of a sale of securities in joint tenancy, and information that an issuer did not meet its commitments. The Division also responded to inquiries as to whether certain financing plans constituted a security and to requests for exemptions under the law.

In terms of future plans, the Division hopes to add to its staff a full-time complaints examiner and an assistant securities examiner. The existing, three-man Securities Division staff has been involved almost full-time in registration and licensing activities. With two more employees, the Division would be in a position to conduct on-site inspections of securities dealers in the State and to expand its ability to respond more adequately to complaints about security transactions and dealer practices. The Division anticipates assuming a more positive and aggressive role in seeing that Maine residents receive the protection intended by the Maine Securities Act and are kept more adequately informed of new developments and investment schemes that involve considerable risk.

FINANCES, FISCAL YEAR 1974:

Bureau of Banks and Banking	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$38,864	\$496,633			\$535,497
Total Expenditures	37,272	392,667			429,939
NET	1,592	103,966			105,558
Unexpended Balance Forward		103,966			103,966
Unexpended Balance Lapsed	1,592				1,592

BUREAU OF INSURANCE

FRANK M. HOGERTY, JR., SUPERINTENDENT

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3141

Established: 1870

Statutory Authority: M.R.S.A., Titles 24, 24-A

Average Number of Full-Time Employees: 27

Authorized Employee Level: 27

Total Expenditure, Fiscal Year 1974: \$360,257

ECONOMIC DEVELOPMENT

Organizational Units:

Examination Division

Licensing Division

Property and Casualty Division

Life and Health Division

Consumer Services Division

General Lines Agents Examination Advisory Board

Life Agents Examination Advisory Board

Advisory Council on Deferred Compensation Plans

Commission to Prepare a Revision of the Insurance Laws Relating to

Insolvent or Delinquent Insurers

MAJOR GOAL: To regulate all insurance companies, agents, brokers, consultants and adjusters granted a certificate of authority to operate in the State of Maine in such a manner as to protect the public and policyholders.

POWERS AND DUTIES: The Bureau of Insurance is authorized to license insurance companies and rating organizations to operate in the State of Maine; to license non-profit hospitals, medical or other health service organizations and automobile road service organizations; to examine each domestic insurer not less than once every five years to insure the soundness of the insurance company's financial position, with certain limited responsibilities for the examination of alien insurers; to audit the annual statements of insurance companies; to examine and license all applicants for licenses as insurance agents, brokers, consultants and adjusters; to administer the rate-regulatory laws of the State of Maine; to approve all policy forms and contracts used in Maine by insurance companies; and to hold hearings for suspension and revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or statutory requirements.

ORGANIZATIONAL BACKGROUND: The Bureau of Insurance originated in 1868 when a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. In 1870, the Office of Insurance Commissioner was created, with the proviso that the Commissioner could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959. Under State Government reorganization legislation, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation, effective October 3, 1973.

PROGRAM: During fiscal year 1974, the Examination Division of the Bureau of Insurance conducted nine domestic insurance company examinations and an examination of the Associated Hospital Service of Maine. It reviewed from a financial aspect several mergers, acquisitions, consolidations and bulk re-insurance agreements.

The Licensing Division processed licenses for 14 new insurance companies, 1,002 new insurance agents, 21 new insurance adjusters and 64 brokers. The net gain in the number of agents licensed in the State was 454 in fiscal year 1974. It is hoped that funds will become available for the computerization of the Licensing Division. The number of new licenses processed during fiscal year 1974 totaled over 1,000. Renewals totaled approximately 7,600.

The General Lines Agents Examination Advisory Board and the Life Agents Examination Advisory Board held monthly meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct their review of examination results.

The Consumer Services Division processed approximately 1,000 cases during fiscal year 1974. This Division is exploring the possibility of developing educational material for use in secondary schools throughout the State, thus involving the Bureau in a "preventive" program.

Also during fiscal year 1974, the pamphlet "Health Insurance and You" was revised and reprinted, and a similar pamphlet entitled "Life Insurance and You" has been prepared. The Bureau is currently writing a pamphlet on auto insurance.

Advertising of mass merchandising programs beyond the confines of established groups has been prohibited by the Bureau which intends to establish specific guidelines governing such advertising.

Recent legislation has currently increased workmen's compensation benefits, producing corresponding increases in workmen's compensation insurance rates. The impact on

ECONOMIC DEVELOPMENT

premiums paid by logging and lumber contractors, because of the hazardous nature of that occupation, has been substantial. Therefore, the contractors and the insurance industry have begun to develop a group safety program in an effort to curtail the number of accidents. The Bureau of Insurance and the Industrial Accident Commission are working with the insurance companies and the logging and lumber industry to develop a sound, group self-insurance workmen's compensation program for the industry.

On June 5, 1974, Interim Bulletin No. 114 was issued by the Bureau to all companies licensed to offer credit life insurance in the State of Maine. This bulletin ordered all insurance companies charging for credit life insurance on the sum of the principal borrowed plus interest, to pay claims on the same basis.

FINANCES, FISCAL YEAR 1974:

Bureau of Insurance	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$94,082	\$565,362			\$659,444
Total Expenditures	90,176	270,081			360,257
NET	3,906	295,281			299,187
Unexpended Balance Forward		295,281			295,281
Unexpended Balance Lapsed	3,906				3,906

BUREAU OF CONSUMER PROTECTION

JOHN E. QUINN, SUPERINTENDENT

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3731

Established: 1974

Statutory Authority: M.R.S.A., Title 9-A, Article VI

Average Number of Full-Time Employees: 9

Total Expenditure, Fiscal Year 1974: \$79,447

Organizational Units:

Council of Advisors on Consumer Credit

Credit and Collection Board

Home Repair Advisory Board

MAJOR GOAL: To protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit.

POWERS AND DUTIES: The primary responsibilities of the Bureau of Consumer Protection are to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-In-Lending Act.

In addition, the Bureau, formerly the Division of Personal and Consumer Finance, was responsible during the 1973-74 fiscal period for administration of consumer related State Acts concerning Truth-In-Lending, Home Repair Financing, Motor Vehicle Sales Finance, Small Loan Agencies, Industrial Loan Companies, Collection Agencies, Revolving Credit Accounts, and Insurance Premium Finance Companies, which are under the purview of the Department of Business Regulation.

ORGANIZATIONAL BACKGROUND: The original Division of Personal and Consumer Finance appears to have been created through an administrative action of the Bank Commissioner. The activities of the Division date back prior to 1917 when its role was limited to the regulation of small loan agencies. The activities of the Division were expanded in 1957 with the enactment of the Motor Vehicle Sales Finance Act. Since that time, the administration of additional consumer related laws have been relegated to the Division.

The Special Session of the 106th Legislature enacted the Maine Consumer Credit Code which will become effective on January 1, 1975. The Code provides for the establishment

ECONOMIC DEVELOPMENT

of an independent Bureau of Consumer Protection within the Department of Business Regulation, and further provides for a transitional period for the establishment of the Bureau before its effective date. All personnel of the Division of Personal and Consumer Finance have been absorbed by the Bureau of Consumer Protection. Statutory amendments are now being prepared to shift the administrative authority of laws administered by the former Division of Personal and Consumer Finance from the Superintendent of Banks and Banking to the Superintendent of Consumer Protection.

PROGRAM: During 1974, examiners of the Division of Personal and Consumer Finance performed systematic on-site audits of about 700 creditors to insure compliance with the laws, the findings of which were set forth in Examination Reports supplied to these companies. The Superintendent has certain discretionary powers to conduct hearings relating to companies that are found to be in serious violation of the law to determine possible license revocation. The Division conducted a number of hearings involving home repair contractors and home repair salesmen whose activities or practices were not desirable, resulting in license revocations when warranted. License revocation hearings have also been conducted on persons holding Small Loan and Collection Agency licenses.

The Division is now the nucleus of the Bureau of Consumer Protection. Commencing January 1, 1975, the scope of duties will be expanded to include several thousand credit grantors subject to Maine Consumer Credit Code provisions. The goals of the new Bureau will be to provide effective, equitable enforcement of the Maine Consumer Credit Code, promotion of an awareness and understanding of the protection and remedies afforded by the Code to Maine consumers, and amendment of the Code to effectuate the principles embodied therein.

During 1975, the Bureau intends to install a Consumer Petition Examination Division and a Consumer Information Division.

Consumer Petition Examination Division. The Maine Consumer Credit Code is a lengthy and complex document which is intended to regulate the many millions of dollars of consumer credit outstanding in the State of Maine. Growing consumer awareness, after January 1, 1975, of the impact of the Code and the Bureau will necessitate the development of an efficient system within the Bureau capable of handling large volumes of consumer correspondence relating to possible violations of the Code. The consumer petition examiner will have an in-depth knowledge of the Code and of the remedies available to consumers thereunder. The examiner will review consumer petitions filed with the Bureau, initiate investigations whenever necessary and notify the Superintendent of the Bureau of those cases where administrative action may be appropriate. Assisting the petition examiner will be an investigator and a secretary. The investigator will conduct field interviews, review the books and records of credit grantors when probable cause exists to do so and secure affidavits and other forms of evidence whenever necessary to prepare a proper record for the prosecution of Code violations.

Consumer Information Division. Perhaps the greatest problem in the area of consumer credit at this time is the almost total lack of awareness by consumers of the various safeguards established by the Legislature and the federal authorities to insure some semblance of equity between creditor and consumer in the marketplace. The Bureau must seek to dispel the aura of confusion and misinformation so characteristic of many consumer credit transactions. The Division of Consumer Information will promote the use of forms and procedures by Maine's credit grantors which would adequately inform the consumer as to the *actual* cost of credit in a particular transaction. The personnel in this Division will attempt to secure available federal and private grants to fund necessary research projects and educational programs. Efficient utilization of available funding should result in considerable savings to Maine's taxpayers while furthering the goals of the Maine Consumer Credit Code. Family budgeting seminars and useful educational programs for the elderly would be developed by this new Division.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Bureau of Consumer Protection	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$81,711				\$81,711
Total Expenditures	79,447				79,447
NET	2,264				2,264
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,264				2,264

MAINE REAL ESTATE COMMISSION

RICHARD F. KILROY, CHAIRMAN

PAUL A. SAWYER, ADMINISTRATIVE OFFICER

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3735

Established: 1937

Statutory Authority: M.R.S.A., Title 32, Chapter 59

Average Number of Full-Time Employees: 8

Total Expenditure, Fiscal Year 1974: \$103,854

MAJOR GOAL: To regulate the real estate profession so as to protect the public from incompetent or unscrupulous real estate brokers and salesmen and from adverse business practices.

POWERS AND DUTIES: The primary responsibilities of the Maine Real Estate Commission are to receive applications and examine applicants for licenses as real estate brokers and salesmen and to collect fees specified by law; to grant, deny, suspend or revoke licenses; to investigate complaints and possible violations of the law; to publish annual lists of licensees and persons whose licenses have been suspended or revoked; to conduct educational programs for real estate brokers and salesmen; to review trust account records; and to promulgate necessary rules and regulations consistent with the law.

ORGANIZATIONAL BACKGROUND: The Maine Real Estate Commission, created in 1937, consists of three members appointed by the Governor for terms of three years. Each member, immediately prior to the date of appointment, must have been a resident of the State for at least five years and have had the vocation for a period of ten years of real estate broker or salesman. No more than one commissioner at any one time may be from any one county. The Commission selects its own chairman, and employs a secretary and other such clerical and technical assistants as may be necessary.

Under State Government reorganization, the Commission was placed within the Department of Business Regulation, effective October 3, 1973.

PROGRAM: The Maine Real Estate Commission processed 1,719 original real estate broker and salesman license applications during fiscal year 1974. In February and May, 1974, examinations for new licensees were prepared and corrected by the Educational Testing Service of Princeton, New Jersey. Prior examinations were prepared by Commission personnel.

The Legislature approved biennial licensing of real estate brokers and salesmen as recommended by the Maine Management and Cost Survey. As of June 30, 1974, approximately 3,000 licensees had been renewed for a two-year period and the remaining 3,000 licensees were renewed for a one-year period. The change-over to two-year licensing will be completed by July of 1975.

The Commission held eighteen informal hearings regarding complaints filed against licensees and one preliminary hearing on denial of a license during fiscal year 1974. The Commission completed investigation and disposed of sixty-four license complaints. Twenty-nine were dismissed; twenty were filed because the matter had been resolved privately or evidence was not sufficient to make a determination; nine reprimands were issued; and six complaints were referred for formal action.

ECONOMIC DEVELOPMENT

During the year, the Commission published two newsletters, an instruction booklet for applicants, a revised license law pamphlet and the annual roster of licensees. A consumer information booklet for homebuyers has been prepared, and is scheduled for distribution during September, 1974.

The Commission sponsored an educational seminar on environmental laws for brokers, salesmen and the general public. Participating agencies were the Department of Environmental Protection, Land Use Regulation Commission, State Soil and Water Conservation Commission and Department of Health and Welfare.

Legislation assigning specific responsibility to the Commission for the approval and regulation of real estate schools became effective October 3, 1973. A policy covering such schools was implemented concurrently. Since the effective date of the legislation, fourteen schools have been approved.

Officials of the University of Maine and the Maine Real Estate Commission agreed upon an educational program for real estate brokers and salesmen. In Portland and in Orono, the University will offer degree credits for real estate law, real estate practice and real estate appraisal. The University of Maine at Augusta has available an associate degree program in real estate and insurance.

The Commission met with representatives of the Maine Association of Realtors to discuss legislation upgrading the educational requirements of real estate brokers and salesmen applicants.

The following recommendations of the Maine Management and Cost Survey were implemented: 1) cross-reference of the annual roster was eliminated; 2) a single copy of that roster was mailed to each licensed agency rather than a copy to each licensee; and 3) office furniture was rearranged to provide the Administrative Officer with a private office. Another Cost Survey recommendation affecting the Commission, which would have lapsed unexpended dedicated funds to the General Fund, was not accepted by the 106th Legislature.

The Commission was represented at the annual conference of the National Association of Realtors, the regional conference of the National Association of Real Estate License Law Officials and at the annual conference of the National Association of License Law Officials.

The Commission held hearings on an Administrative Policy to be adhered to by the Commission. The Policy sets guidelines on complaint decisions and for disciplinary action, and specifies conditions in which hearings should be held. In addition, office examination policy is set forth. The Policy has been sent to the Attorney General for approval.

Examination reports are being revised to provide more effective license law enforcement and to assist the licensee in complying with the requirements of this law. The revised examination is expanded to include subjects not formerly covered in reports. In the future, the examination is to be prepared in duplicate with a copy forwarded to the licensee. Also the Commission, with the assistance of the Attorney General, is reviewing its Rules and Regulations for enforceability. Where necessary, legislation is to be prepared to replace unenforceable rules and regulations.

The organizational structure of the Commission is being reviewed following the U.S. Supreme Court decision on *Gibson et. al. vs. Berryhill et. al.* In this case, the decision of a state board to revoke the licenses of optometrists, who were employed by a corporation and not members of a professional association, was overturned on the basis of bias. The members of the board were all members of a professional association. By statute, the Maine Real Estate Commission is composed of three members employed as real estate salesmen and brokers for at least ten years. Most commissioners, obviously, are also members of realtor's boards which are professional associations. The Commission is currently examining two alternatives: 1) the addition of a consumer representative and a lawyer, or 2) a full-time Superintendent with an Administrative Advisory Board.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Maine Real Estate Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$207,247			\$207,247
Total Expenditures		103,854			103,854
NET		103,393			103,393
Unexpended Balance Forward		103,393			103,393
Unexpended Balance Lapsed					

LAND DAMAGE BOARD

WILLIAM E. MCKINLEY, CHAIRMAN
RONALD M. ROY, CHIEF COUNSEL

Central Office: 77 Winthrop Street, Augusta 04330

Telephone: 289-2861

Established: 1961 *Statutory Authority:* M.R.S.A., Title 23, Chapter 3 (Subchapters III, VII); Title 23, § 652; Title 30, § 2460; Title 32, § 2719

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$100,837

MAJOR GOAL: To assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the Land Damage Board are to conduct hearings relative to real property taken by the State to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway taking, relocation assistance, grading and well damage claims, outdoor advertising signs, and the relocation, removal or disposal of automobile graveyards and junk yards; and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings.

ORGANIZATIONAL BACKGROUND: Compensation for highway takings was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the board of County Commissioners of the county wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, the Board was placed under the Department of Business Regulation, effective October 3, 1973.

The Land Damage Board consists of five members, four of whom are appointed by the Governor with the advice and consent of the Council, for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the county where the land is situated. He must be a member of that county's board of County Commissioners, and is appointed by the chairman of the Land Damage Board.

PROGRAM: In fiscal year 1974, the Land Damage Board's hearing schedule was heavier than originally anticipated; 163 hearings were held and 72 cases were settled. The hearing time required for the settlement of each case is increasing as attorneys and landowners are making more sophisticated presentations.

The staff of the Board until March 19, 1973, consisted of a clerk of the Board and a clerk-typist who were employed on a part-time basis. Due to expanding operations, the present staff is comprised of two full-time employees.

The jurisdiction of the Board previously covered only highway condemnation proceedings. However, four pieces of legislation have increased the responsibilities of the

ECONOMIC DEVELOPMENT

Land Damage Board. In those instances when agreement cannot be reached between the Department of Transportation and the interested party on just compensation for relocation assistance; on grading or alleged damage to a private water supply; acquisition of outdoor advertising signs; and the relocation, removal or disposal of junkyards; either party may petition the Land Damage Board for a determination as to awards.

The Land Damage Board is now preparing revised legislation and developing formal rules and regulations governing its hearings. The staff is developing a docket system and a new hearing schedule system, as well as revising the forms used by the Board. A new filing system is also being instituted.

The Board is vitally interested in a study to codify, amend, revise and consolidate the laws relating to eminent domain in Maine, and this interest has been heightened further because of the lack of uniformity in law and procedure as evidenced in the multitude of laws now covering condemnation proceedings in the State. The Board and the Department of Business Regulation are promoting a thorough and exhaustive study of all statutes on the subject of eminent domain now enforced in this State.

As recommended by the Maine Management and Cost Survey, the requirement for a reporter for all hearings has been revised. The reporter shall record hearings only when required by the Board and in accordance with the law.

FINANCES, FISCAL YEAR 1974:

Land Damage Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$100,900	\$100,900
Total Expenditures				100,837	100,837
NET				63	63
Unexpended Balance Forward					
Unexpended Balance Lapsed				63	63

MAINE STATE BOXING COMMISSION

JOAN M. SURAWSKI, EXECUTIVE SECRETARY

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3141

Established: 1939

Statutory Authority: M.R.S.A., Title 8, Chapter 5

Total Expenditure, Fiscal Year 1974: \$7,553

MAJOR GOAL: To regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public.

POWERS AND DUTIES: The primary responsibilities of the Maine State Boxing Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to deny, revoke or suspend licenses of boxers for mental or physical reasons, or in the case of officials, for cause; and to ensure payment into the General Fund by promoters of three percent of gross receipts from boxing contests and exhibitions.

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

The Commission consists of three members appointed by the Governor with the advice and consent of the Council, for terms of three years. So far as is practicable, members must be persons interested in and familiar with boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

PROGRAM: The Special Session of the 106th Legislature amended the laws relating to

ECONOMIC DEVELOPMENT

boxing to specify that the Maine State Boxing Commission must hold public hearings before promulgating and adopting rules and regulations. On June 11, 1974 a public hearing was held on proposed changes in rules and regulations relating to boxing. The major proposed change requires all promoters to provide accident and health insurance on both amateur and professional boxers.

A revised printing of rules and regulations pertaining to boxing was ordered.

The Commission has agreed to promote more actively amateur boxing, hoping thereby to generate more activity in the professional ranks.

The Commission has concluded that it should be authorized to expand its functions to the regulation of all professional sports, thereby ensuring appropriate recreation and entertainment for the public. With this in mind, the Commission will submit to the next regular session of the Legislature a bill providing for the regulation of wrestling. Wrestling is currently regulated by athletic commissions similar to the Boxing Commission in three states within the immediate geographical area: Connecticut, Rhode Island and New York.

FINANCES, FISCAL YEAR 1974:

Maine State Boxing Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$10,478				\$10,478
Total Expenditures	7,553				7,553
NET	2,925				2,925
Unexpended Balance Forward	630				630
Unexpended Balance Lapsed	2,295				2,295

ECONOMIC DEVELOPMENT

DEPARTMENT OF COMMERCE AND INDUSTRY

JAMES K. KEEFE, COMMISSIONER
RICHARD L. KELSO, DEPUTY COMMISSIONER

Central Office: Amherst Street, Augusta 04330 *Telephone:* 289-2656

Established: 1955 *Statutory Authority:* M.R.S.A., Title 10, Chapter 101

Average Number of Full-Time Employees: 48 *Authorized Employee Level:* 31

Total Expenditure, Fiscal Year 1974: \$1,113,612

Organizational Units:

Division of Development

Division of Promotion

Division of Research and Analysis

Division of Foreign Trade/Marketing

Commerce and Industry Advisory Council

MAJOR GOAL: To enhance the economic and social well-being of the people of Maine by assisting and promoting economic and community development, activities and opportunities; and by encouraging new enterprises and the expansion of proven existing enterprises and activities seeking ultimately the improvement in both the quality and quantity of job opportunities and community services.

POWERS AND DUTIES: The primary responsibilities of the Department of Commerce and Industry are to promote and attract new and desirable industry and assist in the well-being and expansion of existing industry; to assist and promote the economic development efforts of local, county and regional entities, and to provide technical, research, development and promotional support for economic development including industrial, commercial, recreational and cultural activities for maximum utilization of the State's resources consistent with State-adopted guidelines for conservation and environmental preservation.

ORGANIZATIONAL BACKGROUND: The Department of Commerce and Industry was reorganized by statute in 1955 from the Maine Development Commission, established in 1933, to the Department of Development of Industry and Commerce, comprised of three formal divisions: the Division of Development, the Division of Recreational Promotion, and the Division of Research and Planning. In 1957, the Department was redesignated the Department of Economic Development (DED) and expanded to include a Division of Publicity and Public Relations and a Division of Geological Survey. The latter was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred to the then Forestry Department as a Division of Geology. Other Statutory changes in 1963 and 1969 altered the names and functions of various other divisions. The latest major reorganization of the Department occurred in 1971 under State Government reorganization which changed its name to the Department of Commerce and Industry and established the present three statutory Divisions of Development; Promotion; and Research, Planning and Program Assistance (known as the Division of Research and Analysis). A new Division of Foreign Trade and Marketing was created administratively in 1973.

PROGRAM: At the start of fiscal year 1974, the Department of Commerce and Industry, after analysis of economic indicators, predicted a growth rate in Maine business activity for the year of about eleven percent. While final figures were not in at the close of the fiscal year, it was apparent that the actual growth rate will vary only a fraction of a percent from the Department's prediction. Normally, this growth rate would be cause for satisfaction in terms of the State's recording another healthy step forward in economic progress.

However, this is not the case. At the time of the prediction, two of the most sinister

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Department of COMMERCE and INDUSTRY	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,028,413			\$770	\$1,029,183
Departmental Operations	1,022,907				1,022,907
Transfers	5,506			770	6,276
Federal Grants			\$249,114		249,114
County & Municipal					
Private Contributions			6,000		6,000
Sales					
Services & Fees			5,398		5,398
Other					
Unexpended Balance Brought Forward	14,077		47,906		61,983
Adjustment of Balance Brought Forward	(3,855)		(634)		(4,489)
TOTAL FUNDS AVAILABLE	1,038,635		307,784	770	1,347,189

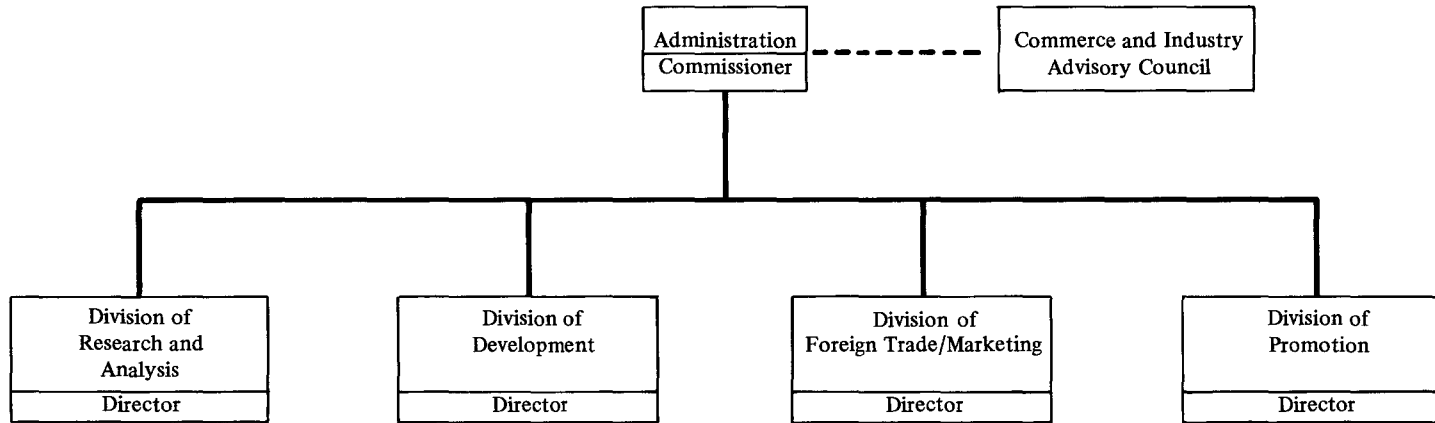
Monies received and deposited to credit of the State	3,273		260,512		263,785
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EXPENDITURES					
Personal Services, Total:	398,196		172,235		570,431
Wages & Salaries	368,704		158,045		526,749
Retirement	29,492		14,190		43,682
All Other, Total:	470,997		89,763	770	561,530
Commodities	19,037		1,503		20,540
Grants, Subsidies, Pensions	12,500				12,500
Contractual Services, Total:	439,460		88,260		528,490
Rents	63,552		833		64,385
Computer Services	5,572				5,572
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	1,651				1,651
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURES	870,844		261,998	770	1,133,612

SUMMARY

Total Funds Available	1,038,635		307,784	770	1,347,189
Total Expenditures	870,844		261,998	770	1,133,612
NET	167,791		45,786	0	213,577
Unexpended Balance Forward	159,212		45,786		204,998
Unexpended Balance Lapsed	8,579				8,579

**ORGANIZATION CHART
DEPARTMENT OF COMMERCE AND INDUSTRY**



ECONOMIC DEVELOPMENT

characters in the economic drama, Energy Crisis and its handmaiden, Rampant Inflation, were still in the wings. They made their dramatic and unwelcome entrance on the stage in October, 1973. The impact of their performance is now history, albeit a continuing one. The net result insofar as the Department and the State are concerned is that the benefits that should have accrued from the eleven percent increase in Maine economic activity were almost entirely eroded away. The qualifier "almost" is used deliberately, because available data indicates that Maine did experience progress, although small, and that in the final analysis, Maine's track record for the year is expected to be better than that recorded by most of its sister states.

Nationally, for instance, there were two successive drops in the Gross National Product for the final two quarters of fiscal 1974. Accepted standards indicate that two such successive declines in GNP means the Nation is in a recession. The Department does not join in the current debate on whether the economic parameters in late fiscal 1974 placed the Nation officially in a recession. The Department does insist that the characteristics of the Maine economy in this same time-frame, while not vigorously healthy, certainly didn't signal the presence of recession.

COMPARATIVE ECONOMIC STATISTICS

	1970	1971	1972	1973	1974 (June)
New Firms Established Last 12 months	23	20	38	22	24
Undedicated State Revenue Last 12 months (millions)	\$167.7	\$185.31	\$210.6	\$234.3	\$255.3
Index Undedicated Revenue Fiscal Year, 1970=100	100.0	110.5	125.6	139.7	140.7
% Change Undedicated Revenue-From Previous Year	35.5%	10.5%	13.6%	11.3%	9.0%
Consumer Price Index, 1967-100	116.3	121.5	125.0	132.4	147.1
% Change Previous Year	5.9%	4.5%	2.9%	5.9%	11.1%
Food Price Index, 1967=100	114.9	118.4	123.5	139.8	160.3
Commodities Price Index, 1967=100	113.5	117.4	120.9	129.4	145.3
Total Maine Employment (Thousands)	397.1	391.8	399.0	398.6	409.7
Total Manufacturing Employment (Thousands)	112.7	104.8	105.6	104.2	106.4
Total Non-Manufacturing Employment (Thousands)	228.9	233.3	240.2	248.4	255.0
Total Unemployment (Thousands)	22.0	31.9	29.8	25.1	27.8
% Unemployment	5.2%	7.5%	6.9%	5.9%	6.4%

However, there's no comfort to be derived from the assessment that Maine's economic health, while less than vibrant, is not as bad as that of its neighbors. A more viable approach, it would seem, would be recognition of the factors that made Maine's experience in the period concerned less painful, and identification of the proper courses of action to better the situation for the future.

The 106th Legislature made laudable contributions to the improvement of Maine's economic climate through enactment of legislation to provide for 1) uniform property taxes; 2) elimination of sales and use tax on manufacturing and research equipment; 3) elimination of the inventory tax by 1976; 4) consolidation of State economic financing programs under one agency, the Maine Guarantee Authority (MGA); 5) creation of the new Community Industrial Building Program as part of the MGA; and 6) creation of twelve new regional secondary vocational schools.

The 106th Legislature also appropriated an additional \$150,000 to help fend off feared financial setbacks to the State's vacation-travel season. There's also substance for the contention that it was at least hastily, if not actually, ill-considered legislation, since it purported to take curative action against threats to a single segment of the State's economy at a time when it should have appeared reasonable that all segments of the economy were faced with similar peril and deserving of equal legislative attention, including access to State funds.

The "big" picture of the 106th Legislature's action in relation to Maine's economic health was a good one, and the action was propitious in terms of time. As a result, Maine is able to report 24 new industries locating in the State and 45 industrial expansions when zero-growth would have been acceptable under the circumstances.

But more needs to be done. The Department again recommends that the Maine Site Selection Law be revised to not only permit but require the Board of Environmental Protection to entertain evidence on economic as well as environmental impact of pro-

ECONOMIC DEVELOPMENT

posals. This recommendation has been editorially supported by most of the State's news media and commercial interests and by the results of all legitimate polls of the citizenry. This is hardly surprising, since all that supporters of the Site Selection Law revision ask for is the determination of the total impact of a project. Like it or not, the sum total of the vibrations emanating from Maine to out-of-state economic interests is that Maine is cool if not actually hostile to change.

This adversely affects the best efforts by the Department to recruit from even its much-publicized Select Industries Program, a group of high growth, high wage paying and relatively non-polluting industries deemed essential if Maine is to progress towards its goal of narrowing the annual income gap (\$920) between its citizens and those of the rest of New England and the Nation. Not until this gap is dissipated will Maine citizens share equally in the good life deemed an American heritage.

On the energy front, Maine must recognize its position as the caboose on the national train of energy. Maine and New England cannot hope to achieve any semblance of energy independence until the concept is junked that we can have all the benefits of abundant energy without sullying our hallowed ground with the means of producing energy. No state can or should expect to reap the benefits of adequate energy without paying its fair share of the environmental costs for providing it. Hence, Maine right now should resolve that if it wants progress, it must agree to host one or more of the refineries required to sustain it. By the same token, if it is to sever the shackles of fossil slavery to foreign energy producers, then it must resolve that if off-shore petroleum and natural gas deposits exist on the outer-continental shelf, these resources must be brought into production at the earliest possible moment consistent with *reasonable* environmental safeguards.

All this adds up to Maine's most pressing requirement—the need for an Overall State Economic Development Plan (OSED). The lack of such a plan has been the root of the State's most chronic economic problem for decades—the income gap. The income gap breeds the out-migration of young people, the State's most precious resource, unemployment and underemployment. While the need for such a plan has been evident for many years, the problem has never been met head-on. Rather, the State has followed a shotgun approach, with a study here, a study there and the inevitable result of a statistical labyrinth that leads nowhere. Basically, the Department sees an OSED, not so much as an original work compiled in Augusta, but a pulling together of what has already been done by others at all the various levels of government. An OSED is viewed not only as a major policy but a vital management tool for state and/or local governments to use in their management of public investments.

Maine cannot expect to achieve meaningful improvement of its socio-economic climate until it determines once and for all exactly where the State stands in terms of the quality of life and opportunity available to its people and where the State wants to go. Presently, the State, by legislative directive, is imposing more and more planning on the municipalities while refusing to subject itself to the same degree of discipline. It's true that impetus for development should originate at the local level, but it obviously cannot achieve fruition without an overall comprehensive economic development plan from the bottom to the uppermost echelon.

The Department will press ahead with its goals of 1) stimulating job opportunities and increased real per capita income levels through encouraging expansion and improvement of existing economic activities and facilitating new enterprises, and 2) assisting and promoting Maine community development by encouraging improvements in community services.

DIVISION OF DEVELOPMENT

J. ERNEST BOWKER, DIRECTOR

MAJOR GOAL: To encourage the creation of new enterprises and the expansion of proven existing enterprises that will ultimately provide improved quality and quantity of job opportunities and community services in the State of Maine.

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POWERS AND DUTIES: The primary responsibilities of the Division of Development are to develop and implement a program designed to seek out and attract new industry and coordinate these activities with the efforts of public, private and other agencies; to work directly with existing industry seeking expansion within the State by providing such assistance as may be required; to enhance the economic and social well-being of local communities by assisting with the formation of industrial foundations and community development committees aimed at awareness, involvement and accomplishment toward public goals.

ORGANIZATIONAL BACKGROUND: The Division of Development was established as a statutory division of the original Department of Development of Industry and Commerce in 1955. The Division was renamed the Division of Industrial Development in 1957 and changed back again to the Division of Development in 1969 legislation which also established its subdivisions of Industrial Development, Vacation-Travel Development, and Community Development. A Bureau of Community Affairs was created administratively in 1972 to replace the subdivision of Community Development.

PROGRAM:

Industrial Growth. The Division carried out extensive solicitation efforts in conjunction with local development organizations, both within and without the State, to attract new capital investments and job opportunities for Maine people. While the major out-of-state market concentration occurred in the northeast—New England, New York, New Jersey and Pennsylvania—follow-up and contact calls were made to several other states. Contacts were developed through the Department's Select Industry, direct mail and national advertising programs. During the year, 24 new manufacturers announced locations in Maine with 45 existing firms expanding. Total estimated new jobs amounted to 5,144.

Development Data. The Division maintains a comprehensive file of available industrial buildings and sites throughout the State, complete with specifications on each facility and site. Additional data is provided through the Research and Analysis Division in developing community profiles and specific presentations to industrial, commercial and recreational development projects.

District Offices. The Department maintains regional offices in its eight economic districts to service new and existing industrial clients and provide assistance to individual communities. Federal funds were used to staff the offices, each headed by a District Coordinator.

Community Assistance. One of the Division's prime responsibilities is to provide assistance to local communities with regard to economic growth. During the year, programs were conducted in each of the Department's eight economic districts for the purpose of aiding communities with development planning. Follow-up meetings were held with individual communities which resulted in twelve municipalities implementing the planning and development of new industrial sites and parks.

Maine Metal Products Industry. Continued support and assistance was given to the Maine metal industry through the co-sponsorship of the Annual Business Development Conference and Exhibition with the Maine Metal Products Association. The Conference attracts buyers and purchasing agents from all over the northeast and generates new business to participating Maine firms. In addition, out-of-state field trips were carried out during the year to three of New England's major prime contractors, namely, General Electric, Raytheon and Western Electric, with representatives of the metal products industry. New business for Maine firms was developed from each of these trips.

Mark Maine Committee. The organization gained strength in several ways this year. District Coordinators began working more closely with District Chairmen and other members to improve communications and to stimulate worthwhile projects. A substantial number of new members were recommended and accepted, with the organization now embracing three hundred members. In addition, an in-depth evaluation of the Mark Maine program was carried out. This included a study of the members' interest and abilities which indicated the kind of activities most likely to appeal to them and to produce significant results. Stationery, calling cards, blazers and identifying pins have been incorporated into the program.

The greatest strength, however, came through a change in the statutes which made it possible for the Governor to appoint all eight Mark Maine District Chairmen to the DCI

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NEW AND EXPANDING INDUSTRIES IN THE STATE OF MAINE, 1973-74

NAME OF COMPANY	CITY OR TOWN	POP.	PRODUCT	NEW JOBS	SQ. FT.
New Industries					
Scott Paper Co.	Skowhegan	7,600	Pulp	100	NA
Clarostat-Maine	Gorham	7,839	Capacitors	150	34,200
Vy-Nola Inc.	Caribou	10,419	Cleaners-Polishes	6	NA
Dairy Research Prod's	Brunswick	16,195	Testing Equip.	6	3,000
Waterbury Companies, Inc.	Biddeford	19,983	Plastic Buttons and Novelties	100	36,200
Chas. Eaton Shoe Co.	Lewiston	41,779	Basketball Shoes	50	7,000
Hodgdon Homes	Biddeford	16,195	Modular Homes	80	71,500
Eagle Industries	So. Sanford	15,812	Machine Tools	5	3,500
Reece Corp.	Gorham	7,839	Ind. Sewing Machines	250	100,000
Allied Container	Auburn	24,151	Corrugated Containers	250	160,000
Converse Rubber Co.	No. Berwick	2,224	Processing Rubber	1,000	118,400
S & H Precision Mfg.	No. Berwick	2,224	Electronic Equipment	60	60,000
Northern Mill & Lumber	Crystal	281	Dimension Stock	20	NA
Presteel Corp. of Maine	Portland	65,116	Office Equipment & Tools	150	325,000
Burlington Homes of N.E.	Oxford	1,892	Mobile Homes	100	50,000
Coastal Structures Inc.	Scarborough	7,845	Panelized Housing	35	18,000
Insulfab Plastics	No. Berwick	2,224	Acrylic Domes	15	20,000
Stride Rite Shoe Co.	Auburn	24,151	Shoes & Boots	500	54,000
Lincoln Canoes Inc.	Waldoboro	3,146	Fibreglass Canoes	22	8,000
General Fabrication Co.	Scarborough	7,845	Machining and Metal Fabrication	120	6,200
Woodlord Inc.	Kingfield	877	Accessory Furniture Items	10	6,500
Down East Inc.	Bridgton	2,967	Machine Ship-Foundry	20	7,000
Maine Technical Inc.	Rockport	2,067	Food & Fish Processing Equipment	12	2,000
R. T. French Co.	Washburn	1,914	Potato Processing	200	90,000
Clarostat-Maine	Norway	3,595	Electronic Comp.	35	10,200
Expansions					
Paul Bunyan Cedar	Solon	712	Cedar Fencing	5	5,000
Pinkham Lumber	Ashland	1,761	Soft & Hardwood Re-Manufacturing	100	NA
Hardwick Fence Co.	Palmyra	1,104	Fencing—All Types	5	5,000
Franklin Engineering	New Vineyard	444	Machining-Engineering	6	4,800
Church Goods Co.	Pittsfield	4,274	Church Vestments	15	7,000
Indian Head Plywood	Presque Isle	11,452	Veneer	5	1,600
Great Northern Paper	Portage	377	Chipper	65	6,000
Baker Machine & Gear	Van Buren	3,971	Gears	10	10,000
Northeast Chemicals	Houlton	8,111	Chemicals	11	10,000
Sprowl Bros.	Searsmont	624	Wood Flour Mill	5	5,000
Hanold Co.	Biddeford	19,983	Uniforms-Sportswear	20	5,000
C.A.T.	Phillips	979	Long Lumber	40	5,000
Fairchild Camera	South Portland	23,267	Semi Conductors	15	7,000
Bath Iron Works	Bath	9,679	Paint, Sand Blast & Section Fabrication	200	21,000
Bangor & Aroostook RR	Hermion	2,376	Railroad	20	NA
Fairchild Camera	South Portland	23,267	Semi Conductors	25	5,000
Union Chemical Co.	So. Hope	500	Solvents	2	2,500
Knox Woolen Co.	Camden	4,115	Paper Felts	10	12,000
Jones & Vining	Lewiston	41,779	Plastic Heels	75	37,600
Medwed Footwear	Harmony	650	Shoe Molding	50	16,800
Megquier & Jones Corp.	South Portland	23,267	Steel Fabrication	10	16,000
Moore Business Forms	Westbrook	14,444	Press Room Equipment	150	30,000
General Electric	Bangor	33,168	Turbine Engines	10	27,000
Globe Albany	Auburn	24,151	Filtration Fabrics	65	32,000
Viner Bros.	Bangor	33,168	Hand Sewn Mocs	35	1,500
Fibre Materials Inc.	Biddeford	19,983	Heat Resistant Fab.	40	5,000
Hillcrest Foods Inc.	Lisbon	6,544	Broilers	10	115,200
Sprague Electric	Sanford	15,812	Tantalum Capacitors	50	16,000
Jay Brush Corp.	Brunswick	16,195	Artists' Supplies	40	38,000
Arrow-Hart	Lewiston	41,179	Switches	100	30,000
Joseph Herman Shoe Co.	Scarborough	7,845	Men's Boots & Shoes	60	13,000
Carleton Woolen Co.	Winthrop	4,335	Woolen Piece Goods	8	10,000
Bonnar Vawter Inc.	Rockland	8,769	Business Forms	25	8,769
Sabre Yachts	S. Casco	1,256	Sailing Yachts	15	5,100
Rockland Shrimp Co.	Rockland	8,769	Seafoods	25	4,000
Courier Gazette	Rockland	8,769	Commercial Printing	5	10,000
The Baker Co.	Sanford	15,182	Dust Free Chambers	20	11,000
International Paper	Jay	3,954	Paper-Paper Products	250	300,000
Shape Symmetry & Sun	Biddeford	19,983	Molded Plastics	50	18,000
Components Inc.	Biddeford	19,983	Tantalum Capacitors	40	31,000
Howard Dearborn Inc.	Fryeburg	2,208	Internal Machining	6	8,000
Philips Elmet Corp.	Lewiston	41,779	Molybdenum & Tungsten Wire	15	18,000
St. Regis Paper Co.	Bucksport	3,756	Coated Papers	150	NA
Delta Chemicals	Searsport	1,951	Ammonium Sulfate & Sulfuric Acid & Alum	10	9,600
Lincoln Pulp & Paper Co.	Lincoln	4,759	Pulp Production	75	NA

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Advisory Council. What was formerly an organization of live-wire Maine boosters is now directly plugged into the mainline of State Government, with a chance to hear and be heard and participate in the generating of economic policy.

Bureau of Community Affairs. The Bureau of Community Affairs, headed by a Municipal Coordinator, a State legislative designation under reorganization of State Government, is empowered to consult with and otherwise coordinate in the State of Maine the several programs concerned with community affairs which are now or may be administered by the several federal agencies concerned with community affairs. The Bureau promotes and assists efforts of local communities, community officials and community and regional organizations in working for community development and betterment.

The Maine Community Betterment (MCB) Program, administered by the Bureau, is a self-help program developed by the Department to involve State Government, business and citizens in a joint effort to help communities to plan their own future. The eight District Coordinators have been active with Maine Community Betterment and an MCB representative has been assigned to the Bangor office. Three students under a summer youth employment program, funded by the Augusta Community Action Program, have been working for the Bureau. As a result of the District Coordinators and the additional personnel, there are presently 103 communities enrolled in the program. An annual Awards Banquet is scheduled for late fall.

The Bureau and the American Revolution Bicentennial Commission have been coordinating community efforts. The placing of the Bicentennial star has been approved for use on MCB signs in MCB communities that have officially recognized Bicentennial Committees. Because both programs have the same structure for their steering committees, the MCB committees have been encouraged to become the Bicentennial committees for their communities.

The Department of Housing and Urban Development (HUD), Title VII, Community Development Training program has been terminated by the Federal Government. The Bureau of Community Affairs has completed two successful years of providing training for State and municipal non-elected officials while this program was in existence. A grant of \$20,000 was awarded to the Department this past year, and a total of seven courses were presented, involving a total of 1,586 participants. The Bureau worked with the Department of Health and Welfare, Department of Finance and Administration, Maine Municipal Association, Bureau of Public Administration, Bureau of Indian Affairs, Maine media and other agencies and organizations to make these courses possible.

The Bureau of Community Affairs, in conjunction with the Department of Agricultural and Resource Economics at the University of Maine, presented a seminar on Community Betterment. A Public Affairs Leadership Program is being studied jointly, along with several other community related programs. The Bureau of Community Affairs continues to be actively involved with the Rural Development Act, the Community Development Act, training programs, Circular A-95 reviews, and other State and federal programs benefiting community development.

Bangor Growth Center. The Bangor Growth Center program funded by the New England Regional Commission will, with its present allocation, have been in operation three years and three months, with tentative termination on December 31, 1974.

In the first two years, September 1, 1971, through June 30, 1973, 23 projects were approved totaling \$1,354,590. Since June 30, 1973, and through December 31, 1974, the Bangor Growth Center program has operated and will operate on an administrative grant of \$44,000 with an extension request of an additional \$10,000. This administrative grant ensures continuity throughout the final stages of the program and allows the Director to continue to implement and monitor any of the 23 projects approved to their completion date. Upon expiration of this program, it is anticipated that the only on-going project will be the construction of the International Arrivals Building at the Bangor International Airport.

ECONOMIC DEVELOPMENT

DIVISION OF RESEARCH AND ANALYSIS

ALVAR K. LAIHO, DIRECTOR

MAJOR GOAL: To identify economic and community development activities and opportunities and potentials for the creation of new enterprises and the expansion of proven existing businesses and activities.

POWERS AND DUTIES: The primary responsibilities of the Division of Research and Analysis are to define, develop and implement economic systems based on research activities which include the derivation of system concepts, feasibility analyses, market research, resource utilization analyses, cost/benefit analyses, distribution system analyses, information system analyses, and the application of management science techniques; and to acquire, compile and disseminate socio-economic data and information peculiar to the industry and economy of Maine so as to facilitate the analysis of specific opportunities and/or problem situations.

ORGANIZATIONAL BACKGROUND: The Division of Research and Analysis was originally established in 1955 as the Division of Research and Planning within the former Department of Development of Industry and Commerce. In 1969, legislation redesignated the Division as the Division of Research, Planning and Program Assistance. While the statutory name still applies technically, the Division today is more widely known as the Division of Research and Analysis.

PROGRAM:

Maine Economic Data Book. During fiscal year 1974, the Department published the fourth edition of the Maine Economic Data Book. The series, begun in 1969, was created to provide basic economic data concerning the State of Maine in order to assist decision-makers in business and government with a comprehensive, single source of reference information. Data for the publication was collected from many State and Federal Government agencies and private sources and is presented in standard tabular formats.

The newest edition, a 250-page paperback, incorporates a number of major changes in general layout and table construction designed to improve the general utility of the publication. The data tables, containing information collected from many public and private organizations, are arranged in three broad subject areas—Maine, Maine People, and Maine Industry—each preceded by a verbal summary highlighting particularly noteworthy data and economic trends. These three broad areas are further subdivided into fifteen specific subject categories to assist the user in finding a specific data item. As in the past, the edition is offered to the public at two dollars per copy with the proceeds going to the State's General Fund.

Facts About Industrial Maine. First published in June of 1972, this publication was updated for the first time in late 1973. Toward the end of fiscal year 1974, a second, thorough updating was begun and a schedule made to update the *Facts* data sheets on a rotating six-month basis. This move is intended to keep the publication current at all times.

Facts is published primarily for the benefit of the businessman with an interest in the State of Maine. Intended as an introduction to the State, it is composed of twenty-six topical discussions (data sheets) dealing broadly with the Maine economy in profile and the essentials of doing business in the State.

Project Woodchip. The final report on the feasibility of establishing an integrated forest products manufacturing complex in Aroostook County was issued in July, 1973. The basic concept of Project Woodchip is the encouragement of a greater degree of systems integration into the operating processes, and of horizontal and vertical integration into the management policies associated with Maine's forest products industry. The overall objectives are to 1) achieve a more efficient utilization of Maine's available forest resources, 2) maximize value-added within the State of Maine, and 3) provide a stabilizing effect in the industry traditionally characterized by many small, single product, single specie firms.

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This project, now known as Woodchip I, was a singularly successful effort because the technical analysis not only showed the basic concept to be feasible, but also led to a decision to construct such a complex in Ashland even before the final report was published. The proposed complex anticipates a capital investment of \$17-million and would employ 215 people initially and approximately 500 when fully implemented.

Since the documentation of Woodchip I, plans for analyzing the feasibility of a similar, Woodchip II complex in southern Piscataquis County has been formalized. A joint proposal by the Research and Analysis Division and the Bureau of Public Lands has been submitted to the New England Regional Commission requesting federal funds to conduct the required analysis. In addition, preliminary investigation has begun concerning the feasibility of implementing a third complex, Woodchip III, in the St. John River Valley.

Tourism in Maine. Fiscal year 1974 saw the completion of a comprehensive analysis of the relative costs and benefits of Maine's vacation travel industry. Although this unique research effort was sponsored by the Maine Vacation Travel Analysis Committee, the study resulted from a proposal submitted to the 105th Legislature in November, 1971, by the Division. The Director of the Division served on the committee as its technical advisor, and staff members of the Division have been closely associated with the analytical work throughout the conduct of the study.

The final report, entitled "Tourism in Maine: Analysis and Recommendation," describes the dimensions of tourism in Maine, characteristics of various types of tourists and a comparison of economic benefits with economic, social and environmental costs of each type of tourist. In addition, the report offers recommendations for the State of Maine to consider as an approach to maximize the benefits and minimize the costs of this important segment of Maine's economy.

Measurement of Tourism in Northern New England. In July, 1973, the Division initiated an eighteen-month project to implement a Northern New England Vacation Travel Analysis System (NNEVTAS) in cooperation with the State of New Hampshire and Vermont. The objective of this project, funded by the United States Travel Service, is to design, develop and implement a system for the continual monitoring, analysis and reporting of vacation travel in each of the three northern New England States in a uniform manner. When the system is fully operational, it is anticipated that each state will continue to operate its own component of the system. The methods and procedures derived will allow individual state results to be compared and combined to derive regional totals and trends.

During the year, methods were established for distributing questionnaire cards to tourists visiting Maine, New Hampshire and Vermont. These methods vary in each state, but the questionnaire itself is identical. In addition, a monthly bulletin is being developed which will present each state's vacation travel data in a timely and useful manner. It is anticipated that annual and seasonal reports will be developed which will consolidate results to provide a regional summary.

Maine Tourism Indicators. In response to a long established need and the more recent potential problems raised by the energy crisis, the Division recognized the value of a timely index which would reflect current trends in Maine's vacation travel industry. Following an evaluation of various alternative approaches, a system was developed which utilizes readily available existing data sources to provide a series of four basic tourism indicators: the number of automobiles entering southern Maine; retail gasoline sales; lodging sales; and restaurant, food and beverage sales. These four basic indicators, coupled with the results of other independent research efforts, allow the calculation of the estimated economic impact of tourism in terms of total tourist expenditures and the corresponding total tourism business activity that is generated by the multiplier effect. The tabulated indicators and impact estimates identify Maine tourism trends on a monthly and on an annual cumulative basis compared to similar figures for previous years.

Crafts Industry Survey. In response to a planned commitment by the Department to provide assistance to the development of the crafts industry in the State of Maine, the Division conducted a three month investigative study of the industry—its present characteristics, structure and socio-economic potentials. The objective was to be fully knowledgeable concerning this traditional but rapidly expanding indigenous industry, and thus identify the most appropriate and effective role for the Department to play.

ECONOMIC DEVELOPMENT

The study focused on an informal survey of various existing craft groups as well as individual craftsmen and small businesses. Resulting from this investigation is a much clearer picture of the problems, needs and concerns of craftsmen on an individual as well as collective basis. This information is now being evaluated by the Department and it is anticipated that a new departmental policy and program to assist the Maine crafts industry will be announced in 1975.

Project Triangle. Another analytical effort completed by the Division was Project Triangle. The concept of this project, which concerns the Portland-Lewiston/Auburn-Brunswick triangle area, is that of the feasibility of establishing an integrated industrial complex composed of preselected industries which are inter-related through raw material requirements and sources, manufacturing processes, labor skill requirements or marketing channels or any combination of these. The objective of the research effort was to determine 1) whether this concept itself, as proposed, is realistic; 2) if realistic, what specific industries would be both desirable and feasible to locate within the triangle area; and 3) where, within the triangle region, would be the best place to locate the complex itself.

The results of the study revealed that the concept indeed was realistic and, largely for reasons of labor availability and ready access to adequate transportation routes, that the complex would be best located about midway on a line between Portland and Lewiston/Auburn. The analysis that was conducted included an audit of the resources of the triangle area which in turn was compared with the characteristics and requirements of each type of industry now existing in the United States. This process revealed that there were twelve specific types of industries within five broad categories that are especially suitable for location in the triangle area. The five categories of industries are printing and publishing; industrial instruments and devices; medical and scientific instruments and supplies; plastics; and chemicals.

The Department is currently evaluating the results of the study and examining alternative ways in which the recommended complex might be implemented, such as via a private developer, a community development corporation, or even by a regional development authority which could be created especially for this purpose.

Select Industry Program. The Select Industry Program represents a thorough revision of the Department's earlier Twenty-six Industries Program. Industrial data which became available during 1973 was used to develop an improved technique of isolating those growth industries for which Maine had more to offer, in terms of future profitability, than most states. A list of firms representing these industries is provided by the Department to communities interested in soliciting these individual firms to move or expand into Maine. The Department began advertising the State's advantages to these industries in nationwide trade journals early in 1973. This program became fully operational at the community level early in 1974, and by the end of the fiscal year, ten of Maine's largest communities were participating in the program.

Community Profiles. The Maine Community Profiles, initiated by the Department several years ago, are four-page, printed abstracts, each describing a community's basic economic, demographic and social characteristics. The data for these profiles is gathered by the Department from various public and private sources, including community leaders. The profiles are used both by the Department and the communities themselves, primarily to describe to industrial prospects the community's suitability as a location for new industry. Also, they are kept on file both in the Department and the subject communities, and are given free on request to any interested public or private individual or organization.

During the last fiscal year, the responsibility for design and continual updating of the Community Profiles was shifted from the Division of Development to the Division of Research and Analysis. Also during the fiscal year, the profile format was revised to make it both more attractive and more informative. At mid-1974, profiles existed for about 75 Maine communities, and plans were made to create profiles for all those Maine communities of over 9,000 population for which no profile had previously existed.

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DIVISION OF PROMOTION

ROGER N. WOODCOCK, DIRECTOR

MAJOR GOAL: To encourage and assist in the overall socio-economic development of the State of Maine by promoting its attractions, resources and facilities and by cooperating with and assisting other State agencies and public and private organizations in the achievement of these ends.

POWERS AND DUTIES: The primary responsibilities of the Division of Promotion are to combine and coordinate the advertising, informational and promotional activities of the Department of Commerce and Industry by publicizing and promoting industrial, commercial, recreational and such other facilities of the State as required, with special emphasis on livability, economic growth and social progress; and to initiate programs and lend support to programs conceived by the several divisions of the Department which will be found to the advantage of the State by preparing and causing to have printed publications of a promotional or informational nature; by conducting advertising campaigns and dispensing information and news releases relating to activities, programs and projects aimed at advancing the social and economic progress of Maine; and by producing photographs, displays, slide presentations, motion pictures and like materials which will tend to enhance and encourage the State's growth and development in those areas commonly deemed to be desirable.

ORGANIZATIONAL BACKGROUND: In the original Department of Development of Industry and Commerce, created in 1955, promotion functions were the responsibility of a Division of Recreational Promotion. In 1957, legislation established a new Division of Publicity and Public Relations and retained the Division of Recreational Promotion which subsequently became the Division of Vacation-Travel Promotion (1963). The former Division of Publicity and Public Relations was redesignated the Division of Promotion by statute in 1969, which also abolished the Division of Vacation-Travel Promotion as an independent division.

PROGRAM:

DISCOVER AMERICA. Chief among the activities of the Division of Promotion is the DISCOVER AMERICA program designed to promote a four-season vacation travel economy for Maine. This program, conceived and developed by the Department to conform with changing travel patterns triggered by the energy shortage, was first announced at a meeting of vacation travel interests sponsored by the Department and the Maine Publicity Bureau. Advertising for the program was financed by part of a \$150,000 appropriation provided by the Special Session of the 106th Legislature as an emergency funding measure. The Governor's Council on Vacation Travel acted on the Department's recommendations on how the funds should be dispensed for optimum effect.

DISCOVER AMERICA is a many-faceted program which includes a TV, radio and newspaper advertising campaign in three major market areas—Boston, Providence and Hartford—urging people to spend their vacations in Maine, and the installation of toll-free WATS lines to provide tourist information at the Maine Information Center at Kittery.

As part of the program, the Division produced two slide presentations, "DISCOVER AMERICA," used to acquaint Maine audiences with the program and "Four Seasons for Me.," which promoted Maine's four-season recreational attractions. This latter presentation was translated into French, Finnish and Dutch for overseas consumption and was shown aboard the Maine Maritime Academy training ship, "State of Maine," at stopovers in various European ports during its annual training cruise.

A further aspect of the DISCOVER AMERICA program involves the allocation of matching funds on a fifty-fifty basis in each of the Department's eight economic districts. The purpose is to produce greater incentives for local participation by allotting each county a total of \$3,000 for vacation travel or industrial promotion. Division staff members conducted a series of orientation meetings with DCI District Coordinators, Chamber of Commerce officials and county representatives to familiarize them with the requirements for obtaining matching funds. The actual allotment of funds will be implemented during fiscal year 1975.

ECONOMIC DEVELOPMENT

Newsletter. The format of the monthly departmental newsletter, "Mark Maine News," was expanded from a maximum of eight pages to sixteen pages during the year to provide sufficient space for the broad spectrum of information needed by the business community. Simultaneously, the mailing list was culled to eliminate duplications and addressees who indicated they no longer have an active interest in the activities of the State's business community. While the content of the newsletter was doubled in terms of quantity, the total cost of its production was actually reduced by obtaining a second-class mailing permit instead of the bulk mailing rate used for similar State publications.

Advertising. The Division of Promotion is responsible for newspaper, radio, TV, billboard and trade periodical advertising designed to attract tourists and industry to Maine. Ads incorporate the use of "Me."—the abbreviation for Maine—in such slogans as Ski Me., See Me. First, Invest in Me., etc. Maine business concerns and organizations are encouraged to use this device in their advertising to augment the State's industrial and recreational promotion. The Me. theme has won numerous awards and received acclaim from some of the nation's most prestigious advertising critics.

Publicity. The Division prepared approximately one hundred press releases during the past fiscal year for distribution to both in-state and out-of-state media. About half of these dealt with some aspect of vacation travel, while the remainder publicized Maine business and industry. Press releases were often accompanied by photos taken by staff members. In addition to press releases, listings of new industries locating in Maine and information on the expansion of the State's existing industries were sent to industrial trade journals on a regular basis. The Division continued its policy of furnishing assistance to free-lance writers, journalists and photographers in compiling material for local and national publications. The Division was also called upon to write feature stories and produce speeches on various facets of the Maine economy.

Literature. The Department's series of brochures known as "vacation planners" came in for a thorough revision and updating. To avoid duplicating information, the number of planners was cut from 28 to 19. In several instances, planners treating related subjects were combined into a single brochure. Nearly 1.5 million of the revised planners were printed for distribution.

The Division also produced an updated version of the 32-page booklet, "An Economic Program for Me.," which contains a detailed description of the Department's functions and activities, and a four-page pamphlet, "Discover the Kittery Liquor Store," was designed and produced by the Division for use by the Bureau of Alcoholic Beverages which absorbed the costs of printing and distribution. Another publication, "Life with Me.," dealing with the advantages of residing in Maine, was authorized by the Department with makeup and format approved by the Division. The Department ordered 5,000 copies as an initial printing.

Audio Visuals. During 1973, 219 requests were handled for the booking of films available from the Department's film library. The films were shown in more than 25 states. The Division also produced five slide shows in fiscal year 1974, two of which have already been mentioned (DISCOVER AMERICA and Four Seasons for Me.) in connection with the DISCOVER AMERICA Program. Others were: "Energy Conservation," an explanation of how Maine business and industry can economize in the use of energy resources; "More Jobs for Me.," legislative action required to create more jobs for Maine people and narrow the income gap between Maine and the other New England States; and "There's Been a Change in Me.," a discussion of recent legislation designed to make Maine's business climate more amenable to new business and industry.

The Department and specifically, the Division of Promotion, is cooperating with New Hampshire and Vermont in producing a vacation travel film promoting the seasonal tourist attractions of the tri-state area for Canadian and foreign markets. The film is funded by a grant from the United States Travel Service with each state providing a share of matching funds both in cash and in kind. Separate sound tracks in English, French, Spanish and German will be produced for this regional film, which is slated for completion in the fall of 1974.

Photo Service. The Division maintains a complete photo file of both black and white prints and color transparencies, which is continually being updated. The file serves as a valuable source of picture material for free-lance writers and photographers, as well as for use in ads and publications. Nearly all of the file photos were taken by the Division staff.

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Graphic Arts. This section of the Division is responsible for designing printed materials, such as brochures, booklets, bulletins, posters, etc., as well as conceiving and building exhibits for promoting Maine tourism and industry. In the latter category, three exhibits were created for display aboard the maritime training ship, "State of Maine," during her annual spring cruise to foreign ports. One exhibit featured investment and trade opportunities with Maine firms. A second exhibit urged foreign visitors to DISCOVER AMERICA in the Great State of Maine, while a third display, constructed especially for the New England Regional Commission, illustrated New England's economic profile, tourist attractions and cultural heritage.

Information Centers. The Department continued its sponsorship of information centers in New York City, Portland and Fryeburg, all staffed by the Maine Publicity Bureau. The Department chose not to renew the lease on the New York Information Center at Rockefeller Plaza at the expiration of the fiscal year. Plans are presently underway to relocate this office in the New England Travel Center at Rockefeller Center.

Eastern State Exposition. The Department fulfilled its responsibility in maintaining the State of Maine Building at the Eastern States Exposition at West Springfield, Massachusetts, and operating the building throughout the 1973 Exposition. This responsibility was transferred by legislative action (effective Oct. 1, 1973) to the Department of Agriculture.

Other Projects and Supportive Activities. The role of the Division of Promotion within the Department is generally supportive. The staff is frequently called upon to contribute their particular talents in arranging, coordinating and providing advance publicity and news coverage for Department-sponsored events and activities.

In addition to activities already enumerated, the Division lent assistance and/or promotional support to a number of programs and special events that occurred throughout the year. Among these events were the Bangor Gateway Cargo Conference, the 28th Annual Conference of the National Association of State Development Agencies, the Maine Industrial Training Concept Seminar, Maine's First Annual Export Conference, the Annual Maine Community Betterment Banquet and the World Series of Skiing at Sugarloaf Mountain (an event that was cancelled for lack of sufficient snow). Assistance in the form of promotional support was also given to the Maine Metric Committee, the Governor's Subcommittee on Vacation Travel (formed in response to the energy shortage), and the activities of the Mark Maine Committee.

Division staff members lectured at a series of public information seminars funded under a Title VII grant from the U.S. Department of Housing and Urban Development to acquaint public officials with the techniques of preparing information for public consumption.

The Department through the Division played a key role in publicizing the Maine Sports Hall of Fame through news releases, bussing arrangements from Maine points to the Annual Maine Day Game (Boston Celtics vs. Capital Bullets) and ticket distribution to travel agencies.

The Division's long-standing policy of hosting travel and outdoor writers visiting the State and assisting them in compiling material for articles and stories brought dividends in additional publicity for Maine on the national and international level.

The Division also contributed heavily in both time and energy to working with the Maine Guarantee Authority in getting approval for the construction of two community industrial buildings to be located at Houlton and Brewer. The promotion and marketing of these buildings to industrial tenants is by law the responsibility of the Department of Commerce and Industry.

DIVISION OF FOREIGN TRADE/MARKETING

FRANK M. PIVERONAS, DIRECTOR

MAJOR GOAL: To create and expand job opportunities by assisting and encouraging Maine industry to develop its export potential by selling to foreign markets, and to promote Maine's investment opportunities to international companies who seek to establish joint ventures/licensing or a plant location to enhance Maine's economic base.

ECONOMIC DEVELOPMENT

POWERS AND DUTIES: The primary responsibility of the Division of Foreign Trade/Marketing is to implement an International Trade Program for Maine firms, stressing exports of State products and Maine's reverse investment opportunities. This program is designed to encourage, educate and assist in seeking alternative markets, improving the financial standing, strengthen payroll and increase employment in Maine firms. Educational seminars, conferences and speaking engagements are held to further acquaint Maine manufacturing firms, service organizations and the general public in matters pertaining to foreign trade. The Division also coordinates the existing services and facilities available through the U.S. Department of Commerce and the Export-Import Bank Program. It acts as a catalyst to cultivate and encourage relations between firms, agencies and organizations of the State of Maine and other foreign countries through overseas Chambers of Commerce and foreign consulate offices.

ORGANIZATIONAL BACKGROUND: The Division of Foreign Trade/Marketing was created administratively in 1973 with funding provided by the 106th Legislature under Private and Special Laws, Chapter 108. This Chapter authorized and funded a Foreign Trade and Marketing program within the Department of Commerce and Industry.

PROGRAM:

Japan Reverse Investment Mission, Tokyo and Osaka, Japan. Maine participated with 37 other states for a National Association of State Development Agencies—U.S. Department of Commerce organized mission to solicit Japanese firms to invest in Maine. Seven Maine businessmen participated, three of whom were Mark Maine members. It is estimated that out of 800 firms which attended these seminars, 100 prospects were met, with 25 being classified as solid Maine prospects. Several Japanese firms have since visited Maine for further exploratory discussion. As a result of this mission, a part-time consultant was hired for Japan, to assist in a follow-up program and act as a listing post for future business prospects.

Bangor Cargo Conference. The Bangor Cargo Conference was held to discuss business prospects with exporters, air carriers (foreign and domestic), freight forwarders, etc. as a means of introducing Bangor to these organizations now that "flag stop" rights have been attained. The Civil Aeronautics Board also participated in the program and expressed excellent insight into Bangor's prospects.

Germany and Switzerland Reverse Investment Symposium. This symposium in Europe indicated strong investment interest on the part of German and Swiss companies toward the United States. Four hundred and twenty five firms were represented in Germany with eighty present in Switzerland. Serious correspondence is presently being conducted with several of these firms. Due to the strong investment interest in Western Europe, a part-time representative was hired to assist in follow-up efforts and also to represent Maine's export interests in Europe. Mailings and further presentations of State material are currently being conducted. Sufficient interest has been created for several companies to visit Maine in 1974.

St. Francis College Conference On Exports. St. Francis College of Biddeford, along with the Biddeford-Saco Chamber of Commerce, the Maine State Chamber of Commerce and the Department of Commerce and Industry, hosted an Export Conference which brought together one hundred Maine manufacturers and representatives from the Russian Embassy; Finnish-American Chamber of Commerce; Chase Manhattan Bank N.A., New York; Foreign Credit Insurance Association, New York; U.S. Department of Commerce, etc.; for the purpose of creating more interest to export Maine products and establish Maine's international markets.

Maine Foreign Trade Zones. In conjunction with the Department of Transportation, Department of Commerce and Industry, City of Portland and City of Bangor, plans are being made to prepare for foreign trade zone applications at Bangor International Airport and the Port of Portland. It is felt that foreign trade zones in these separate areas can provide enormous economic benefit, not only to each city, but to the entire State as well. Foreign investors are keenly aware of zone advantages and are observing any progress with interest.

Governor's Interdepartmental Export Expansion Program. This program has been re-activated and is designed to coordinate the foreign trade activities of the various State

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agencies. The committee is composed of the Departments of Agriculture, Forestry, Transportation, Marine Resources, Commerce and Industry and the Maine Sardine Council.

International Committee of the Mark Maine Members. A recent survey of the Mark Maine Committee indicated that thirty-five Mark Mainers are willing to assist in promotional programs abroad. Many Mark Mainers travel abroad, not only on business, but also on a personal basis, and they will be called upon to assist in making new contacts and to visit various embassies and consulate offices throughout the world. In addition, they will be called upon to contact specific companies where appropriate.

Maine Maritime Academy Cruise. This promotional program was expanded to include manufacturers for a cruise to Europe in 1974. Maine manufacturers visited Scotland, Finland, Belgium and Russia during the cruise. Coordination with the U.S. Embassies and Consulates abroad provided business contacts and prospects for the products displayed. Approximately 10,000 people visited the ship, "State of Maine," during this cruise and a number of manufacturers are presently corresponding with prospective customers.

Maine Metric Committee. The Maine Metric Committee was appointed by the Governor to educate Maine manufacturers and the general public in the necessity of metric conversion. Every major industrialized country in the world has adopted the metric system, except the United States. Congressional legislation on a national level has been slow in coming even though it is recognized as a "must." Several states currently are using some form of the metric system, whether it be in land description, transportation, aid to industry or textbook education. Maine has been one of these states in that the Maine Department of Agriculture's laboratory has been converted to the metric system. A continued education program is in progress at this time.

Other Activities. In addition to the above, the Foreign Trade/Marketing program has been active in the reverse investment area, bringing joint venture and licensing opportunities to manufacturers. The Division is currently working with several foreign prospects who are seeking to establish a foreign subsidiary in the United States. German, Swiss, Finnish and Japanese firms are most active at this time with other European countries stepping up their programs in this area.

The Division's functions also include: maintaining and updating the Maine Exporters List; preparing and finalizing the Division's retrieval system so inquiries can be channeled more efficiently to the manufacturer; developing a periodic newsletter in order to make manufacturers aware of new international developments and promotional opportunities; participating in educational and promotional programs, i.e., the Maine product trade missions abroad, St. Francis College type conferences, Maine Maritime Academy cruise, the Federal Procurement and Foreign Trade Conferences, etc.; and development of a foreign trade zone committee to coordinate the submitting of the necessary applications to designate the zones and to specifically relate to the marketing and tenant commitments which are vital to the success of this project.

ECONOMIC DEVELOPMENT

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, DEPUTY COMMISSIONER

Central Office: Capitol Shopping Center, Augusta 04330 *Telephone:* 289-2291
Established: 1867 *Statutory Authority:* M.R.S.A., Title 12, Chapters 401-417
Average Number of Full-Time Employees: 118 *Authorized Employee Level:* 118
Total Expenditure, Fiscal Year 1974: \$1,927,766

Organizational Units:

Administration Division
Division of Marine Research
Extension Division

Division of Law Enforcement
Division of Promotion and Marketing
Marine Resources Advisory Council

Atlantic States Marine Fisheries Commission

MAJOR GOAL: To conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine coastal fisheries industry, and by advising agencies of government concerned with development or activity in coastal waters.

POWERS AND DUTIES: Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources; to acquire and hold real property; to accept funds, subject to the approval of the Governor and Council; to enter into reciprocal enforcement agreements with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise State and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate State agencies on all interrelated matters involving the coast and its marine resources; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATIONAL BACKGROUND: The Department of Marine Resources originated in 1867 with the creation of the Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was redesignated Commissioner of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources which, along with added duties and responsibilities, assumed those previously assigned to the Department of Sea and Shore Fisheries.

PROGRAM: The primary objective of the reorganization of the Department of Sea and Shore Fisheries into the Department of Marine Resources was to ensure that the new Department has the capabilities of responding effectively to rapidly changing conditions in the marine environment and to probable new developments in marine fisheries. The new Department has greater law enforcement and regulation-promulgating capabilities, authority to lease tidal waters for scientific or aquacultural purposes, and a more influential position in decisions that affect the quality of the marine environment. The

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

Department of MARINE RESOURCES	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,556,508	\$ 54,800			\$1,611,308
Departmental Operations	1,541,498				1,541,498
Transfers	15,010	54,800			69,810
Federal Grants			\$353,365		353,365
County & Municipal					
Private Contributions		41,500			41,500
Sales		49,929			49,929
Services & Fees		96,307			96,307
Other	21,000	80,218			101,218
Unexpended Balance Brought Forward	3,456	657,245			660,700
Adjustment of Balance Brought Forward	445	71			516
TOTAL FUNDS AVAILABLE	1,581,409	980,070	353,365		2,914,844

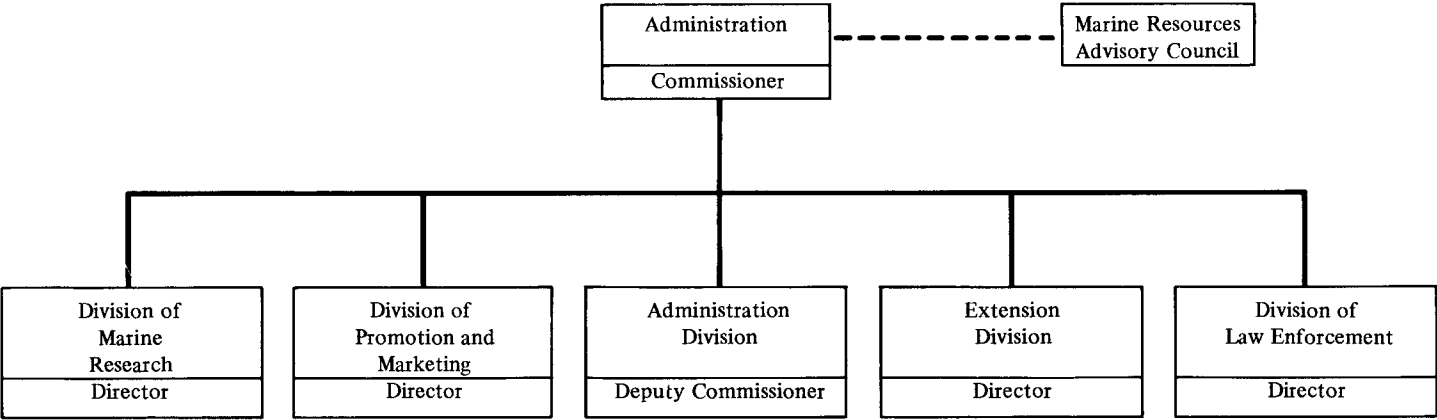
Monies received and deposited to credit of the State	124,079				124,079
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EXPENDITURES					
Personal Services, Total:	931,505	158,451	164,661		1,254,616
Wages & Salaries		145,676	140,019		285,695
Retirement		12,775	24,642		37,417
All Other, Total:	307,139	139,603	78,420		525,162
Commodities		30,077	16,630		46,706
Grants, Subsidies, Pensions			3,590		3,590
Contractual Services, Total:		17,125	20,494		37,619
Rents		680	564		1,244
Computer Services		5	206		211
Transfers to Other Funds					
Other		92,401	37,706		130,107
Capital Expenditures, Total:	106,269	33,713	8,006		147,988
Buildings & Improvements					
Equipment			8,006		8,006
Purchases of Land					
TOTAL EXPENDITURES	1,344,913	331,767	251,086		1,927,766

SUMMARY

Total Funds Available	1,581,409	980,070	353,365		2,914,844
Total Expenditures	1,344,913	331,767	251,086		1,927,766
NET	236,496	648,303	102,279		987,078
Unexpended Balance Forward	234,613	648,303	102,279		985,195
Unexpended Balance Lapsed	1,883				1,883

**ORGANIZATION CHART
DEPARTMENT OF MARINE RESOURCES**



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Department's authority to carry on certain activities which have, of necessity, evolved over the years, was confirmed in the reorganization.

To assist the new Department in its expanded role, the Advisory Council was expanded. It now meets quarterly, and has an active role in approving regulatory or lease-permit activities of the Department. The larger and more active Council helps the Department to maintain closer contact with the commercial fishing industry.

In October, 1973, the National Marine Fisheries Service laboratory at Boothbay Harbor was closed. With the assistance of Maine's congressional delegation, the State obtained a contractual agreement to use the property, and with a special legislative appropriation, the Department was able to continue certain programs of high priority to Maine's fishing industry. Subsequently, and again through a special legislative appropriation, the Department brought to the facilities, the Bigelow Laboratory for Ocean Sciences, a well-established group of marine scientists pursuing programs of direct interest to the Department's research and environmental concerns. This addition brought the old NMFS station into optimum use and provided a substantial increment to Maine's research capabilities.

Two outstanding environmental catastrophes have stretched the Department's capabilities. The massive TAMANO, 500,000 gallon oil spill in Casco Bay in 1972 demanded much time and effort in assessing the impact on marine resources and in preparation for subsequent litigation. A carefully coordinated research program has clearly established the adverse, sub-lethal and persistent effects of petroleum products on shellfish resources.

The TAMANO spill was followed by a substantial outbreak of paralytic shellfish poisoning along most of the coast, which caused significant economic hardship within the industry. Further outbreaks occurred in 1974, and demonstrated the barely adequate departmental capabilities at hand to effectively handle these problems, and the very inadequate knowledge of the causes and consequences of paralytic shellfish poisoning. During these natural outbreaks, departmental work and obligations in the areas of shellfish pollution monitoring essentially stops or proceeds at a reduced rate.

The shellfish sanitation staff was increased from three to five personnel, but is still inadequate to properly inspect and monitor the water quality of all shellfish growing areas of the State, to provide sufficiently flexible seasonal openings of growing areas for optimum utilization by the industry, and to inspect frequently all shellfish processing plants, vehicles, and depuration plants. The operational and social problems of depuration plants are particularly time-consuming.

Litigation connected with these activities over the last two years has demonstrated the need for thorough revision of operating procedures. To this end, the Department has employed law student interns for two summers to make suggested revisions in laws and regulations affecting shellfish operations. The objective has been to simplify and clarify these procedures, and to eliminate ambiguous or unconstitutional provisions within the shellfish laws and regulations. The size of the problem requires greater legal attention than the Department has been able to provide.

Much time was directed to drawing up a proposed shellfish management program which met with little legislative success. Some sort of management program becomes more urgent with rising demand, diminishing resources and increased competition from out-of-state suppliers. The economic value of the shellfish industry and the numbers of people it employs make it a highly valuable but under-rated economic activity. The Department's efforts, through its Regional Biologists, to provide effective shellfish management assistance to the industry has been minimized by a proliferation of non-uniform local shellfish ordinances and an abundance of environmental problems that have demanded increasing local attention by the Regional Biologists.

A new initiative in fisheries management, the State-Federal Fisheries Management Program, has also demanded much departmental attention. Maine has been actively involved with two species: lobsters and northern shrimp. Little progress has been realized in the difficult area of lobster management, but notable success was realized in carrying out a tri-state, federal shrimp gear study and, as a result, in implementing a uniform fishing net mesh size regulation through the Atlantic States Marine Fisheries Commission. Inter-state cooperative offshore patrols, using departmental aircraft and vessels, have been implemented to enforce the landmark regulation.

A new departmental offshore patrol and research vessel was authorized by the 106th Legislature. Again, the Department has spent a great amount of time on the project to

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ensure that the State will have a useful, versatile and economical offshore vessel. The need for such a vessel increases as a result of the State-Federal Management Program, increased research activities at the Boothbay Harbor laboratory, and possibly, as a result of congressional action on extended offshore jurisdiction. Planning is also well advanced on acquiring four inshore, all-weather patrol craft.

The Extension Service was made a separate Division within the Department as a consequence of a modest increase in its staff, but primarily in recognition of the unique and versatile nature of its work. Largely funded with Sea Grant monies, the Division is active in both traditional and innovative fisheries projects. Much of its activities have been in support of the efforts of the Division of Promotion and Marketing in bringing into production so-called under-utilized species, increasing communication with the fisheries, troubleshooting, increasing the efficiency of fishing gear, exploratory fishing of various kinds, and developing or adapting new gear to meet the special requirements of Maine's fisheries.

With the increasing probability of exploration and drilling for oil on the outer continental shelf, the Department has given much attention to the implications of that activity as it may affect commercial fisheries in the Gulf of Maine. This attention has been directed at the regional and national levels where the policy decisions that may have far-reaching ramifications will be made.

In a related area, much time has been spent on the question of Maine's marine boundaries. The lateral boundary with New Hampshire now appears to have been satisfactorily established, but the other boundaries, that of the extent of Maine's territorial sea, the lateral boundary with New Brunswick and the international boundary between the United States and Canada in the Gulf of Maine, remain unresolved and time-consuming problems of practical significance. In these questions, the Department has worked as a part of the Marine Resources Commission established by the 106th Legislature. Important constitutional challenges were raised against several marine resources laws. The long-standing prohibition against crawfish in Maine was struck down, and the residency requirement for applying for a lobster license awaits a court decision. The latter decision may be of crucial importance for the well-being of Maine's over-exploited lobster fishery. It emphasizes the urgency of developing effective fisheries management programs with limited entry and limited effort applied to fisheries. So far, these questions have defied practical solutions, and the Department anticipates continuing efforts to be directed to these fundamental problems.

ADMINISTRATION DIVISION

RICHARD P. CHOATE, DEPUTY COMMISSIONER

MAJOR GOAL: To promote the conservation and development of the marine and estuarine resources of the State of Maine by performing administrative functions of the Department of Marine Resources and by advising government agencies concerned with development or activity in coastal waters.

POWERS AND DUTIES: The primary responsibilities of the Administration Division are to issue and process funds received from twenty types of licenses and permits for the State's marine resources industry; to maintain license files, payroll and personnel records; to prepare and review departmental budgets and expenditure control; to implement and administer federal-State project activities and files; and to review Maine State Clearing-house documents, Equal Employment Opportunity Action plan, Fair Labor Standards Act and State Collective Bargaining actions.

ORGANIZATIONAL BACKGROUND: The Administration Division is an informal unit of the Department of Marine Resources consisting of the functional sections of Accounting, Clerical, Laboratory Maintenance and Statisticians.

PROGRAM: The Administration Division has a clerical staff of fourteen, located both in Augusta and Boothbay Harbor, which provides services for all divisions of the Depart-

ECONOMIC DEVELOPMENT

ment. Ten building maintenance personnel are also based at Boothbay Harbor to provide maintenance and security functions on buildings, equipment, watercraft, vehicles and utilities. Two statisticians in the Division gather and report data on fishery landings and other industry information, working closely with federal personnel from the National Marine Fisheries Service.

DIVISION OF MARINE RESEARCH

ROBERT L. DOW, DIRECTOR

MAJOR GOAL: To provide direction for the management and rational commercial and recreational use of the marine and estuarine resources of the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the Division of Marine Research are to develop information on the biological and environmental requirements of marine and estuarine fish, shellfish, crustacea and algae; to provide information on shellfish sanitation problems and make recommendations on the opening and closing of shellfish growing areas for conservation or public health reasons; to provide continuous monitoring of environmental problems associated with petroleum products, pesticides, heavy metals, other toxic chemicals and bacterial pollution; to provide the fishing industry with assistance and guidance in the solution of biological and bacteriological problems; to participate with other divisions of the Department in providing assistance to the fishing industry; and to provide educational materials for junior and senior high school programs as well as to colleges, universities and technical schools.

ORGANIZATIONAL BACKGROUND: The Division of Marine Research was established administratively in 1946, and is the oldest, continuously operating marine research agency north of Woods Hole. Formerly, the Division included an extension program which more recently has become a separate division of the Department of Marine Resources. Organizationally, the Division is divided along species or functional lines with special attention being given to those species which are of major economic importance and those conditions which are of major public health significance.

PROGRAM: Among the activities of the Division of Marine Research are the following projects:

Shrimp Project. The first year of a three-year project has been successfully completed. This project is designed to develop an understanding of the shrimp stock through population dynamics and to provide recommendations for management. In the past year, a computer capability with over a dozen fishery programs has been developed and applied to shrimp. In addition, a program has been developed specifically to analyze all samples. This will enable the project to process more samples and keep up with the pulse of the Maine shrimp industry.

Three separate population dynamics models of the Gulf of Maine shrimp have been produced. Each model indicates that the commercial fishery is over-exploiting the stock. There has been a steady decline in stock density of shrimp since 1969. The sample analysis substantiates the findings of population dynamics models.

A Northern Shrimp Gear Evaluation Study has been successfully carried out under a State-Federal Management Grant. This project was a cooperative venture with the States of New Hampshire and Massachusetts and the National Marine Fisheries Service. The chairman of the Scientific Committee, also a member of the Division, directed several aspects of the investigation, including setting up the program, instructing the field director, and seeing to the successful completion of the report. This program is exemplary of intradepartmental cooperation and interstate communication. The Department has worked hand in hand with industry on this project.

The mesh size which will benefit the stocks and provide the best economic situation for the shrimp fishery in the three states has been determined. A technical report has been completed and submitted for publication, and a popular version of the report has been distributed to commercial fishermen. Proposals to monitor the effect of Atlantic

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States Marine Fisheries Commission tri-state regulations on the shrimp industry have been prepared and submitted.

In short, the potential for current analysis of the industry has been developed and a cooperative framework for sound management of the Gulf of Maine shrimp fishery has been prepared.

Environmental Physiology of the Northern Shrimp. This project was undertaken to determine the effects of warmer than normal seawater temperature on the survival of eggs carried through the winter by the mother shrimp, and to observe the developmental rates and survival of shrimp larvae at various temperatures. To accomplish these objectives, egg bearing females collected in January were held under controlled laboratory conditions until the eggs hatched. The larvae were reared in the laboratory through the early juvenile stages.

No difference in egg mortality could be demonstrated in the temperature range of 4° to 10° C. Temperatures higher than this do not usually occur in the natural environment of the shrimp during the egg bearing period. Lower experimental temperatures could not be achieved in the laboratory with existing facilities. Significant egg mortality occurred at temperatures above 10° C.

The successful artificial rearing of substantial numbers of *Pandalus borealis* larvae through juvenile stages is, as far as is known, the first time this has been achieved. This accomplishment has provided the opportunity to obtain considerable information of early growth rates, molting frequencies and the relationship of age and developmental stage to morphology. Satisfactory larval survival was observed at temperatures as high as 12° C.

The scope of the experiments was limited by a late start (the project was begun in December) and by inadequate temperature control facilities which precluded continuation of rearing studies after June. These limitations were anticipated, however, at the inception of the project, and the first year's work must be considered preliminary. A major part of the project included the design and installation of adequate temperature control facilities to be a part of the permanent laboratory seawater system. As of July, most of the design work had been completed and some of the complements installed. Hopefully, the system will be operational early in the fall so that egg bearing shrimp can be held for a much greater part of the incubation period than was possible the past winter.

Anadromous Fish Program Activities. Activities under the Anadromous Fish Program include completion of a fishway for alewives at Boyden Lake in Perry, completion of an investigation of the early life history of the anadromous rainbow smelt (*Osmerus mordax*), completion of an investigation of the food habits of striped bass and rainbow smelt, an assessment of the winter smelt sport fishery of the lower Kennebec River, and a study of the migratory movements of smelt in the Penobscot estuary. An additional activity which began in July, 1972, was the collection of fish samples from selected coastal estuaries on a semi-annual basis under a cooperative pesticides monitoring program with the U.S. Environmental Protection Agency.

Project personnel participated in the annual meeting of the Canadian Atlantic Anadromous Fish Program working party at St. Andrews, New Brunswick, in April, 1973, and provided an annual progress report for the annual meeting of April 23-24, 1974, at St. Johns, Newfoundland. This annual international meeting is designed to keep participants informed of Canadian-American fisheries activities and the latest scientific and technological advances in the field of anadromous fish conservation.

Since July, 1973, increased emphasis has been placed on anadromous fish resource development programs. With existing and anticipated improvements in water quality resulting from construction of pollution abatement facilities, an accelerated fishway construction and obstruction removal program has been initiated to enhance anadromous fish resources. Three new fishways, which were begun in June and are scheduled for completion in October, 1974, will provide additional spawning area capable of annually producing over 300,000 pounds of alewives worth \$9,000 at 1973 values. By 1976, the Boyden Lake fishway at Perry, completed in 1972, is expected to produce 600,000 pounds of alewives valued at \$18,000 annually.

Population Biology and Management of the Alewife. The purpose of this research program is to develop a biological basis for sound management programs that will encourage optimum harvest of this natural resource. The research activities are based on a sampling program in which fish from many different spawning runs along the coast are

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studied to determine the age distribution of fish in the runs and their growth patterns. Field studies are also conducted to develop information on the movements and distribution of these fish in rivers and along the coast.

During the 1973-74 fiscal year, 34 different watersheds along the coast were studied and surveyed. Data from over 6,000 fish were gathered during this period and the information derived from this data is being assembled to provide a more complete understanding of the biology and population parameters of alewife stocks.

Another phase of the project was devoted to the management of individual commercial runs, stocking of ripe fish to establish or maintain runs, and the development of more efficient and profitable fisheries. Under this segment of the work, a number of municipalities were assisted in solving management and fish passage problems. This field work also encompassed the monitoring of runs to assure adequate survival of juvenile alewives and the repair and maintenance of some fishways.

Shellfish Sanitation. Increased funding by the 106th Legislature enabled the Department to add two additional staff members to the shellfish sanitation program. One person was assigned to the shellfish processors inspection team and one to the growing area and water work. These persons will help fulfill the Department's responsibilities under the National Shellfish Sanitation Program. Increased monitoring of shellfish for paralytic shellfish poison was instituted after the sudden increase in the fall of 1972.

Marine Worm Research. The primary objective of this project is sampling the commercial catch of marine worms to obtain the information necessary to manage the fishery. This information includes growth rates, death rates, age, and the relationship of length to weight. Also monitored are the effects of heated effluent from the Maine Yankee Atomic Power plant at Wiscasset upon the growth and spawning of bloodworm population in Montsweag Bay. The salinity and temperature of the water in Montsweag Bay (and a control area) are checked during a twelve-hour period each month.

The bloodworm aquaculture program has been working with both the adult and the larval bloodworm during fiscal year 1974. The environmental requirements for both the adult and the larvae have received the most attention. Thus, experiments on adult bloodworm holding, adult bloodworm burrowing, the effects of anaesthesia on adult bloodworm holding, and adult bloodworm feeding were carried out. Also, field studies on larval bloodworms and laboratory studies on bloodworm embryonic development at various salinities and temperatures were run. Laboratory studies of bloodworm larval habitat and bloodworm larval feeding were also done.

Although progress has been made in holding bloodworms in the laboratory and in defining environmental criteria for bloodworm embryos, the main problems of feeding larval and adult bloodworms and holding them for extended periods have not been resolved.

Lobster Research. During fiscal year 1974, commercial lobster catches have been surveyed with the probability sampling program and also the natural population of lobsters by means of departmental research gear. Information derived from these complementary sampling schemes allowed calculation of various population parameters such as growth and mortality rates and stock abundance as well as catch and effort values.

Division personnel have also ridden aboard several lobster boats, collecting valuable data on the size composition of different catches caught in traps with various size openings between laths. With this information, a manuscript has been prepared dealing primarily with gear selectivity in which it is recommended that all lobster traps be equipped with a 1½ inch escape opening, thus permitting the short lobsters to escape.

Aside from field work and analysis of data, considerable time has been expended by project personnel in the preparation and attendance of federal-State meetings for lobster management in addition to meetings with various groups of fishermen along the coast.

Biochemical Identification of Herring and Lobster Stocks. In October, 1973, the biochemistry program was initiated under a contract with the National Marine Fisheries Service. This project proposes to use biochemical methods to detect "biological tags" that can be used to identify the major herring stocks in the Gulf of Maine and to determine the relationship of the inshore lobster stocks with those taken in the offshore canyons.

The need to know about these relationships has become more critical as the pressure from foreign fishing fleets increases in the Gulf of Maine. It is especially important to determine what spawning areas are providing the sardines and lobsters which are taken in

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the Maine fisheries. To date, this project's efforts have been aimed at finding a "bio-chemical tag" which could be used for the identification of the various stocks.

Division personnel have screened thirty-six enzymes for possible use as "tags" for herring and lobster. Several have shown promise for lobsters and herring, and scientific papers are being prepared to describe these findings. The titles of these publications are: "The Distribution of Phosphohexose Isomerase Isozymes in the Herring *Clupea harengus* L. of the Gulf of Maine and Mid-Atlantic Bight," and "Phosphoglucosomutase Polymorphisms in Populations of the American Lobster, *Homarus Americanus*."

Project personnel are also collaborating in the study of a virus disease which has been found in the blood of the herring and codfish, and a paper is in preparation entitled "Virus (PEN) in Cod Erythrocytes: Ultrastructure and Distribution." Another paper titled: Occurrence of Both Heterophils and Neutrophils in the Blood of the Spiny Dogfish, *Squalus Acanthus* L." was published in the 1974 volume of Copeia.

Sampling of Herring in the Gulf of Maine. The objective of this project is to prepare catches of herring by area to aid the assessment program at Woods Hole and to determine all aspects of the herring fishery in the Gulf of Maine. Statistics were furnished to the Market News Division of the National Marine Fisheries Service regarding the landings of herring. As part of the project, herring samples were collected from Maine and Canadian waters as part of a program to determine age composition of the various populations. A total of 175 samples were collected and prepared for processing at Woods Hole. Sixty-four of these samples came from Canadian waters. Catches of herring were compiled and prepared for automatic data processing. Landings of Maine herring were tabulated and sent to the Department's statistician and to the NMFS Market News.

Acquisition and Analysis of Water Temperature, Salinity and Meteorological Data. This project was started in mid-October, 1973, to continue the work previously carried out by the National Marine Fisheries Service. This comprised the continuous recording of eleven environmental variables, the analysis of data and the dissemination of information to interested scientists.

The principal effort during the year was placed on reducing the backlog of data resulting from the discontinued federal operations. By the year's end, backlogs had been eliminated from five of the six most commonly used variables. The sixth, with a backlog extending back several years, was about nine-tenths complete.

Dissemination of the information has been to a regular mailing list and by special requests to foreign, federal, and State agencies; to academic institutions and to private individuals. Monthly summaries have been included in the weekly newsletter of the Department of Marine Resources and are published in the monthly trade paper, "Maine Commercial Fisheries."

Relation of Abundance and Distribution of Green Crabs with Temperature Fluctuations Along the Maine Coast. This project started in mid-October, 1973, to continue and to expand the work previously carried out by the National Marine Fisheries Service. This comprised mainly the periodic sampling of populations of the green crab and relating changes in its abundance and distribution to changes in the environment. The green crab is of minor commercial value as bait, but its primary importance in Maine has been its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

Surveys carried out during the fall of 1973 indicated that abundance was very low along the northeastern coast and increased markedly toward the southwest; that high and low temperatures probably exert their influences on abundance through success of reproduction; and that the outlook for the immediate future is for two to three years of abundance at the present or somewhat greater level.

Surveys carried out during the spring of 1974 showed no sign of winter mortality and confirmed the findings of the fall survey.

Coastal Ecology of Larval Fishes and Their Environment. One of the objectives of this project is to forecast the abundance of two-year-old coastal herring for the sardine fishery of Maine. The forecast for 1975 is that the catch of sardine herring (5-7 per can) will be low and should be between the catches of 1969 and 1971 (5.4 to 2.8 thousand metric tons). Forecasts are based on the winter mortality of larval herring in the Sheepscot estuary and a spring index of larval abundance from the surrounding inshore and coastal area, centrally located along the coastline. Preliminary work in eastern Sullivan Harbor and its surrounding area indicates that measures of winter mortality and spring abundance

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may be made there, leading to regional forecasts for the fishery; i.e., central and eastern areal forecasts.

A monetary evaluation of the biological resources in a given locality is usually attempted to assist those designated in determining the multiple uses of the coastal environments. A channel of the Sheepscot estuary was evaluated by using larval herring concentrations and their value when recruited to the sardine industry of Maine. The small channel was evaluated by present prices of sardines at \$191,000 to \$344,000 wholesale and retail respectively per year. During a given spring, an estimated average of 9.7 to 35.1 million larvae of various fish species occupied the small channel. This a renewable resource, and a paper describing the evaluation and estimates was submitted for publication.

Population Studies of Harbor and Gray Seals in the Gulf of Maine. Funds from the National Geographic Society and support from the Maine Department of Marine Resources enabled expansion of the census of Maine's seal populations which began in 1971 in the area of Mt. Desert Island. Also, efforts were begun to develop biotelemetry for study of the feeding habits of harbor seals (*Phoco vitulina*). Activities included development of capture techniques, use of tranquilizer, methods of attaching sonic tags and use of tracing equipment.

An initial charting of the distribution of Maine's harbor seals was accomplished using aerial photography. An estimate of total abundance of this species was made using counts taken on seven flights covering all estuaries and embayments where seals utilized ledges and islands for sunning on low tide hours.

A total of about 6,000 seals were counted on 203 haulout sites on seven census flights. Seal densities, calculated from water area lying within the 12 and 60 foot depth contours of each of 15 coastal sections, ranged from 1.35 to 20.94 seals per square nautical mile. Lowest densities occurred along the York County shore west of Cape Porpoise (1.35) and the northerly waters of Penobscot Bay (3.35). Waters having greatest densities included Cape Small to Pemaquid (15.68), approaches to Penobscot and Jericho Bays (19.46), approaches to Blue Hill Bay and Blue Hill Bay (15.00), and waters east of Cape Split to Cutler (20.94). Maine's total water area bounded by the 12 and 60 foot depth contours is 522 square nautical miles. An average of one seal haulout every 2.53 square nautical miles supports 28.1 seals; or every lineal nautical mile from Kittery to West Quoddy Head supports about 36 seals.

Boat surveys were used to chart distribution and abundance of gray seals (*Halichoerus grypus*) during the summer months. Records of gray seal sightings in Maine waters from 1965 to 1973 indicate a probable transient population of fewer than 100 individuals comprised mostly of subadults.

The Department cooperated with the National Marine Fisheries Service in the implementation of the Marine Mammal Protection Act of 1972. Necessary correspondence and contacts with the scientific community involving beaches and stranded marine mammals were performed.

Benthos Study of the Sheepscot River Estuary. This project is divided into two parts. The first is a sampling of two coves in the lower Sheepscot River Estuary that had been previously studied in 1955. The field sampling was carried out in November, 1973, and processing and data analysis of the samples continues. By applying recently developed numerical analyses, it may be possible to make an estimate of the amount and nature of faunal change over the years.

The second phase of the project is a gradient survey of the benthos of the entire Sheepscot River Estuary from fresh water to the sea. A sampling program has been devised that will allow inferences to be made on the influences of salinity, depth, sediment parameters and season, on the distribution of the benthic fauna. This study represents the first comprehensive investigation of the benthos of a Maine estuary and, as such, it is hoped that it will encourage and serve as a model for other studies as well as point out priorities for future research. Field sampling will begin on this phase in July, 1974.

Reports. A report on the measurable effects of climatic cycles on the abundance of the eight most valuable marine species: lobster, hard and soft clams, scallop, shrimp, marine worms, and oyster, which represent 85% of the total primary producer income of all the Maine commercial fisheries, was published in the *Journal of the Marine Technology Society*, July, 1973.

The first four of a five-year contract study report on aquaculture, using natural and arti-

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ficially heated sea water, by departmental research personnel has been published by the Maine Yankee Atomic Power Company, the contractor.

A report on the recovery and migratory behavior of lobsters tagged cooperatively with commercial fishermen was published in the *U.S. Fishery Bulletin* in April, 1974. Another report on lobsters, concerning non-biological problems of aquaculture, was given at the Sea Grant Workshop of the University of California Laboratory at Bodega Bay in April, 1974.

A report on long-term weathering of crude oil (the northern gulf spill in November, 1963) was given in May, 1974, at a Marine Pollution Monitoring Symposium and Workshop sponsored by the National Bureau of Standards. The report was prepared jointly by research personnel of the Chemistry Department of Bowdoin College and the Department of Marine Resources.

Other Research Projects. In addition to the projects discussed in detail, the Division is involved in many other research efforts relating to: the effects of cut-off traps on lobster survival and retention; lobster red-tail disease survey; biological-economic study of the Maine lobster fishery; biological studies of the edible crabs; shellfish culture (Piscataqua River); feasibility study of off-bottom culture of oysters (*Crassostrea virginica*) in the New Meadows River, Brunswick, Maine; thermal water molluscan culture; climatic influences on the abundance of marine organisms; size-age distribution of sea scallops in the commercial fishery; ecological effects of dredging on marine benthos (Penobscot Bay); ecological effects of escalator dredging; bio-accumulation of trace elements in marine flora, fauna, sediments, and water; biological and environmental effects of oil spills in Casco Bay area; long-term oil spill study (Friendship Long Island); acute toxicity of spilled oil in shellfish growing areas (Searsport); environmental physiology of near shore invertebrates subjected to oil spills; biological-environmental effects of regulations on the Maine shellfisheries; Maine coast shellfish management; planning of a statewide comprehensive fish, wildlife and marine management program for the Maine coast, in cooperation with the Department of Inland Fisheries and Game; appraisal and evaluation of wetlands; and phytoplankton nutrient sampling program (in cooperation with the National Marine Fisheries Service MARMAP program).

EXTENSION DIVISION

KENNETH A. HONEY, DIRECTOR

MAJOR GOAL: To promote the Maine fishing industry through the provision of informational and technical assistance.

POWERS AND DUTIES: The Extension Division serves as the information interface between the Department's marine scientists and other personnel, members of industry and the general public. The responsibilities of the Division are to assist in the development of Maine's commercial fisheries; to impart information to the fishing industry concerning the latest developments in management, harvesting and processing of fishery resources; to assist the fishing industry in applying new techniques by providing technical guidance, demonstration of modern equipment and adaptation of this equipment to local conditions; to assist the fishing industry in developing methods and techniques to harvest and process under-utilized marine resources; and to enhance the coastal economy of the State while protecting the coastal environment.

ORGANIZATIONAL BACKGROUND: The Extension Division was established in January, 1966, as the Fisheries Extension Service, a joint project with the Bureau of Commercial Fisheries under the federal Research and Development Act. From its beginning with one full-time person, the program has seen steady growth. Presently, the staff is supported by federal and NOAA Sea Grant monies.

PROGRAM: During the past year, the Extension Division was involved in efforts relating to the following field activities.

Due to the development of a baby eel (elver) fishery in Maine, the Division, in cooperation with other Department personnel, initiated a project in April to compile basic information about Maine's baby eel resource. Surveys of selected coastal rivers and

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streams were conducted to determine the potential of this resource. One of the field agents prepared a booklet entitled "Elvers in Maine, Techniques of Locating, Catching and Holding," which has been distributed to the industry.

In an attempt to better communicate with the Maine fishing industry on a nonscientific level, the Division authors a page in the new monthly fishery newspaper, *Maine Commercial Fisheries*. The Department supplies the publication with a continually revised mailing list readout for which is donated at a reduced cost, a page of the newspaper for the Department's exclusive use, an arrangement which is beneficial to both parties.

Through the efforts of one of the Division's field agents, an awareness was created among industry leaders of the dangers to Maine's shrimp resource with the use of small mesh twine in the fishermen's commercial trawls. These efforts led to the formation of a Tri-State (Maine, New Hampshire, and Massachusetts)/National Marine Fisheries Service Cooperative Shrimp Gear Evaluation Study. This federally financed study led to a change in mesh regulations which should help protect Maine's shrimp resource.

At the urgent request of Washington County lobster pound operators, a Division field agent in Washington County spent days studying a sudden outbreak of "red-tail" disease that occurred last fall in lobster pounds in that area. On-site scuba inspections of the pounds were made to advise pound owners of lobster mortality and to collect diseased lobsters for histological examination. Advice and assistance in the sterilization process was provided. This past fall, outbreak of red-tail disease was the worst in many years, with losses of up to 35,000 pounds of lobsters in one pound.

The dogfish represents a potential resource that has traditionally been overlooked by Maine fishermen. With this in mind, a proposal was submitted to the New England Fisheries Development Program to work with the Maine fishing industry to evaluate the potential of dogfish in Maine as a food fish. Sebasco Wharf, Inc. of Sebasco Estates was the successful bidder for these federal funds. It is felt that this project will be readily accepted by the Maine fishing industry.

The Extension vessel, "DUCHESS," spent three months in York County on two different resource inventories. Recent interest in the potential of ocean quahogs and blue mussels by York County fishermen has created a real need for solid information on the abundance and availability of these two resources in York County waters. Sizeable quantities of quahogs were located, and fishermen in that area are already gearing up to enter into this fishery.

In February, the Division purchased a 43' x 13' diesel-powered dragger. She is being used for gear evaluation studies and resource survey projects in the Penobscot Bay area. Throughout the winter, this vessel was engaged in a scallop gear evaluation project. Comparison and efficiency between different types of scallop gear were evaluated.

DIVISION OF LAW ENFORCEMENT

VINAL O. LOOK, CHIEF COASTAL WARDEN

MAJOR GOAL: To manage and conserve the renewable marine resources of the territorial waters of the State through enforcement of laws, rules and regulations relating to the Department of Marine Resources and to boating registration and safety.

POWERS AND DUTIES: Coastal Wardens of the Division of Law Enforcement are authorized to enforce all laws and regulations relating to marine resources, to arrest and prosecute all violators, and to serve all processes pertaining to or authorized by such laws and regulations. The wardens have jurisdiction and authority in all counties of the State and in all waters within the jurisdiction of the State.

ORGANIZATIONAL BACKGROUND: The Division of Law Enforcement is an informal division of the Department of Marine Resources, comprising the Coastal Warden Service. The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Division, more commonly known as the

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Coastal Warden Service, has been an integral function of the Department throughout its existence.

PROGRAM: The work of the Division of Law Enforcement consists of specialized conservation, investigational and law enforcement of the State's marine resources, boating registration and safety, and related environmental laws and regulations. This work involves apprehending violators of statutes and regulations of the Department and prosecuting the same in the State courts, making regular patrols as directed, and participating in public relations work designed to stimulate public interest in marine resources conservation and boat safety programs.

During 1973, the Coastal Warden Service worked many extra hours per week in the field. This fact, plus increased responsibilities during the past few years along with new national hour labor standards which are to be effective in January, 1975, makes it imperative that a substantial increase in warden personnel be given urgent consideration as soon as possible.

At present, the coastline is divided into five separate Districts with a Supervisor in charge of Wardens assigned to each District. Twenty-nine watercraft are located in strategic locations for patrol purposes.

A plan is under consideration to reorganize the Division to encompass four Districts with four Supervisors and two Investigators to work with Supervisors in special investigative work throughout the State. The plan is to purchase three more large patrol craft in the forty-foot class for added water patrol and enforcement purposes. There would then be one year-round patrol craft in each District. Extended State jurisdiction is almost a certainty, and the Division already has the responsibility of fishermen wherever they fish.

During 1974, four officers were sent to the Warden's Training School at the University of Maine at Orono as were two officers in 1973. All Coastal Wardens participated in a small arms seminar in March of 1974 at the Maine Criminal Justice Academy in Waterville. All officers also participated in seminars on boating safety given by the U.S. Coast Guard. Officers continue to work closely with other enforcement agencies at both local and State levels.

DIVISION OF PROMOTION AND MARKETING

GEORGE H. TAYLOR, DIRECTOR

MAJOR GOAL: To provide assistance to Maine's commercial fishing industry in the marketing of seafood and other marine products, both domestically and in foreign countries.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Marine Resources, the Division of Promotion and Marketing serves as the primary State agency for providing promotional and marketing assistance to Maine's commercial fisheries. Funds with which to carry out this responsibility come from the State's General Fund, the National Marine Fisheries Service, the Office of Sea Grant and the New England Regional Commission.

ORGANIZATIONAL BACKGROUND: The Division of Promotion and Marketing is an informal division of the Department of Marine Resources. Prior to 1957, promotion and marketing activities for Maine marine products were conducted by the Maine Development Commission which later became the Department of Development of Industry and Commerce. In November, 1957, a full-time position was established within what was then the Department of Sea and Shore Fisheries, marking the beginning of the Division. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level.

PROGRAM: In order to provide maximum assistance to Maine's commercial fisheries in the field of promotion and marketing, the Division of Promotion and Marketing depends on a variety of funding sources for its activities.

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A number of basic services are funded by the State. In addition, a motion picture film program, a marketing leads service, and certain exhibits in trade shows are funded by the National Marine Fisheries Service. A special project, underway jointly with the University of Maine and the University of New Hampshire, for the development of a mussel fishery and mussel market, is funded by a Sea Grant. A broad program to develop Maine's under-utilized marine species in both domestic and foreign areas is funded by the New England Regional Commission.

All of the Division's activities fit into three general categories: Audio-Visual, Program Marketing Data and Product Development, and Information and Education.

Audio-Visual Program. Distribution of two films, *TWO FACES OF THE SEA* and *MAINE'S HARVESTERS OF THE SEA*, was carried out under contract. The former, which is the newest addition to the film library, received eight national awards for excellence during its first year of showing. A total of 3,175,794 viewers have seen *TWO FACES OF THE SEA*, while 23,669,152 saw *MAINE'S HARVESTERS OF THE SEA* during fiscal year 1974.

A new trade publication, *Buyers' Guide for Maine Seafoods*, was designed, prepared and printed. The format is flexible and materials, including foreign translations, may be added or deleted with ease.

Additional black-and-white photographs and color slides have been added to the Department's files and have been used for distribution to the media, for illustrative purposes at special presentations and for reproduction in reports and brochures.

Marketing Data and Product Development. A marketing leads and information service to the Maine commercial fishing industry was continued.

Work was closely coordinated with the National Marine Fisheries Service and with the New England Steering Committee on the development of the New England Fisheries Development Program which places special emphasis on under-utilized species.

A European marketing trip was conducted in England, France and Belgium, during which the Department participated in the Hotelympia Show in London. Three domestic trade shows were participated in at Boston, New Orleans and New York. Maine mussels were demonstrated and served in Boston and New Orleans. Development of bluefin tuna markets in Japan was pursued vigorously, with direct contacts made with Japanese interests.

An industry seminar on sea urchin roe was conducted. Preliminary work was begun on other under-utilized species, such as elvers and dogfish. In-store demonstrations of mussels were carried out in chain stores in the Lewiston-Auburn area, the Augusta-Gardiner area and the Portland area.

Information and Education. Informational and educational materials were prepared and distributed, including news releases, feature stories and photographic materials.

Two "bubbles" displays featuring under-utilized species were designed and produced. These were displayed aboard the Maine Maritime Academy training ship which visited ports in western Europe, Finland and the Soviet Union.

A 20-foot exhibit was utilized at the Eastern States Exposition, West Springfield, Massachusetts.

A total of 128,059 recipe leaflets, booklets and posters were distributed, as follows:

HOW TO EAT MAINE LOBSTER	35,909
HOW TO PREPARE MAINE LOBSTER	27,098
SEAFOOD DISHES FROM MAINE	22,215
SHRIMP MARVELS FROM MAINE	11,423
MARVELOUS MAINE SHRIMP	16,711
FABULOUS FEASTS WITH MAINE SEAFOODS	1,987
MAGIC KEY TO PROMOTION	492
JOIN THE FEAST (poster)	151
LOBSTER (poster)	127
HARVESTERS OF THE SEA	1,946
MAINE MUSSELS	10,000
TOTAL COPIES:	128,059

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The Division aided, cooperated with, and participated in a large number of seafood-oriented events and festivals.

Other work as required was carried out, including numerous meetings with industry, State and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with State and federal agencies and the private sector; and fisheries problems, such as foreign vessel interference with Maine fishing gear, the 200-mile sea boundary proposal, the Maine-New Hampshire sea boundary dispute, the Maine-Canadian sea boundary discussions, and the paralytic shellfish poisoning problem.

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MAINE SARDINE COUNCIL

RICHARD E. REED, EXECUTIVE SECRETARY

Central Office: 15 Grove Street, Augusta 04330

Telephone: 289-2207

Established: 1951

Statutory Authority: M.R.S.A., Title 36, Chapter 713

Average Number of Full-Time Employees: 6

Total Expenditure, Fiscal Year 1974: \$249,438

MAJOR GOAL: To promote, develop and stabilize the Maine sardine industry.

POWERS AND DUTIES: The primary responsibilities of the Maine Sardine Council are to foster and promote better methods of production, packing, merchandising and advertising in Maine's sardine industry through publicity, quality control, export market expansion, market and technical research and development, cooperation and joint projects with State and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for most all except routine activities.

ORGANIZATIONAL BACKGROUND: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25¢ a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea & Shore Fisheries (now Department of Marine Resources) to serve five-year terms, was established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established at Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during fiscal year 1974 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced, with publicity being the only semi-major expenditure along these lines. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Where the Maine Sardine Council's tax income prior to 1961 averaged from \$500,000 to \$600,000 a year, presently it can be projected to a maximum of approximately \$250,000, barring an unexpected, but much needed and hoped for, improvement in fish supply.

FINANCES, FISCAL YEAR 1974:

Maine Sardine Council	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$488,367			\$488,367
Total Expenditures		249,438			249,438
NET		238,929			238,929
Unexpended Balance Forward		238,929			238,929
Unexpended Balance Lapsed					

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ATOMIC DEVELOPMENT ACTIVITIES

NOEL C. LITTLE, COORDINATOR

Central Office: 60 Federal Street, Brunswick 04011

Telephone: 725-7986

Established: 1955

Statutory Authority: M.R.S.A., Title 10, § 102

MAJOR GOAL: To keep the Governor and Council and interested State departments and agencies informed as to private and public activities affecting atomic industrial development, and enlist their cooperation in taking action to further such development as is consistent with the health, safety and general welfare of the State.

POWERS AND DUTIES: The primary responsibilities of the Coordinator of Atomic Development Activities are to serve as advisor to the Governor with respect to atomic industrial development within the State; to coordinate the development and regulatory activities of the State relating to the industrial and commercial uses of atomic energy and other forms of radiation; and to act as deputy of the Governor in matters relating to atomic energy and other forms of radiation, including participation in the activities of any committee formed by the New England states to represent their interest in such matters and cooperation with other states and with the Government of the United States. In carrying out his duties, the Coordinator proceeds in close cooperation with the Bureau of Labor and Industry and the Department of Commerce and Industry.

ORGANIZATIONAL BACKGROUND: The post of Coordinator of Atomic Development Activities was established by statute in 1955. The Coordinator, required to be a citizen of the State of Maine, is appointed by the Governor and Council.

PROGRAM: Activities of the Atomic Development Activities Coordinator have been limited in recent years, being largely a matter of attendance at various meetings in Maine and correspondence. The Coordinator received and expended no funds during the past fiscal year.

ECONOMIC DEVELOPMENT

MAINE GUARANTEE AUTHORITY

EDWARD F. WILSON, CHAIRMAN
LLOYD K. ALLEN, MANAGER

Central Office: 122 State Street, Augusta 04330

Telephone: 289-3095

Established: 1973

Statutory Authority: Public Laws, 1973, Chapter 633; M.R.S.A., Title 10, Chapters 103, 701; Title 30, Chapter 242

Average Number of Full-Time Employees: 4

Total Expenditure, Fiscal Year 1974: \$410,605

MAJOR GOAL: To advance the economic development of the State of Maine through programs of State financial assistance to Maine industry.

POWERS AND DUTIES: The Maine Guarantee Authority is authorized to guarantee industrial and recreational mortgages, approve municipal revenue security issues, and make loans to municipalities for the construction of speculative Community Industrial Buildings.

ORGANIZATIONAL BACKGROUND: The Maine Guarantee Authority was established in 1973 to supplant the three existing State financial assistance agencies; Maine Industrial Building Authority (created 1957), Maine Recreation Authority (created 1966), and Maine Municipal Securities Approval Board (created 1965); and to merge their statutory functions within a single agency. The Authority consists of nine members, including the Commissioner of Commerce and Industry and eight members at large appointed by the Governor with the advice and consent of the Council, for a term of four years. A Manager is appointed by the Authority to direct and supervise its administrative affairs and technical activities.

PROGRAM: During fiscal year 1974, the Maine Guarantee Authority completed the merger of three agencies and the Community Industrial Buildings program into the Authority; approved ten municipal securities issues for a total of \$148,160,000; became committed to guarantee one new industrial project for \$405,000 to provide ten jobs; effected the guarantee on two recreational facilities for \$329,000 and became committed to guarantee expansion of a third facility for \$277,500; and became committed to loan \$330,000 to two municipalities for speculative industrial buildings.

FINANCES, FISCAL YEAR 1974:

Maine Guarantee Authority	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$21,166			\$1,319,976	\$1,341,142
Total Expenditures	15,887			394,718	410,605
NET	5,279			925,258	930,537
Unexpended Balance Forward				925,258	925,258
Unexpended Balance Lapsed	5,279				5,279

ECONOMIC DEVELOPMENT

PUBLIC UTILITIES COMMISSION

JOHN G. FEEHAN, CHAIRMAN
HOWARD M. CUNNINGHAM, SECRETARY

Central Office: Capitol Shopping Center, Western Avenue, Augusta Telephone: 289-2448
04330

Established: 1913

Statutory Authority: M.R.S.A., Title 35

Average Number of Full-Time Employees: 52

Authorized Employee Level: 54

Total Expenditure, Fiscal Year 1974: \$823,662

Organizational Units:

Accounting Division
Water and Gas Division

Electric and Telephone Division
Legal Division

Transportation Division

MAJOR GOAL: To protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just.

POWERS AND DUTIES: The Public Utilities Commission is a quasi-judicial body which sits as a judicial forum on many important cases involving rates, service, financing and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 167 water utilities, 19 electric corporations, 2 gas companies, 28 telephone and telegraph companies; various transportation agencies, such as bus lines and for-hire truck lines operating over Maine highways; certain railroad activities; and limited aspects of sanitary districts and sewer systems. The Commission is divided into five informal, operating divisions with respective powers and duties as follows.

The Accounting Division prepares, at the direction of the Commission, departmental budget and work programs; maintains fiscal accounting records for expenditures and revenues, and controls expenses in accordance with budget limitations; enforces a uniform system of accounts for all utilities as prescribed by the Commission and examines the annual reports to verify adherence thereto; participates in conferences and field examinations; maintains statistical information on all utilities, including such items as rate base, rate of return, etc.; reviews and prepares original cost and depreciation studies; participates in rate hearings and prepares cross-examination on accounting and finance matters; conducts public hearings when needed on all issues of securities; analyzes and evaluates rate case exhibits; assists in preparation of recommended decisions for Commission consideration; and participates with other regulatory agencies as required.

The Water and Gas Division regulates over 160 water and 2 gas utilities in Maine and some related activities involving sewer and water resources; analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings; prepares and reviews cost allocations and rate studies; conducts hearings and conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; investigates and resolves consumer complaints concerning quality of service, billing and costs of water and gas utilities; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

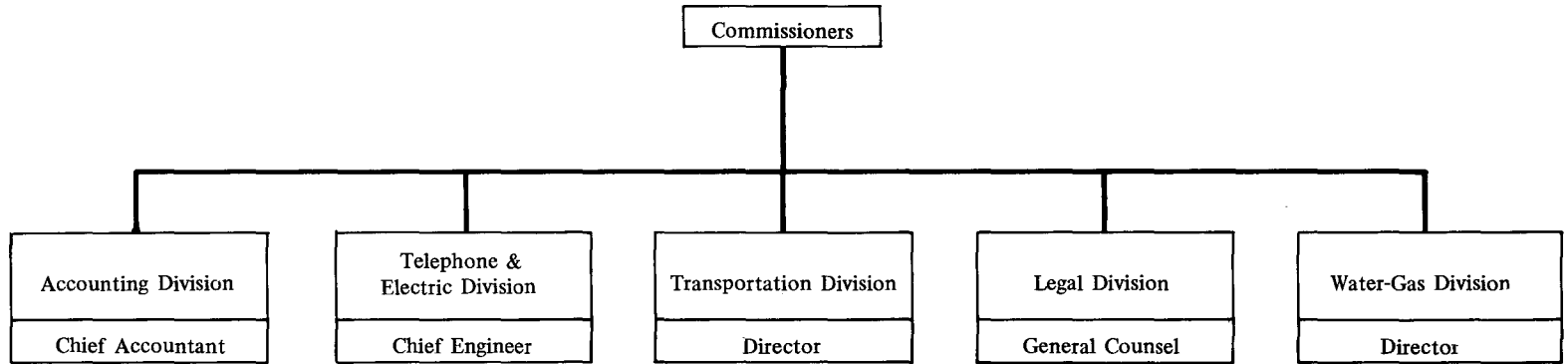
The Electric and Telephone Division regulates 25 telephone and 19 electric utilities in Maine, involving approximately one million accounts; prepares engineering cross-examination in pending cases involving electric and telephone rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electric accidents involving loss of human

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

PUBLIC UTILITIES COMMISSION	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$430,499	\$10,000		\$ 618.610	\$1,059,109
Departmental Operations	422,010			618.610	1,040,620
Transfers	8,489	10,000			18,489
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		985			985
Other					
Unexpended Balance Brought Forward	6,817			526 717	533,534
Adjustment of Balance Brought Forward	(641)				(641)
TOTAL FUNDS AVAILABLE	436,675	10,985		1,145.327	1,592,987
Monies received and deposited to credit of the State	19,916				19,916
EXPENDITURES					
Personal Services, Total:	308,389			309 071	617,460
Wages & Salaries	282,407			283 919	566,326
Retirement	25,982			25 152	51,134
All Other, Total:	114,233	10,000		80 364	204,597
Commodities	2,555			8 308	10,863
Grants, Subsidies, Pensions	67,676	10,000			77,676
Contractual Services, Total:	44,002			72 056	116,058
Rents	586			10 705	11,291
Computer Services					
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	623			982	1,605
Buildings & Improvements					
Equipment	623			982	1,605
Purchases of Land					
TOTAL EXPENDITURES	423,245	10,000		390.417	823,662
SUMMARY					
Total Funds Available	436,675	10,985		1,145.327	1,592,987
Total Expenditures	423,245	10,000		390.417	823,662
NET	13,430	985		754.910	769,325
Unexpended Balance Forward	840	985		554.910	556,735
Unexpended Balance Lapsed	12,590			200,000	212,590

**ORGANIZATION CHART
PUBLIC UTILITIES COMMISSION**



ECONOMIC DEVELOPMENT

lives; investigates, resolves, and confers with respective utilities on customer complaints involving billing, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested electric and telephone hearings; reviews plans of major electric and telephone construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; and reviews and revises Rules and Standards of Service for telephone and electric utilities.

The Legal Division presides over many Commission public hearings and, in other cases, is responsible for examination of witnesses and presentation of evidence; solves many procedural problems including some notices, subpoenas, depositions, and rulings on evidence; prepares recommended decisions for Commission consideration; if Commission decisions are appealed, presents the Commission's case through either or both brief and oral presentation before the Supreme Judicial Court; prepares necessary pleadings, etc., and participates in presentation on behalf of the State before federal agencies; assists in preparation of Commission legislation and presents views of the Commission to the Legislature on such legislation; and informally opines on questions raised by the public and serves as advisor on public utility questions to the Commission and staff.

The Transportation Division is responsible for safety and economic regulation of all modes of for-hire freight and passenger surface transportation, including some water transportation; maintains a comprehensive tariff file on both inter and intra-state rates and processes all requests for changes thereto; checks and maintains all required annual reports; audits transportation freight bills of all State agencies and serves in an advisory capacity on traffic and transportation matters; processes applications for authority, assignment and transfer; maintains the insurance files, issues permits, certificates, identification decals, etc.; conducts safety and economic highway and terminal checks for compliance and investigates all questionable operations; works closely with federal agencies under cooperative agreements; receives and investigates all complaints pertaining to transportation; investigates and reports on railroad fatal accidents; maintains a file on reportable railroad accidents; and reviews and recommends statutory changes and changes in the rules and regulations affecting the regulated transportation industry.

ORGANIZATIONAL BACKGROUND: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission consisting of three members. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission was authorized jurisdiction over all "public utilities," and through subsequent legislation, over all persons, firms, or corporations operating motor busses or trucks transporting passengers or freight for hire over any street or highway in Maine. The present Public Utilities Commission consists of three members appointed by the Governor with the advice and consent of the Council, for terms of seven years.

PROGRAM: The Special Session of the 106th Legislature enacted legislation making all three Commissioners full time employees. This legislation, effective June 28, 1974, altered the actual operation of the Public Utilities Commission since previous to its enactment, the Chairman was considered the only full-time member.

During fiscal year 1974, the number of motor carriers certificated by the Commission increased substantially, with approximately 50,460 units being registered during this time. Revenues also increased substantially due in part to intensified activities of the motor carrier investigators in conducting road checks, driver equipment compliance inspections, terminal surveys, etc. The Commission has continued its cooperative agreements covering interstate, economic and safety regulations with the Interstate Commerce Commission and federal Department of Transportation.

During the fiscal year, the Commission continued its gas pipeline safety program under federal assistance from the Office of Pipeline Safety, Department of Transportation. A contract with Heath and Associates, gas survey consultants from Shelby, North Carolina,

ECONOMIC DEVELOPMENT

which terminated June 28, 1974, provided an evaluation of natural gas operations of Northern Utilities, Inc. in the State of Maine. This contract totalled \$25,000 and ran for a period of nearly two years. The Commission has been certificated by the Office of Pipeline Safety to handle safety aspects of natural gas pipelines in Maine.

Investigation of the water resources of Maine was continued during the year. A cooperative agreement with the U.S. Geological Survey provides a program on a fifty-fifty cost sharing basis to conduct investigations generally concerned with the location and quantity of water available for use, with some data being obtained on the physical and chemical qualities. In this same area, the Commission has continued its program of topographic mapping of Maine, again through a cooperative agreement with the Topographic Division of the U.S. Geological Survey on a federal-state matching fund basis.

The Commission in 1974 engaged the engineering firm of Stone and Webster Management Consultants to conduct a thorough study of intrastate motor freight rates in Maine. The contract, when completed will serve to advise the Commission as to what level of rates should be established for State of Maine intrastate traffic and why. It is expected that results of this study will enable the Commission to set fair rates on the movement of shipments within the State.

With the national trend of inflation, the Commission has been deluged with requests for increased rates. At the present time, nearly thirty-five requests are pending before the Commission ranging from a low of 20% to a high of 115% increase. Staff personnel continue processing these applications while at the same time handling numerous daily consumer complaints and inquiries.

ECONOMIC DEVELOPMENT

INDUSTRIAL ACCIDENT COMMISSION

JOHN V. KEANEY, CHAIRMAN
ANNE ALLEN, EXECUTIVE SECRETARY

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3751

Established: 1916

Statutory Authority: M.R.S.A., Title 39

Average Number of Full-Time Employees: 22

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1974: \$244,444

MAJOR GOAL: To safeguard the interests of the injured worker in the State of Maine through efficient and effective administration of the Workmen's Compensation Act.

POWERS AND DUTIES: The Industrial Accident Commission is responsible for general administration of the State Workmen's Compensation Act with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose.

ORGANIZATIONAL BACKGROUND: The Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry ex officio. The present Commission consists of six members appointed by the Governor with the advice and consent of the Council, for terms of four years except the chairman who is appointed for a term of five years. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor and Industry. The remaining four members must be men learned in the law and members in good standing of the Maine Bar. The Commission appoints a clerk and full or part-time reporters and such clerical assistance as necessary.

PROGRAM: The Industrial Accident Commission plans to continue its efforts to streamline its operation to provide the best possible service to the injured worker in the administration of the Workmen's Compensation Act. The Commission is now faced with administering a mandatory law, effective June 28, 1974, which has been passed without funding. As of August 1, 1974, this has resulted in an increase of filing proof of insurance records by 2,718 cards over the same time last year. The number of injuries reported and the subsequent procedures associated with processing these reports of injury can be expected to increase proportionately. The wording of the law is such now that requirements of filing proof of insurance at the time of renewal of each workmen's compensation insurance policy can be changed to a "good until revoked" system which may result in a decrease in the work load as well as stabilizing the need for additional filing space as a long-range objective.

FINANCES, FISCAL YEAR 1974:

Industrial Accident Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$248,913				\$248,913
Total Expenditures	244,444				244,444
NET	4,469				4,469
Unexpended Balance Forward	1,610				1,610
Unexpended Balance Lapsed	2,859				2,859

ECONOMIC DEVELOPMENT

BOARD OF ACCOUNTANCY

LAWRENCE E. PARKER, JR., CPA, SECRETARY-TREASURER

Central Office: 84 Harlow Street, Bangor 04401

Telephone: 942-6702

Established: 1967

Statutory Authority: M.R.S.A., Title 32, Chapter 58

Total Expenditure, Fiscal Year 1974: \$19,150

MAJOR GOAL: To protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession.

POWERS AND DUTIES: The primary responsibilities of the Board of Accountancy are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATIONAL BACKGROUND: The Board of Accountancy, established in 1913, originally consisted of three members actively engaged in the profession of a public accountant. The organization of the Board was changed in 1967 to consist of six members appointed by the Governor with the advice and consent of the Council, for terms of three years. Three members must be Certified Public Accountants and three must be noncertified Public Accountants—all in active practice for at least the five preceding years. The Board holds an annual meeting in September of each year, and elects from its members a chairman, a secretary and a treasurer. The latter two offices may be held by the same person.

PROGRAM: During fiscal year 1974, the Board of Accountancy held Certified Public Accountant and Public Accountant examinations, issued CPA and PA Certificates by reciprocity from other states, issued annual permits to practice to qualified certificate holders, and investigated complaints against certificate holders, taking appropriate action where necessary. The Board prepared and distributed free of charge its roster of licensed practitioners in the State and provided information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting. Also, members of the Board attended regional and national State Board of Accountancy organization meetings with major emphasis on continuing education.

FINANCES, FISCAL YEAR 1974:

Board of Accountancy	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$40,508	\$40,508
Total Expenditures				19,150	19,150
NET				21,358	21,358
Unexpended Balance Forward				21,358	21,358
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS

JOHN H. LEASURE, CHAIRMAN
JOHN CALVIN STEVENS, SECRETARY

Central Office: 477 Congress Street, Room 517, Portland 04111 *Telephone:* 774-0039

Established: 1945 *Statutory Authority:* M.R.S.A., Title 32, Chapter 3 (Subchapters II, III)

Total Expenditure, Fiscal Year 1974: \$10,874

MAJOR GOAL: To protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or use the title "architect" in the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the Maine State Board for Registration of Architects are to examine all applicants who desire to use the title "architect" and engage in performing the functions of an architect; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements; to make such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration; to employ legal advice and such other assistance as it may deem necessary; and to keep records of its proceedings and a register of all applications for registration.

ORGANIZATIONAL BACKGROUND: The Board was established in 1945 as the Maine State Board of Architects, and received its present name in 1961. The Board is composed of five practicing architects, or four practicing architects and one professor of architecture, who are appointed by the Governor with the advice and consent of the Council, for terms of three years. The Board annually elects a chairman and a secretary, the latter of whom may or may not be a member of the Board. The Board must hold at least two meetings each year for the purpose of examining candidates for registration.

PROGRAM: During fiscal year 1974, the Maine State Board for Registration of Architects registered seven residents of the State and two from out-of-State as architects through examinations. Fifty-seven applications from non-residents were registered through the National Council of Architectural Registration Boards. Registration renewals were granted to 102 architects residing in Maine and to 429 non-resident architects.

In the near future, the Board intends to revise its rules and regulations, complying with the spirit and intent of Maine law to conform with current national standards of architectural practices.

FINANCES, FISCAL YEAR 1974:

Maine State Board for Registration of Architects	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$20,931	\$20,931
Total Expenditures				10,874	10,874
NET				10,057	10,057
Unexpended Balance Forward				10,057	10,057
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

R. A. COLEMAN, CHAIRMAN
RICHARD H. HAMILL, SECRETARY

Central Office: Belgrade 04917

Telephone: 495-2296

Established: 1967

Statutory Authority: M.R.S.A., Title 32, Chapter 24

Total Expenditure, Fiscal Year 1974: \$4,471

MAJOR GOAL: To protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The State Board of Registration for Land Surveyors is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-In-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyor-In-Training and a register of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to institute disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATIONAL BACKGROUND: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors appointed by the Governor with the advice and consent of the Council, for terms of five years. Members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary.

PROGRAM: The State Board of Registration for Land Surveyors meets four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum, or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

A roster is published annually and distributed to all registered Land Surveyors and others upon request.

The Board is in the process of joining the National Council of Engineering Examiners and proposes to utilize its examining facilities for Land Surveyor-in-Training examinations in order that the Board's examinations may meet national standards and to improve reciprocity relations.

During fiscal year 1974, 68 Land Surveyor applications were received and 29 applicants were registered. The total number of active Land Surveyor registrants on June 30, 1974, was 1,041. The total number of registrations granted since October, 1967, to June 30, 1974, is 1,087. During the same periods, 126 Land Surveyor-in-Training applications were received and 76 certified for a total of 280. Of these, approximately 20 have converted to Land Survey registration.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

State Board of Registration for Land Surveyors	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$15,780	\$15,780
Total Expenditures				4,471	4,471
NET				11,309	11,309
Unexpended Balance Forward				11,309	11,309
Unexpended Balance Lapsed					

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, SECRETARY

Central Office: 65 Westwood Road, Augusta 04330

Telephone: 289-3236

Established: 1935

Statutory Authority: M.R.S.A., Title 32, Chapter 19

Total Expenditure, Fiscal Year 1974: \$13,907

MAJOR GOAL: To protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The State Board of Registration for Professional Engineers is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to renew all certificates annually upon payment of specified fee; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints or alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted; and to revoke the registration of a professional engineer or engineer-in-training found guilty of fraud or deceit, negligence, incompetency or misconduct.

ORGANIZATIONAL BACKGROUND: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor with the advice and consent of the Council, for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary.

PROGRAM: During fiscal year 1974, a total of 192 applications for registration as Professional Engineer (PE) were received by the State Board of Registration for Professional Engineers. Certificates of Registration were granted to 145 applicants. As of June 30, 1974 a total of 2,164 engineers were registered for calendar year 1974.

During the fiscal year, 91 applications for Engineer-in-Training (EIT) certificates were received. Of this number, 80 were seniors in the College of Technology at the University of Maine. A total of 102 Engineering-in-Training certificates were granted.

Two periods of written examinations are given each year by the Board, one in

ECONOMIC DEVELOPMENT

November and one in April. The November, 1973, examinations were given in Augusta with 17 Professional Engineer candidates and 11 EIT candidates attending. The April, 1974, examinations given in Augusta were attended by 55 Professional Engineering candidates and 13 EIT candidates. Also in April, examinations for EIT candidates were given at the University of Maine at Orono where 80 candidates sat for the examination.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (by request) for both the Fundamentals (EIT) and the Principles and Practice (PE) examinations. These examinations are furnished, graded and returned by the National Council which presently charges \$8.00 each for this service.

The Board invited seven applicants to present themselves for oral interviews at a regular meeting of the Board.

The Board held four regular and two special meetings during the fiscal year. The dates for the regular meetings were July 12 and October 4, 1973, and January 10 and March 14, 1974. Special meetings were on November 12, 1973 and May 30, 1974. Attendance averaged four members at all meetings except the May 30 special when three members were present.

FINANCES, FISCAL YEAR 1974:

State Board of Registration for Professional Engineers	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$20,604	\$20,604
Total Expenditures				13,907	13,907
NET				6,697	6,697
Unexpended Balance Forward				6,697	6,697
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPT. RUSSELL TERRY, CHAIRMAN

Central Office: 26 Pearl Street, Belfast 04915

Telephone: 326-8810

Established: 1969 *Statutory Authority:* M.R.S.A., Title 38, Chapter 1 (Subchapter III)

Total Expenditure, Fiscal Year 1974: \$90

MAJOR GOAL: To provide a system of State pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters.

POWERS AND DUTIES: The primary responsibilities of the Penobscot Bay and River Pilotage Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying for a license to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses upon payment of specified fees and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATIONAL BACKGROUND: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor and Council, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot Bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation.

PROGRAM: During fiscal year 1974, the Penobscot Bay and River Pilotage Commission held four meetings and one hearing.

FINANCES, FISCAL YEAR 1974:

Penobscot Bay and River Pilotage Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$3,092	\$3,093
Total Expenditures				90	90
NET				3,002	3,003
Unexpended Balance Forward				3,002	3,003
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

WAYNE M. JONES, PRESIDENT
RICHARD O. CAMBELL, SECRETARY

Central Office: 1 Northwood Road, Lewiston 04240

Telephone: 782-8916

Established: 1877

Statutory Authority: M.R.S.A., Title 32, Chapter 41

Total Expenditure, Fiscal Year 1974: \$13,764

MAJOR GOAL: To protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy.

POWERS AND DUTIES: The Board of Commissioners of the Profession of Pharmacy is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of those poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines, and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered; to prosecute all complaints against any person registered as an apothecary for the violation of any of the requirements of the law to be performed by a registered apothecary; and to suspend or revoke the registration and certificate of any pharmacist found to be guilty of such malpractices.

ORGANIZATIONAL BACKGROUND: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commissioner of Pharmacy and received its present name in 1957. The Board consists of five pharmacists appointed by the Governor with the advice and consent of the Council, for terms of five years. A president and a secretary are annually elected by the Board from its membership.

PROGRAM: During fiscal year 1974, the Board of Commissioners of the Profession of Pharmacy licensed 841 pharmacists (as compared with 806 licensed last year), qualified 50 assistants (as opposed to 51 last year), and licensed 217 pharmacies (as compared with 216 last year). Reciprocity was granted to 26 pharmacists this year in comparison with 33 last year. Of the 36 candidates taking the pharmacist examination, 32 became registered.

Since September, 1973, the Board sent a total of five notices to all registered pharmacies in the State pertaining to oral preparations containing vitamins A and D, and reclassification of various drugs; Drug Enforcement Administration (DEA) announcements for reclassification of methaqualone, amobarbital, and pentobarbital, DEA provisions for an alternate method of storage of controlled substances if so desired, and a Consumer Product Safety Commission regulation under the Poison Prevention Packaging Act where child resistant Packaging is required. Certain changes and additions were made by the Board to the rules and regulations pertaining to pharmacy.

The Board participated in an investigation involving two doctors, a psychologist, at least three pharmacies and numerous individuals. Six arrests were made in connection with the case both in Maine and New Hampshire. The Board voted to proceed against the pharmacies involved, after the DEA and Attorney General's office have completed their work.

Because of the increasing number of breaks into pharmacies in the past year, informa-

ECONOMIC DEVELOPMENT

tion is being gathered which could lead to a requirement for storage of Schedule II drugs in a safe or vault. Also, it has been reported that a number of Schedule II prescriptions are being taken by phone in quantities which are not considered as an emergency quantity. Notices will be sent from the DEA to all registered pharmacies concerning this matter shortly, with signature and return receipt for the files of the Board's office. Such notice could be reproduced and shown to doctors if desired.

Individual members of the Board as well as the Board itself received summonses to appear in Superior Court regarding a case concerned with the publication, advertising and promotion of prescription drug prices. The Board also participated in a meeting to help improve the payment of Medicaid to pharmacies during the year.

FINANCES, FISCAL YEAR 1974:

Board of Commissioners of the Profession of Pharmacy	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$54,863	\$54,863
Total Expenditures				13,764	13,764
NET				41,099	41,099
Unexpended Balance Forward				41,099	41,099
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

BOARD OF CHIROPRACTIC EXAMINATION AND REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
THORVALD F. HOY, D.C., SECRETARY-TREASURER

Central Office: 285 Woodford St., Portland 04103

Telephone: 772-2031

Established: 1923

Statutory Authority: M.R.S.A., Title 32, Chapter 9

Total Expenditure, Fiscal Year 1974: \$2,218

MAJOR GOAL: To protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The primary responsibilities of the Board of Chiropractic Examination and Registration are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to conduct and supervise two educational programs each year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATIONAL BACKGROUND: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During fiscal year 1974, the Board of Chiropractic Examination and Registration conducted routine examining and licensing of applicants.

FINANCES, FISCAL YEAR 1974:

Board of Chiropractic Examination and Registration	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$3,284	\$3,284
Total Expenditures				2,218	2,218
NET				1,066	1,066
Unexpended Balance Forward				1,066	1,066
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

BOARD OF REGISTRATION IN MEDICINE

CARL E. RICHARDS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., SECRETARY

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964

Established: 1895

Statutory Authority: M.R.S.A., Title 32, Chapter 48

Average Number of Full-Time Employees: 3

Total Expenditure, Fiscal Year 1974: \$73,494

MAJOR GOAL: To safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards.

POWERS AND DUTIES: The Board of Registration in Medicine was established to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of revocation or suspension of license, probation or censure.

ORGANIZATIONAL BACKGROUND: The Board of Registration in Medicine, established in 1895, consists of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November.

PROGRAM: During fiscal year 1974, the Board of Registration in Medicine moved its offices to its present location in Waterville, Maine. It is expected that a full-time executive-director will be needed in the foreseeable future to supervise the increasing activity of the Board.

Board members attended three meetings as required by statute to be held on the first Tuesdays of July and November, 1973, and March, 1974. A public hearing was held in April, 1974, for the promulgation of Board Rules and Regulations which were subsequently forwarded to the Attorney General for approval.

In February, 1974, five Board members and one office secretary participated in the annual meeting of the Federation of State Boards where a member of the Board presided. The Board continues to use the Federation Licensing Examination (FLEX) as its standard for admission of physicians to the practice of medicine in Maine.

Examinations for licensure were administered at Waterville in December, 1973, and June, 1974. A total of 435 candidates took this nationally standardized examination which is presently being utilized in forty-eight states. Two hundred thirty-nine of these examinees successfully passed the exam and were licensed. In addition, 176 physicians were issued licenses on the basis of reciprocity or endorsement. A total of 415 physicians were licensed during fiscal year 1974 as compared to 322 in fiscal year 1973. Temporary licenses for interns, residents, camp physicians and Locum Tenens totaled 168.

On July first of every even-numbered year, every physician licensed by the Board is required to reregister under penalty of suspension or revocation of license. On July 1, 1974, the total number of physicians having reregistered totaled 3,035: 1,255 Maine residents and 1,790 out-of-State residents.

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The financial situation of the Board is excellent, continuing to show a surplus which the Board hopes to direct into medical education and continuing medical education programs. These programs should contribute qualitatively and quantitatively to the delivery of health services for the people of the State of Maine.

During the 1974 legislative session, the Board was concerned about and participated in public hearings held for L.D. 2381, An Act Relating to Examining & Certifying Boards; L.D. 2388, An Act Relating to Lapsing of Dedicated Funds; L.D. 2406, An Act to Transfer Unexpended Dedicated Funds at End of Fiscal Year; L.D. 2437, An Act Making Certain Board and Commissions Advisory; and L.D. 2470, An Act to Create a Central Professional and Occupational Licensing Bureau in the Department of Business Regulation.

The Board continues to act in the interests of the public by having advised two physicians who were considered temporarily incompetent to withdraw their license until such time as their competence had been restored. In this regard, the Board considers a rehabilitative approach more advantageous to the people of Maine than a direct punitive approach. With the advent of National Health Insurance, it is projected that under Professional Standards Review Organization (PSRO) requirements, much more of the Board's time will be required in investigative and adjudicative roles.

FINANCES, FISCAL YEAR 1974:

Board of Registration in Medicine	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$240,089	\$240,089
Total Expenditures				73,494	73,494
NET				166,595	166,595
Unexpended Balance Forward				166,595	166,595
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE BOARD OF OPTOMETRY

THEODORE G. CUMMINGS, O.D., PRESIDENT
THOMAS J. JOYCE, JR., O.D., SECRETARY-TREASURER

Central Office: 748 Main Street, Westbrook 04092

Telephone: 854-2020

Established: 1909

Statutory Authority: M.R.S.A., Title 32, Chapter 35-A

Total Expenditure, Fiscal Year 1974: \$3,232

MAJOR GOAL: To protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The primary responsibilities of the State Board of Optometry are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATIONAL BACKGROUND: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor with the advice and consent of the Council, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The State Board of Optometry held four meetings during the fiscal year ending June 30, 1974: September 22, 1973, in Bangor; December 1, 1973, in Portland; March 30, 1974, in Portland and June 16, 17, 18, 1974, in Augusta. At the June meeting, optometry examinations of thirteen candidates were conducted and all successfully passed the exams and were registered. In addition, the Board issued 132 active licenses (optometrists residing in Maine), 58 nonactive licenses (optometrists residing out-of-State) and 11 auxiliary or second office licenses. Nineteen registrations were revoked per the request of the registrant, and five were revoked for default on payment of renewal fees.

Effective October 3, 1973, the Legislature revised the laws relating to optometry to combine and increase application-examination-registration fees to \$75 and increase the annual renewal fee to \$25. For the first time, a nonactive license certificate was required to be issued to all Maine registered optometrists not residing in the State. Other important additions to the optometry laws included establishment of standards for renewal and for a minimum eye exam, minimum prescription requirements, a new definition of the practice of optometry, and an improved reciprocity section.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

State Board of Optometry	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$7,859	\$7,859
Total Expenditures				3,232	3,232
NET				4,627	4,627
Unexpended Balance Forward				4,627	4,627
Unexpended Balance Lapsed					

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

LAWRENCE W. BAILEY, D.O., CHAIRMAN
STANLEY H. ROWE, D.O., SECRETARY-TREASURER

Central Office: 31 Main Street, Gorham 04038

Telephone: 839-3401

Established: 1919

Statutory Authority: M.R.S.A., Title 32, Chapter 36

Total Expenditure, Fiscal Year 1974: \$3,181

MAJOR GOAL: To protect the public through regulation of the practice of osteopathy in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The primary responsibilities of the Board of Osteopathic Examination and Registration are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine, upon payment of specified fees; to issue and renew, upon payment of specified fees, and withhold, suspend or revoke all such licenses; to investigate and conduct hearings relative to complaints and allegations of noncompliance with or violations of the laws relating to osteopaths; and to make such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary, and at its annual Board meeting in every even year, prepare and distribute the same to each licensed osteopathic physician practicing in Maine.

ORGANIZATIONAL BACKGROUND: The Board of Osteopathic Examination and Registration, established in 1919, consists of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. Each member must be a graduate of a legally chartered college of osteopathic medicine, and must at the time of appointment have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June, and elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the reregistration fee from four to twenty dollars per year, increasing the income of the Board for the year ended June 30, 1974. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the

ECONOMIC DEVELOPMENT

Board. Continuing medical education requirements were increased from ten hours to fifty hours annually. Because of added time factors, an increase in the salary of the secretary was voted by the Board at the last June meeting.

All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings and medical programs acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

The Board is in the process of systemizing returns from individual physicians relative to any unnecessary hardships to either the physicians or the Board in complying with the statutory revisions.

FINANCES, FISCAL YEAR 1974:

Board of Osteopathic Examination and Registration	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$8,854	\$8,854
Total Expenditures				3,181	3,181
NET				5,673	5,673
Unexpended Balance Forward				5,673	5,673
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

BOARD OF EXAMINERS IN PHYSICAL THERAPY

CARL E. RICHARDS, M.D., CHAIRMAN

GEORGE E. SULLIVAN, M.D., SECRETARY

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964

Established: 1955

Statutory Authority: M.R.S.A., Title 32, Chapter 45

Total Expenditure, Fiscal Year 1974: \$2,613

MAJOR GOAL: To protect the public through regulation of the practice of physical therapy in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The Board of Examiners in Physical Therapy is authorized to conduct examinations of candidates for licensure as physical therapists; to verify credentials of applicants; to maintain a roster of licensed physical therapists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to physical therapy; to institute disciplinary actions where warranted; and to refuse to license or revoke the license of any physical therapist who has treated or undertaken to treat ailments of human beings otherwise than by physical therapy, or who has undertaken to practice independent of the prescription, direction or supervision of a duly licensed physician or surgeon.

ORGANIZATIONAL BACKGROUND: The Board of Examiners in Physical Therapy, established in 1955, consists of members of the Board of Registration in Medicine together with two physical therapists appointed by the Governor from a list of three nominated by the Maine Chapter, American Physical Therapy Association, for terms of four years. The Chairman of the Board of Registration in Medicine also serves as chairman of the Board.

PROGRAM: During fiscal year 1974, 27 physical therapists were licensed by the Board of Examiners in Physical Therapy, 12 of these by examination and 15 by endorsement. Also during this period, 147 physical therapists reregistered in the State. Of these, 20 were from out-of-State.

Two Board meetings were called during the year. The Maine Management and Cost Survey was discussed, as was the physical therapy aide course given by the Kennebec Valley Vocational-Technical Institute and the matter of physical therapy graduates working under supervision until they are licensed.

An activity projected for fiscal year 1975 is the updating of the roster of licensed physical therapists.

FINANCES, FISCAL YEAR 1974:

Board of Examiners in Physical Therapy	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,834	\$5,834
Total Expenditures				2,613	2,613
NET				3,221	3,221
Unexpended Balance Forward				3,221	3,221
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

EXAMINERS OF PODIATRISTS

CARL E. RICHARDS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., SECRETARY

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964

Established: 1933

Statutory Authority: M.R.S.A., Title 32, Chapter 51

Total Expenditure, Fiscal Year 1974: \$933

MAJOR GOAL: To protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The Examiners of Podiatrists are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to institute disciplinary actions where warranted; and to suspend or revoke the license of any podiatrist who violates rules of practice established by law.

ORGANIZATIONAL BACKGROUND: The Examiners of Podiatrists, established in 1933, are closely affiliated with the Board of Registration in Medicine through membership and officers. The Examiners include two members of the Board and two podiatrists appointed by the Governor with the advice and consent of the Council, for terms of four years. The chairman and the secretary-treasurer of the Board also serve as chairman and secretary-treasurer of the Examiners.

PROGRAM: During fiscal year 1974, 5 podiatrists were licensed by the Examiners of Podiatrists after examination and certification of their credentials, and 32 podiatrists were reregistered. Of these, 11 were from out-of-State. Upon completion of the reregistration, the annual roster was updated.

One Examiner meeting was held. Actions included review of court action concerning a podiatrist licensed in Maine and recommendations pursuant thereto.

Activities projected for fiscal year 1975 include research and revision of registration procedures to assign one permanent number to each registrant; modernization of diplomas and issuance of one to each licensed podiatrist; laying groundwork for reciprocal agreement with the Province of Ontario, Canada, which has already been initiated; and defining more clearly the practice of podiatry and its limitations.

FINANCES, FISCAL YEAR 1974:

Examiners of Podiatrists	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,202	\$5,202
Total Expenditures				933	933
NET				4,269	4,269
Unexpended Balance Forward				4,269	4,269
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE BOARD OF NURSING

MARION M. KLAPPMEIER, R.N., EXECUTIVE DIRECTOR
ELIZABETH A. LUTES, R.N., ASSISTANT EXECUTIVE DIRECTOR

Central Office: 295 Water Street, Augusta 04330

Telephone: 289-2921

Established: 1915

Statutory Authority: M.R.S.A., Title 32, Chapter 31

Average Number of Full-Time Employees: 6

Authorized Employee Level: 8

Total Expenditure, Fiscal Year 1974: \$92,636

MAJOR GOAL: To protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The primary responsibilities of the State Board of Nursing are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing, and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Hearing Commissioner; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; and to deny or withdraw accreditation from nursing educational programs for failure to meet requirements.

ORGANIZATIONAL BACKGROUND: The State Board of Nursing was originally created as the Board of Examination of Nurses in 1915 and received its present name in 1959. The first Board, appointed by the Governor, consisted of five members: four registered nurses and one physician. In 1918, the composition was changed to five registered nurses and that composition has continued to the present.

Until 1947, the work of the Board was carried out by the appointed Board members with the assistance of a part-time clerk. In 1947, the first professional nurse was employed, and as the responsibilities of the Board increased over the years, additional employees were required. By June 1974, the Board had eight authorized positions: 2 professional and 6 clerical. From 1947 until 1961, the Board office was located in Lewiston. In 1961, the office was moved to Portland and in 1973, it was relocated to Augusta.

PROGRAM:

Board Meetings. During fiscal year 1974, the State Board of Nursing met in nine regular or special sessions, for a total of ten days. In addition, Board members acted as proctors at licensing examinations, served as visitors on site visits to educational programs in nursing, devoted time to committee work in special areas, attended legislative committee hearings, and represented the Board at various program sessions and meetings.

Licensure of Nurses. State law provides that licensure as a registered nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually if the licensee is practicing nursing.

During the past year, the examination for registered nurse licensure was administered in September, 1973, and February and June, 1974. The examination for practical nurse licensure was given in October, 1973, and April, 1974.

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A total of 318 candidates took the examinations for registered nurse licensure for the first time, and 283 or 89.0% passed. Of the 245 first time writers from Maine schools of nursing, 93.1% were successful. Of the 56 repeat writers (35 from schools in Maine), 53.5% passed the examinations. A total of 215 candidates took the examinations for practical nurse licensure for the first time, and 208 or 96.7% passed. Of the 164 first time writers from Maine schools of practical nursing, 162 or 98.7% succeeded. Only 2 of the 9 repeat writers passed.

The influx of nurses into Maine during this year is reflected in the number of licenses issued by endorsement to nurses from other states and countries: 428 to registered nurses and 106 to licensed practical nurses.

A comparison of licensure figures with last year shows a continuing increase in total numbers of nurses licensed to practice in Maine. In reviewing these figures, it is necessary to remember that not all nurses who hold a current license in Maine actually live or work in the State. Some nurses live in Maine and maintain an active license but do not work; other nurses live and/or work out-of-State but maintain an active license in Maine. Endorsement figures, in particular, include nurses who work in camp positions during the summer only.

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

Licensed by:	Registered Nurses		Practical Nurses	
	1972-73	1973-74	1972-73	1973-74
Examination	264	297	253	210
Endorsement	474	428	79	106
Renewal	8,729	8,802	2,439	2,603
Reinstatement	378	403	148	147
Total	9,845	9,930	2,919	3,066

A major effort, as well as a major expenditure, during the past year has been directed to improving and expanding the computerization of licensure. Currently, all license renewals are handled by computer and, therefore, a complete history is on computer tape for all registered nurses and all licensed practical nurses who have been issued, renewed, or reinstated a license since January, 1973. One of the short-range goals of the Board for 1973-74 was to get onto computer tape a licensure history for all nurses who have been licensed in Maine—inactive and lapsed licensees in addition to those currently licensed. This has not been accomplished, but it is hoped that it can be done next year. The next step will then be to develop a program so that statistical data on all nurses licensed in Maine can be provided by the computer. Increasingly, such information in regard to nurse manpower is necessary in order to facilitate overall health planning efforts.

Nursing Education. A second major responsibility of the Board is the accreditation of all basic educational programs in nursing, professional and practical, which prepare persons for licensure in Maine.

Each educational program is visited on the average of once every three years. The Executive Director and one Board member serve as the visitors. The criteria for approval are contained in the *Standards for Educational Programs In Nursing*. The Board continued to support experimentation by the educational programs in nursing, provided this is sound and in accord with current educational concepts, and is within the framework of the law. Site visits during the year were made to nine educational institutions in Maine offering programs in nursing.

The upsurge of interest in nursing as a career is reflected in the growth of enrollments and graduations between the years 1969-70 and 1973-74. In professional nursing programs, enrollments have grown from a total of 539 in 1969-70 to 1,019 in 1973-74 or an 89% increase. The number of graduates during this period grew from 211 to 270 or a 28% increase. In practical nursing programs, enrollments have increased by approximately 12% and graduations by 3%.

One long-range goal of the Board is to establish an annual meeting of the Board and the directors of all educational programs in nursing in Maine. Such a meeting was held on May 21, 1974, in Augusta, and it is hoped that this will be the beginning of annual

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meetings. The major purposes of such meetings are to seek to improve the quality of nursing education in Maine through mutual efforts; to discuss, and hopefully find resolution of some of the current problems facing nursing education in Maine; and to improve the utilization of health resources in Maine through cooperative efforts.

Disciplinary Action. The Board investigated four cases reported for possible disciplinary action. In one instance, the nurse voluntarily surrendered her license and sought medical treatment; in two cases, the Board found no basis for action; and the fourth case is pending, awaiting the results of a court trial. The Board also took action to reinstate the license of one nurse who had previously surrendered her license voluntarily because of mental illness.

Legislation. A major amount of time and energy of the Board was spent during fiscal year 1974 implementing legislation enacted in the Regular and Special Sessions of the 106th Legislature. In both sessions, amendments to the definition of professional nursing were enacted. In cooperation with the Board of Registration in Medicine and the Board of Osteopathic Examination and Registration, standards are being developed for programs preparing professional nurses to function in an expanded role. Also, the Board has been developing rules and regulations concerning delegation of selected nursing services by professional nurses to unlicensed personnel. This has been a highly complex task because of the necessity to "insure the highest quality of health care to the patient" and, at the same time, take into account current practices in many health care institutions. It is anticipated that a public hearing on the proposed rules and regulations will be held in the fall of 1974.

FINANCES, FISCAL YEAR 1974:

State Board of Nursing	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$133,882	\$133,882
Total Expenditures				92,636	92,636
NET				41,246	41,246
Unexpended Balance Forward				41,246	41,246
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE BOARD OF SOCIAL WORKER REGISTRATION

RICHARD A. KING, CHAIRMAN

Central Office: Bath-Brunswick Mental Health Clinic, 764 High Telephone: 443-9793
Street, Bath 04530

Established: 1969

Statutory Authority: M.R.S.A., Title 32, Chapter 62-A

Total Expenditure, Fiscal Year 1974: \$2,089

MAJOR GOAL: To protect consumers of social work services in the State of Maine and ensure high standards of practice by persons providing such services.

POWERS AND DUTIES: The State Board of Social Worker Registration is authorized to process applications and administer examinations for the certification of social workers in Maine wishing to use the titles Registered or Associate Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of a Registered or Associate Social Worker and who feel themselves to have been treated unprofessionally or detrimentally; to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate; and to revoke the license of any social worker found to be guilty of felony conviction, fraud or deceit, alcohol or drug addiction, mental incompetency, misrepresentation, and unprofessional conduct or negligence.

ORGANIZATIONAL BACKGROUND: The State Board of Social Worker Registration, created in 1969, is composed of seven members appointed by the Governor for terms of three years. Members must be registered or associate social workers who have been engaged in active practice of social work for at least five years prior to appointment. The Board annually elects a chairman, vice-chairman and a secretary-treasurer from its membership, and is required to hold at least two regular meetings each year.

PROGRAM: The State Board of Social Worker Registration's Committee to Study Licensure, during fiscal year 1974, held several meetings concerning the relative merit of "registration" as opposed to licensure. It was finally agreed that it was inappropriate for the Board to actively promote any changes in legislation toward this end. However, the Chairman was authorized to contact the President of the Maine Chapter of the National Association of Social Workers to assess their interest in pursuing this goal. Registration, as it is currently applied in Maine, does not provide for any check other than of qualifications of persons purporting to do social work unless those persons voluntarily request certification. The Board feels that licensure would afford more protection to the consumer and give funding agencies some assurance that some qualitative standards are in effect.

In 1972 and again in June, 1974, a roster of registrants was published and distributed to all persons registered with the Board and to 250-300 agencies throughout the State.

When the Board was established in 1969, 380 persons became registered under a grandfather clause. Since that time, examinations have been given to 43 Registered Social Workers and to 19 Associate Social Workers. Six Registered Social Workers have been certified by endorsement of their out-of-state licenses or certificates. As of August, 1974, 157 Registered Social Workers and 139 Associate Social Workers renewed their certification for 1974.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1974:

State Board of Social Worker Registration	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$6,805	\$6,805
Total Expenditures				2,089	2,089
NET				4,716	4,716
Unexpended Balance Forward				4,716	4,716
Unexpended Balance Lapsed					

STATE
POLICY
AREA **05**

Education & Culture

Department of Educational and Cultural Services
Maine Maritime Academy
Maine State American Revolution
Bicentennial Commission



EDUCATION AND CULTURE

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

CARROLL R. MCGARY, COMMISSIONER
ASA A. GORDON, DEPUTY COMMISSIONER

Central Office: Education Building, Augusta 04330

Telephone: 289-2321

Established: 1931

Statutory Authority: M.R.S.A., Title 20; Title 27, Chapters 1, 2, 3, 5, 13 (Subchapter II), 15, 17; Title 34, Chapter 251; Executive Order Nos. 7-69, 27

Average Number of Full-Time Employees: 802

Authorized Employee Level: 850

Total Expenditure, Fiscal Year 1974: \$135,628,347

Organizational Units:

State Board of Education

Maine State Commission for the Higher
Education Facilities Act of 1963

Maine Postsecondary Education Commission

Maine Advisory Council on Vocational
Education

Maine School Building Authority

Maine Education Council

Division of Finance

Indian Scholarship Committee

Division of Federal Programs

Planning and Management Information

Bureau of Instruction

Bureau of School Management

Governor Baxter State School for the Deaf

Bureau of Vocational Education

Maine State Library Bureau

Maine Library Commission

State Museum Bureau

Maine State Museum Commission

Arts and Humanities Bureau

Maine State Commission on the Arts
and Humanities

Maine Historic Preservation

Commission

State Historian

Elementary and Secondary Education Act, Title II, Advisory Committee

Elementary and Secondary Education Act, Title III, Advisory Council

New England Board of Higher Education

MAJOR GOAL: To ensure that high-quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

POWERS AND DUTIES: The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor on the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel

EDUCATION AND CULTURE

for service in any public school in the State or any school that accepts public funds.

ORGANIZATIONAL BACKGROUND: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872, the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teachers' College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the Board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the Commissioner was transferred from the Board to the Governor with the advice and consent of the Council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1969), the Maine representatives to the New England Board of Higher Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the State Museum (created 1919), the Maine State Museum Commission (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the Board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum Bureau, Arts and Humanities Bureau, Maine State Library Bureau and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the Commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

EDUCATION AND CULTURE

FINANCES, FISCAL YEAR 1974:

Department of EDUCATIONAL and CULTURAL SERVICES	General Fund	Other Special Revenue Funds		Other Funds	Total
RECEIPTS		Non-Federal	Federal		
Legislative Appropriation/Allocation:	\$78,181,429		\$ 54,179	\$25,528,642	\$103,764,250
Departmental Operations	77,915,553		54,179	25,630,967	103,600,699
Transfers	265,876			(102,325)	163,551
Federal Grants		\$ 95,544	22,321,207		22,416,751
County & Municipal					
Private Contributions		115,122	31,145		146,267
Sales		109,345	47,083		156,428
Services & Fees	41,568	197,654	197,654	239,222	239,222
Other		299,592	245,550	8,450,300	8,995,442
Unexpended Balance Brought Forward	388,402	187,345	661,198	5,671,234	6,908,179
Adjustment of Balance Brought Forward	(10,496)	2,265	7,433	38	(760)
TOTAL FUNDS AVAILABLE	78,559,335	850,781	23,565,449	39,650,214	142,625,779

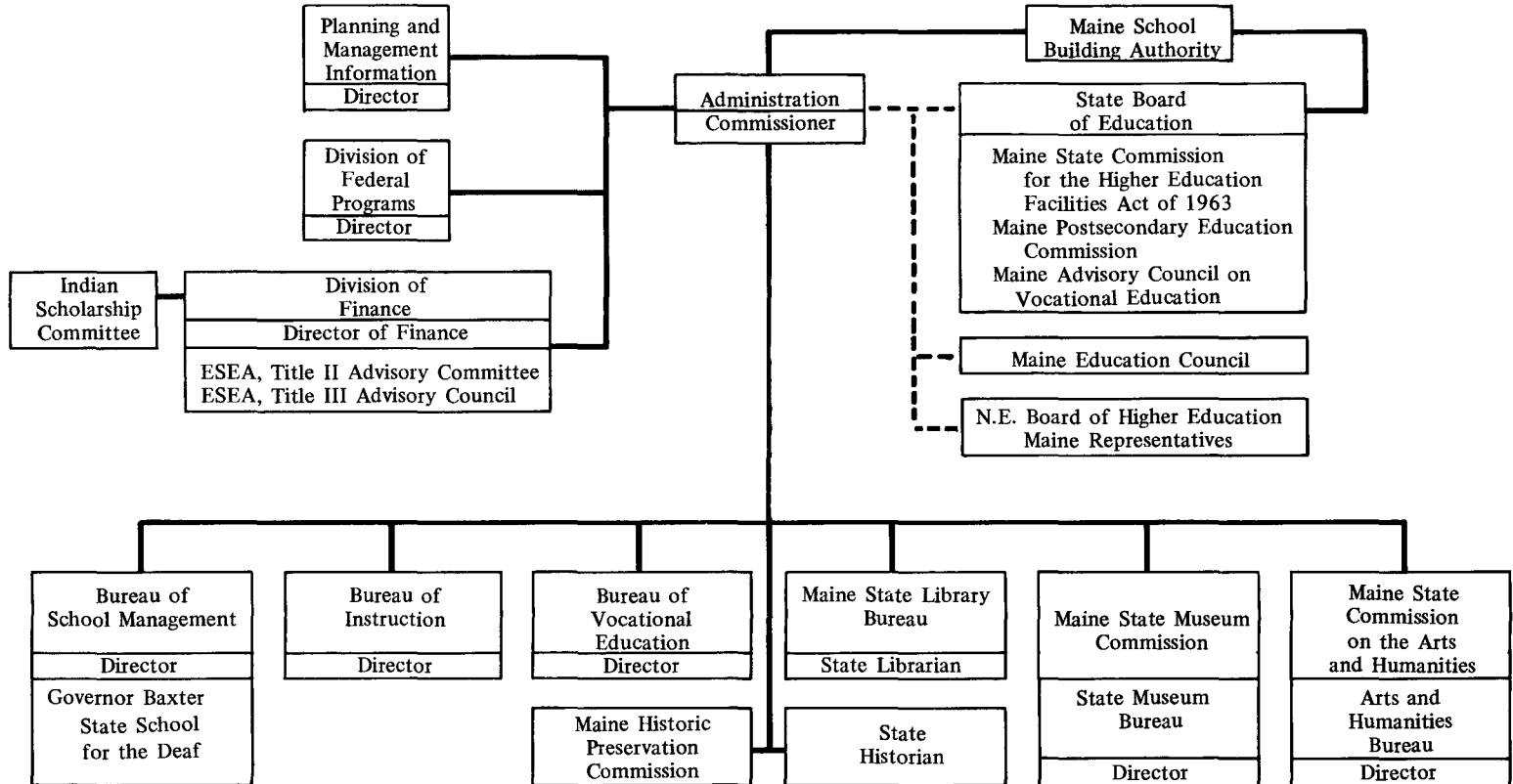
Monies received and deposited to credit of the State	1,677,493				1,677,493
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EXPENDITURES					
Personal Services, Total:	7,647,747	90,112	3,451,308		11,189,167
Wages & Salaries	7,076,034	83,525	3,309,544		10,469,103
Retirement	571,713	6,587	141,764		720,064
All Other, Total:	67,008,017	377,661	19,202,089	35,231,305	121,819,072
Commodities	982,714	119,929	205,174	7,645	1,315,462
Grants, Subsidies, Pensions	50,966,762	12,802	17,604,204	34,895,836	103,480,604
Contractual Services, Total:	2,493,099	244,930	871,687	30,967	3,640,683
Rents	103,816	7,583	88,680		200,079
Computer Services	50,244		833		51,077
Transfers to Other Funds	12,565,442		520,024	296,857	13,382,323
Other					
Capital Expenditures, Total:	506,793	18,622	126,141	1,968,552	2,620,108
Buildings & Improvements	313,247		3,969	1,794,145	2,111,361
Equipment	193,546	18,622	122,172	173,761	508,101
Purchases of Land				646	646
TOTAL EXPENDITURES	75,162,557	486,395	22,779,538	37,199,857	135,628,345

SUMMARY

Total Funds Available	78,559,335	850,781	23,565,449	39,650,214	142,625,779
Total Expenditures	75,162,557	486,395	22,779,538	37,199,857	135,628,347
NET	3,396,778	364,386	785,911	2,450,357	6,997,432
Unexpended Balance Forward	3,028,330	364,386	785,911	2,450,357	6,628,984
Unexpended Balance Lapsed	368,448				368,448

**ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES**



EDUCATION AND CULTURE

PROGRAM:

Bureau of School Management. In this Bureau, the Division of School Nutrition established guidelines for free and reduced price meal requirements. Over 41,000 children per day received free meals and 5,000 per day received meals at a cost of twenty cents or less. Administrative reviews of program operations were made of 200 of the 718 schools participating in the National School Lunch Program. Eight workshops, ranging in length from one to five days, were conducted for school service personnel.

The Bureau contracted with the University of Maine at Farmington to conduct a training program in the use of television nutrition programs and to develop a nutrition teacher's guide for grades K-12, and with the University of Maine at Augusta for the development of a school food service accounting system. The Bureau processed and paid claims amounting to over \$5,920,000 and granted applications for non-food assistance amounting to \$355,723.

The Bureau's Division of School Facilities exhibited thirty-four major new construction projects having a total estimated cost of \$54,476,000 to the State Board of Education for possible tentative approval. Tentative approval was given to twenty-three, having an estimated cost of \$36,924,000. Regular development of these projects has been pursued since their initial approval. One hundred and forty-nine major and minor projects with an estimated total cost of \$21,865,000 were exhibited and given funding approval by the Board. A plan was devised by the Bureau to conduct an inventory of every public school facility. This information will be evaluated and used to approve school construction on a priority basis.

The Bureau's Section of Driver Education and Safety provided a fifteen dollar driver education subsidy to schools for each of the 17,000 high school students who completed an approved driver education course during the fiscal year. Major portions of Standard 17, Pupil Transportation Safety, were implemented.

The Bureau's Civil Defense Section saw an expansion of coverage from 84 to 103 school districts with an increase in school population from 55,000 to 73,000. About 40,000 of these students have received at least two hours of civil emergency preparedness training.

In the summer of 1973, the Neighborhood Youth Corps filled over 3,700 job slots. With the beginning of the school year, money was reduced by two-thirds. In May, it was decided that programs would be operated in six counties by the Department, with the balance of the programs going to other agencies.

The Surplus Property Section of the Bureau distributed property with an original worth of \$2,842,000 during the fiscal year to schools, civil defense units and federal agencies. Service charges for handling came to \$67,840. U.S. Department of Agriculture commodities valued at \$1,670,688.57 were distributed to 870 schools, child nutrition programs, institutions and children's camps.

Bureau of Instruction. The Curriculum Division of this Bureau is heading the Task Force on Truancy which is working on issues related to potential statutory changes in the required school entrance and leaving ages. The Elementary Self-Evaluation project has been completed at nineteen sites; a secondary self-evaluation document has been drawn up; and eight high schools became pilot sites in October, 1974. Five sites were chosen for the Maine Right-to-Read Programs and thirteen additional sites will participate in the Right-to-Read Program this coming year.

The Bureau's Special Education Unit distributed \$100,000 in federal funds, and is overseeing the production of a State Plan for the Education of Handicapped Children which should be completed soon. Staff members have continued to respond to an avalanche of requests for information relating to the implementation of Maine's new exceptional child law, which becomes effective July 1, 1975. In Project IOU (Insuring Optimum Utilization), personnel have been working to specify the competencies needed to teach learning disabled children and has involved six school systems who field tested the competencies.

The Human Development and Guidance Unit of the Bureau has completed five regional K-8 four-day teacher education institutes in human development, nine School/Community Social Seminar Institutes dealing with drugs, education and society, and one Advanced Trainer of Trainers Institute. A Drug, Alcohol, Tobacco and Human Development Curriculum has been planned and will be piloted in twelve school districts this year.

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Attempts to expand and improve guidance/counseling services in Maine have resulted in four regional programs.

The Teacher Education Field Services Unit has been coordinating the Professional Standards Advisory Commission which will release a substantive draft of recommendations relating to teacher certification, recertification and decertification this winter for public discussion. Four field agents have received one-year appointments to provide technical assistance to local school districts in teacher and special education. The evaluation of the fourth-year Lewiston Career Opportunities Program has been completed. In-service teacher training approved by the Bureau provided 2,109 teachers in 102 staff development programs in the last six months.

The Higher Education Services Unit initiated the first organizational meeting of the Maine Postsecondary Education Commission which will conduct inventories of all public and private postsecondary educational resources in the State.

Planning, Evaluation and Research. This office implemented the Maine Assessment of Educational Progress, a survey of the performance of students. Results from seventeen-year-old student assessments are now available in areas of Citizenship, Writing, Reading and Science.

Bureau of Vocational Education. The highest priority for this Bureau was new program offerings in the twelve new secondary vocational regions. The Bureau continued to develop uniform guidelines for vocational-technical institute (VTI) recruitment programs and admission procedures through cooperative efforts by the VTI staff. The Bureau developed a uniform VTI school catalogue to be used by all VTIs, which was distributed to all guidance and counseling services in the State.

Year-round programs were implemented at the Eastern Maine and Southern Maine VTIs. The Bureau also helped coordinate efforts between Southern Maine VTI and the University of Maine at Portland-Gorham toward implementation of a community college outreach program.

A fifteen percent increase was sought in the number of apprentices enrolled in VTI courses for the purpose of improving related instruction in apprenticeship programs registered with the Maine State Apprenticeship Council. Fifty approvals or contacts were made each month on training establishments that submit applications of approval of veterans' on-the-job training.

Two pilot projects for dropouts at Northern Maine VTI and Westbrook Regional Technical Vocational Center (RTVC) were begun. A comprehensive inventory system for all vocational education programs was maintained. A new contract with the State Board of Education and the VTI faculty association was completed. Two hundred businesses and industries were contacted by the coordinator of business and industry of the Bureau.

Thirty in-service teacher education courses were offered to vocational teachers of trade and industrial education at various University of Maine campuses which is the Bureau's top priority in teacher education. One workshop was held for guidance counselors in schools sending students to RTVCs. Eight RTVCs were evaluated at the local level and seventeen agricultural programs, five trade and industrial education programs, eight distributive education programs and ten cooperative education programs were assessed. Four occupational guides were developed in the trade and industrial area. A cost-analysis study was completed to determine costs for operating specific vocational training programs. Retraining institutes for guidance counselors and vocational education faculty were sponsored. A model job placement component was established in a local school agency.

State Museum Bureau. Development was started by the Maine State Museum of a computerized storage and retrieval system for cataloguing collections data, possibly the first such system to be utilized in any historically-oriented museum in the country. The Museum also conducted a statewide survey of historically outstanding items in Maine museum collections for the Maine State American Revolution Bicentennial Commission.

Museum education programs were offered by the Museum to more than 1,000 children of kindergarten through high school age. It also published *Maine Made Guns and their Makers*, the second book in the Maine Heritage Series.

Maine State Library Bureau. The Maine State Library loaned a total of 85,948 books during the year, compared to 78,343 during the previous fiscal year, and NELINET, a computerized cataloguing system which saves hundreds of man-hours, was installed and made operational.

EDUCATION AND CULTURE

The Library implemented the Regional Library System Act through which \$80,000 in direct State aid on a per capita basis was distributed to local libraries. Circulation for the Library's eight bookmobiles totaled 475,373.

The Library distributed \$39,509 to nine State institutions for development of library collections, programs and services, and a total of 58,373 talking books and 1,831 large print materials were circulated. More than 1,700 visually and physically handicapped readers were enrolled in the Library Services to the Handicapped program.

Maine State Commission on the Arts and Humanities. During the year, the Commission awarded \$15,000 to historical societies, museums, libraries, towns and organizations for restoration, cataloguing, transcribing, copying and oral history projects. The Artists-in-Schools Program was expanded, with special federal grants and State funds making programs available to twenty elementary and secondary schools, and the Commission fostered the growth of community arts councils through technical assistance provided by a staff member.

Maine Historic Preservation Commission. This Commission disbursed \$36,669 in federal grant monies on a fifty percent matching basis to private organizations for rehabilitation and restoration of historic sites.

STATE BOARD OF EDUCATION

MRS. SYLVIA LUND, CHAIRMAN
MRS. LUCILLE SHEPPARD, VICE-CHAIRMAN

Central Office: Education Building, Augusta 04330

Telephone: 289-2321

Established: 1949

Statutory Authority: M.R.S.A., Title 20

Organizational Units:

Maine State Commission for the Higher Education Facilities Act of 1963
Maine Postsecondary Education Commission

MAJOR GOAL: To ensure that high-quality educational services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

POWERS AND DUTIES: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools of the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institute; and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering federal funds; and to serve as an appeals board for unclassified personnel.

ORGANIZATIONAL BACKGROUND: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The

EDUCATION AND CULTURE

Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the County Supervisors, and its functions shifted to the Superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor and Council. At this point, the Board was delegated great authority over the education activities of the State, including appointment of the Commissioner of Education and personnel of the Department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council, where it has remained to the present day.

In State Government reorganization of 1971, which established the Department of Educational and Cultural Resources, the Board's membership was reduced to nine members and the appointment of the Commissioner was vested in the Governor and Council. In 1973, the Board was placed within the renamed Department of Educational and Cultural Services and its role changed to be advisory to the Commissioner, but with specific powers relative to the organization and administration of the State's public school system and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission respectively.

The present nine-member Board is required to be broadly representative of the public, excluding persons employed as teachers or administrators in educational institutions other than as a college president, each member appointed for a term of five years. The Board elects a chairman and vice-chairman from among its membership.

PROGRAM: During fiscal year 1974, the State Board of Education gave tentative approval to twenty-three major construction projects having an estimated cost of \$36,924,000 and final approval of funds for 149 major and minor construction projects with an estimated total cost of \$21,865,000. The Board also approved school busing regulations which provide for bus safety standards, driver training, pupil safety instruction and an inspection schedule. Cooperative governing boards were approved for eleven new secondary vocational education regions to implement a decentralized approach to vocational education which will eventually enable ninety-eight percent of high school youth to have access to vocational education. Two satellite vocational education programs were approved for South Portland and Massabesic High Schools.

Procedures to create eight new community school districts and expand one school administrative district were initiated by the Board. Redistricting plans for eight school administrative districts were approved, and redistricting efforts were initiated along one-man, one-vote, guidelines in four other districts. A master contract with the faculties of Maine's six vocational technical institutes was negotiated, and a statement of personal and academic freedom for instructors and a policy of free tuition for senior citizens enrolled in job upgrading and retraining programs were approved. The Board also approved the guidelines for implementing L.D. 1994 (An Act Equalizing the Financial Support for School Units) and L.D. 965 (An Act Relating to Exceptional Children), and approved a mission and goals statement and an Affirmative Action Plan for the Department of Educational and Cultural Services.

EDUCATION AND CULTURE

MAINE STATE COMMISSION FOR THE HIGHER EDUCATION FACILITIES ACT OF 1963 MAINE POSTSECONDARY EDUCATION COMMISSION

MRS. SYLVIA LUND, CHAIRMAN
WAYNE H. ROSS, EXECUTIVE DIRECTOR

Central Office: Education Building, Augusta 04330

Telephone: 289-2181

Established: 1967

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 322; Executive Order No. 27

Average Number of Full-Time Employees: 4

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1974: \$58,322

MAJOR GOAL: To ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private postsecondary education institutions in the State of Maine.

POWERS AND DUTIES: The Maine State Commission for the Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine to construct needed classrooms, laboratories and libraries in order to accommodate mounting student enrollments and to meet demands for skilled technicians and for advanced graduate education as set forth under the federal Higher Education Facilities Act of 1963 as amended; to establish or amend plans, rules and regulations agreeable to said Act; and to accept and disburse all moneys in accordance with said Act.

The Maine Postsecondary Education Commission was established to fulfill eligibility requirements for federal funds under the Higher Education Act of 1963, and is authorized to initiate comprehensive inventories of, and studies with respect to all public and private postsecondary educational resources in the State, including planning necessary for such resources to be better coordinated, improved, expanded or altered so that all persons within the State who desire and who can benefit from postsecondary education may have an opportunity to do so; and to determine, after public hearing, the need for and functions of a permanent Postsecondary Education Commission, reporting its findings, with appropriate statutory changes, to the Governor and the 107th Legislature.

ORGANIZATIONAL BACKGROUND: The Maine State Commission for the Higher Education Facilities Act of 1963 was authorized by statute in 1967 and is, in effect, the State Board of Education. The Maine Postsecondary Education Commission, established by Executive Order of the Governor in 1974, consists also of the membership of the State Board, augmented by six additional members broadly and equitably representative of the general public and postsecondary education in the State. The chairman of the State Board serves as chairman of both Commissions, and staff support is provided by the Department of Educational and Cultural Services.

PROGRAM:

Financial Assistance for the Improvement of Undergraduate Instruction (Title VI-A). This program provides matching funds for acquisition of equipment, materials, minor remodeling and closed-circuit television for the improvement of undergraduate instruction. During fiscal year 1974, the Maine State Commission for the Higher Education Facilities Act of 1963 reviewed, verified computations and recommended grants for nineteen postsecondary institutions out of thirty-one requests for assistance under the undergraduate instructional equipment program. The Commission made recommendations and distributed approximately \$106,933 to Maine postsecondary education institutions on a matching basis. Approximately fifty percent of Maine's public and private institu-

EDUCATION AND CULTURE

tions participated in this program, providing needed instructional equipment for students' use in the classroom.

Grants for the Construction of Undergraduate Academic Facilities (Title VII-A). During fiscal year 1974, the Commission received six applications from both public and private colleges requesting a total of \$1,748,375 for the construction of academic facilities. The Commission verified the data relative to the construction and financial aspects of the proposed projects and established priorities to determine the order in which approved projects will be eligible for grants from the amount allocated (\$212,350) to the State of Maine.

Annual Interest Grants for Construction of Academic Facilities (Title VII-C). This program is to assist institutions of higher education and higher education building agencies to reduce the cost of borrowing from other sources for the construction of academic facilities. The Commission reviews the application data relating to space utilization, enrollment projections and institutional relevance to students from low-income families, verifies this data and submits the applications to the Regional Office of Education by appropriate closing dates. Priorities are established by the Regional Office and grants recommended on a regional basis.

Fund for the Improvement of Postsecondary Education. A new program for supporting postsecondary educational reform was funded in the 1973 budget at \$10 million, and at \$15 million in 1974. The Commission provided assistance to institutions in preparing proposals and participated in the review of proposals submitted to the Fund for the Improvement of Postsecondary Education. Applications are reviewed by a panel of readers and grant recommendations are made directly to institutions of higher education.

Facilities Comprehensive Planning Program. Federal funds in the amount of \$28,852 were provided for the Higher Education Facilities Comprehensive Planning Program. The Commission carried out some of the more basic elements of comprehensive planning. Data bases have been built to include detailed inventories of higher education facilities by institutions; studies have been made of the utilization of these facilities, and enrollment projections have been made for both public and private institutions.

Special Opportunity Planning Program. Federal funds are available on a competitive basis for Special Opportunity Grants for individual projects of particular merit and particular relevance to urgent problems. As in the case of the Basic Facilities Planning Grants, these Special Opportunity Grants are made only to state commissions. Federal funds were available in the amount of \$19,874. The Commission cooperated with the University of Maine at Portland-Gorham and Southern Maine Vocational-Technical Institute to plan and implement postsecondary, less-than-baccalaureat degree programs for the southern Maine area and facilities needed.

Maine Postsecondary Education Commission. This Commission received a grant award of \$26,105 to carry out statewide planning activities outlined in a proposal submitted in May, 1974. The Commission, being directed to determine the need for and functions of a permanent Postsecondary Education Commission, will be reporting its findings, with appropriate statutory changes, to the Governor and the 107th Legislature.

State Student Incentive Grants Program. Higher Education Services of the Department of Educational and Cultural Services was designated to serve as the State's agency for administration of the federal State Student Incentive Grants (SSIG) Program. Maine's share is \$74,937, with which a program has been established to assist students attending private institutions and vocational-technical institutes by providing matching funds for the State Tuition Equalization Program and the vocational-technical institutes' Student Aid Program.

State Tuition Equalization Program. The State Tuition Equalization Program (STEP) was amended by the 106th Legislature to include a total appropriation of \$400,000, for grants of up to \$900, to aid students attending non-public postsecondary institutions. This amount has been apportioned to eligible institutions by using a weighted formula which takes into consideration the number of Maine residents and the estimated number of those in need of assistance in each of the institutions. During fiscal year 1974, the Department processed, reviewed and recommended grant awards to 313 needy students for financial assistance to enable them to attend a private postsecondary education institution of their choice. Approximately twenty percent of Maine students attending private colleges received financial assistance under the State Tuition Equalization Program for the school year 1973-74.

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Viet Nam Era Veterans' Subsidy Program. The Department has processed, reviewed and recommended grant awards to 106 Viet Nam Era veterans under a Veteran Subsidy grant bill passed by the 106th Legislature. A total of \$46,410 has been distributed to aid returned veterans in their quest for self-betterment at ten private colleges.

FINANCES, FISCAL YEAR 1974:

Maine State Commission for the Higher Education Facilities Act of 1963	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$60,055		\$60,055
Total Expenditures			58,322		58,322
NET			1,733		1,733
Unexpended Balance Forward			1,733		1,733
Unexpended Balance Lapsed					

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

PAUL HAZELTON, CHAIRMAN

Central Office: University of Maine, Augusta 04330 *Telephone:* 622-7131

Established: 1969 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Executive Order No. 7-69

Average Number of Full-Time Employees: 1

Total Expenditure, Fiscal Year 1974: \$22,089

MAJOR GOAL: To advocate and evaluate vocational education in the State of Maine and assist in defining vocational needs and planning effective programs.

POWERS AND DUTIES: The Maine Advisory Council on Vocational Education was established to advise the State Board of Education on the development of the State Plan for Vocational Education, including the preparation of long-range and annual program plans, and on policy matters arising in the administration of the Plan; to evaluate vocational programs, services, and activities under the State Plan, and publish and distribute the results of any such evaluation; to prepare and submit through the State Board of Education to the U.S. Commissioner of Education and to the National Advisory Council an annual evaluation report; and to employ or contract for such professional, technical and clerical services as necessary to carry out its functions.

ORGANIZATIONAL BACKGROUND: The Maine Advisory Council on Vocational Education was established by Executive Order of the Governor in 1969 to comply with federal requirements for the creation of such a State Advisory Council under the Vocational Education Amendments of 1968 in order to qualify for federal grant assistance in vocational education. The Council, which acts in an advisory capacity to the State Board of Education, consists of an unspecified number of members representing particular interests in the State, each appointed by the Governor for a term of three years. The Council is required to hold at least one public meeting each year at which the public may express views concerning vocational education.

PROGRAM: The Maine Advisory Council on Vocational Education, through the employment of a field consultant, has advocated vocational education throughout the State and worked with school guidance officers and administrations in the area of career education. Through its monthly meetings, the Council visited Maine vocational institutions, both secondary and postsecondary, and talked with administrators. The Council held an open, public meeting which was attended by Vocational-Technical Institute directors, Regional Center directors, vocational education teachers and representatives from the general public. From this meeting emerged some of the recommendations found in the 1973 Annual Report of the Council.

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An Annual Evaluative Report was produced by the Council and presented to the State Board of Education, and a special report to the National Advisory Council on Vocational Education was prepared, evaluating the effectiveness of the Vocational Education Act of 1968. The report was used in developing testimony for Congressional committees to revise or amend the Act.

The Council has plans to employ an evaluator who will assist in producing the required annual evaluation. Plans have also been developed to employ a field consultant to work with schools throughout the State in an effort to promote vocational education.

FINANCES, FISCAL YEAR 1974:

Maine Advisory Council on Vocational Education	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$85,146		\$85,146
Total Expenditures			22,089		22,089
NET			63,057		63,057
Unexpended Balance Forward			63,057		63,057
Unexpended Balance Lapsed					

MAINE SCHOOL BUILDING AUTHORITY

CARROLL R. MCGARY, CHAIRMAN
KEITH L. CROCKETT, SECRETARY-TREASURER

Central Office: Education Building, Augusta 04330

Telephone: 289-2061

Established: 1951

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 503

Average Number of Full-Time Employees: 1

MAJOR GOAL: To ensure sufficient public school buildings in the State of Maine through provision of financial assistance to cities and towns in obtaining needed classrooms which they are unable to finance within their constitutional debt limits.

POWERS AND DUTIES: The Maine School Building Authority is authorized to enter into lease agreements with municipalities for the purpose of constructing or acquiring, extending, enlarging, repairing or improving school projects; to rent such projects to school systems to operate and charge and collect rentals for the use of such facilities; to make temporary loans to finance individual projects until deemed advantageous by the Authority to issue revenue bonds for such projects; to acquire, hold and dispose of real and personal property in carrying out its duties; and to enter into all contracts, leases and agreements necessary to execution of its powers and duties under the Maine School Building Authority Act.

ORGANIZATIONAL BACKGROUND: The Maine School Building Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services who serves as chairman. The Authority elects a vice-chairman from its membership and a secretary and treasurer who need not be a member of the Authority, to serve at the pleasure of the Authority. In 1972, the Authority was placed within the newly-organized Department of Educational and Cultural Services.

PROGRAM: Since its inception in 1951, the Maine School Building Authority has assisted 72 communities in the financing of school construction, consisting of 57 elementary schools, 5 additions to elementary schools, 7 high schools and 3 junior high schools, with Authority bonds totaling \$17,220,000, local funds of over \$3,000,000 and State funds of over \$3,000,000.

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MAINE EDUCATION COUNCIL

LINCOLN T. FISH, CHAIRMAN

Central Office: c/o University of Maine at Portland-Gorham,
Gorham, 04038

Telephone: 839-3351

Established: 1967 *Statutory Authority:* M.R.S.A., Title 20, Chapters 1, 325 (Subchapter II)

Total Expenditure, Fiscal Year 1974: \$12,277

Organizational Unit:

Education Commission of the States

MAJOR GOAL: To encourage and promote excellence in educational systems and institutions in the State of Maine in accordance with the Compact for Education.

POWERS AND DUTIES: The Maine Education Council was established to consider any and all matters relating to public educational policy and any matters relating to recommendations of the Education Commission of the States and the activities of Commission members representing the State of Maine; to administer the Compact for Education as it relates to the State; and to conduct studies of problems in education at the request of the Governor or the Legislature.

ORGANIZATIONAL BACKGROUND: The Maine Education Council was established in 1967 in conjunction with enactment by the Maine Legislature of the Compact for Education which is jointly administered by representatives of member states of the Education Commission of the States. The Council consists of the seven members of the Education Commission of the States representing Maine, including the Governor and two members of the Legislature, and seven other members appointed by the Governor for terms of three years. The chairman of the Council is designated by the Governor from among its members. In 1971, the Council was placed within the newly-organized Department of Educational and Cultural Services.

PROGRAM: Activities of the Maine Education Council during fiscal year 1974 were highlighted by the attendance of nine members of the Council at the annual meeting of the Education Commission of the States in Miami, Florida, in June, 1974. The Council members representing the Legislature and the chairman, who represented the Governor, received needed information which will be applied to problem areas in Maine education. In several informal meetings of the Council, the new program for the next fiscal year was finalized.

In addition to administering the affairs of the State relative to the Education Commission of the States, the Council began work on two studies ordered by the 106th Legislature. One is a study of Maine Management and Cost Survey recommendations relating to schools in the unorganized territories of the State, and the other, a study of the Metric System.

FINANCES, FISCAL YEAR 1974:

Maine Education Council	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$13,580				\$13,580
Total Expenditures	12,277				12,277
NET	1,303				1,303
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,303				1,303

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DIVISION OF FINANCE

CHESTER T. BOOTH, DIRECTOR OF FINANCE

Central Office: Education Building, Augusta 04330

Telephone: 289-3351

Established: 1941

Statutory Authority: M.R.S.A., Title 20, Chapter 1

Average Number of Full-Time Employees: 18

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1974: \$14,860,735

MAJOR GOAL: To assist the Department of Educational and Cultural Services in achieving its objectives, through the provision of complete fiscal services to the Department and its subdivisions, including final accountability for funds committed.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Educational and Cultural Services, the Division of Finance is authorized to coordinate the preparation and submission of the Department's budget; to furnish the Department head financial data supporting requests for appropriations; to maintain a system of departmental subsidiary accounting records; to furnish reports to departmental administrators on financial standing; to insure observance of all pertinent statutes and policies governing fiscal administration; to observe applicable fiscal requirements concerning federal grant funds; to prepare annual financial reports on federal programs; to advise the Department head on fiscal matters; and to maintain audit reports of local administration of federal funds granted through and by the Department for availability to federal auditors.

ORGANIZATIONAL BACKGROUND: The Division of Finance was established in 1941 as one of two informal divisions of the Bureau of Educational Management Resources within the Department of Education which, in State Government reorganization legislation of 1971, became the Department of Educational and Cultural Resources. As a result of recommendations of the Maine Management and Cost Survey of 1973, the Department was reorganized that year, under the name Department of Educational and Cultural Services, and the Director of Finance was established as a staff function reportable directly to the Commissioner.

PROGRAM: During fiscal year 1974, the Division of Finance carried out extensive regrouping of appropriation account titles and consolidation of appropriations appearing in General Fund appropriation acts with the support, in principle, of the Bureau of the Budget and of the Legislative Finance Office. Without being so specifically designated, this approach was directed to the grouping of many departmental appropriation accounts that had existed formerly, into a lesser number of homogenous accounts. It was, in fact, a forerunner of the program budgeting concept.

Appropriation account codes and sub-codes were revised to conform to the new organizational structure of the Department and to identify program cost centers in anticipation of the installation of an intra-departmental Program Planning Budget System, plans for which antedated the Legislature's adoption of this concept.

During the fiscal year, the Division terminated the program audits of local educational agency records for fiscal compliance with the requirements of various federal programs funded by advances of federal funds. A six person field audit staff had been employed in this activity and every attempt was made to effect the elimination of this audit force with minimum adverse impact upon the individuals filling these positions.

During the final months of the year, the aggregate value of school construction projects approved for construction aid under the "Alternate" method of payment, fully obligated the \$50,000,000 bond issue authorized in 1969 and ratified by the electors at the general election in November of 1970. Under this basis of aid payment, which requires that uncommitted funds be available at the time of project approval in an amount sufficient to pay the full amount of aid in the project, the local school agency was required to provide financing for only its share of the project cost, the State portion of the estimated cost being paid in monthly installments during the period of construction in amounts equal to the State's percentage of the monthly project disbursements.

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Although the bond issue is fully obligated, the full \$50,000,000 has by no means been expended, nor even all of the bonds sold. Bonds are sold by the Treasurer of State periodically in amounts sufficient to cover only the cash disbursement requirements until a subsequent bond offering is made by him, generally at intervals of approximately six months but varying as to timing in order to obtain the best terms for the State in the prevailing money market. As of June 30, 1974, \$12,000,000 of the \$50,000,000 authorized remained unissued.

During the fiscal year, the State's program of guaranteed student loans for the first time required the provision of a substantial amount of money in purchasing from lending agencies those loans which had been defaulted by borrowers.

The Constitution of Maine authorizes the issue of up to \$4,000,000 in bonds of the State of Maine for the purpose of providing funds for loans to students. An enabling act authorizes the establishment of a guaranteed student loan program meeting requirements for insurance under the federal Guaranteed Student Loan Program. For approximately one year after the establishment of the State student loan program, loans were guaranteed fully by the State. Loans made to students after February 1, 1969, are insured with the Federal Government providing reimbursement to the State of eighty percent of the outstanding principal amount in the case of ordinary defaults and of one hundred percent of the outstanding balance in the case of default by reason of death or disability of the borrower.

Guaranteed student loans do not become payable until nine months after the student has left college or an eligible vocational technical institute, either by graduation or withdrawal. Consequently, there was an initial time lag before the first borrowers became subject to repayment requirements and thus exposed to default for non-payment.

In previous years, such amounts as were necessary in meeting the State's guarantee obligation on defaulted loans, were of such limited size that they could be provided by intra-departmental transfer. In time, increasing numbers of student borrowers finished schooling and became subject to repayment requirements. Although the rate of default among Maine students is substantially less than the national average rate, and the total amount defaulted is a tiny fraction of the total of loans outstanding, the total, nonetheless, represents a substantial sum of money, and resort to the bonding authority to the extent of \$200,000 was made to permit payment to be made to United Student Aid Funds, Inc., the State's agent under the program in endorsing student loans and in making purchases of defaulted loans from lending institutions.

As of June 30, 1974, over 45,000 loans had been guaranteed for some 26,000 Maine student borrowers who were assisted financially in obtaining their education through access to over \$45,000,000 in funds borrowed from participating lending institutions. In a period of generally tight money supply, the absence of the guarantee authority and the underwriting of interest requirements by the Federal Government during their attendance in college, many, if not most, of these students would have been unable to obtain the cash resources necessary in continuing their education.

As a result of a decision in a court case involving the State versus a drug company, a consumer fund in the amount of \$192,141 was established, to be distributed among certain State agencies concerned with the care, prevention, rehabilitation and treatment of drug related abuse, for maintenance of these programs. The sum of \$90,360, representing a forty-seven percent share of the excess consumer fund was received by the Department of Educational and Cultural Services to be expended for its program of drug education under conditions of an agreement between the Department and the Department of the Attorney General, the terms of which are enforceable in any court of competent jurisdiction in the State. A key provision of this agreement is that the entire fund *not* be expended in any one fiscal year.

At the beginning of the fiscal year, it appeared that through action of the national Administration in impounding appropriated or authorized funds, several programs previously financed wholly or in part on a matching basis through federal grants might be subject to elimination unless the Legislature chose to authorize their continuation with State funds. Chief of these were the activities of the Maine State Library Bureau financed with federal grants under the Library Services and Construction Act, Titles I and III, which together had provided annual grants of \$366,568 for library use. Termination of the federal funding source would have eliminated over thirty-four positions within the

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State Library, five out of eight bookmobiles, the library teletype network and other important programs. To avoid reducing the Library programs to approximately one-half the previous level, the Legislature appropriated \$336,568 to offset what was then considered a certain elimination of federal funding for these program activities.

The Department also was threatened with the elimination of forty positions and of important activities not involving federally paid personnel, through the total impoundment of funds previously made available under Title V of the Elementary and Secondary Education Act, and partial impoundment of funds appropriated or authorized under Title I, II and III of the Elementary and Secondary Education Act and the Vocational Education Amendments Act. The Legislature appropriated conditionally, for use only if the federal grants finally were eliminated, a total of \$150,000 which was deemed sufficient to carry these forty positions and their related expenses for approximately one-half of the fiscal year during which time the Appropriations Committee would evaluate the programs and either authorize continuation with State funding or direct the termination of the programs.

As a result of a series of successful actions in Federal District Courts brought by states singly or in groups to force the release of federal funds made available by Congress, impounded funds were released pursuant to Orders of the various U.S. District Courts. Release of the Title V, ESEA funds made it unnecessary to use the conditional appropriation of \$150,000 which was never allotted for use by the Governor and Council and the appropriation lapsed, intact, to the surplus on June 30, 1974.

With the Library appropriation to offset the expected loss of federal funds, the situation was different in that use of the State appropriations was necessary from the first day of the fiscal year in order to avoid an abrupt termination of approximately one-half of the Library's activities. The year was well into the third quarter before federal library funds were released, during which time the former federal activities were financed with State funds.

When the federal funds were made available, the decision was reached in agreement with State finance officials, to continue the financing of these activities through the use of the State appropriated funds but to compensate for the State funds used by crediting to the General Fund undedicated revenue from federal library funds an amount equal to the General Fund appropriation provided in the Supplemental Appropriation Act to offset what was then thought to be an almost certain total loss of federal grants under the Library Services and Construction Act.

Therefore, although the Supplemental Appropriation Act included General Fund appropriations totaling \$516,568 to continue programs of this Department, for periods running back as far as fifteen years prior to the 1973-1974 fiscal year, all of these appropriations were returned intact to the General Fund during or at the end of the fiscal year. The Library segment was returned through the medium of periodic audits to undedicated revenue during the year supplemented by lapsing balances at the end of the year, and the educational program segment through the retention of the appropriation in an unallotted reserve status throughout the fiscal year, with the full amount lapsing to surplus at year end. This process accounts for much of the size of the lapsing balance in the Education Administration account at June 30, 1974.

FINANCES, FISCAL YEAR 1974:

Division of Finance	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,552,582		\$57,138	\$10,360,899	\$16,240,619
Total Expenditures	5,550,321		55,803	9,254,611	14,860,735
NET	2,261		1,335	1,376,288	1,379,884
Unexpended Balance Forward	1,047		1,335	1,376,288	1,378,670
Unexpended Balance Lapsed	1,214				1,214

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INDIAN SCHOLARSHIP COMMITTEE

CHESTER T. BOOTH, DIRECTOR OF FINANCE

NAOMI PERRY, ADMINISTRATOR

Central Office: c/o Department of Educational and Cultural Ser- *Telephone:* 289-3351
vices, Education Building, Augusta 04330

Established: 1972

Statutory Authority: M.R.S.A., Title 20, Chapter 301-A

Total Expenditure, Fiscal Year 1974: \$39,426

MAJOR GOAL: To assist North American Indians residing in Maine to obtain a secondary or postsecondary education from properly accredited institutions.

POWERS AND DUTIES: The Indian Scholarship Committee was established to approve all grants made from the State's North American Indian Scholarship Fund to qualified students and to accredited secondary and postsecondary education institutions enrolling grant recipients for the purpose of providing a program of support services for said recipients; and to accept funds for the Scholarship Fund as provided by law.

ORGANIZATIONAL BACKGROUND: The Indian Scholarship Committee, established in 1972 to be within the Department of Educational and Cultural Services, consists of seven members, including two representatives of the Passamaquoddy Tribe, chosen by joint session of the tribal Councils of Indian Township and Pleasant Point; two representatives of the Penobscot Tribe, chosen by its tribal council; two representatives of the Association of Aroostook Indians, Inc., chosen by its Board of Directors; and a representative of the Chancellor of the University of Maine; each member serving at the pleasure of his appointing authority.

PROGRAM: The 1973-1974 fiscal year appropriation for North American Indian Scholarships was \$45,000, and with the account balance carried over from the previous year, made a total of \$48,329 available for Indian scholarship awards. During the year, a total of sixty-nine scholarships were so awarded by the Indian Scholarship Committee to high school and college and other postsecondary students. Payments amounting to \$39,426 were made both to Indian students and to various institutions on behalf of students.

FINANCES, FISCAL YEAR 1974:

Indian Scholarship Committee	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$48,329				\$48,329
Total Expenditures	39,426				39,426
NET	8,903				8,903
Unexpended Balance Forward					
Unexpended Balance Lapsed	8,903				8,903

DIVISION OF FEDERAL PROGRAMS

ROBERT E. BROWN, DIRECTOR

Central Office: Education Building, Augusta 04330

Telephone: 289-2475

Established: 1965

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 509

Average Number of Full-Time Employees: 13

Authorized Employee Level: 14

Total Expenditure, Fiscal Year 1974: \$8,485,890

Organizational Units:

Elementary and Secondary Education Act, Title II, Advisory Committee

Elementary and Secondary Education Act, Title III, Advisory Council

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MAJOR GOAL: To expand and improve educational services available to the citizens of the State of Maine through effective administration and operation of federal education programs at State and local levels and by ensuring maximum utilization of available federal education funds at all levels.

POWERS AND DUTIES: Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Division of Federal Programs was established to administer Titles I, II, III and V of the federal Elementary and Secondary Education Act of 1965 (ESEA): to establish formula-based allocations for each local education unit, and approve, monitor and evaluate local projects, and operate migratory programs and delinquent programs at State institutions; to make allocations to local education units for the purchase of school library resources and other published materials; to disseminate project information and approve, monitor and evaluate Supplementary Education Center projects and services; to administer federal funds available to assist the Department of Educational and Cultural Services in meeting its needs; and to act as agent for the Department in the administration of the Maine Guaranteed Student Loan Program and the Maine Osteopathic Student Loan Program.

The ESEA, Title II, Advisory Committee and ESEA, Title II, Advisory Council were established to meet the requirements of the ESEA, and are responsible for making recommendations to the Commissioner of Educational and Cultural Services relative to project funding under the Act.

ORGANIZATIONAL BACKGROUND: The Division of Federal Programs originated with the passage of the federal Elementary and Secondary Education Act of 1965, administration of which was assigned to the secondary division of the Department's Bureau of Instruction. In the reorganization of 1971, the Division was transferred administratively to the newly-created Bureau of Special Resources. In 1973, this Bureau was abolished and the Division was assigned to the office of the Commissioner of Educational and Cultural Services.

PROGRAM: A major highlight for the Division of Federal Programs during fiscal year 1974 was the release of fiscal year 1973 funds in excess of \$1¼ million. In all of the ESEA programs, with the exception of Title V, the funds were allocated to local educational agencies. The impounded funds for Title V (Strengthening State Education Agency) are being utilized by the Department for the following projects: codification of all school laws; a study of computerizing the Division of Finance operations; an assessment of Fine Arts in Maine schools; secondary and elementary self-evaluation; an inventory of Maine public school facilities; and employment of two Teacher Education Field Agents on a fifty percent matching basis with the New England Program for Teacher Education.

A highlight in Title I (Economically and Educationally Disadvantaged Children) was the granting of eligibility to grades seven and eight for fiscal year 1975 for exemplary programs only. A side effect of the legislation providing for full State support of the handicapped will result in additional Title I funds being available for other projects in local education agencies.

During the year, efforts were made to develop stronger linkages to other bureaus in order to reduce duplication. The Division also explored ways of cooperating with the Right to Read Program, as many of the Law Enforcement Assistance Administration projects involve reading.

Title II (School Library Resources) remains with the Division administratively, but was transferred physically and program-wise to the Maine State Library Bureau. The object of this change was to avoid duplication of effort. Title II administrative personnel were actively involved in establishing media centers in Waterville and in School Administrative District No. 9 in Farmington.

In Title III (Supplementary Education Centers and Services), the Maine Environmental Education Program of Yarmouth received national validation and was published in the sixth annual report of the National Advisory Council on Supplementary Centers and Services, dated March, 1974. Maine Street Museum a project of the State Museum Bureau in cooperation with the Bath School Department, received national exposure when the

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program was described at a national conference of the American Association of Museums. The Mini-Grant program, operating in 1974, is being evaluated for effectiveness and feasibility, and conclusions will determine continuation of funding in future years.

Maine's Guaranteed Student Loan Program experienced problems during fiscal year 1974 which were beyond the control of the Division. The very tight money market and the resulting high interest rates have made long-term loans, such as the guaranteed student loans which can extend up to ten years at an interest rate of seven percent, unattractive to lending institutions. This national problem has resulted in the refusal of some Maine lending institutions to loan to first year students, decreasing the number of student loans or the amount of loans.

In Maine's Osteopathic Student Loan Program, \$22,500 is distributed annually to osteopathic students who are Maine residents. The Program provides for the loans to be forgiven at the rate of \$2,000 per year for each year the student practices in Maine.

FINANCES, FISCAL YEAR 1974:

Division of Federal Programs	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$45,000		\$8,271,927	\$246,946	\$8,563,873
Total Expenditures	45,000		8,220,265	220,625	8,485,890
NET	0		51,662	26,321	77,983
Unexpended Balance Forward			51,662	26,321	77,983
Unexpended Balance Lapsed					

PLANNING AND MANAGEMENT INFORMATION

LARRY PINEO, DIRECTOR

Central Office: Education Building, Augusta 04330

Telephone: 289-3421

Established: 1971

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 510

Average Number of Full-Time Employees: 22

Authorized Employee Level: 23

Total Expenditure, Fiscal Year 1974: \$66,091,908

MAJOR GOAL: To improve educational services available to the citizens of the State of Maine through education planning and provision of management information to serve the needs of the Legislature, State Board of Education, Department of Educational and Cultural Services, local school systems and the public.

POWERS AND DUTIES: Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the office of Planning and Management Information was established to collect, process and disseminate information relating to operation of local school systems; to compute the amount of State aid each system is to receive and maintain records of expenditures by local systems and other financial data; to conduct the Maine Assessment of Educational Progress Project; and to provide technical planning assistance to other divisions of the Department of Educational and Cultural Services.

ORGANIZATIONAL BACKGROUND: The Office of Planning and Management Information originated administratively in 1971 as the Office of Planning, Research and Evaluation within the Department of Educational and Cultural Resources (Services). In further reorganization in 1973, this office and the Department's former Division of Management Information were combined to form the present Planning and Management Information unit.

PROGRAM: The office of Planning and Management Information, in fulfilling the informational needs of the Department, was particularly involved during the last months of the fiscal year in responding to informational needs created by the pending implemen-

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tation of the Act Equalizing the Financial Support for School Units, better known as L.D. 1994. These needs were accommodated by directing the collection, organization and processing of data concerning operating expenditures by school units, school construction indebtedness and other related school characteristics.

A comprehensive planning system was developed and implemented within the biennium, which involved both the design of the planning system and the training of personnel in its use.

The Maine Assessment of Educational Progress project, which is a survey of the performance of students in selected subject areas on a statewide sampling basis, was implemented. Results from seventeen-year-old student assessments are now available in the areas of Citizenship, Writing, Reading and Science. Nine-year-old assessments in the area of Reading and Writing are in the final analysis stages. This assessment project will continue in a cycle, allowing the tracing of educational progress over a period of years.

FINANCES, FISCAL YEAR 1974:

	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Planning and Management Information					
Total Funds Available	\$40,443,707		\$361,938	\$25,566,889	\$66,372,534
Total Expenditures	40,207,754		331,665	25,552,489	66,091,908
NET	235,953		30,273	14,400	280,626
Unexpended Balance Forward	70,000		30,273	14,400	114,673
Unexpended Balance Lapsed	165,953				165,953

BUREAU OF INSTRUCTION

ROBERT J. GERARDI, ASSOCIATE COMMISSIONER

Central Office: Education Building, Augusta 04330

Telephone: 289-3451

Established: 1971

Statutory Authority: M.R.S.A., Title 20, Chapter 1

Average Number of Full-Time Employees: 53

Authorized Employee Level: 54

Total Expenditure, Fiscal Year 1974: \$3,914,505

Organizational Units:

Division of Curriculum

Division of Teacher Education and Higher Education

MAJOR GOAL: To initiate, expand and improve educational services available to the citizens of the State of Maine through evaluation, accreditation and certification of schools, teachers and curriculum and provision of technical and financial assistance in areas of teacher education, special education and student-aid.

POWERS AND DUTIES: Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Instruction was established to approve all public and private schools in the State annually; to initiate, expand and improve services to the handicapped; to certify all teachers and administrators; to administer a self-evaluation program for all Maine schools over a five-year period; to accredit secondary schools; to distribute federal monies or provide technical assistance with such monies for special education, human development and student aid programs; to cooperate with teachers, administrators and non-professionals in training for human development; to conduct teacher workshops and in-service teacher education; and to operate a placement service for teachers and administrators.

ORGANIZATIONAL BACKGROUND: The Bureau of Instruction was established administratively in 1972 through a merger of the Division of Curriculum and Division of School Operations within the Department of Educational and Cultural Services. Further reorganization in 1973 replaced the latter division with a new Division of Teacher Education and Higher Education. The Bureau is under the administrative direction of an Associate Commissioner of Educational and Cultural Services.

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PROGRAM:

Curriculum Division. This Division heads a Task Force on Truancy which is working on issues related to potential statutory changes in the required entrance and leaving ages of children.

Traveling From Sound To Sound, an Elementary and Secondary Education Act, Title III, project, completed its third and final year on June 30, 1974.

Elementary Self-Evaluation was conducted at nineteen sites, and a secondary self-evaluation document was developed. Eight high schools in Maine will be pilot sites in October, 1974. Five sites were chosen for the Maine Right to Read Program, and thirteen additional sites will participate in the Right to Read Program this coming year.

Consultants in the Division were actively involved in the Maine Assessment of Educational Progress and are making recommendations to high schools pursuant to the findings of these tests. The Bryant Pond Conservation School and the Newspaper in the Classroom programs are also ongoing under the Division.

The Special Education Unit of the Division distributed \$100,000 in federal funds for handicapped children, and a State Plan for the Education of Handicapped Children is nearing completion. Professional staff continued to respond throughout the year to an avalanche of requests for informational meetings on L.D. 965, Appropriate Education for Exceptional Children. This is the first year of implementation of this legislation which requires appropriate educational services to be provided to all exceptional children. School systems are working to comply with this mandate as required by July 1, 1975.

In Project I.O.U. (federal grant for learning disabilities), the Division has worked to specify competencies needed by educational personnel who serve learning disabled children. This project involves six school systems that will field test competencies defined by a professional task force.

The Division's Human Development and Guidance Unit conducted five regional, K-8, four-day teacher education institutes in Human Development; nine School/Community Social Seminar Institutes dealing with drugs, education, and society; and one advanced Trainer of Trainers Institute. The Unit also completed a survey of all teachers and administrators receiving Human Development Program training during the past year.

Planning and designing for implementation of the Drug, Alcohol, Tobacco, and Human Behavior Curriculum was initiated and will be piloted in twelve school districts next year. Attempts to expand and improve guidance counseling services in Maine have resulted in four successful regional programs.

Division of Teacher Education and Higher Education. This Division's Education Field Services Unit is responsible for the Professional Standards Advisory Commission which has been studying teacher certification and recertification and conducted a two-day public hearing at the Augusta Civic Center. Recommendations for modification of the certification standards will be forthcoming in the fall.

Four field agents received one-year appointments to serve in the Penquiscock Tri-County, York/Cumberland and Lewiston areas. These additional field agents will provide technical assistance to local districts in teacher education and special education. The Unit also piloted two Local Staff Development Cooperative sites in Ellsworth and Dexter.

Evaluation of the fourth year Lewiston Career Opportunities Program, to which the Unit provided technical assistance, was completed, and printing and distribution of the final document is scheduled for early fall. The recently funded Teachers Corps Project at Island Falls also received technical assistance from the Unit in the development of its summer and fall programs.

In-service teacher training approved by the Division was provided to 2,109 teachers in 102 staff development programs during the last six months. This compares to 1,359 being served in 66 staff development programs in the same period a year earlier.

The Division's Higher Education Services Unit initiated the first organizational meeting of the Maine Postsecondary Education Commission. This Commission has been directed to take inventories of all public and private postsecondary educational resources in the State.

The State Tuition Equalization Program (STEP) was amended by the 106th Legislature to include a total appropriation of \$400,000, for individual grants of up to \$900, to aid students attending non-public postsecondary institutions. This amount has been apportioned to eligible institutions. The Unit also administered the federal State Student

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Incentive Grant Program which assists students attending private institutions and the vocational-technical institutes by providing matching funds for the STEP and the State's vocational-technical institutes Student Aid Program.

The Division also established criteria for administration of \$50,000 for Viet Nam Era Veterans' Student Aid Program, and determined grant awards to be made to Maine postsecondary education institutions for the construction of classrooms and libraries in the amount of \$212,350. Further, the Division processed applications for requests for matching funds to assist in the acquisition of equipment, materials and closed-circuit television. Over \$97,000 was made available to assist fifteen educational institutions.

The Teacher Certification and Placement Unit continued to provide placement and certification services to teachers and administrators statewide, and worked with the Task Force on Automation to improve delivery of services.

FINANCES, FISCAL YEAR 1974:

Bureau of Instruction	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,782,658	\$398,071	\$975,804	\$97,037	\$4,253,570
Total Expenditures	2,698,508	228,288	921,515	66,194	3,914,505
NET	84,150	169,783	54,289	30,843	339,065
Unexpended Balance Forward	12,589	169,783	54,289	30,843	267,504
Unexpended Balance Lapsed	71,561				71,561

BUREAU OF SCHOOL MANAGEMENT

OMAR P. NORTON, ASSOCIATE COMMISSIONER

Central Office: Education Building, Augusta 04330

Telephone: 289-2371

Established: 1973 *Statutory Authority:* M.R.S.A., Title 20, Chapters 1, 109, 119, 501 (§§ 3457-3460); Title 34, Chapter 251

Total Expenditure, Fiscal Year 1974: \$8,964,549

Organizational Units:

Division of School Nutrition

Division of School Operations

Division of School Facilities

Governor Baxter State School for the Deaf

MAJOR GOAL: To ensure that high quality educational services are available to all citizens of the State of Maine through programs of guidance and assistance to school systems in areas of school nutrition, transportation and construction, and through administration of public schools in the State's unorganized territory and of the Governor Baxter State School for the Deaf.

POWERS AND DUTIES: Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of School Management was established to provide leadership and service to educational programs associated with the nutritional needs of the public school population of Maine; to administer school lunch programs; to work directly with colleges, the U.S. Office of Education and the U.S. Department of Agriculture to arrange and insure continuous attention to the various facets of school nutrition; to assist local school systems in evaluation of existing school facilities and recommend methods for the planning and funding of needed school facilities; to administer elementary schools in the unorganized territories of Maine and arrange for all other resident pupils to attend schools in nearby communities on a tuition basis; to direct operations at the Governor Baxter State School for the Deaf; and to conduct certain other programs of the Department, including Civil Defense Education, Surplus Property and Donated Commodities, Neighborhood Youth Corps and Driver Education & Safety.

ORGANIZATIONAL BACKGROUND: The Bureau of School Management was established administratively in 1973 as a result of reorganization of the Department of

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Educational and Cultural Services. The Bureau consists of three functional divisions and four sections which operate outside of the divisional structure, under an Associate Commissioner of Educational and Cultural Services.

PROGRAM:

Division of School Nutrition. With the assistance of a committee representing the Maine School Superintendents Association, the Division established guidelines for implementing the free and reduced price meal requirement. Policies relating to this phase of program operation, reviewed and approved by the Division, were adopted by all administrative units participating in the School Lunch Program, School Breakfast Program or Special Food Service Program for Children. Under these programs, an average of 41,000 children per day received free meals and 5,000 per day received meals at a cost of twenty cents or less.

Administrative reviews of program operations were made of 200 of the 718 schools participating in the National School Lunch Program and administrators were informed of the findings. Performance surveys were used to assess operations of an additional fifty kitchens.

The Division conducted specialized training programs for certain categories of school food service personnel, including three one-day workshops for managers and supervisors; a five-day laboratory session for production personnel; a five-day program for managers; two one-day meetings for local level school food service supervisors; and a one-day meeting for sponsors of summer projects under the Special Food Service Program for Children. Plans for thirty new or remodeled kitchens were reviewed with School administrators and architects. Additional communities were visited to assist with equipment needs for program expansion.

The Division processed and paid claims amounting to over \$5,920,000. Applications for Nonfood Assistance were reviewed, and grants were made amounting to \$355,723.

Also, during the fiscal year, the Division contracted with the University of Maine at Farmington for provision of a training program in the use of available television programs relating to nutrition, and the development of a Teachers' Guide in Nutrition for grades K-12; and with the University of Maine in Augusta for the development of an accounting system for school food service programs.

Division of School Facilities. During the fiscal year, this Division exhibited thirty-four major new projects, having an estimated total cost of \$54,476,000, to the State Board of Education for tentative approval. As a result, tentative approval was given to twenty-three of the projects, having an estimated total cost of \$36,924,000. Regular development of these projects has been pursued since their initial approval, and they are presently in varying stages of preparation for final approval and bidding. At the same time, one hundred and forty-nine major and minor projects with total estimated costs of \$21,865,000 were exhibited and given funding approval by the State Board of Education. Also the Division has devised a plan to conduct a survey of every public school facility in Maine. This information will be evaluated and used to approve school construction on a priority basis.

Division of School Operations. The program for the Schooling of Children residing in the Unorganized Territory (SCUT) involves the direct operation of six elementary schools for approximately 450 pupils (K-8) and about 1,000 pupils who attend school on a tuition basis. The Division participated with the Department of the Attorney General in planning a new approach to the governance of these territories. However, the legislation failed passage in the Legislature. In addition to the schooling of the SCUT children, the Division administers programs at the Governor Baxter State School for the Deaf.

Driver Education & Safety. Approximately 17,000 high school students completed driver education courses during fiscal year 1974. A fifteen dollar special driver education subsidy was provided to schools for each student completing an approved course in driver education.

Additional driving ranges are planned at local sites, financed under the Highway Safety Act of 1966. Two mobile driver education simulator classrooms were utilized at selected locations.

A statewide school accident reporting system is now being established. Assistance to the local school systems in developing drills for meeting emergency situations has been provided in several communities. The local school systems are also being utilized as local

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resource agencies in developing comprehensive safety programs. Bicycle safety workshops, in most communities, were held during the month of May. Major portions of Standard No. 17, Pupil Transportation Safety, have been implemented.

Civil Defense. Coverage of this program expanded from 84 to 103 school districts, with an increase of student participation from 55,000 to 73,000. Approximately 40,000 of these students have received at least two hours of civil emergency preparedness training.

Three orientation and organizational workshops were held in January and February in Portland, Bangor and Houlton. Local coordinators attended these workshops and were given civil defense materials by personnel from the Department, the Bureau of Civil Emergency Preparedness and representatives from the Region I office in Maynard, Massachusetts. This is one of only two programs of its kind in Region I to receive funding.

Neighborhood Youth Corps. This program, facing an uncertain future at both federal and State levels, had its staff reduced by one-half during the past fiscal year because of decreased funding. During the summer of 1973, over 3,700 job slots were filled. However, with the beginning of the school year, monies available totaled only about one-third of the total received in the previous fiscal year. In May, it was determined that the Department would operate programs in six counties, with the balance of the programs to be sponsored by other agencies.

Surplus Property. The future of this program will depend upon the economical acquisition of material from overseas and from southern areas of the United States where storage depots are being located. New England is becoming a barren land for military surplus material.

Long-range plans are to continue to press for better national distribution of available material through the national association in order that benefits may be made available throughout the country.

Property with an original cost of \$2,842,000 was distributed during fiscal year 1974. Of this amount, \$1,615,000 went to schools and institutions, \$1,208,000 to civil defense units and \$19,000 to other agencies. Service charges assessed for handling this material totaled \$67,840, with schools and institutions paying \$45,452, civil defense units \$22,316 and miscellaneous \$72.

Donated Commodities. During fiscal year 1974, U.S. Department of Agriculture commodities were provided as follows:

Outlets Served	Number	Population	Units	Pounds	Value
Schools and Child Nutrition Programs	700	142,400	107,431	4,253,679	\$1,518,903
Institutions	50	5,346	6,026	269,214	70,675
Children's Camps	120	9,970	5,770	233,053	81,110
Total	870	157,716	119,227	4,755,946	\$1,670,688

It appears that there will be a problem next year since the USDA is buying heavily in frozen beef and poultry, which changes the nature of storage and handling problems. With a large decrease in dry goods, one dry goods warehouse will be maintained to enable a low, one-time cost per case factor.

Secondly, inventories of food left at warehouses and at local storage areas is stockpiling with the cessation of the Needy Family Donated Commodity Program. An equitable distribution, with due consideration to handling, storage and transportation costs, is the objective; this will prove to be a most difficult project. With this amount of additional foods, a considerable increase in assistance to schools and institutions participating in the program should be possible.

FINANCES, FISCAL YEAR 1974:

Bureau of School Management	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,266,519	\$164,683	\$7,576,658	\$235,057	\$9,242,917
Total Expenditures	1,244,160	70,292	7,490,386	159,711	8,964,549
NET	22,359	94,391	86,272	75,346	278,368
Unexpended Balance Forward	1,849	94,391	86,272	75,346	257,858
Unexpended Balance Lapsed	20,510				20,510

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GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT

Central Office: Mackworth Island, Falmouth 04105

Telephone: 781-3165

Established: 1876 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Title 34, Chapter 251

Average Number of Full-Time Employees: 98

Authorized Employee Level: 115

Total Expenditure, Fiscal Year 1974: \$1,469,156

MAJOR GOAL: To educate children with a degree of hearing loss which will not allow them to be educated in public schools.

POWERS AND DUTIES: The Governor Baxter State School for the Deaf was established to educate and instruct deaf children. Pupils are enrolled in classes starting with kindergarten through the twelfth grade, consisting of academic and vocational programs. Specifically, the School provides a comprehensive primary, elementary and secondary education program for approximately 180 hearing impaired boys and girls; assists the children in developing communication skills in the area of speech, speechreading, finger-spelling, sign language, audition and, especially, reading and written language; and provides a residential setting which is both wholesome and conducive to learning for the deaf children who cannot receive education at home.

ORGANIZATIONAL BACKGROUND: The Governor Baxter State School for the Deaf originated as the Portland School for the Deaf, founded in 1876. The School was operated by the Portland School System until 1897 when the City deeded the land and buildings on Spring Street in Portland to the State. The School was then renamed Maine School for the Deaf and placed under the administration of a Board of Trustees. The State assumed responsibility for the School in 1929, and in 1931, the Board of Trustees was abolished and the School placed within the Bureau of Institutional Service which, in 1939, became the Department of Institutional Service and in 1959, the Department of Mental Health and Corrections.

In 1943, former Governor Percival P. Baxter donated Mackworth Island to the State, and in 1953, influenced by a deaf person to help find a new home for the School when it had outgrown its Spring Street location, he donated funds to supplement a legislative appropriation to construct a new school on Mackworth Island. The School was named for Governor Baxter in 1957, and in State Government reorganization in 1971, the School was transferred to the newly-organized Department of Educational and Cultural Resources. In 1973, the School was placed under the Bureau of School Management of the redesignated Department of Educational and Cultural Services.

PROGRAM: The Governor Baxter State School for the Deaf conducts a number of educational programs for children who cannot attend public schools, using specialized teaching methods for the deaf. The Preprimary Program provides four classes of approximately thirty children between the ages of four and six, to develop communications skills, language, personal growth and socialization. The Elementary Department has six classrooms of thirty-five children, to teach basic education, including math, science, reading and social studies. With emphasis on subject matter, the Junior High School has four classes of forty children where the students attend on a rotating basis. The Senior High School offers a three-track program (college preparation, general and vocational) for about forty-five students.

A program of special education is geared toward developing social competency and a sense of personal worth for multiple-handicapped deaf children who require intensive and individualized training. This program has three classrooms for approximately fifteen children. The Vocational Department provides industrial training in graphic arts, wood-working, art, driver education, typing, office practice, homemaking, independent living, work study and work experience.

The School library serves as a focal point for the entire program. Media services are

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available for all teachers, including captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead projector and automatic filmstrip projector, and programmed learning materials are available for the classroom and use by children.

Comprehensive daily physical education is provided for every deaf child, with inter-scholastic and intramural sports activities carried from elementary through high school levels. Carry-over sports such as golf, swimming, bowling and tennis receive special emphasis. Students receive specialized speech correction and therapy from a qualified therapist in addition to an on-going speech development program.

In June, an annual one-week institute for preschool children (five years or younger) is offered to parents and their children to provide parent counseling, pupil evaluation and orientation to deafness. An infirmary, staffed by a registered nurse and four L.P.N.'s provides twenty-four hour emergency service to all children in residence. Children suspected of having communicable illnesses are separated from their peers and retained in the infirmary. A pediatrician is on call for emergencies and a minor dental program is incorporated into the School's health services.

The majority of the pupils reside at the School in three residential halls; however, many go home for weekends and all go home for required vacation periods. An audiologist provides necessary audiological services for all children and supervises the hearing aid program. An on-going staff development program is geared toward communication, particularly sign language and the manual alphabet. In addition, a psychologist visits the school once a week to offer assistance to teachers in managing the children and to provide evaluation and guidance services to the children.

On occasion, certain children develop increased competency in auditory perception and in communications skills which warrants their "mainstreaming" into the public classrooms of their communities. With the cooperation of local school districts, daily transportation for deaf children in the Greater Portland Area is provided. This enables the children to receive special education at the School, but enjoy the benefits of family living. This program lightens the load of the residence halls where there are live-in accommodations for only one-hundred and fifty children.

A major goal for the next fiscal year is accreditation of the School's program. To gain this accreditation, a self-evaluating report must be filed with the Conference of Executives of American Schools for the Deaf, Inc., and if the report is satisfactory, an evaluating team will visit the school. Successful accreditation will enhance the status of the School and indirectly attract more highly qualified professional persons to join the staff.

FINANCES, FISCAL YEAR 1974:

Governor Baxter State School for the Deaf	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,336,206		\$108,658	\$332,892	\$1,777,756
Total Expenditures	1,088,155		93,080	287,921	1,469,156
NET	248,051		15,578	44,971	308,600
Unexpended Balance Forward	239,845		15,578	44,971	300,394
Unexpended Balance Lapsed	8,206				8,206

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: Education Building, Augusta 04330

Telephone: 289-2621

Established: 1971

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 3, 307

Average Number of Full-Time Employees: 333

Authorized Employee Level: 346

Total Expenditure, Fiscal Year 1974: \$6,300,677

Organizational Units:

Division of Program Services

Division of Program Operations

Division of Adult Education

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MAJOR GOAL: To expand and improve the quality and extent of vocational education opportunities available to the people of the State of Maine.

POWERS AND DUTIES: Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes, regional technical vocational centers and schools of practical nursing; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the Federal Board of Vocational Education.

ORGANIZATIONAL BACKGROUND: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor with the advice and consent of the Council. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-1973, the Department of Educational and Cultural Resources (Services) was formed, divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Vocational Education in Secondary Schools. A bill was passed by the 106th Legislature establishing eleven new vocational regions, plus Central Aroostook County Regional Center located in Caribou. The major activity of the Bureau of Vocational Education over the past year has been in assisting these new regions to formulate plans for submission to the State Board of Education for authorization to offer vocational courses in each defined region. A handbook was developed by the Bureau as a guide for directors in the administration of their regions and a workshop was conducted for all vocational directors prior to the implementation of the handbook.

An Act was passed at the Special Session of the 106th Legislature to create satellite programs as part of the existing thirteen regional technical vocational centers. Part of the Act mandates that a regional council be formed which will include superintendents and a board member from each sending unit to the regional center.

During the year, five regional technical vocational centers were evaluated by the Bureau; three new guides were developed for teachers of agricultural education in Maine; pilot programs in abbreviated shorthand were instituted in four Maine high schools; nine cooperative education workshops were conducted during the school year; and cooperative education programs were initiated at Belfast, Greenville, Hallowell, Lisbon Falls, Houlton, Windham, Monmouth and Dover-Foxcroft.

Forty-nine vocational programs for the disadvantaged are currently in operation and eleven new programs are in developmental stages. An experimental pilot program for alternate learning methods started in August, 1973, at the Westbrook Regional Technical Vocational Center to develop a program with a curriculum devoted to the special needs of dropouts and potential dropouts.

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A distributive education coordinator's handbook was developed during the 1973-74 school year; a guide entitled *I Can-Ideas for Teachers* was printed and distributed to Maine teachers; a handbook for vocational programs for the handicapped was revised and is available to assist teachers and administrators in planning these programs; and three trade and industrial curriculum guides were developed in the areas of auto body, heavy equipment and small engines.

An exemplary project in nurse aide training was conducted in a regional technical vocational center in Maine, using a mobile unit supported by the Bureau.

Slides relating to organization of industrial arts laboratories for safety were developed by the Bureau in cooperation with the University of Maine at Portland-Gorham.

Postsecondary Vocational Education. The State continued to finance existing programs for the six vocational-technical institutes and the school of practical nursing. Uniform guidelines for the institutes' recruitment program and admissions procedures were developed with institute staff members. A uniform school catalog for use by all vocational-technical institutes was developed and distributed to all guidance and counseling services in the State. A Master Contract between the vocational-technical institute faculty association and the State Board of Education was approved during the year, effective July 1, 1974 through June 30, 1975.

Three vocational-technical institutes continue to receive funds for year-round operation, and as a result, the Washington County, Central Maine and Southern Maine Vocational-Technical Institutes offered various programs during the summer months. The Eastern Maine and Southern Maine Vocational-Technical Institutes were accredited by the New England Accrediting Association during the fiscal year.

A space study of vocational-technical institute facilities was conducted during fiscal year 1974, and a community college outreach program was coordinated with the Southern Maine Vocational-Technical Institute and the University of Maine at Portland-Gorham. Work-study programs were provided at the six vocational-technical institutes, and five teacher workshops were held to develop techniques for utilizing more individualized instruction in institute classrooms.

Adult Vocational Education. This program provides vocational education for adults who need re-training for new jobs or upgrading for advancement in their present jobs. The six vocational-technical institutes and thirteen regional technical vocational centers provide adult programs in various subject areas. The Bureau also conducted in-service training programs and workshops for upgrading of personnel, and reviewed and modified the curriculum guide for the high school diploma program. The Bureau cooperated with the University of Maine at Portland-Gorham for staff development activities for a masters degree program and other related activities. For the adult disadvantaged, eighteen programs were established to integrate communications concepts and skill-training activities. A Craft Village was implemented where people may learn skills free of charge and where those who are skilled may have workshops in which to produce their crafts and a salesroom in which to sell them. In addition, two pilot projects for dropouts were implemented at Northern Maine Vocational-Technical Institute and at Westbrook Regional Technical Vocational Center.

Approval of private business, trade and technical schools continued at a normal pace. At present, there are thirty-one private schools and twenty correspondence schools licensed with the State of Maine. Two new high school completion programs were established in Calais and Machias. The Standards Committee Procurement Guide for Fire Apparatus was completed and made available to Maine fire chiefs and an associate degree in fire technology is now available to firemen across the State, with courses being offered at five of the State's six vocational-technical institutes.

Teacher Training. During fiscal year 1974, thirty in-service teacher education courses were offered to vocational teachers of trade and industrial education at various University of Maine campuses. In addition, the University of Maine at Farmington and Orono conducted pre-service teacher education programs in consumer and homemaking education.

Five regional one-day conferences were held for the purpose of upgrading skills for home economics teachers. A workshop was held by the Bureau for coordinators of programs for the disadvantaged and handicapped which pertained to media and new curriculum materials and workshops were held for business and distributive education teachers dealing with new curriculum material.

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Evaluation. Evaluation of the effectiveness of twelve programs for the disadvantaged were evaluated during this fiscal year.

Curriculum Development. In this area, four occupational guides in trade and industrial education and two wage earning home economics guides were developed to help teachers plan a program of instruction that will be of benefit to students seeking employment. Other guides relating to different areas were developed or updated.

Research. Several studies were conducted to determine specific job opportunities for vocational education students, and a cost-analysis study was conducted to determine costs for operating specific vocational education training programs.

Exemplary. A curriculum development project was conducted to test the use of modular learning sequences in vocational education programs and a model job placement component was developed as part of a local education agency's placement and follow-up system.

Satellite programs were established at four vocational-technical institutes. A training program, entitled An Introduction into the World of Work, was presented to guidance counselors and vocational education faculties on one of the University campuses.

FINANCES, FISCAL YEAR 1974:

Bureau of Vocational Education	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,293,447	\$63,791	\$3,028,898	\$1,917	\$6,388,053
Total Expenditures	3,282,946	24,508	2,991,306	1,917	6,300,677
NET	10,501	39,283	37,592	0	87,376
Unexpended Balance Forward		39,283	37,592		76,875
Unexpended Balance Lapsed	10,501				10,501

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Central Office: Library-Museum-Archives Building, Augusta 04330 *Telephone:* 289-3561

Established: 1839 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Title 27, Chapters 1, 3-5

Average Number of Full-Time Employees: 66

Authorized Employee Level: 76

Total Expenditure, Fiscal Year 1974: \$1,841,013

Organizational Units:

Reader and Information Services

Library Development Services

Maine Library Commission

MAJOR GOAL: To achieve equalization of access to total library resources for all citizens of the State of Maine through development and coordination of the services and resources of all types of libraries and media centers.

POWERS AND DUTIES: The Maine State Library Bureau, known also as the Maine State Library, is authorized to provide for all types of libraries throughout the State and their development and coordination; to provide leadership necessary for statewide programs of library research, planning, evaluation, cooperation and coordination; to serve as an informational resource for the State Government; to provide reference materials and library services to any resident of Maine to supplement local library collections; to develop library services, including advisory assistance to public, school and institutional libraries; to provide bookmobile services to towns having no libraries; to provide library materials or special reading resources and services to the State's visually and physically handicapped; to maintain a section of historical research, have charge of all Maine historical work in the Library and carry on research work related to the history of the State; and to distribute one copy of each report prepared by State departments and institutions and other books and documents published or purchased by the State to each

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library in the State and libraries of other states as judged proper by the State Librarian.

The Maine Library Commission was established to give advice and make recommendations to the Commissioner of Educational and Cultural Services with regard to appointment of the State Librarian and policies and operations of the Maine State Library and the State's library program, including minimum standards of library service, apportionment of State aid to libraries, and designation of library districts and of area reference and resource centers; and to act as an appeals board concerning decisions of the Commissioner regarding these activities.

ORGANIZATIONAL BACKGROUND: The Maine State Library Bureau or Maine State Library originated in 1839 as the State Library with the Secretary of State designated State Librarian. In 1861, appointment of the State Librarian was vested in the Governor and Council who were also named Trustees of the Maine State Library. Several functional divisions of the Library concerned with library extension activities, historical research and indexing originated during the period 1917-1921. In a major State Government reorganization in 1931, the Trustees were abolished and the Library was placed in the new Department of Education. Separated from the Department in 1939, the Library remained an independent agency of the State until 1971, when it was placed within the newly-organized Department of Educational and Cultural Resources. In further reorganization in 1972, the Maine State Library also became the Maine State Library Bureau, one of four statutory bureaus of the Department. In 1973, when the Department was renamed Department of Educational and Cultural Services, the authority to appoint the State Librarian was transferred to the Commissioner of Educational and Cultural Services, with recommendations of the new Maine Library Commission, and with the advice and consent of the Governor and Council.

The Maine Library Commission, established in 1973, consists of fifteen members appointed by the Governor for terms of five years, including a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each library district and three representatives of the State at large, one of whom represents the disadvantaged. The State Librarian serves as secretary of the Commission which biannually elects a chairman from its membership.

PROGRAM:

Reader and Information Services. A total of 85,948 books were loaned by the Reader and Information Services division to Maine citizens during fiscal year 1974 as compared to 78,343 in the previous year. Of this total, 8,372 titles and 4,050 subject search requests were completed, utilizing the telephone-teletype system at the Maine State Library. All of these items were mailed to individuals or other libraries. Reference staff at the Library answered 9,546 reference and research questions; 1,320 research requests were completed; and 3,651 State and federal documents were circulated. These documents are maintained for historical research, public affairs and informational needs. The Library also maintains a genealogy and State history collection to support intensive study of the State's political, economic and cultural history.

During the year, the Technical Processing Section installed and made operational NELINET, a computerized cataloguing system. This system is a cooperative program among Bangor and Portland Public Libraries and the University of Maine at Portland-Gorham. Over 12,000 items were catalogued and processed for use in the Maine State Library and Bookmobile collections.

Library Development Services. During fiscal year 1974, the Library Development Services division was concerned with developing a cooperative team approach to library planning and development. The division has been making efforts to switch from a service role to educational leadership by coordinating library growth in academic, public, school and institutional libraries. A series of four public relations and five library techniques workshops were planned and conducted by the consultant staff across the State. Participants produced action plans for their libraries with follow-up by the consultant staff.

Fiscal year 1974 was the first year of implementation of the Act creating Regional Library Systems. Direct State aid amounting to \$80,000 was distributed on a per capita basis to local libraries. Three library districts were designated, each with an Area Reference and Resource Center. The Northeastern, Central and Southern Maine Library

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Districts are currently served by the Bangor Public Library, Maine State Library and Portland Public Library respectively. About eighty percent of the total population of towns with public libraries are currently represented. Early next year, activities will include the establishment of district consultant offices to coordinate and develop services among libraries of all types. Each district is expected to develop and evaluate programs which will encourage cooperative activity among all types of libraries.

Total circulation for the Library's eight bookmobiles was 475,373 during fiscal year 1974. Changes in the program this year included more evening stops and the inclusion of tapes, records and players for use by rural residents without libraries available.

Library Services to the Handicapped. As of May, 1974, there were 1,703 visually and physically handicapped readers enrolled in this program which provides talking books on discs and tapes and books in braille and in large print. The program distributed 58,373 talking books and circulated 1,831 large print materials. For the French-speaking handicapped, the Library acquired cassettes through the cooperation of the Canadian National Library for the Blind. A volunteer program was initiated to produce unique material on Maine and by Maine authors. A system designed for speed duplication of these resources for handicapped readers is now being implemented.

Services to Institutional Libraries. A total of \$39,509 was distributed to nine State institutions for development of library collections, programs and services. This amount includes federal funds provided on a matching basis. A consultant was hired in 1974 to give advice on the operation and programs of library services to residents of State institutions.

Media Services. The development and utilization of educational television films, film strips, slides, recording and other forms of communication media are important elements of the total resources of the State. The media team first became operational in the Library in 1974 when it was transferred from the former Department of Education. During fiscal year 1974, two new area media resource centers were established, funded by \$32,000 under the Elementary and Secondary Education Act, Title II. A leadership training institute trained forty-two participants in the effective use of instructional television, and as a result, eight hundred teachers were trained locally. Through a cooperative film program among the State Libraries of Maine, Vermont and New Hampshire, 3,404 films were distributed to local libraries.

Information Networks. The Library is working on the development and implementation of formal, coordinated structures for the utilization of the total library and information resources within the State. Specialized information resources centers are developed to enable the serious reader direct access to specialized materials and to provide support in the total library program of the State.

FINANCES, FISCAL YEAR 1974:

Maine State Library Bureau	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,038,173	\$4,529	\$907,728		\$1,950,160
Total Expenditures	954,884	1,249	884,880		1,841,013
NET	83,289	3,010	22,848		109,147
Unexpended Balance Forward	63,286	3,010	22,848		89,144
Unexpended Balance Lapsed	20,003				20,003

STATE MUSEUM BUREAU

ROBERT L. DAMM, DIRECTOR

Central Office: Library-Museum-Archives Building, Augusta 04330 *Telephone:* 289-2301

Established: 1965 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Title 27, Chapters 2, 13 (Subchapter II)

Average Number of Full-Time Employees: 25

Authorized Employee Level: 25

Total Expenditure, Fiscal Year 1974: \$514,030

EDUCATION AND CULTURE

Organizational Units:

Maine State Museum Commission
Education and Public Services Division

Research and Collections Division
Design and Preparation Division

MAJOR GOAL: To preserve the environmental and cultural richness of the State of Maine and present through the use of its collections and activities the proud heritage and unique historical background of the State.

POWERS AND DUTIES: The State Museum Bureau is authorized to institute and maintain a program of systematic collection in the several fields of museum activity, with particular emphasis on those fields relating to the State of Maine; to preserve, identify, catalogue, document and safeguard the collections; to provide interpretive and information services and dissemination of results; to furnish information and advisory services to local historical societies and museums; to develop and install permanent and temporary exhibits, and conduct related activities, including loan programs, school programs, etc.; to operate a Museum sales area and a technical resource center; and to provide speakers, participate in special events and conduct other activities which will promote the overall effectiveness of the Museum in meeting its primary goals.

The Maine State Museum Commission was established to formulate policies and exercise general supervision over the Maine State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers to the Museum Director necessary for the administration of laws relating to the State Museum.

ORGANIZATIONAL BACKGROUND: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when it was abolished. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and Maine State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum Bureau of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Resources (Services).

The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

PROGRAM: The Maine State Museum continues to reflect a wide geographic distribution of public visitors. During fiscal year 1974, Museum visitors came from all fifty states, a majority of Canadian Provinces and a number of foreign countries. Although the fuel crisis did affect visitation during the winter months, the spring and summer reflected a fifty percent increase over the same period of the previous year.

Exhibits featured Maine gems and gem minerals from July through November, with outstanding specimens being loaned to the State by major museums and collectors. In December, the exhibit of Maine guns and gun makers opened with a reception and author's night honoring the publication of the book *Maine Made Guns and Their Makers*. The third feature exhibit opened early in June presenting Maine made products, both handcrafted and manufactured. Work on permanent exhibits progressed with the completion of a woodland scene featuring a deer family in the natural history

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area, and work starting on the waterway for a bear scene. Design and construction drawings have been completed for the Coming of Man exhibit, construction of which is scheduled for the coming year. Preliminary research outlines for all of the Museum's planned permanent exhibits have been completed.

An outstanding collection of tourmalines, the State's gemstone, was added to the Museum's collections through a special appropriation by the 106th Legislature and from a private donor. The complete documentation of the Emerson and Stevens Manufacturing Company of Oakland, Maine, manufacturers of axes and scythes, was among the 147 donations recorded during the past year. Added to the State House portrait collection was the portrait of Margaret Chase Smith.

A computerized storage and retrieval system for cataloguing collections data is being developed and is, as far as is known, the first such system to be utilized in any historically-oriented museum in the country. The Museum is currently exploring the feasibility of adapting the system for statewide use by smaller museums and historical societies. This work was made possible with a grant from the National Endowment for the Arts.

A statewide survey of historically outstanding items in Maine museum collections was conducted this year by the Museum for the Maine State American Revolution Bicentennial Commission. Information obtained will be utilized in the cataloguing system and forms the initial listing of the State's resources.

Storage facilities were provided by the 106th Legislature through the renovation of a vacant building on the grounds of the Augusta Mental Health Institute. The move to the Burleigh Building has been accomplished, and collections are being stored in a systematic storage area.

The federally-funded Regional Conservation Laboratory, now staffed by a full-time conservator, has furnished many valuable services, both in-house and to the smaller museums throughout the State. Restoration work, cleaning and reframing of the State House portrait collection has been a major accomplishment.

Museum education programs were offered to more than 11,000 children, ranging from kindergarten age through high school, from Kittery to Caribou and Eastport to Rangely, through the Museum's in-museum program, and an additional 7,600 were served through Colonial Toys and Games for grades K-2, where youngsters compared toys and games of George Washington's time with those of today; Maine Woodland Indians for third and fourth grade, presents the three basic needs of all people and how the people who lived in Maine one thousand years ago satisfied these needs; Maine the Revolution, emphasizes four events which occurred in the District of Maine during the Revolutionary War; the technology of changes are also discussed; What's It is a program for seventh and eighth-graders in which students used the inquiry method to discuss the name and use of forty-five artifacts covering the gamut from ice tools to cloth production equipment. In each of the four programs taught this year, children learn by doing; the major part of each program is using artifacts to illustrate the story being told.

The Maine Street Museum Program, under an Elementary and Secondary Education Act Title III grant sponsored by the Bath School District, has enabled the Museum to take its education program to schools outside the Greater Augusta area. This year, the programs traveled to the Bethel-Rumford area; Livermore, Livermore Falls and Fayette; Sanford; and Ellsworth, Trenton, Lamoine, Surry and Hancock.

State Capitol complex tours were scheduled through the Museum and included the Legislature and State House, Civil Emergency Preparedness headquarters, Blaine House and Fort Western. Nearly 7,000 additional school children participated in this program.

Professional recognition was accorded the Museum through requests for the staff to present papers and lectures at several regional and national conferences. The Museum also hosted the National Junior Historian Directors Conference in June and was the scene of workshops for the American Association for State and Local History on Museum Architecture and Small Museum Management.

Publications for the year included the second book of the Maine Heritage Series, *Maine Made Guns and Their Makers*, published in December. Two additional manuscripts, *Historic American Buildings Survey—Maine Catalog* and *The Pemaquid Report*, are in editorial stages and will be released during the coming year. The second teacher's resource unit on *Exploration and Discovery* is ready for reproduction.

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Archaeological excavations at a prehistoric Indian site located at North Haven were conducted for a second summer. This is the oldest, scientifically-explored, major village site in New England. An archaeological survey was begun in Kennebec and Lincoln Counties and smaller excavations were conducted at a series of historic and prehistoric sites, including Fort Western in Augusta. Limited archaeological sampling of a Revolutionary War wreck, THE DEFENSE, part of the colonial fleet sent to capture Castine from the British in 1779, was conducted, and a research design for a major archaeological project is underway.

An Administrative Core Group for management of the Museum, in accordance with recommendations by the Maine Management and Cost Survey, was established and coordination with the Department's Planning and Management Information unit in establishing goals and objectives was undertaken.

FINANCES, FISCAL YEAR 1974:

State Museum Bureau	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$500,197		\$101,957		\$602,154
Total Expenditures	459,407		54,623		514,030
NET	40,790		47,334		88,124
Unexpended Balance Forward	40,790		47,334		88,124
Unexpended Balance Lapsed					

ARTS AND HUMANITIES BUREAU MAINE STATE COMMISSION ON THE ARTS AND HUMANITIES

ALDEN C. WILSON, DIRECTOR

Central Office: Library-Museum-Archives Building, Augusta 04330 *Telephone:* 289-2724

Established: 1965 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Title 27, Chapter 15

Average Number of Full-Time Employees: 7 *Authorized Employee Level:* 7

Total Expenditure, Fiscal Year 1974: \$412,553

MAJOR GOAL: To develop, expand and foster the growth of the arts in the State of Maine.

POWERS AND DUTIES: The Maine State Commission on the Arts and Humanities was established to take such steps as necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of the State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make surveys of public and private institutions in the State engaged in artistic and cultural activities and make recommendations concerning appropriate methods of encouraging participation in and appreciation of such activities; to act in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art; to hold public and private hearings and enter into contracts for services furthering the educational objectives of the Commission's programs; and to act as the official agency of the State to receive and disburse any funds made available by the Federal Government for programs related to the purposes of the Commission.

ORGANIZATIONAL BACKGROUND: The Maine State Commission on the Arts and Humanities, preceded by the three-member Art Commission originating in 1933, was created as an independent State agency in 1965. In State Government reorganization legislation of 1971, the Art Commission was abolished and its functions assumed by the Maine State Commission which was placed within the newly-organized Department of

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Educational and Cultural Resources (changed to Cultural Services in 1973). In 1972, an Arts and Humanities Bureau was created by statute as a unit of the Department under a director appointed by the Commission with the approval of the Commissioner of Educational and Cultural Resources (Services). Thus, the Commission is, in effect, a grant and policy-making body, with the Bureau performing administrative functions. The Commission consists of no less than fifteen nor more than twenty-one members broadly representing all artistic and cultural fields, appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in arts and humanities fields. Members serve for terms of three years. The Commission's chairman and vice-chairman are designated by the Governor from among its members.

PROGRAM: The Maine State Commission on the Arts and Humanities, in its general grant program, which utilizes approximately one-half of the Commission's State and federal program monies, accepts applications from organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of fifty-fifty matching. In practice, grants are well overmatched with a ratio of one State or federal dollar to every two and a half private dollars. This past year, competition for funds rapidly increased as have the quality of applications. This trend strongly suggests not only the purposefulness of this program, but also the expanding need throughout Maine for government dollars for the arts.

The following programs are internally managed by staff members for the purpose of promoting various areas of the arts which need assistance from the Commission. In most part, these are all matching grants programs as well.

Artists-in-Schools Program. This program has been radically expanded this past year. With special federal grants and State funds, programs have been initiated in approximately twenty elementary and secondary schools in Maine. These programs involve artists residencies which range from three to five days to a full year. The intent is to bring professional artists in contact with Maine school children as artists and not as teachers. The merit of Maine's program has been well proved as compared with similar programs in other states. This has been one of the most successful and visible programs of the Commission. Future plans include more extended residencies, better use of video and film and special programs for the handicapped.

Performing Arts Program. This will be a major new activity of the Commission. This past year, plans were developed for a new listing of performing artists in Maine who are willing to tour throughout the State, especially rural areas. The Commission is also cooperating with the six New England states to coordinate tours of New England resources on a regional basis. This coming year, the fruition of plans in the making for the past year will result in the first major opera performance residency in Maine of a major American opera company, the Opera Company of Boston.

Plans for the Dance Touring Program further expand this area of support for Maine residents. From three weeks of dance residencies this past year, there will be seven weeks in 1974-1975. A dance company goes to a community for a minimum of one-half week and a maximum of a week. Companies will tour to many locations in Maine and the Commission makes particular efforts to bring these companies to rural areas. This program will continue to expand and reach new sponsors in the State.

Community Arts Development Program. Local community groups exist in Maine which sponsor cultural events of all types. These community sources are the mainstay of grassroots support for the arts in Maine. A year ago, only six organized community arts councils existed. Today, there are twenty-one active groups carrying on programs throughout the year.

The Commission fostered this growth through technical assistance from a staff member this past year. In the future, seed grants will be made available to help councils with beginning organization; special tours will be made available on a block-booking basis which reduces the cost for the communities; conferences will be held for matters of mutual concern; and a community arts council newsletter will be established for informational purposes.

Visual Arts Program. This past year, three photographic essays, which will tour as exhibits and be made available to schools, libraries, and public places, were completed. Several posters in the Commission's poster series were executed to promote arts institu-

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tions and events in Maine. The Commission is planning the second Maine biennial photography competition, several traveling exhibits and assistance to crafts. The latter is currently being studied in conjunction with the Department of Commerce and Industry.

Preservation Grants. A total of \$15,000 was awarded this past year to historical societies, museums, libraries, towns and other organizations to assist them with problems of restoring works of art and artifacts, paying costs of cataloguing collections and of transcription and copying, and to undertake projects such as oral history. The same amount will be available next year. Plans are also being discussed for coordination of assistance on historical matters with other state agencies active in this area.

Information Program. The Commission's newsletter *Perspective* was placed on a regular bi-monthly schedule alternating with a Calendar of Events. These services to Maine residents list events happening throughout the State and highlight and comment on particular aspects of the arts in Maine.

The Commission also held its annual Awards Dinner to honor those persons in the State who have made significant contributions to the arts. This coming year another Awards Evening is planned as well as a statewide conference on fund raising for the arts.

FINANCES, FISCAL YEAR 1974:

Maine State Commission on The Arts and Humanities	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$170,134		\$257,040		\$427,174
Total Expenditures	169,285		243,268		412,553
NET	849		13,772		14,621
Unexpended Balance Forward	45		13,772		13,817
Unexpended Balance Lapsed	804				804

MAINE HISTORIC PRESERVATION COMMISSION

JAMES H. MUNDY, EXECUTIVE DIRECTOR

Central Office: 31 Western Avenue, Augusta 04330

Telephone: 289-2133

Established: 1971 *Statutory Authority:* M.R.S.A., Title 20, Chapter 1; Title 27, Chapter 17

Average Number of Full-Time Employees: 3

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1974: \$87,280

MAJOR GOAL: To preserve the architectural, historical and environmental heritage of the people of the State of Maine, and promote the cultural, educational and economic benefits of these resources.

POWERS AND DUTIES: The Maine Historic Preservation Commission was established to stimulate public interest in the architectural and historical heritage of the State by administering programs instituted under the National Historic Preservation Act of 1966; to develop a State Historic Resources Inventory, entering in the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation; to administer a federal matching grants program for stabilization and restoration of structures listed in the National Register of Historic Places; to act as the official agency of the State to receive and disburse all funds made available by the Federal Government for programs related to the purposes of the Commission; to accept gifts, devises, bequests and endowments for all such purposes; to make recommendations and provide assistance to private and governmental bodies as consistent with the law; to hold public and private hearings related to the field of historic preservation; and to enter into contracts within the limit of funds available with public or private local or regional organizations, associations or institutions for services furthering the objectives of the Commission's programs.

ORGANIZATIONAL BACKGROUND: The Maine Historic Preservation Commission,

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created in 1971 as an independent State agency, consists of no less than twelve nor more than fifteen members, including six specifically designated State officials or their representatives, ex officio, and a minimum of seven members representing the citizens of Maine, one of whom must be elected chairman, who are known for their competence, experience and interest in the field of historic preservation and who include at least one archeologist, one historian and one architect, appointed by the Governor with the advice and consent of the Council, for terms of five years. The Commission appoints a director who serves at its pleasure. In 1973, the Commission was placed within the Department of Educational and Cultural Services.

PROGRAM: The Maine Historic Preservation Commission entered forty-one individual sites and nine historic districts in the National Register of Historic Places during fiscal year 1974, thereby placing Maine fifteenth in the nation in the number of National Register sites in the country. The staff also prepared, printed and distributed a *Maine Historic Resources Inventory* which lists and provides information on over 900 potential historic structures and sites in Maine. The Commission assisted several municipalities and the Bureau of Parks and Recreation in obtaining federal surplus property under the historic monument clause of Executive Order 11593. These include the Mt. Waldo Granite Works for the Bureau of Parks and Recreation and Curtis Island in Camden Harbor for the town of Camden.

During the fiscal year, the Commission disbursed the following federal grant monies on a fifty percent matching basis to private organizations for rehabilitation and restoration of historic sites.

Winter Street Church, Bath, Maine	\$ 2,025
Percy & Small Shipyard, Bath, Maine	1,000
Morse-Libby House, Portland, Maine	21,919
Symphony House, Bangor, Maine	8,933
Misc. Grants to Historic Preservation Organizations	<u>2,792</u>
Total	\$36,669

The total of \$36,669 represents only half of the funds that went into preservation projects as each federal dollar was matched by private funds, bringing the total monies generated for actual projects to \$73,338. Since the Commission's administrative costs were matched by federal funds as well, the State expenditures of \$24,090 actually generated a total of \$121,518 which was spent on historic preservation in Maine during the fiscal year. For the coming year, the Commission expects that federal funds for restoration projects will increase to a level of \$200,000, making expansion of the grants program possible.

FINANCES, FISCAL YEAR 1974:

Maine Historic Preservation Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$24,542		\$84,054		\$108,596
Total Expenditures	24,090		63,190		87,280
NET	452		20,864		21,316
Unexpended Balance Forward	78		20,864		20,942
Unexpended Balance Lapsed	374				374

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MAINE MARITIME ACADEMY

ADMIRAL E. A. RODGERS, SUPERINTENDENT
CAPTAIN ROBERT H. FLENNER, ADMINISTRATIVE OFFICER

Central Office: Maine Maritime Academy, Castine 04421 *Telephone:* 326-4311

Established: 1941 *Statutory Authority:* Private and Special Laws, 1941, Chapter 37

Average Number of Full-Time Employees: 128

Total Expenditure, Fiscal Year 1974: \$2,923,118

Organizational Units:

Board of Trustees

Administrative Division

Academic Division

Training Division

Student Affairs Division

MAJOR GOAL: To carry on Maine's heritage of the sea by providing for young men, as U.S. Maritime Service Cadets, a comprehensive course of instruction and military environment which will qualify them for leadership as officers and gentlemen in the U.S. Merchant Marine and U.S. Naval Reserve and as responsible citizens in society.

POWERS AND DUTIES: The Maine Maritime Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

ORGANIZATIONAL BACKGROUND: The Maine Maritime Academy is organized essentially as it was originally established in 1941. Its mission and objectives have remained unchanged except in the expansion of its curriculum from eighteen months (1943-1945) to two years (1946), three years (1948-1959), and four years (1960 to present). Under the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by four principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration of the Department of Commerce, being governed by the regulations prescribed in General Order 87 of that agency. Fiscally, the Academy is supported by State appropriations, student fees and a subsidy of \$75,000 from the Maritime Administration which also supplies the training ship, STATE OF MAINE.

PROGRAM: The Maine Maritime Academy provides its students with the professional training and academic background necessary to obtain licenses in the U.S. Merchant Marine, baccalaureate degrees, and commissions in the U.S. Naval Reserve; to become leaders in the maritime industry; to develop a strong sense of duty, honor and service to country and profession; to develop self-discipline and stamina; and to stimulate an intellectual curiosity in the natural and social sciences and the humanities.

The Academy as of September, 1973, had a student body of 484, including 126 seniors, 110 juniors, 105 sophomores, and 143 freshmen. The number of seniors graduating on April 27, 1974, was 116. Of the student body, 237 were from the State of Maine, 190 from other states and territories, and 57 foreign or protected nationals, including a contingent of 55 students assigned to the Academy from the Imperial Iranian Navy. One female student was admitted in 1973.

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FINANCES, FISCAL YEAR 1974:

MAINE MARITIME ACADEMY	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,296,696				\$1,296,696
Departmental Operations	1,225,419				1,225,419
Transfers	71,277				71,277
Federal Grants				\$ 85,902	85,902
County & Municipal					
Private Contributions				213,849	213,849
Sales				77,775	77,775
Services & Fees				1,216,235	1,216,235
Other				42,918	42,918
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	1,296,696			1,636,679	2,933,375

Monies received and deposited to
credit of the State

EXPENDITURES					
Personal Services, Total:				1,311,173	1,311,173
Wages & Salaries				1,235,673	1,235,673
Retirement				75,500	75,500
All Other, Total:				1,184,979	1,184,979
Commodities				736,467	736,467
Grants, Subsidies, Pensions					
Contractual Services, Total:				448,512	448,512
Rents					
Computer Services					
Transfers to Other Funds				63,093	63,093
Other				178,363	178,363
Capital Expenditures, Total:				185,510	185,510
Buildings & Improvements				15,067	15,067
Equipment				144,443	144,443
Purchases of Land				26,000	26,000
TOTAL EXPENDITURES				2,923,118	2,923,118

SUMMARY

Total Funds Available				2,933,375	2,933,375
Total Expenditures				2,923,118	2,923,118
NET				10,257	10,257
Unexpended Balance Forward				10,257	10,257
Unexpended Balance Lapsed					

Note: Appropriations from the State General Fund are consolidated with and expended through the Academy Current General Fund as indicated above in the Other Funds Column.

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In appreciation for the hospitality and service accorded the Iranian Naval cadets, the Shah of Iran in April, 1974, donated to the Academy 15,000 barrels of fuel oil for the training ship cruise. This gift represented a purchase price of \$190,000 and materially contributed to the success of the annual training cruise and a major savings to the Academy which was enabled thereby to complete the annual cruise as planned.

The annual two-month training cruise of the training vessel, STATE OF MAINE, began on May 1, 1974, with visits to New York; Norfolk, Virginia, for firefighting training for seniors aboard; Glasgow, Scotland; Helsinki, Finland; Leningrad, U.S.S.R.; and Antwerp, Belgium. The STATE OF MAINE returned to Castine on June 28 after a one day visit to Bar Harbor. As in previous years, the Academy cooperated with the Maine Department of Agriculture in offering receptions on board ship in foreign ports, featuring a wide variety of Maine's agricultural products. Additionally, in cooperation with the Maine Department of Commerce and Industry, space was made available in the ship for a number of exhibits featuring Maine representatives of State departments and individual entrepreneurs, thereby contributing in a small way to the promotion of Maine's export trade. It is hoped that these activities may be expanded in future years.

The highlight of the annual cruise was the visit to Leningrad, the first such visit of an American merchant marine academy training ship. The invitation for the visit was extended to the Academy Superintendent on the occasion of a visit to Castine in August, 1973, of the Soviet Deputy Minister of Merchant Marine. Soviet press and radio hailed the visit as a significant example of expanding peaceful contact between the peoples of the U.S. and U.S.S.R.

During the past year, the Academy received a surplus Navy tug, renamed DIRIGO, as a replacement for the overage PATHFINDER, formerly used for diesel and radar training. With this unit, expanded courses in tug navigation and towing can now be developed to augment the nautical science training.

There were two major construction projects underway at the Academy during the fiscal year. The final phase of Curtis Hall dormitory, scheduled for completion in November, 1974, will provide housing for 600 students. The project, comprising three separate contracts, was initiated in 1969, and when completed will cost approximately \$4.4 million of which the State has contributed \$1.85 million. The science and engineering complex, phase one of a multi-phase reconstruction and expansion of the Academy's science and engineering training facilities, was begun in early winter, 1974. It will house the machine shop, engineering laboratory and classrooms, at a cost of \$700,000. A State appropriation of \$495,000 and a federal (HEW) grant of \$139,000 provided the bulk of funds needed for the project. Planning continued during the year for the second phase of this project for which State funds of \$1 million have already been appropriated.

In keeping with its objective of providing maximum public usage of its facilities consistent with the needs of its student body, the Academy has continued programs for local school children and residents of the area in its athletic facilities on weekends. A modest continuing-education program with course offerings in welding, machine shop and small boat handling was presented for the second successive year during evening hours.

At year's end, applications for prospective students matriculating in September, 1974, indicated that there would be one of the largest entering classes in the Academy's history. That the Academy is able to attract an increasing number of students in a period of generally declining enrollments and rising costs is attributable to increasing appreciation of the value of professional, technical training offered at the Academy, the continuing attractive employment prospects for Academy graduates, and the vastly improved facilities at Castine which have been constructed in the course of the Academy development program during the past six years.

EDUCATION AND CULTURE

MAINE STATE AMERICAN REVOLUTION BICENTENNIAL COMMISSION

DONNA M. THIBODEAU, DIRECTOR

Central Office: 31 Western Avenue, Augusta 04330

Telephone: 289-2981

Established: 1972 *Statutory Authority:* Private and Special Laws, 1972, Chapter 158

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1974: \$93,037

MAJOR GOAL: To prepare and administer a comprehensive plan and program in the State of Maine for the adequate observance and celebration of the Bicentennial of the American Revolution.

POWERS AND DUTIES: The Maine State American Revolution Bicentennial Commission was established to coordinate and correlate the programs and activities of all public and private agencies which are planned for the observation of the American Revolution Bicentennial in 1976, and to cooperate in programs with other participating states and the Federal Government.

ORGANIZATIONAL BACKGROUND: The Maine State American Revolution Bicentennial Commission (MSARBC) originated in a Planning Committee for the observance of the American Revolution Bicentennial pursuant to Executive Order No. 11, issued June 10, 1971. The Committee, composed of State officials whose duties are related to the preservation of Maine's heritage, and of Maine citizens appointed by the Governor, recommended legislation to establish the MSARBC which was submitted to the 105th Legislature and enacted in February, 1972. The original Commission consisted of twenty members, including certain State officials ex officio and others appointed by the Governor, with terms to expire June 30, 1977. Initial administration of the Commission was conducted by an Executive Secretary. In October, 1973, the office of the Commission was reorganized under a Director and small staff, and in 1974, minor legislative changes were made in the Commission's membership. The MSARBC is a State agency which has been supported solely by federal funds. However, specific revenue-producing programs have been authorized by the Legislature, i.e., commemorative license plates, medals and liquor bottles.

PROGRAM: The focus of the American Revolution Bicentennial programming in the State of Maine is grass roots participation. Therefore, the Maine State American Revolution Bicentennial Commission (MSARBC) launched a program of organizing community committees through which planning and implementation of local projects may be conducted. These Bicentennial Communities have some advantages in grant priorities and national recognition. To date, eleven communities in Maine have been designated and about thirty more are actively participating.

MSARBC Planning Grants. Bicentennial planning grants have been awarded to communities and non-profit organizations out of operational funds from the Federal Government in order to help these groups pay for additional expenses incurred by planning special events for the Bicentennial. Thirty-three such grants have been awarded since the establishment of the Commission, and consequently, many community-based projects have been initiated and will receive additional federal grants because of this initial ground work.

Bicentennial Matching Grants. A Grants Program on a fifty-fifty cash matching basis was initiated by the Commission this past year, which will be expanded to include additional groups. This program will also replace the planning grants program for the coming year. The matching grants are used to help implement operational programs under the Bicentennial themes.

EDUCATION AND CULTURE

Commemorative Bottle Program. The Commission was authorized by the 106th Legislature to receive revenues from a commemorative liquor bottle. The program has been initiated with the cooperation of the Bureau of Alcoholic Beverages, and two such bottles have been approved to go on sale in September, 1974.

Commemorative License Plate. The Commission was also authorized to design and sell commemorative license plates which may be used on vehicles in the State of Maine from July, 1974, to December, 1976. The plates have been designed, and a marketing system set up so that revenues obtained from sales may be used to fund Bicentennial projects.

Bicentennial Youth Program. A program involving Maine's high school students in Bicentennial projects in their local schools was initiated this past year. The program received broad geographic participation and will be continued and supported by the Commission over the next year.

Commemorative Medals Program. The Commission worked with the Franklin Mint in running a design competition for a Maine Bicentennial Medal to be included in the fifty-states series. The design was then given to the State of Maine for its Bicentennial logo. Single medals will be made available by the Commission for collectors and interested persons.

Manuscript Contest. A competition for three publishable manuscripts related to Maine is to be sponsored by the Commission and the W. W. Norton Publishing Company. Publicity, guidelines, etc., have been distributed by the Commission, and the competition is viewed as a good opportunity for writers to publish for the Bicentennial Era.

FINANCES, FISCAL YEAR 1974:

Maine State American Revolution Bicentennial Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$17,546	\$87,219	\$13,500	\$118,265
Total Expenditures		10,500	69,037	13,500	93,037
NET		7,046	18,182	0	25,228
Unexpended Balance Forward		7,046	18,182		25,228
Unexpended Balance Lapsed					

STATE
POLICY
AREA **08**

Human Services

Department of Health and Welfare
Department of Indian Affairs
Department of Mental Health and Corrections
Maine State Housing Authority
Maine Human Rights Commission
Other Independent Agencies, Boards and Commissions



HUMAN SERVICES

DEPARTMENT OF HEALTH & WELFARE

DEAN FISHER, M.D., COMMISSIONER

Central Office: 221 State Street, Augusta 04330

Telephone: 289-2736

Established: 1931 *Statutory Authority:* M.R.S.A., Title 5, Chapter 15; Title 20, Chapter 109 (Subchapter III); Title 22, Chapters 1-153, 157-561, 701-1251, 1451-1601; Title 32, Chapters 2-A, 7, 21, 23, 23-A, 49, 63; Title 34, Chapter 255; Private and Special Laws, 1973, Chapter 129, Part A.

Average Number of Full-Time Employees: 1,382

Authorized Employee Level: 1,480

Total Expenditure, Fiscal Year 1974: \$136,968,967

Organizational Units:

Office of Information and Education

Comprehensive Health Planning

Bureau of Administration

Bureau of Health

Bureau of Rehabilitation

Bureau of Social Welfare

Bureau of Human Services

Maine Human Services Council

Bureau of Maine's Elderly

Maine Committee on Aging

Governor's Committee on Children and Youth

State Board of Barbers

State Board of Cosmetology

State Board of Funeral Service

Board of Hearing Aid Dealers and Fitters

Plumbers' Examining Board

Board of Sanitation, Licensing and Inspection

Advisory Commission on Laboratory Licensing

Maine Health Facilities Authority

Health Facilities Advisory Council

State Government Drug Abuse Coordinating Committee

Maine Council on Alcohol and Drug Abuse Prevention and Treatment

Advisory Board for Licensure of Ambulance Services, Vehicles and Personnel

New England Board of Health Services and Facilities

New England Compact on Radiological Health Protection

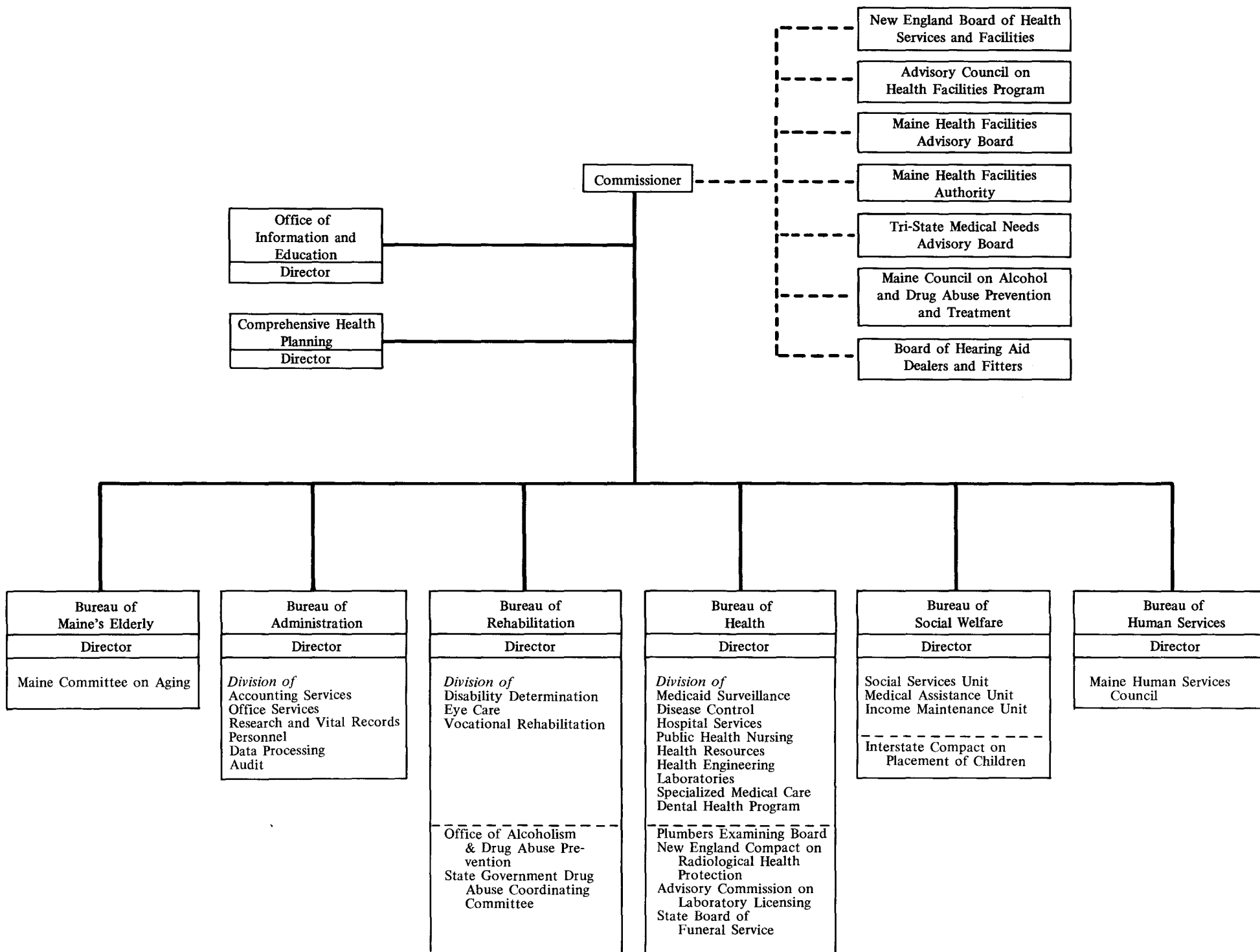
Tri-State Regional Medical Needs Board

Interstate Compact on the Placement of Children

MAJOR GOAL: To preserve and protect the lives, health and welfare of the people of the State of Maine through the planning, authorization, administration, operation and audit of State health and welfare programs which protect the public from disease and adverse economic circumstances, regulate the care and treatment of persons who are physically ill or economically indigent, maintain reasonable income levels as a means of providing or restoring individual dignity and security to persons burdened with economic and attendant social disadvantage, and generally broaden the accessibility and diversity of knowledge required to maintain and improve the quality of life.

POWERS AND DUTIES: Essentially through the authority vested in the Commissioner of Health and Welfare, the Department of Health and Welfare is authorized to maintain general supervision of the interests of health and life of the citizens of Maine, with special concern for the well-being of children who are neglected, delinquent, defective or dependent; to distribute the functions, duties and responsibilities specified by State laws relating to health and welfare among various bureaus established within the Department so as to properly integrate the work and promote the most economical and efficient administration; to establish and, as necessary, discontinue appropriate district health offices throughout the State; to provide appropriate State laboratory facilities; to establish and operate a statewide system for the registration of vital statistics; to administer such aid under State and federal laws as may be deemed appropriate to the aged, blind, disabled, medically indigent or economically indigent; and to make, issue and enforce rules and regulations as deemed necessary and proper for the protection of life, health and welfare and for successful operation of health and welfare laws.

**ORGANIZATION CHART
DEPARTMENT OF HEALTH & WELFARE**



HUMAN SERVICES

FINANCES, FISCAL YEAR 1974:

Department of HEALTH and WELFARE	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$43,404,287		\$90,004,858		\$133,409,145
Departmental Operations	43,404,287		90,004,858		133,409,145
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees				\$3,559,822	3,559,822
Other					
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	43,404,287		90,004,858	3,559,822	136,968,967

Monies received and deposited to credit of the State					
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EXPENDITURES					
Personal Services, Total:	2,745,373		8,166,421	1,186,607	12,098,401
Wages & Salaries	2,470,836		7,349,779	1,067,946	10,888,561
Retirement	274,537		816,642	118,661	1,209,840
All Other, Total:	40,435,656		81,838,437	2,239,009	124,513,102
Commodities	454,353		943,657		1,398,010
Grants, Subsidies, Pensions	39,399,500		79,446,357		118,845,857
Contractual Services, Total:	405,777		842,765		1,248,542
Rents	190,014		394,643		584,657
Computer Services	215,763		448,122		663,885
Transfers to Other Funds					
Other	176,026		605,658	2,239,009	3,020,693
Capital Expenditures, Total:	223,258			134,206	357,464
Buildings & Improvements	89,053				89,053
Equipment	134,205			134,206	268,411
Purchases of Land					
TOTAL EXPENDITURES	43,404,287		90,004,858	3,559,322	136,968,967

SUMMARY

Total Funds Available	43,404,287		90,004,858	3,559,322	136,968,967
Total Expenditures	43,404,287		90,004,858	3,559,322	136,968,967
NET	0		0	0	0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

HUMAN SERVICES

ORGANIZATIONAL BACKGROUND: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Institutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931, the organizational structure of the Department has been continually altered and revised through both administrative and legislative action to reflect changing trends and emphasis in the delivery of public health and welfare services. Principal among the Department's organizational units established in recent years are the Office of Information and Education, created administratively in 1966, and the Comprehensive Health Planning unit in 1967; the Bureau of Rehabilitation, created in 1969 to consolidate units concerned with implementation of the federal Vocational Rehabilitation and Social Security Acts; the Bureau of Human Services in 1973 to replace the Office of Resource Development; the Maine Human Services Council in 1973 to replace the Advisory Committee of Health and Welfare; the Bureau of Maine's Elderly in 1973 to replace the Services for Aging office in the Bureau of Social Welfare; and the Maine Committee on Aging also in 1973.

PROGRAM:

Bureau of Health. The routine activities of the Bureau of Health concern the provision of basic health services. Two new programs were added during the year: Emergency Medical Services, and Health Facilities Planning and Construction. Five major sub-units or divisions now under this structure include Childhood Lead Poisoning Control, Genetic Disease Control and Hospital Infections Control, with other services including Epidemiology, Tuberculosis Control, Venereal Disease Control, Immunization, Dental Health, Family Planning, Public Laboratory Services, Public Health Nursing, Health Facilities Planning and Construction, Emergency Medical Services and Health Engineering Services designed to control external conditions likely to effect the well-being of Maine citizens.

Bureau of Social Welfare. New philosophies, new roles, new directions, and new operational details have recently shaped the operational program of the Bureau of Social Welfare. In addition to providing basic Income Maintenance functions provided by law to all eligible persons, certain goals and directions have also been observed. In achieving departmental goals of implementing a social service delivery system completely separate from income maintenance functions, reorganizing the Bureau of Social Welfare, and developing and implementing a management information control system, the Department has picked up the challenge to public welfare agencies across the nation to prove to the consumer and public alike the value of what this agency has to offer in helping people achieve a role in society consistent with their individual capability. The reorganization has already enabled the Bureau to complete the separation of income maintenance and social service functions, respond more quickly and adequately to any Congressional action on welfare reform, more clearly delineate the Bureau's role, and to identify to consumers and the community what its responsibilities and capabilities are in the area of

HUMAN SERVICES

social services. In addition, the reorganization has provided the medium through which service expansion may occur, thereby capitalizing on the availability of additional local and federal dollars.

Bureau of Medical Care. The Bureau of Medical Care, disbanded after the close of the fiscal year, had the responsibility for administering programs providing health care to specific groups of Maine residents. During the past biennium, new programs were added to the Bureau and others were expanded. Reorganization of the Department has transferred the responsibility of some programs to other bureaus. The Bureau as it was organized consisted of the Division of Hospital Services, Division of Medical Assistance, Division of Medical Review and Division of Special Medical Services. The Division of Hospital Services, now located in the Bureau of Health, is responsible for the licensing of boarding and nursing homes and provides in-service education to a variety of professionals in the health care system. The Division of Medical Assistance, now located in the Bureau of Social Welfare, is responsible for the administration of the Medical Assistance Program, Title XIX of the Social Security Act, which has increased considerably during the past two years in both the number of persons covered and the medical services provided for by the program. The increase in the number of persons covered corresponds with the general increase in welfare caseloads since all recipients of public assistance are covered by Title XIX. The Division of Medical Review makes eligibility determinations for public assistance recipients applying for Aid to the Disabled and acts in a consulting capacity to other programs. The Division of Special Medical Services incorporates programs formerly known as Crippled Childrens Services and Medical Eye Care and is now located in the Bureau of Health.

Bureau of Rehabilitation. Steps designed toward the goal of a unified approach to the provision of rehabilitation services to all eligible citizens may well be categorized as follows. Legal authority for provision of public rehabilitation services was assigned to the Department of Health and Welfare by the 104th Legislature when it enacted the new Rehabilitation Act. The major purposes of the Act were to improve the coordination and delivery of rehabilitation services through a single functional unit, and to establish a legal framework that would permit the implementation by the State of the greatly expanded and liberalized federal rulings governing State-federal programs. The new unit was designated as the Bureau of Rehabilitation and included vocational rehabilitation, eye care, alcoholism services and disability determination. This new Act thus became the enabling legislation to permit Maine to participate in the significant changes in federal law through a series of amendments to the national Vocational Rehabilitation Act and the Social Security Act. Services of the Bureau are administered through the Division of Disability Determination, Division of Eye Care, Division of Vocational Rehabilitation and Division of Alcoholism Services. During the last fiscal year, the Bureau, through these operational units, provided services to more than 10,000 persons.

Bureau of Administration. The Bureau of Administration is responsible for management of the general business affairs of the Department, including planning and arranging necessary physical resources, meeting personnel requirements, providing budgeting, accounting and purchasing services, providing stockroom facilities, meeting records management and transportation needs and providing printing services. Inventory management, internal audit and fiscal services and all other related and necessary business services and housekeeping functions of the Department are also concerns of the Bureau.

Major activities of the Bureau during the biennium were directed toward consolidation of changes and policies which were initiated during the previous period. The building process has included new management techniques for use in pointing the way toward fresh goals and objectives. Re-structuring certain functions in the Division of Accounting Services has resulted in meeting new responsibilities resulting from both increases and fresh diversities in fiscal demands. An example of this type of activity is improved arrangements in cash control as applied to fiscal activity in regional offices. An ever-increasing reliance on computerized systems in both control capability and accounting procedure has become necessary. Operational systems covering programs in budget, financial assistance, supplemental Assistance to the Aged, Blind and Disabled, nursing homes, Medicaid, vocational rehabilitation, food stamp payments and accounting are in service and subject to adjustment where necessary. These systems are the result of agency recognition of a need for work simplification and for making management and fiscal data quickly and readily available.

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Continued refinement of a computerized system contributing to an improved method of providing vital statistics population estimates has been initiated. The system is designed to provide new and more significant data. The population estimates provide a base for important demographic information needed in vital event statistical reporting. Fresh projections of estimates in population change within all organized cities and towns within the State are now possible. Prior to this new capability, only county estimates were possible. Close attention to detail as well as increasingly extended coverage in audit practices has resulted in expanded efficiency in general operations. Hospital reimbursement settlement, Title XIX services payments and agency operations are all subject to internal audit practices. Resulting economies in dollar savings, while not directly measurable, are substantial and are reflected in decreased budget requests.

OFFICE OF INFORMATION AND EDUCATION

BEATRICE M. CHAPMAN, DIRECTOR

Central Office: 221 State Street, Augusta 04330

Telephone: 289-3707

Established: 1966

Statutory Authority: M.R.S.A., Title 22, Chapter 1

Average Number of Full-Time Employees: 6

Total Expenditure, Fiscal Year 1974: \$105,308

MAJOR GOAL: To promote the health and welfare of the people of the State of Maine through a continuing effort to generate public awareness and understanding of the programs and services provided by the Department of Health and Welfare.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Office of Information and Education is responsible for explaining, interpreting and promoting the programs and activities of the Department. The Office is authorized to determine appropriate methods of carrying out public information programs; to handle all press releases and radio and television presentations; to prepare and publish pamphlets, booklets and other literature in connection with health and welfare activities; to maintain audio-visual equipment and materials, including the departmental film library; and to supervise the Department's telephone switchboard and reception area.

ORGANIZATIONAL BACKGROUND: The Office of Information and Education originated administratively in 1966 as the Department of Health and Welfare's Information Office under the direction of the Commissioner. In a 1971 reorganization, the Office was renamed when it assumed the duties of the former Division of Health Education and responsibility for the departmental film library.

PROGRAM: During fiscal year 1974, the Office of Information and Education prepared the biennial report of Department of Health and Welfare activities and assisted in the preparation of all program brochures. In addition, the Office responded to requests for departmental literature and kept an up-to-date list of all personnel at the reception desk. The thirty-five pieces of electronic equipment used by the staff and organizations were maintained, and video tapes describing, explaining or promoting the Department's activities were produced. The Office also prepared and published the quarterly tabloid *Concern*, which is sent to all public assistance recipients, and updated the Directory of Services of the Department. At the direction of various program staff, the Office prepared and responded to news stories concerning the Department.

HUMAN SERVICES

FINANCES, FISCAL YEAR 1974:

Office of Information and Education	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$100,700		\$4,608		\$105,308
Total Expenditures	100,700		4,608		105,308
NET	0		0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

COMPREHENSIVE HEALTH PLANNING

MARK R. KNOWLES, DIRECTOR

Central Office: 295 State Street, Augusta 04330

Telephone: 289-2651

Established: 1967

Statutory Authority: M.R.S.A., Title 22, Chapter 101

Average Number of Full-Time Employees: 4

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1974: \$120,677

MAJOR GOAL: To meet the health care needs of the citizens of Maine by bringing all components of the State's health care delivery system together in the planning of a rational, needs-oriented, health care system based on the most effective use of resources.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Comprehensive Health Planning unit is responsible for implementing Section 1122 of Public Law 92-603 under the Social Security amendments. As the State's Designated Planning Agency to develop methodology and strategy for statewide coordination of health delivery mechanisms, the unit is mandated to involve the consumer in the process of health planning; to develop a State health plan; to encourage the health care system to develop on a regional basis; to work toward cost containment and intelligent resource allocation; and to set priorities for State health concerns and initiate plans for alleviating system problems.

ORGANIZATIONAL BACKGROUND: Comprehensive Health Planning was established administratively in 1967 as an informal unit within the Department of Health and Welfare as a result of the passage of U.S. Public Law 89-749 in 1966 which, among other health care planning functions, mandated the development of a State health plan. During fiscal year 1974, the agency was formally named by the U.S. Secretary of Health, Education and Welfare as the State's Designated Planning Agency for health delivery systems.

PROGRAM: During fiscal year 1974, the Comprehensive Health Planning Agency prepared and distributed a Designated Planning Agency Procedures Manual and Public Information Guide and appointed the American Arbitration Association as the official appeals body for Agency decisions. The five Maine health planning agencies were selected as sub-contracting agents for the Agency to provide statewide health facilities and services source data for State regulatory decisions.

The Agency's Statewide Renal Dialysis Study was completed during the year and approved by the State Health Planning Council. As a result of the study, Maine now has an operational, regional Renal Dialysis and Kidney Transplant Service.

Working with Maine Blue Cross and Blue Shield and home health care agencies, Comprehensive Health Planning established a home health care data base. The Androscoggin Home Health Care Agency in Lewiston will serve as the pilot project in the program, and all other home health care agencies are expected to participate by the end of 1975. The information collected under this program will be useful to the agencies involved as well as other planning agencies.

The Cooperative Health Information Center in Vermont agreed to provide data to Maine hospitals, health planners and other components of Maine's health system under

HUMAN SERVICES

contract with the Agency. In addition, the Agency worked with other groups and organizations to establish a statewide blood program to be operated by the National Red Cross. Meetings were held between elected officials and Agency staff to discuss the problems and aspects of Maine's health care system.

The Health Planning Council examined topics such as emergency medical services, health maintenance organizations, health education, professional standards review organizations, State plan development, etc., and speakers were sought on these subjects.

As a result of meetings and out-of-State site visits, a statewide burn study of the need for burn centers in Maine should be released in early 1975. Meetings were also held with the five health planning agencies to discuss topics related to State comprehensive health planning activities, and plans were developed for the use and location of laser beams and neo-natal health care centers.

FINANCES, FISCAL YEAR 1974:

Comprehensive Health Planning	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$45,292		\$76,105		\$121,397
Total Expenditures	21,847		98,830		120,677
NET	23,445		(22,725)		720
Unexpended Balance Forward	22,725		(22,725)		0
Unexpended Balance Lapsed	720				720

BUREAU OF ADMINISTRATION

EDSON K. LABRACK, DIRECTOR

Central Office: 221 State Street, Augusta 04330

Telephone: 289-2377

Established: 1931 *Statutory Authority:* M.R.S.A., Title 22, Chapters 1, 701, 703, 705

Average Number of Full-Time Employees: 170

Authorized Employee Level: 175

Total Expenditure, Fiscal Year 1974: \$2,698,424

Organizational Units:

Division of Accounting Services

Division of Office Services

Division of Data Processing

Personnel Division

Audit Division

Division of Research and Vital Records

MAJOR GOAL: To advance the programs and services of the Department of Health and Welfare by providing effective and efficient management of its general business and fiscal operations.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Bureau of Administration is responsible for physical resources planning, budgeting, accounting, data processing, statistical services, office space management, personnel services, stock warehousing, reprographic services, internal and external auditing, fiscal control and similar operational activities. The Bureau also exercises supervision over vital statistics responsibilities of the State, including the collection of individual birth, death and marriage records.

ORGANIZATIONAL BACKGROUND: The Bureau of Administration is an informally organized unit of the Department of Health and Welfare which has evolved as the structure and duties of the Department have developed since it was established in 1931. The Bureau's first responsibilities were confined to fiscal management of departmental affairs and later expanded to include other administrative and operational functions presently divided among six divisional units. The only statutorily-created unit within the Bureau is the Division of Research and Vital Records which originated as the Registrar of Vital Statistics in 1891.

HUMAN SERVICES

PROGRAM: During fiscal year 1974, activities of the Bureau of Administration were concerned primarily with consolidation of policy formation and operational direction initiated in prior years. These processes have included objectives designed to restructure accounting services so that these services can meet added responsibility resulting from increases and diversities in fiscal demands. An example of such activity is new and improved arrangements in cash control as applied to fiscal activity in regional offices.

An increasing reliance on computerized systems in accounting and control procedures has become necessary because of constant increases in required services. Operational systems in budget, financial assistance accounting, supplemental Aid to the Aged, Blind and Disabled programs, nursing homes, Medicaid, vocational rehabilitation and food stamp payments and accounting are now in service and growing, subject to adjustment where necessary. Portions of these programs are also subject to computerized statistical analysis required in meeting State and federal reporting.

Refinement of computerized programs in statistical analysis has led to an improved method of meeting vital statistics population estimates. Both improved data and more useable data can now be provided. The population estimates provide a base for important demographic information needed in vital event statistical reporting.

Close attention to detail as well as an extended coverage in audit practices has resulted in expanded efficiency in certain fiscal operations. Hospital reimbursement settlement, Title XIX services payments, and internal operations are all subject to audit procedure. Resulting economics in dollar savings, while not directly measurable in all cases, are substantial and are reflected in reduced budget demands.

Increased 'day-to-day' "housekeeping" requirements call for recurring and increasing expenditure of Bureau resources. These demands necessarily represent a major commitment in all Bureau activity.

FINANCES, FISCAL YEAR 1974:

Bureau of Administration	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,875,550		\$840,391	\$21,654	\$2,737,595
Total Expenditures	1,856,370		842,054	0	2,698,424
NET	19,180		(1,663)	21,654	39,171
Unexpended Balance Forward	3,182		(1,663)	21,654	23,173
Unexpended Balance Lapsed	15,998				15,998

DIVISION OF ACCOUNTING SERVICES

ROBERT W. MCGRAW, DIRECTOR

MAJOR GOAL: To advance the programs and services of the Department of Health and Welfare through the provision of efficient and effective accounting services.

POWERS AND DUTIES: Through the Authority vested in the Commissioner of Health and Welfare, the Division of Accounting Services is responsible for the design, operation and maintenance of accounting systems and associated services consistent with the policies and practices of the Department of Finance and Administration to meet specific needs of the Department of Health and Welfare; and for the modification and improvement of such systems and services to meet increased and changing demands in a manner to enhance efficient departmental operation.

ORGANIZATIONAL BACKGROUND: The Division of Accounting Services originated as a functional unit of the newly-established Department of Health and Welfare in 1931. The Division presently functions as an administrative unit within the Department's informal Bureau of Administration.

PROGRAM: During fiscal year 1974, operations of the Division of Accounting Services have been, by necessity, primarily directed to "keeping the store open." At the same time, in the face of increased demands for services, the Division directed particular effort

HUMAN SERVICES

toward establishing and maintaining an indirect cost analysis in accounting procedure; bringing bill payment to dentists on-line in computerized accounting programs; developing and maintaining more sophisticated computer programs in other accounting procedures; and designing and maintaining an on-line budget up-date system on Division computer systems.

DIVISION OF DATA PROCESSING

RAYMOND H. SWIFT, DIRECTOR

MAJOR GOAL: To advance the health and welfare of the people of the State of Maine by developing and maintaining data processing systems to serve the administrative and operational needs of Department of Health and Welfare programs.

POWERS AND DUTIES: Through the Authority vested in the Commissioner of Health and Welfare, the Division of Data Processing is responsible for administration and coordination of all data processing activity within the Department. Accordingly, it is the responsibility of the Division to analyze, design and implement new systems or modify systems required for departmental programs; to conduct routine programming maintenance of operational systems; to prepare data in machine-readable form for departmental systems; to schedule daily, weekly or monthly computer runs, including data control from Central Computer Services to the Department; and to perform limited machine operations on tabulating and Remote Job Entry equipment.

ORGANIZATIONAL BACKGROUND: The Division of Data Processing was established administratively in March, 1968, as a functional unit of the informal Bureau of Administration within the Department of Health and Welfare.

PROGRAM: The Division of Data Processing initiated a long-range plan in 1969 to incorporate major health and welfare programs into an integrated on-line client information system which continued through fiscal year 1974. Previously, social services and vocational rehabilitation had become part of the on-line system and during the past year, the food stamps program and medical eye care were added. The Division is proceeding to convert the batch-type income maintenance system to the on-line terminals before January 1, 1975. In addition, an important sub-system to incorporate medical eligibility data from the Social Security Administration and the new Medically Needy and Catastrophic Illness program was implemented, and a system to monitor purchased social services began operation early in the fiscal year.

Division staff participated with the Central Computer Services User Committee which concluded the RCA-Honeywell conversion, redrafted data processing job classifications and examinations, and prepared a State training plan for data processing lines. The Committee is now working on the development of uniform standards for documentation and computer applications for the State.

All tabulating equipment was phased out during the fiscal year and applications were converted to the Honeywell computer. Remote Job Entry equipment was installed in September, 1973, for testing and debugging computer programs on-line with the Honeywell computer. The data entry section was increased to sixteen key-stations to process information for smaller agencies as well as the Department of Health and Welfare.

AUDIT DIVISION

RICHARD L. BAILEY, SUPERVISOR

MAJOR GOAL: To ensure that the programs and services of the Department of Health and Welfare are carried out in an efficient and economical manner through the process of audit.

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POWERS AND DUTIES: Through the authority of the Commissioner of Health and Welfare, the Audit Division is responsible for performing audits of the various bureaus and divisions of the Department; and for auditing hospitals, nursing homes, boarding homes and other related facilities to verify costs of providing services to the State patients serviced by these institutions, including the auditing of cost reports submitted for Title XIX Medicaid payments and Title IV-A social services contracts.

ORGANIZATIONAL BACKGROUND: The Audit Division was established administratively in 1970 as a functional unit of the informal Bureau of Administration of the Department of Health and Welfare.

PROGRAM: During the past fiscal year, the Audit Division made some progress in implementing the reasonable cost reimbursement system relating to nursing homes and boarding homes. This entailed the establishment of a daily reimbursement rate for nursing homes and a monthly reimbursement rate for boarding homes with more than six beds. It also required the development of an audit system to verify cost information submitted by these homes which necessitated visits to the facilities.

Progress was also made in the auditing of hospitals, extended care facilities and home health agencies. These audits consisted of verifying payments made by the Department to the facilities for services provided, and checking cost reports for accuracy and compliance with existing regulations. In many cases, the audits resulted in a corrected lower payment being made to the provider for the services performed than was originally requested.

Audits were also performed on contracts and grants between the Department and Agency providers funded with federal funds under Social Security Act Titles IV-A and XVI, and services funded with State funds under Chapter 38 of the Private and Special Laws of 1973. This volume of work has increased over the past year, as have the overall audit activities of the Division, with audit work required in the area of food stamps and Supplemental Security Income Payments and a more comprehensive audit of patient funds administered by nursing and boarding homes.

DIVISION OF OFFICE SERVICES

EDWARD MORGAN, DIRECTOR

MAJOR GOAL: To advance the programs and services of the Department of Health and Welfare by providing common services to all administrative offices of the Department.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Office Services functions as a service unit in the provision of common services such as reprographics, stockroom, mail and equipment control and related services.

ORGANIZATIONAL BACKGROUND: The Division of Office Services was established administratively in 1948 as a functional unit of the informal Bureau of Administration within the Department of Health and Welfare.

PROGRAM: The Division of Office Services is primarily a "housekeeping" unit functioning as a service unit. Delivery of service is generally routine where needs for reprographics, mail control, equipment control, stockroom services, transportation needs and all similar services are met for all departmental units as efficiently as possible. Common services meeting common needs of all office units in the Department, as centralized in the Division, is an effective method of delivering such services.

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PERSONNEL DIVISION

GEORGE A. HENRY, PERSONNEL OFFICER

MAJOR GOAL: To advance the programs and services of the Department of Health and Welfare through effective personnel administration.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Personnel Division is responsible for personnel administration within the Department. Accordingly, the Division is authorized to recruit personnel; to interpret rules and regulations of the Department of Personnel; to initiate forms for payroll and authorize pay adjustments; to process all requests for personnel, reclassifications, etc.; to handle grievances; and to maintain records on all departmental personnel.

ORGANIZATIONAL BACKGROUND: The Personnel Division was established administratively in 1954 as a functional unit of the informal Bureau of Administration within the Department of Health and Welfare.

PROGRAM: During fiscal year 1974, the Personnel Division instituted a Staff Development Coordinator function to coordinate training on a Department-wide basis. All staff development personnel from the various bureaus are to be brought under the Division as a central office function, effective in October, 1975.

DIVISION OF RESEARCH AND VITAL RECORDS

DALE WELCH, DIRECTOR

MAJOR GOAL: To advance the health and welfare of the people of the State of Maine by maintaining vital records and performing research and analyses which will contribute to the design of appropriate and timely health and welfare programs.

POWERS AND DUTIES: The Division of Research and Vital Records is authorized to maintain a statewide system for the registration of vital statistics; to collect birth, death and marriage records of Maine citizens and persons residing at the federal reservation at Togus; to issue certified copies of vital records and to amend, alter or complete certificates as proper or necessary; to prepare and maintain an alphabetical index of all marriage annulments and divorces and to conduct investigations relative to the collection of records; to prepare annual vital statistics reports, Department of Health and Welfare statistical reports, and U.S. Department of Health, Education and Welfare statistical reports; to prepare population estimates; and perform special studies and surveys.

ORGANIZATIONAL BACKGROUND: The Division of Research and Vital Records is a consolidation of the original Registrar of Vital Statistics, established in 1891, and the Department of Health and Welfare's Division of Research, created in 1945. The duties of the Registrar were performed by the secretary of the State Board of Health until 1917 when they were assumed by the Commissioner of Health. In 1931, the Department of Health and Welfare was established, and the Commissioner or his designee continued to act as Registrar until 1957 when the Commissioner was authorized to appoint a State Registrar of Vital Statistics. The office of the Registrar and the Division of Research were combined in 1960 to form the present Division which now functions as part of the administratively-created Bureau of Administration.

PROGRAM: Acting for the State of Maine as a member of the National Registration System for births, deaths and marriages, the Division of Research and Vital Records complies with all of the federal regulations required for membership. Since 1968, the Division also has participated in the New England Cooperative Vital Statistics Program which continues to provide vital statistics tapes for the National Center for Health Statistics.

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The Division began a quality control program in 1971 which has resulted in a reduction of errors and omissions on birth and death records and their registration. Errors made in the Division can be detected more easily than those errors made by the hospitals; however, there are plans to improve the method for detecting hospital errors. The completeness of registration of marriages and divorces is unknown, and the completeness of registration of fetal deaths is inadequate.

The production of annual statistical reports has been delayed in recent years primarily because of changes in the State's computer system and because top priority is usually given to compilation of financial statistics; however, the Division expects to have all annual reports through 1973 completed by January, 1975.

For the future, the Division plans to further reduce the error and omission rates on birth and death records and reduce the non-reporting rate of fetal deaths. The Division also plans to improve its quality control program and the adoption statistical reporting system, the quality and scope of vital statistic analyses and the quality of coding original vital records. Edited, quarterly vital statistic tapes are to be prepared for the National Center for Health Statistics and a vital statistics handbook for local registrars, physicians, hospitals and mortuaries is to be produced to improve the quality of data on vital records. Population estimates of minor civil divisions by age groups will enable the Division to produce age adjusted death rates on a regular basis and to produce vital statistics rates of areas below the county level in non-census years.

BUREAU OF HEALTH

PETER J. LEADLEY, M.D., DIRECTOR OF HEALTH

Central Office: 221 State Street, Augusta 04330

Telephone: 289-3201

Established: 1931

Statutory Authority: M.R.S.A., Title 20, Chapter 109 (Subchapter III); Title 22, Chapters 1, 101, 157, 251, 255, 257, 259, 261, 263, 401, 403, 405, 406, 407, 409, 557, 559; Title 32, Chapters 2-A, 63; Title 34, Chapter 255.

Average Number of Full-Time Employees: 226

Authorized Employee Level: 108

Total Expenditure, Fiscal Year 1974: \$3,301,455

Organizational Units:

Division of Health Resources

Division of Health Engineering

Division of Hospital Services

Division of Public Health Laboratories

Division of Disease Control

Health Facilities Advisory Council

Division of Specialized Medical Care

Uncompensated Care Advisory Committee

Division of Medicaid Surveillance

Advisory Commission on Laboratory Licensing

Division of Public Health Nursing

Board of Sanitation, Licensing and Inspection

Dental Health Program

Plumbers' Examining Board

New England Board for Licensure of Ambulance Services, Vehicles and Personnel

New England Board of Health Services and Facilities

New England Compact on Radiological Health Protection

State Board of Funeral Service

MAJOR GOAL: To preserve and protect the health and lives of the people of the State of Maine at the highest level of human health commensurate with current technical and social capabilities.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Bureau of Health is responsible for the general supervision of the health of the people in the State and for extending and improving services beneficial to the general public health. The Bureau is authorized to make grants to cities or towns within the State and to non-profit corporations organized for purposes related to public health; to issue rules and regulations considered necessary and proper for the protection of lives and health and the successful operation of State health laws; to investigate, control and establish standards for environmental or other health hazards affecting employees in any

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occupation; to collect and issue information bearing on public health from any source; to investigate, regulate and control communicable diseases and other health problems; and to ensure the availability of adequate and appropriate health and medical care services and facilities throughout the State.

ORGANIZATIONAL BACKGROUND: The Bureau of Health originated with the creation of the State Board of Health in 1885, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and established the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare. Although the Bureau is established by statute, its internal structure and functions are subject to definition by the Commissioner of Health and Welfare. Presently organized along lines suggested by a private management consulting firm, the Bureau is comprised of eight administrative divisions to incorporate and consolidate functions and activities delegated by law to the Commissioner or dictated by the relatively recent entry of large-scale federal funding into health programs.

PROGRAM:

General Administration. During the past year, the Bureau of Health cooperated with other bureaus of the Department in the development of Affirmative Action Plans for personnel and departmental clients and implemented all recommendations of the Maine Management and Cost Survey within the Bureau's authority. The Bureau's account structure was revised to put it in line with the new State budget system, and two offices were relocated to increase efficiency.

Research and Development. The Bureau conducted several studies and issued a number of reports during the year, such as "The Current Status of Health Education in Maine," and "Index of Health Related Data in State Government Agencies." Federal contracts were obtained for a statewide Cervical Cancer Screening Program and for the computerization of data relating to health licensure boards, upon completion of feasibility studies. Funds were also provided for a program of genetic counseling as a preventive measure for Muscular Dystrophy and Mongolism. Research on short-term problems and long-term areas of involvement was initiated in several areas related to health, including maternity care, kidney disease management, the role of local health officers, etc.

Health Resource Facilities. The Bureau provided assistance in transferring Maine's Poison Control Center to the Maine Medical Center in Portland, and a review was conducted of the Center's operations. Funds were obtained for recruitment training and the placement of a Venereal Disease Physician Assistant in Portland during fiscal year 1975. In addition, a contract was awarded for devising a method to determine the need for construction of ambulatory care clinics.

Preventive Health. A mandatory laboratory reporting law was implemented by the Venereal Disease Control Program for more accurate data on the occurrence of venereal disease. A plan was written and policies and procedures established for a Hospital Infection Program. The administration of the Tuberculosis Control Program was updated, and record keeping of follow-up tuberculosis cases was reduced. A fluoridation program for individual school water supplies was initiated and the number of the dentists in Maine increased through a Dental Health Manpower recruitment program. The Family Planning Program expanded to serve over 15,000 women a year, and over 14,000 children were screened in the Childhood Lead Poisoning Program. Funds were obtained for new programs in the areas of high blood pressure control, cervical cancer (pap smear) screening and health screening of the elderly in cooperation with the Bureau of Maine's Elderly. In support of these programs, the Division of Public Health Nursing contacted 28,000 people directly or indirectly and the Public Health Laboratory performed 300,000 tests during the year.

Health Education. In conjunction with health education television programs at the University of Maine in Farmington, the Bureau assisted in and provided funds for the development of user workshops for school health education materials. Educational pro-

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grams were maintained in lead poisoning, immunization, sewage disposal and plumbing code interpretation.

Environmental Health Protection. The Division of Health Engineering reorganized its functions and revised the State Plumbing Code to bring Maine into conformity with federal standards. Training programs were started to upgrade the skills of plumbing inspectors and site evaluators.

Other Activities. In other areas, a major study of the Emergency Medical Services system was completed, and plans were made for training ambulance attendants on a Statewide basis within the vocational-technical institutes. The Health Facilities Construction Program assisted in and distributed funds for the construction of health facilities in several communities. A field study of 171 public water supplies and a study to document unit costs in relation to fees for laboratory tests were completed. In addition, a study was begun on the usefulness of training nurse midwives as sources of prenatal care.

FINANCES, FISCAL YEAR 1974:

Bureau of Health	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,481,897	\$1,515	\$1,454,907	\$433,831	\$3,372,150
Total Expenditures	1,408,646	0	1,479,332	413,477	3,301,455
NET	73,251	1,515	(24,425)	20,354	70,695
Unexpended Balance Forward	2,556	1,515	(24,425)	20,354	0
Unexpended Balance Lapsed	70,695				70,695

DIVISION OF HEALTH RESOURCES

PETER J. LEADLEY, M.D., ACTING DIRECTOR

MAJOR GOAL: To preserve and protect the health of the people of the State of Maine by ensuring the existence of adequate and high quality health and medical care services and facilities.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Health Resources was established to examine existing health and medical services, personnel and facilities to determine their adequacy and quality; and to develop and maintain programs as necessary to bring about more and better medical care services.

ORGANIZATIONAL BACKGROUND: The Division of Health Resources was created administratively in 1972 as a unit of the Bureau of Health to consolidate various disparate programs of the Department of Health and Welfare concerned with basic medical care services. Two new programs, Health Manpower and Health Education Planning, were added in 1974.

PROGRAM:

HEALTH EDUCATION PROGRAM

The Health Education Program originated in July, 1973, as a joint effort of the Bureau of Health and the Maine Lung Association, to investigate the current status of health education in Maine. The major objective of the Program is to produce documentation of significant health education activities as a first step toward their improvement.

During fiscal year 1974, a final report was written, entitled "Community Health Education Survey," and on June 29, a statewide conference on Community Health Education was held at the Augusta Civic Center to discuss the report and determine some group recommendations and plans to improve health education in Maine.

The major recommendation of the report is that a statewide coordinating agency for health education be established to serve as a focal point for health education, research, evaluation and planning in Maine. This agency should have a membership composed of a variety of disciplines, including consumers, who actively participate in the decisions of the agency.

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Other recommendations of the report are: 1) Health education should be a mandated school subject taught by qualified personnel beginning at the pre-school level through college, the health courses complementing each other at every level to assure a curriculum with direction and cohesiveness. The subject of health should be encouraged by the Department of Education and all health professionals. 2) A series of "case" presentations of different types of apparently useful and successful health education programs should be organized, the format of these presentations being carefully developed to include objectives, educational methods, evaluation and follow-up. 3) A broad research program should be undertaken to consider consumer reaction to the current delivery system and consumer attitudes and needs specifically in the area of education. 4) A non-political body should be formed to review all types of health-related advertising in Maine. 5) Legislation should be passed which would require all teachers in the State to have some background in health education before they can be certified to teach.

The group who participated in the Community Health Education Survey as well as others who are interested in this area will be meeting several times during the coming year to begin implementation of these recommendations.

HEALTH MANPOWER PROGRAM

The Health Manpower Program was established in April, 1973, to develop a capacity to encourage high school and college students to elect careers in health; to answer inquiries and offer programs relative to health careers; to monitor job openings in health careers to determine need; to coordinate the various boards for licensure of health professionals; and to encourage the development of a system to back health manpower in the State.

During fiscal year 1974, the Health Manpower Program established a mechanism to refer inquiries concerning interest in health careers to appropriate sources, developed a "Health Careers Manual" for use by guidance departments in schools and libraries, and initiated several programs concerning health careers in schools.

Working relationships with thirteen professional licensing boards of the State were established. The Program also assisted in the writing of a grant proposal to the U.S. Department of Health, Education and Welfare for a \$50,000 grant for the planning and development of a Health Manpower Program in Maine, which was approved and funded July 1, 1974. The Program developed implementation strategies and made the administrative arrangements necessary to bring this grant successfully through the planning phase.

HEALTH FACILITIES PLANNING AND CONSTRUCTION PROGRAM

The Health Facilities Planning and Construction Program established in 1945, is authorized to develop a State Plan for establishing the type, size and location of general hospitals, public health centers, long-term care facilities, rehabilitation centers and outpatient facilities, and to revise the Plan as needed, usually annually; to solicit applications for federal grant and loan guarantee funds and assist applicants in the proper completion of documents; to recommend eligible projects to the Health Facilities Advisory Council for approval and federal funding, and receive and distribute federal funds to project sponsors; to review plans and specifications, bid documents, change orders and equipment lists for compliance; and to implement uncompensated care provisions of the Hill-Burton Act. A seven-member Advisory Committee was designated by the Commissioner of Health and Welfare last year to provide guidance in carrying out the uncompensated care provisions of the Program.

During fiscal year 1974, the Health Facilities Planning and Construction Program assisted in obtaining substantial amounts of federal grant and loan guarantee funds for the replacement of hospitals at Lincoln, Farmington and Rockport. Another replacement hospital at Houlton was heavily funded under the Program and developed to the point of starting construction. Other projects involving lesser amounts of federal Hill-Burton monies were serviced with interim payments: Maine Medical Center, Portland; Eastern Maine Medical Center, Bangor; and Thayer Hospital, Waterville. A free-standing outpatient facility at Lubec was approved and funded with ninety percent federal participation in eligible costs.

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The uncompensated care portion of the Program was implemented for approximately forty-five health facilities which had received federal funds during the past twenty years. This involved review and approval of options selected by hospitals for providing free care to those unable to pay, publishing these options in local papers, and reviewing budgets and expenditures to determine compliance with regulations.

During fiscal year 1975, the Program plans to continue servicing approved projects under construction; make recommendations to the Health Facilities Advisory Council regarding the approval of five applications on file and the allocation of about \$1,600,000 in federal grant funds, plus \$1,000,000 in loan guarantee funds, and to develop these projects through construction and completion; and to revise the State Plan for programing and construction of eligible health facilities.

EMERGENCY MEDICAL SERVICES PROGRAM

The Emergency Medical Services Program, established in 1967, has overall responsibility in the planning, implementation and evaluation of the State's emergency medical services. To this end, the Program is authorized to set standards for services providing emergency medical care; to license, based on approved standards, ambulance services, vehicles and personnel; and to inspect services, vehicles and personnel to ensure compliance with standards.

Under the Emergency Medical Services Program, progress toward implementation of an effective emergency medical care system was made in four major functional areas during fiscal year 1974.

Communications. Eight general-surgical hospitals installed two-way voice communications equipment to enable communication with the ambulances servicing their respective areas and with other hospitals in their region. This brings the total number of hospitals having emergency medical communications capability to 41 or 79% of the total number of facilities. Sixteen ambulance units installed two-way voice communications on the State's Emergency Medical Communications System, bringing the total number having communications capability to 132 of the 212 ambulances operating in the State. In addition, studies were initiated during the fiscal year to determine the feasibility of employing the universal emergency telephone number in the Southern Kennebec Valley region, in the Lewiston-Auburn region and in the Houlton and Presque Isle regions of the State. Found to be feasible, the number 911, has not yet been implemented.

Transportation. The Emergency Medical Services (EMS) Transportation Study and the design of a master plan for EMS transportation units were completed during the fiscal year. Copies of the six regional reports are available in the EMS office. The training of emergency medical personnel, of number one priority during the year, continued as planned. Some 400 emergency medical personnel received training through the efforts of a Regional Medical Program grant, while an additional 200 received training at the State's vocational-technical institutes.

An agreement was reached between the Department of Health and Welfare and the Department of Educational and Cultural Services placing the responsibility for conducting emergency medical technician training programs within the Department of Educational and Cultural Services. As a result, five of the six vocational-technical institutions are presently offering courses, with the sixth to begin in September.

Definitive Care Facilities. The criteria for the categorization of hospital emergency departments was finalized by the Subcommittee on Hospital Categorization of the State EMS Advisory Committee. The criteria was then presented to the Maine Medical Association and the Maine Osteopathic Association for their review and approval. The criteria has now been submitted to each hospital for review and initial classification.

Systems Management. During the year, the ambulance/rescue record was completed and prepared for data processing. Discussions were held throughout the State with all ambulance and rescue groups to acquaint them with its purpose and use. At this point, fifty percent of the groups are using the form on a routine basis, supplying monthly data to the Program. Hospitals throughout the State were also contacted to acquaint them with the record and to solicit their assistance in its use. To date, five hospitals have made the record a part of the patient's permanent record.

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FINANCES, FISCAL YEAR 1974:

Division of Health Resources	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$43,374		\$16,244		\$59,618
Total Expenditures	43,374		16,244		59,618
NET	0		0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DIVISION OF HOSPITAL SERVICES

WILLIAM J. CARNEY, DIRECTOR

MAJOR GOAL: To ensure that medical or related institutional environments protect the patient's personal rights and provide health benefits appropriate to patient needs and commensurate with current medical skills and knowledge.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Hospital Services is authorized to inspect and license hospitals, nursing and boarding homes for the aged; to certify Medicare and Medicaid providers of health care services; and to educate providers of these services.

ORGANIZATIONAL BACKGROUND: The Division of Hospital Services originated administratively within the Bureau of Health in 1946 to license hospitals in conformance with the federal Program for Health Facilities Construction under the Hill-Burton Act. In 1956, the Division assumed the responsibilities of licensing nursing and boarding homes, and in 1966, responsibility was added for certification of all health care services rendered under Medicare and Medicaid. In 1972, the Division was transferred to the Bureau of Medical Care where it remained until the end of fiscal year 1974 when the Bureau was disbanded. In September, 1974, the Division was transferred back to the Bureau of Health.

PROGRAM:

Licensing of Boarding Homes. Similarly, this program has changed measurably in its licensure of hospitals. Licenses were granted upon application, following approval from the Office of State Fire Marshal. In fiscal year 1974, funds were made available for the administration of hospital licensing and Medicaid Surveillance. The Division of Hospital Services assumed both of these responsibilities during the past year.

Licensing of Nursing Homes. As an indication of the changing scope of this program, in 1956, there were 221 licensed nursing homes in the State, providing 2,963 beds; in 1964, there were 186 licensed nursing homes, providing 3,623 beds; and in 1974, there were 142 licensed nursing homes, providing 6,820 beds. This continuing growth in the number of nursing home beds available has not been related to an improvement in nursing home licensure standards, which remain the same as they were in 1956. A change in this situation remains a continuing objective of the Division.

Licensing of Boarding Homes. Similarly, this program has changed measurably in its scope. In 1963, there were 164 licensed boarding homes in the State, providing 1,600 beds; and in July, 1974, there were approximately 300 licensed boarding homes, providing 2,750 beds. This growth has not been related to an improvement in the boarding home rules and regulations, which remain the same as they were in 1962. A change in this situation is another continuing objective of this Division.

Medicare and Medicaid Certification. The Division of Hospital Services is the assignee of the contractual responsibilities between the Social Security Administration and the Social Rehabilitation Service of the federal Department of Health, Education and Welfare for the certification of Medicare and Medicaid facilities in Maine. Currently, the Division certifies hospitals, skilled nursing facilities, intermediate care facilities, home health agencies, physical therapists, chiropractors and clinical laboratories. The certification of Medicare and Medicaid providers of health care services for the Social Security Administration and the Social Rehabilitation Service was initiated in 1966, and continues to grow

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in complexity as a variety of new federal regulations and guidelines are placed upon states for implementation.

Regulatory licensure standards as well as the certification requirements for Medicare and Medicaid services only define a level of care below which a facility or a service should not be licensed or certified. The major contribution to improvement of quality of care in health care institutions comes from the educational programs directed toward all providers of services, with the objective of expanding the quality of the institution's service beyond minimum licensure and certification requirements. During fiscal year 1974, the following programs were conducted in the pursuit of this objective: Restorative Nursing; Records and Record Keeping for Aide Level Personnel, Nursing Administration, Patient Activities, Therapeutic Diets, Problem Oriented Patient Care Plans, and Licensed Practical Nurse as a Charge Nurse.

FINANCES, FISCAL YEAR 1974:

Division of Hospital Services	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$101,925		\$493,398		\$595,323
Total Expenditures	101,925		493,398		595,323
NET	0		0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DIVISION OF DISEASE CONTROL

PETER J. LEADLEY, M.D., ACTING DIRECTOR

MAJOR GOAL: To preserve and protect the health of the people of the State of Maine through the development of control programs designed to inhibit or eradicate specific diseases and health problems.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Disease Control was established to develop, maintain and support control programs relating to specific disease or health problems when the resources and abilities to effect control are developed. The various control programs are responsible for collecting sufficient information to accurately define and measure their respective problems through screening programs, disease reporting, surveys, research and other related activities. Control programs are designed according to modern preventive techniques.

ORGANIZATIONAL BACKGROUND: In 1972, seven separate programs funded from different sources and located in a number of different administrative units, were placed within a single informal unit of the Bureau of Health in order to bring about more effective and efficient management. The resulting administrative unit was named Division of Disease Control.

PROGRAM:

VENEREAL DISEASE CONTROL PROGRAM

The Venereal Disease Control Program originated in 1963, under a federal project grant, for the purpose of directing and administering comprehensive venereal disease control surveillance for the specific purpose of containing the spread of disease in the State of Maine. Responsibilities in the program include epidemiological management on all reported cases of early syphilis; development of appropriate screening programs to detect untreated groups of venereal disease; provision of medical, epidemiological and diagnostic consultation and services to the statewide medical community; and participation in the presentation of venereal disease informational and educational programs.

During the past fiscal year, a competent venereal disease case-finding unit made

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substantial progress in identifying untreated cases of venereal disease in Maine. In the effort to stabilize the continuous rise of venereal disease cases, a mass gonorrhea culture screening program has had a significant impact in identifying the asymptomatic female populations throughout the State.

The Program's professional informational and educational efforts have been instrumental in keeping the private medical community informed on the latest advances in the practice of venereology. Additionally, on-going venereal disease informational programs have served to keep the general public, particularly young adult groups, adequately informed about the hazards of venereal diseases. The thrust of this venereal disease control activity has served to effectively minimize the spread of venereal disease, and has created a new interest among the leadership of those responsible for health care in Maine.

GENETIC DISEASE PROGRAM

The Genetic Disease Program, established in 1972, is responsible for implementing a systematic approach to reduce the incidence and prevalence of certain genetic diseases in Maine. This is accomplished through a communications network between the Genetic Disease Program, the Division of Public Health Nursing, and the Genetic Counseling Center in Ellsworth to provide genetic interviewing, pedigree analysis, genetic counseling to identified at risk persons, and case follow-up.

During fiscal year 1974, a model program was designed involving hemophilia. Physician conferences and public health nursing training conferences were held to update professionals in the areas of genetic information, pedigree gathering, genetic counseling, etc. The Program has identified 106 males affected with hemophilia, and through pedigree analysis, 377 persons have been identified as being in need of genetic counseling services.

A Fee for Services (genetic counseling services) Contract was signed with the Genetic Counseling Center in Ellsworth to provide genetic counseling to persons identified by the Hemophilia Program as being in need of such services. Presently, a policy statement is being written to address the provision of genetic counseling by individual physicians to persons identified by the Program.

Due to the initial positive results of the hemophilia model program, a Down's Syndrome Project has been started in conjunction with the efforts of the Genetic Counseling Center. This project will involve public and professional education, genetic interviewing, pedigree analysis, chromosomal analysis, genetic counseling and case follow-up.

In conjunction with the Down's Syndrome Project and the future goals of the Genetic Counseling Center and the Genetic Disease Program, initial steps have been taken to establish a Cytogenetic Laboratory in the eastern Maine area. The laboratory will provide chromosomal analysis necessary for an accurate diagnosis and the provision of adequate genetic counseling services.

TUBERCULOSIS CONTROL PROGRAM

Although the State's responsibility for tuberculosis patient care dates back to the early 1900's, the present Tuberculosis Control Program was organized under a federal project grant around 1960. The closing of the only remaining Tuberculosis Sanatorium in the State in 1970 resulted in the transferral of additional personnel to the Program. With the demise of project grant funds in 1968, the Program continued under federal blue grant funding to the present. The primary goal of the Program is to eradicate TB in Maine, or at least reduce incidence of the disease by preventing infection with the disease organism, assuring that infected individuals do not become infectious, and by implementing medical procedures that will convert infectious cases to a non-infectious status.

During the past year, the Program has been able to keep more patients at home with medicines for treatment of tuberculosis than in previous years. Also, more patient X-rays and laboratory studies have been provided, generating information as to whether patients have active or inactive disease, and whether or not they are infectious to others.

A new system of keeping records on persons who are known to have been exposed to the disease and should have examinations has been developed, and the previous record

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system for people on preventive treatment has been updated. This preventive medicine gives protection to people who, for some reason, might develop the disease because of exposure to someone with infectious disease. Also, the policy of following patients for ten years after successful treatment has been found unnecessary, and a check is now made for only one year.

IMMUNIZATION PROGRAM

Organized in 1965, the Immunization Program provides logistical support to providers of health throughout the State engaged in administering immunizations against vaccine preventable diseases to pre-school and school-age children. Support activities are consistent with the overall objective of achieving high levels of immunity against polio, diphtheria, pertussis, tetanus, measles and rubella.

During fiscal year 1974, the Immunization Program was able to determine through a random selection survey technique that immunity levels at the time of school entry evidenced a dramatic increase as compared to fiscal year 1973 survey results.

Percentage Immunized		
	1972	1973
Polio	66.0	70.9
Diphtheria	65.0	79.5
Measles	75.0	76.1
Rubella	42.0	60.1

It is anticipated that the Program will continue to conduct this type of assessment activity in order to determine the effectiveness of program activities. The survey has been a valuable tool, enabling the Program to identify poorly immunized segments of the community.

A disease surveillance system is in effect, although weaknesses in the system have been identified, particularly with regard to a delay between the occurrence of disease and the date reported. Bureau of Health personnel are presently working towards the development of a more efficient, streamlined system. Both measles and pertussis reported incidence have been declining over the three year period between 1971 and the present. Measles has fallen from 1,495 cases in 1971 to 66 cases through June of 1974. Pertussis has declined from 38 cases in 1971 to a zero incidence through the first six months of 1974. Not a case of either polio, diphtheria or tetanus has been reported during fiscal year 1974. The reported incidence of rubella has increased slightly as compared to the last two years, but still remains at a lower level than reported in 1971.

The Immunization Program has limited legal jurisdiction to effect immunizations and no field staff to do so. During the polio, measles and rubella campaigns, the Program demonstrated its capability to organize and conduct successful mass campaigns. Realizing that routine immunizations will be performed predominantly at the local level, the Program has made extensive efforts to coordinate with those local agencies in a position to provide such services.

During the year, the Program, working through public and private providers of health, distributed by dose: 67,000 doses of polio vaccine, 18,225 diphtheria, 13,347 measles/rubella in combination, 8,336 measles and 7,888 doses of rubella vaccine, for administration generally to children between birth and puberty.

Public apathy towards immunization remains relatively high in the absence of severe disease outbreaks. The Immunization Program has engaged in a public information program designed to motivate parents to seek immunizations for their children. This activity was multi-faceted and utilized radio, television, newspapers, flyers, public service announcements and posters.

HOSPITAL INFECTION CONTROL PROGRAM

The Hospital Infection Control Program, a new program in 1974, is responsible for the design of a control program for the use of Maine's health care facilities to reduce the

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incidence of hospital acquired infection. The principal focus of the Program is on provision of technical assistance to smaller hospitals with less sophistication in detecting and controlling such disease. Toward this end, a viable education program, an infection data system and the resources and capabilities pertinent to infection control are being developed and coordinated.

In late 1974, the development of a model program in conjunction with project RAISE (Regional Assistance to Inservice Education) was initiated for Aroostook County hospitals and skilled nursing facilities. Conferences with administrators and other key institutional personnel will be held prior to training courses to ensure a similarity of goals. A fee schedule for consultants, speakers, data collection and operational costs for the program is being negotiated. This education program will reach seven community hospitals, four skilled nursing facilities and eleven nursing homes.

There has been a positive response to establishment of the Hospital Infection Control Program, and a request has been made by those responsible for inservice education in Kennebec and Somerset Counties for assistance and direction. Future plans include the involvement of all health care facilities in the Program.

CERVICAL CYTOLOGY PROGRAM

The Cervical Cytology Program, established in 1974, is responsible for the development of a pilot program to promote increased utilization of the Pap test among women who have resources available for medical care and to provide direct services, Pap tests, to women who are without their own resources for medical care. Other program responsibilities include definition of the cervical cancer problem in Maine through examination of existing mortality statistics; more adequate definition of "high risk" population groups; and identification of resources available for screening, including diagnosis, therapy and rehabilitation.

As the Cervical Cytology Program was being developed in the latter half of fiscal year 1974, goals and objectives for the year had not been established. In response to a request from the National Cancer Institute, a proposal was submitted for funds to plan a statewide Cervical Cancer Screening Program. Preparation of the proposal began in December, 1973, and involved research into the cervical cancer problem in Maine as well as meetings with representatives of various health care organizations in the State—Family Planning Association, Maine Medical Association and Regional Medical Program. The proposal was approved and funded and arrangements for cooperative administration of the planning of the Cervical Cancer Screening Program were made with the administrative staff of Medical Care Development, Inc., because of their past efforts in this area.

The Family Planning Association expressed strong interest in continuing research into the cervical cancer problem as it is involved in direct health care delivery to low-income or medically indigent women, a group deemed to be at high risk to cervical cancer. The Association submitted a grant request to the Bureau of Health to conduct research into the morbidity and mortality of cervical cancer, the number of women presently being screened, and the extent of resources available for screening of high risk groups and of resources available to pay for patient care for women without their own resources. The results of the study are on file with the Bureau.

LEAD POISONING SCREENING PROGRAM

The Lead Poisoning Screening Program, established in 1972, is responsible for detecting suspected cases of lead poisoning in pre-school children in Maine through capillary blood lead screening. Procedures have been established which provide for medical and environmental follow-up of all positive children. All activities are coordinated with appropriate medical and environmental agencies. The actual screening process is carried out by Program personnel, the Division of Public Health Nursing, home health agencies, city health departments, health maintenance organizations and community action agencies. Environmental activities are carried out by Program personnel, local health officers and local housing authorities.

The lead poisoning survey conducted by the Program in fiscal year 1973 revealed a statewide incidence of eight to nine percent, thus an extensive screening program was

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conducted during fiscal year 1974 which provided blood lead tests to over 5,700 children statewide. Of these children, over 280 were found to be in need of medical evaluation for abnormally high blood lead levels. Ten children were admitted to hospitals for treatment. Approximately 400 dwelling units were investigated for the presence of lead, and over half of those have been detoxified or are in the process of detoxification.

An attempt to increase environmental detoxification and elimination of lead poisoning sources was initiated during the year. Most new program activities were directed toward the establishment of a strong environmental network to combat the source of lead as well as the resultant poisoning. Discussions with the Maine State Housing Authority resulted in a cooperative effort to assist families with housing problems attributable to lead paint. Coordination with community action agencies was established to encourage their participation in deleading efforts. In an attempt to secure cost data to support future legislative proposals, a grant was awarded to the Homebuilders Association of Maine to detoxify four or more houses during the first quarter of fiscal year 1975.

In order to increase public awareness and knowledge of lead poisoning, a statewide public awareness campaign was conducted during the year. Advertising for the campaign, consisting of outdoor billboards, posters, and radio and television spots, were displayed extensively throughout Maine during the late winter and spring. Verbal feedback at clinic sites indicated that clinic attendance increased up to fifty percent in some areas as a result of the publicity.

FAMILY PLANNING PROGRAM

The Family Planning Program, established in 1966, is responsible for adopting rules and regulations and organizing programs to provide family planning services to medically indigent persons and to all others who are unable to reasonably obtain these services privately. The Program is authorized to receive and disburse such funds as are available for family planning services to any non-profit organization, public or private, engaged in providing such services.

During fiscal year 1974, the Family Planning Program received a \$60,000 grant for the provision of family planning services. This money was in turn granted to the Family Planning Association of Maine along with \$65,000 of State money provided by the Legislature for the same purpose. A substantial portion (\$52,707) of the State appropriation was utilized as a match for federal funds on a nine to one basis.

Family planning services are now available throughout the State, with approximately 12,000 clients served during the year. Three major developments allowed expansion of service to more clients and provided for better management of existing resources: 1) grants previously allocated to individual projects have been or are being consolidated through the Family Planning Association of Maine, serving to reduce the administrative overhead at the project level; 2) the State appropriation for family planning service delivery was utilized primarily as a match for federal funds under Title IV-A, bringing the Program closer to full realization of third-party payment potential; and 3) negotiations between Central Maine General Hospital in Lewiston and Tri-County Family Planning to merge services were begun in 1974, a step toward the goal of integrating family planning into the health care delivery system.

FINANCES, FISCAL YEAR 1974:

Division of Disease Control	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$74,256		\$91,813		\$166,069
Total Expenditures	74,256		91,813		166,069
NET	0		0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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DIVISION OF SPECIALIZED MEDICAL CARE

MARGUERITE C. DUNHAM, M.D., DIRECTOR

MAJOR GOAL: To reduce the incidence and prevalence of selected health problems in the State of Maine.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Specialized Medical Care was established to administer a program to promote the health of Maine people. Program emphasis is on mothers and children, especially in rural areas, who are in economic distress and on children who are crippled or suffering from conditions which lead to crippling. The Division redistributes funds to permit the purchase of selected types of medical care and acts as an advocate for patients. The funds are distributed directly to providers of medical services or to non-profit agencies who purchase the needed care.

ORGANIZATIONAL BACKGROUND: The Division of Specialized Medical Care originated administratively as the Division of Maternal and Child Health and Crippled Childrens Services within the Bureau of Health in 1937. In 1972, the name was changed to the Division of Specialized Medical Care with the addition of the Medical Eye Care Section and the transfer of the Division to the Bureau of Medical Care. In mid-1974, the Bureau of Medical Care was disbanded and the Division was returned to the jurisdiction of the Bureau of Health.

PROGRAM: The Division of Specialized Medical Care has functioned as a funding source for several programs within the Bureau of Health that serve broad segments of the population, including Public Health Nursing, Division of Laboratories, Immunization Program, Family Planning, Lead Poisoning Control and Genetic Disease Control.

Direct services of the Division were provided to some 1,700 crippled children during fiscal year 1974 through direct purchase of appropriate medical care from private providers and patient advocacy by program personnel. Services were also provided to approximately 5,000 persons of all ages who have vision problems requiring special medical care and who lack the financial means to obtain care themselves. Although no major expansion of these two programs is anticipated, costs will increase as medical costs continue to climb.

In addition, approximately 1,000 women and children who are in risk of developing medical problems related to inadequate nutrition have received foodstuffs selected to alleviate their specific medical problems. This program is expected to expand in the coming year to reach more persons.

FINANCES, FISCAL YEAR 1974:

Division of Specialized Medical Care	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$840,027		\$1,490,799		\$2,330,826
Total Expenditures	772,974		1,393,345		2,166,319
NET	67,053		97,454		164,507
Unexpended Balance Forward	67,053		97,454		164,507
Unexpended Balance Lapsed					

DIVISION OF MEDICAID SURVEILLANCE

WILLIAM J. CARNEY, ACTING DIRECTOR

MAJOR GOAL: To assure that care and services available to patients through Maine's Medical Assistance Program, under Title XIX of the Social Security Act, are of optimum quality and quantity and are subject to reasonable charges.

POWERS AND DUTIES: The primary responsibilities of the Division of Medicaid Surveil-

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lance are to develop and conduct surveillance of the utilization review processes for all institutional and professional services provided through Maine's Medical Assistance Program; to create State, district and local medical review teams for the purpose of classifying all institutionalized public assistance patients in long-term care facilities; and to educate providers of Medicaid services in the responsibilities expected of them as their program services become subject to surveillance.

ORGANIZATIONAL BACKGROUND: Surveillance of the quality of care delivered, its appropriateness, and the expenditures of the Medicaid Program have been required since its inception in 1966. This has been conducted to a limited degree until recent federal requirements made it more compelling for states to conduct effective surveillance of expenditures or risk the loss of one-third of the federal reimbursement to institutional providers of services. The 106th Legislature provided funds to create a Division of Medicaid Surveillance which has been in the process of development since December, 1972. During fiscal year 1974, the Division operated within the Department's Bureau of Medical Care which has since been disbanded. The Division presently is located administratively under the Bureau of Health, but having been allocated no staff of its own, functions have been assumed by the Division of Hospital Services.

PROGRAM: Medicaid expenditures in the State of Maine during fiscal years 1972, 1973 and 1974 respectively amounted to \$16,313,379, \$23,942,045 and \$31,437,333. The total recipients for the same years were 64,688, 88,987 and 105,486. Thus, including the nursing home program, total State and federal expenditures under Title XIX of the Social Security Act—Maine's Medical Assistance Program—approximated \$50 million. The primary objective of the Division of Medicaid Surveillance is, as its name implies, surveillance of these expenditures.

A comparison of Medicaid claims and expenditures for disabled adults for fiscal years 1972, 1973 and 1974 reveals an increase in beneficiaries from 4,630 to 6,602 and 8,606 respectively, with total expenditures of \$3,536,896, \$5,291,691 and \$7,738,261. In fiscal year 1974, Medicare hospital insurance protection was extended to cover all Social Security and qualified Railroad Retirement disabled beneficiaries. This means that rather than paying for this category of care with Medicaid monies on a federal-State matching basis, certain of these beneficiaries would be eligible for Medicare benefits, which is funded by the Federal Government in toto. In March, 1974, a recommendation was made to transfer the payment of services for this category of client to the Medicare Program. It is estimated that at least 4,000 clients could be transferred, with an estimated savings of approximately four million dollars.

One area in which the Division has been particularly active is the classification of public assistance patients as they enter skilled nursing and intermediate care facilities. By the end of the year, approximately 4,000 intermediate care facility beds were occupied by public assistance patients who are classified by the nursing staff of the Division upon admission, periodically thereafter, and at least every six months. An indication of the effectiveness of this surveillance is reflected in a decrease in expenditures of approximately one million dollars from 1973 to 1974 for public assistance recipients housed in skilled nursing facilities.

In the aged adult category, approximately \$600,000 was expended for in-patient hospital services. Most of these patients are eligible for Medicare benefits in addition to Medicaid benefits. An analysis of a sample of bills revealed that many patients were being billed to the Medicaid Program who did not need hospitalization or whose bills should have been paid for by the Medicare Program. A requirement for prior authorization for continued stay in an acute care hospital for all Medicaid patients in the aged adult program was formulated during the fiscal year for implementation effective September 1, 1974. It is anticipated that approximately one-half million dollars can be saved by this activity.

A statewide Medical Review Team has been created, consisting of two doctors of medicine, one doctor of osteopathy, one medical social worker and one nurse. There are, in addition, approximately thirty-five local Medical Review Teams comprised of a physician, nurse and social worker. The primary purpose of these teams is to conduct the classification functions described above. There will be a continued expansion in the number of these teams as well as their functional responsibility.

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Education of providers of Medicaid services has been primarily conducted with hospitals and nursing homes as patients emerge from hospitals and enter long-term care facilities. In addition, there have been educational activities geared to the reduction in the length of stay of patients in acute general hospitals who were being paid for by Medicaid when their care could more appropriately be delivered elsewhere or paid for by Medicare.

FINANCES, FISCAL YEAR 1974:

Division of Medicaid Surveillance	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$25,000		\$170,681		\$195,681
Total Expenditures	25,000		170,681		195,681
NET	0		0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DIVISION OF PUBLIC HEALTH NURSING

HELEN M. ZIDOWECKI, DIRECTOR

MAJOR GOAL: To preserve and protect the health and lives of the people of the State of Maine at the highest level of human health commensurate with preventive and restorative medical and nursing knowledge and skills.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Public Health Nursing was established to provide public health nursing in areas of the State not served by local or regional health agencies; and to assist local and regional agencies in providing health services required by departmental programs.

ORGANIZATIONAL BACKGROUND: The Division of Public Health Nursing was created administratively as a unit of the Department of Health in 1920. When the Department of Health and Welfare was created in 1931, the Division was transferred to the newly-created Bureau of Health.

PROGRAM: During fiscal year 1974, the functions of the central office staff of the Division of Public Health Nursing were evaluated and plans made to change the staff accordingly. Selected functions were delegated to Public Health Nursing Supervisors. The Division is now developing a method of evaluating its services, and eventually, through revision of its data processing system, the Division will be able to document expenditures by functional areas such as home visits and clinics and by program areas such as tuberculosis and child health. The Division also worked with local and regional agencies to collect more refined and definitive data on health services available in Maine.

The focus of the Division has been on preventive nursing services, specifically, child health services and disease control. Care has been provided to the sick in areas where it was not provided by local and regional agencies; however, services to the sick and to schools are decreasing as local agencies and school nurses assume these responsibilities. This has allowed the Division to become involved in other programs such as Lead Poisoning, Genetic Diseases and Sudden Infant Death. The Division also extended traditional services such as the premature birth program and worked with the Bureau of Medical Care in assisting and evaluating Early Periodic Screening Diagnosis and Treatment Agencies.

Services of the Division are provided essentially in two ways: through direct visits to patients and through clinic activities. During fiscal year 1974, 26,855 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal diseases), maternal and child health (pregnant women, newborns and infants, premature births, Sudden Infant Death, children under Crippled Children Services, etc.), Genetic Disease Program, Lead Poisoning, mental and emotional health, and health promotion (visits to well people with the focus on prevention of health problems).

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Clinic activities included child health conferences and pre-school immunization clinics (about 100 locations), school physical examinations and immunizations, tuberculin testing of school personnel, tuberculosis clinics (8 locations), and crippled children clinics (such as cardiac, orthopedic pre-school development, cleft palate and cystic fibrosis).

FINANCES, FISCAL YEAR 1974:

Division of Public Health Nursing	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$593,342				\$593,342
Total Expenditures	593,342				593,342
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DENTAL HEALTH PROGRAM

ALONZO GARCELON, D.D.S., DIRECTOR OF DENTAL HEALTH

MAJOR GOAL: To preserve and protect the dental health of the people of the State of Maine through dental health education programs.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Dental Health Program was established to act as consultant to Maine dentists and State institutions; to serve as Maine's principal dental health education outlet—a data center for dental care, research and problem identification; and to act, through a small program, as supplier of dental hygienist services to schools.

ORGANIZATIONAL BACKGROUND: The Dental Health Program was established administratively in 1922 as the Division of Dental Health within the former Department of Health. When the Department of Health and Welfare was created in 1931, the Division became part of the newly-created Bureau of Health. In 1971, the Division was renamed Dental Health Program.

PROGRAM: The Dental Health Program is designed to impact on the following problem areas: 1) Maine has the highest rate of dental decay in the nation; 2) Maine has a poor geographic distribution of dentists and a relatively older population of dentists; 3) Maine lacks natural fluoridation of school water supplies. These efforts, in terms of long-range objectives, were rewarded in only a limited sense. As a direct result of the Program during the fiscal year, approximately 9,200 of 21,000 students are now receiving fluoridated water, with the Program underwriting fifty percent of the costs.

The Program also encouraged the establishment of dental clinics in Maine, although no new clinics were begun as a result, and in conjunction with New England dental schools, recruited twenty qualified applicants from the Maine student pool; eleven Maine students have been accepted and twelve more are on waiting lists.

FINANCES, FISCAL YEAR 1974:

Dental Health Program	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$37,505		\$37,505
Total Expenditures			37,505		37,505
NET			0		0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

MAJOR GOAL: To control, modify or manipulate those environmental factors which are detrimental to the health and safety of the people of the State of Maine.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Health Engineering is authorized to regulate and assure quality of private and public water supplies; to ensure sanitation of food distribution and preparation systems in eating and lodging establishments; to license such establishments, catering establishments and those that prepare foods for vending machines and recreational and overnight camps; to control radiation exposure and prevent exposure to noisome dusts, gases, injurious noise levels, etc., in industrial or other exposure situations; to assure safe and adequate plumbing and individual waste water disposal; and to recognize the importance of accidents and develop appropriate programs for their prevention.

ORGANIZATIONAL BACKGROUND: The Division of Health Engineering was created administratively in the early 1930's as the Division of Sanitary Engineering within the Bureau of Health. The Division provides technical and regulatory support for the Bureau and the Department of Health and Welfare. A number of programs originating within the Division have since become large enough to become separate administrative entities, i.e., State functions in areas of air and water pollution control and solid waste management.

PROGRAM:

Radiological Health. During fiscal year 1974, the Division of Health Engineering inspected 245 medical and dental X-ray units for conformance with recognized standards. The Division conducted three radiation safety courses and maintained continued environmental radiation surveillance of the Maine Yankee Atomic Power Company plant in Wiscasset.

Control Over Plumbing. The Division established a Local Plumbing Inspector's Certification Program, with 276 persons currently certified. A new and more flexible individual waste water disposal code was developed and adopted, and Local Plumbing Inspector's Manuals were prepared.

Eating and Lodging Establishments. A new standard for boys and girls camps was formulated and adopted, and 100 of the 240 such camps in Maine were inspected. An electronic data licensing system for eating and lodging establishments was instituted. The Division also assisted other divisions and departments in the inspection of boarding homes, nursing homes, hospitals and schools, and conducted twelve food handlers schools.

Public Water Supplies. A field survey of the physical characteristics of 171 public water supplies was conducted, and a standard for water quality and construction, based on standards in use in ten other states, was adopted. While monitoring public water supplies, 326 visitations to large public water supplies and 135 visitations to small public water supplies were made to determine compliance with statutes, deficiencies of disinfection, fluoride application and plant operational practices. Two twenty-two-week training courses for water plant operators were conducted.

Private Water Supplies. The Division evaluated and reported on laboratory analyses of 16,282 water determinations and conducted 3,821 bacteriological analyses. In response to continued letters and telephone calls concerning private water supply problems, possible corrective measures were offered.

Occupational Health. The Division conducted courtesy occupational health hazard inspections for 511 selected Maine industries. A special study of garages was conducted, with the finding that sixty percent of the establishments studied have carbon monoxide problems. Two staff members attended eight weeks of Industrial Hygiene training at the University of Oklahoma.

General Sanitation. Upon request, the Division assisted a number of communities in surveying their surface or ground waters for suitability for drinking or swimming. The

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Division continued to inspect public swimming pools, and reviewed twenty public swimming pool plans. It also inspected and licensed twenty-two Scuba air compressors.

FINANCES, FISCAL YEAR 1974:

Division of Health Engineering	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$142,875	\$384,739	\$56,563		\$584,177
Total Expenditures	142,875	282,164	56,563		481,602
NET	0	102,575	0		102,575
Unexpended Balance Forward		102,575			102,575
Unexpended Balance Lapsed					

DIVISION OF PUBLIC HEALTH LABORATORIES

CHARLES H. OKEY, PH.D., DIRECTOR

MAJOR GOAL: To assure the availability of high quality laboratory services to all Maine people, whether to control communicable diseases or to assure a potable water supply.

POWERS AND DUTIES: The Division of Public Health Laboratories is authorized to conduct chemical and bacteriological examination of water supplies, milk and food products, and infectious and contagious diseases, examining all specimens submitted and keeping a record thereof; and to carry out other work or investigations relating to the public health as required by the Department of Health and Welfare. The Division may charge for its services, subject to the approval of the Governor and Council.

ORGANIZATIONAL BACKGROUND: The Division of Public Health Laboratories was created in 1902 as the State Laboratory of Hygiene under the supervision of the State Board of Health. In 1917, the Laboratory was placed within the Department of Health which, in 1931, became the Bureau of Health within the newly-created Department of Health and Welfare. In July, 1969, departmental laboratory services were combined to form the Division, thus bringing together in a single unit, all areas of clinical, environmental, microbiological and special testing.

PROGRAM: The Division of Public Health Laboratories, during fiscal year 1974, continued to discharge its particular responsibility for the control of communicable disease. The major recent increase in services has been in the diagnosis of gonorrhea, a disease presently occurring in epidemic proportions. From a figure of 3,000 cultures two years ago, the Division is now examining specimens at the rate of 20,000 annually. The Division also supports law enforcement agencies and the State Medical Examiner through the respective provision of tests for blood-breath alcohol and drug identification and general and racing toxicology.

The testing activities of the Division during the past year are broken down as follows:

Microbiology	Number of Tests
Stool Cultures	1,380
Throat cultures	23,770
Gonorrhea cultures	17,014
Reference cultures	208
Parasitology specimens	122
Tuberculosis specimens	4,018
Mycology specimens	72
Phenylketonuria examinations	16,004
Rabies specimens	288
Syphilis serology tests	33,136
Non-syphilis serology tests	10,264
Virus isolation tests	951
Virus serology tests	18,462

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Chemistry-Toxicology

Blood and breath alcohol tests	2,325
Drug identification specimens	2,345
Toxicology, Chief Medical Examiner specimens	550
Horse racing toxicology specimens	2,000
Radiological Health specimens	960
Miscellaneous specimens	150

Water Laboratory

Sanitary bacteriology tests for potability	31,000
Sanitary chemistry tests for potability	139,300
Swimming pool and other recreational water tests	1,300

Pesticide Detection

Specimens	140
Examinations	411

Laboratory Improvement Program

Specimens sent to 60 Maine hospitals for proficiency testing purposes	2,600
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A new pesticide detection program was established under contract with the Environmental Protection Agency to demonstrate the need for pesticide studies not conducted previously in Maine. The program now offers educational epidemiological and laboratory services in the areas of pesticide poisoning, safety and environmental contamination. Assistance was offered to everyone having questions or problems, and cooperation with other State agencies was excellent.

During the past eighteen months, the Division maintained close contact with university crop specialists and chemical company representatives to keep abreast of new pesticide products or changes in recommendations. In recording pesticide morbidity and mortality, the Division reviewed vital statistics records for deaths attributed to pesticides and investigated seven alleged circumstances of poisonings of which only two were the result of pesticides. In addition, the Division continued to request that all possible instances of pesticide poisoning be reported by medical and health personnel so that further investigations could be conducted. Pesticide legislation was reviewed and developed with other agencies and the disposal of pesticides and pesticide container methods were studied. The Division also analyzed water samples and did other testing to determine environmental contamination and worked on an information program to provide training in pesticide safety.

FINANCES, FISCAL YEAR 1974:

Division of Public Health Laboratories	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$254,854	\$155,538	\$163,969		\$574,361
Total Expenditures	254,854	145,947	163,969		564,770
NET	0	9,951	0		9,991
Unexpended Balance Forward		9,991			9,991
Unexpended Balance Lapsed					

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BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2266

Established: 1969 *Statutory Authority:* M.R.S.A., Title 22, Chapters 254, 713, 959, 1601

Average Number of Full-Time Employees: 67

Authorized Employee Level: 112

Total Expenditure, Fiscal Year 1974: \$6,812,099

Organizational Units:

Division of Vocational Rehabilitation Division of Eye Care

Division of Disability Determination Office of Alcoholism and Drug Abuse Prevention

Maine Council on Alcohol and Drug Abuse Prevention and Treatment

State Government Drug Abuse Coordinating Committee

MAJOR GOAL: To render individuals handicapped by physical, mental or emotional impairments fit to engage in a gainful occupation through a comprehensive program of rehabilitation, including provision of medical, psychological, social and vocational services.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services; to provide evaluation and work adjustment services for purposes of the federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions; to make determination of disability as required under these Acts, apply for and receive federal assistance under these Acts, and cooperate with the Federal Government in carrying out the purposes of any federal statutes pertaining to vocational rehabilitation; to provide a program of services to visually handicapped individuals, including the prevention of blindness; and to administer the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State.

ORGANIZATIONAL BACKGROUND: The Bureau of Rehabilitation originated in 1959 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Division to the Department where it was renamed Division of Vocational Rehabilitation and placed administratively within the new Bureau. The Division of Disability Determination, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

PROGRAM: Activities of the several administrative divisions of the Bureau of Rehabilitation during fiscal year 1974 are described in unit summaries which follow.

FINANCES, FISCAL YEAR 1974:

Bureau of Rehabilitation	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,630,561	\$248,400	\$5,509,311		\$7,388,272
Total Expenditures	1,357,730	220,471	5,233,898		6,812,099
NET	272,831	27,929	275,413		576,173
Unexpended Balance Forward	100,800	27,929	273,137		401,866
Unexpended Balance Lapsed	172,031		2,276		174,307

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DIVISION OF VOCATIONAL REHABILITATION

C. OWEN POLLARD, DIRECTOR

MAJOR GOAL: To assist individuals handicapped by physical, mental or emotional impairments to prepare for and achieve suitable employment, through a broad program of vocational rehabilitation services.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Vocational Rehabilitation was established to make all decisions affecting the eligibility of handicapped persons for vocational rehabilitation services, including acceptability for extended evaluation and for the determination of rehabilitation potential. Specifically, these vocational rehabilitation services include evaluation incidental to the determination of eligibility for and the nature and scope of services to be provided; counseling, guidance and placement services, including follow-up services to assist handicapped individuals to maintain their employment; training services, including personal and vocational adjustment, books and other training materials; interpreter services for the deaf; recruitment and training services for the handicapped to provide them with suitable employment opportunities; physical restoration services; maintenance as necessary during rehabilitation; occupational licenses, tools, equipment and initial stocks and supplies; management services and supervisory assistance to small businesses operated by the severely handicapped; construction or establishment, in accordance with federal regulations, of public or other nonprofit rehabilitation facilities and provision of other facilities and services which substantially contribute to the rehabilitation of a group of individuals; transportation in connection with the rendering of any other rehabilitation service; any other goods and services necessary to render a handicapped individual employable; and services to the families of handicapped individuals to assist in their rehabilitation.

ORGANIZATIONAL BACKGROUND: The Division of Vocational Rehabilitation was created in 1959 as the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directing that a functional unit of rehabilitation services and that a Vocational Rehabilitation Services unit be established in the Department of Health and Welfare resulted in the creation of the Bureau of Rehabilitation and the statutory transfer of the Vocational Rehabilitation Division to the Department. While not specified by law, the latter agency functions as an administrative unit of the Bureau under the name Division of Vocational Rehabilitation. The Division is administered by the Bureau staff and maintains vocational rehabilitation counselors in district offices throughout the State.

PROGRAM: During the past fiscal year, the Division of Vocational Rehabilitation instituted several sub-programs, projects and expansion activities to provide increased vocational rehabilitation services to more of the physically, mentally or emotionally handicapped citizens of Maine. Also, rehabilitation grants were awarded to a number of resources for the initiation or addition of services to benefit the handicapped.

The vocational rehabilitation program received 2,971 referrals, served 5,137 clients and closed 870 cases as being rehabilitated to suitable employment. The largest referral source was the Division of Disability Determination followed by self-referrals, correctional institutions, individuals and the Employment Service Division of the Employment Security Commission. Mental or emotional disorders and orthopedic impairments were the major reasons for referral, with deaf or hearing impaired and mental retardation as other significant disability groups referred.

Vocational Rehabilitation Counselors and clerical staff have been hired statewide to provide services to a greater population of handicapped as well as to provide geographic availability. This expansion includes new district vocational rehabilitation offices in Rumford, Ellsworth, Belfast and Van Buren. A Southern York County office is proposed for opening in the immediate future.

Services to Disabled Supplemental Security Income-Social Security Disability Insurance Beneficiaries. Increased 100 percent federal monies were made available during fiscal

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year 1974 to serve disabled Supplemental Security Income-Social Security Disability Insurance recipients. Eight counselors, clerical support and a State coordinator were employed under the vocational rehabilitation program to serve those beneficiaries with potential for return to work after Vocational Rehabilitation Services. Implemented on January 1, 1974, the program rehabilitated a total of 92 beneficiaries, consisting of 60 Social Security Disability Insurance recipients and 32 Supplemental Security Income recipients. During fiscal year 1973, 39 Social Security Disability Insurance clients were rehabilitated and returned to work.

Vocational Rehabilitation Corrections Program. The Division has completed its seventh year of services to handicapped public offenders. Formerly, counselors were employed in each of the correctional institutions. However, changes were made to bring four counselors into the community for field office assignments. These community based counselors are providing effective continuity of vocational rehabilitation services to public offenders released from institutions into the community.

Vocational Rehabilitation Units at Medical Centers. A Vocational Rehabilitation Counselor has been placed in the Maine Medical Center's Department of Medical Rehabilitation as an identifiable thrust for early referral of severely handicapped individuals to vocational rehabilitation. Plans are underway for an additional vocational rehabilitation unit at the Eastern Maine Medical Center's Department of Medical Rehabilitation.

Deaf Emphasis. Through grants and the procurement of a statewide coordinator for the deaf, additional focus is being placed upon more resources and provision of vocational rehabilitation services to the State's deaf population. A statewide workshop was conducted with the priority of obtaining more specific input from a variety of individuals concerned with the needs for the deaf in Maine.

Architectural Barrier Removal. Additional focus is being provided for the renovation and elimination of architectural barriers in key sites to enable more vocational rehabilitation clients, lacking in mobility, to participate in available community resources and educational opportunities.

Facilities. During fiscal year 1974, several grants were provided to existing or emerging facilities to enable them to increase the scope and quality of services. Contracts with priority facilities were increased during the year and have proven beneficial both to the vocational rehabilitation program and the facilities. A major expansion of facility service took place in the Bangor area. The first rehabilitation facility in Maine was accredited by the Committee on Accreditation of Rehabilitation Facilities (CARF); two others have applied but have not received a site survey.

Vocational Rehabilitation Units at Mental Health Institutes. A Vocational Rehabilitation Counselling Unit has been placed at Augusta Mental Health Institute to provide services to residents for preparation and adjustment into the community. A second unit is ready for implementation at the Bangor Mental Health Institute subsequent to staff procurement.

Vocational Rehabilitation Placement Specialists. Under a cooperative agreement with the Employment Service Division of the Employment Security Commission, three strategically located vocational rehabilitation placement specialists are providing a reciprocal screening, referral and placement service for handicapped individuals as a resource person to both agencies. They are housed at Employment Service Division offices in Portland, Lewiston and Bangor.

School Projects. An in-school vocational rehabilitation project was initiated at the Biddeford Vocational High School under an agreement with the school system. This project includes involvement with the Pupil Evaluation Team and vocational school programs. The Vocational Rehabilitation Counselor provides for evaluation, screening and vocational rehabilitation services to handicapped secondary school students during school and the transition into the community upon completion of secondary education. This counselor also provides for training and job placement outside of the school as a cooperative supplement to the academic curriculum. An additional school project is proposed in mid-coast Maine to involve four secondary schools. These vocational rehabilitation units, serving handicapped secondary school age youth, will allow for early identification of and services to the handicapped, and for a better transition from the school setting into the community.

Expansion Activities. Greater focus is being placed upon provision of services to the

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severely disabled population whose rehabilitation process can be expected to require multiple services over an extended period of time. Future thrust is being geared, therefore, toward specific activities related to the spinal cord injured and wheelchair bound, additional services for the deaf and hearing impaired, establishment of additional rehabilitation workshops, and planning for services and employment of the severely handicapped in sheltered workshops throughout the State.

DIVISION OF DISABILITY DETERMINATION

H. DOUGLAS HOLLOWAY, DIRECTOR

MAJOR GOAL: To assist in the rehabilitation of individuals handicapped by physical, mental or emotional impairments by making determinations of disability of claimants under the federal Social Security Act and its amendments and additions.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Division of Disability Determination was established to carry out the provisions of the federal Social Security Act relative to the making of determinations of disability of claimants for Social Security Disability (Title II) and for Supplemental Security Income (Title XVI) as agreed to by the Federal and State Governments. The Division, operating under federal instructions and in compliance with State laws and personnel regulations, makes disability adjudications using a consultative medical staff, the medical community in general, vocational experts and federal and State manuals.

ORGANIZATIONAL BACKGROUND: The Division of Disability Determination, organized administratively in 1956, is an informal unit of the Bureau of Rehabilitation. The Division has experienced substantial growth in recent years due to a heavy increase in disability claims and 1972 and 1974 amendments to the federal Social Security Act.

PROGRAM: In late 1970, state agencies assumed a larger role in the preparation of disability claims. It was the beginning of the Simultaneous Development approach to claims processing, meaning that the Division of Disability Determination obtained old medical records as well as current consultative exams. By 1972, a trend in the Federal Government toward decentralization affected the Division in that it was required to maintain quality control of claims formerly handled by the Federal Government. In 1973, the Division installed an automatic records system which is now used to input all Title XVI decisions and is a vital link with the Social Security nationwide network. An additional responsibility that has evolved for the Division in the decentralization is an increase in verbal and written claimant contact. Denial letters are now sent directly from the Division rather than from the federal headquarters in Baltimore, Maryland.

The most dramatic increase in expenditure and activity occurred in January, 1974, when the Division assumed responsibility for adjudicating disability claims of individuals not covered by Social Security. These individuals, with minimal income and resources, formed a new category of claimant who, under Supplemental Security Income or Title XVI, are nearly as numerous as the Title II claimants.

The Division's long-range plans involve a possibility of more claimant contact and a definite commitment to place the Title II program on the same computerized basis as the Title XVI program. Short-range goals involve better contact with the medical community upon whom the Division depends so heavily for past and present medical information.

DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

MAJOR GOAL: To assist the visually handicapped citizens of the State of Maine through programs of education, rehabilitation and social services, including the prevention and reporting of blindness.

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POWERS AND DUTIES: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; the provision of vocational guidance and training of the blind, including instruction of the adult blind in their homes; the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATIONAL BACKGROUND: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services, the Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: During fiscal year 1974, the Division of Eye Care, through its Education of the Blind Child program, provided services to more than 430 visually handicapped children. This represents an increase of nine percent in the number of blind children served and fifteen percent in assistance to other seriously visually handicapped children. Services to pre-school blind children and parents became operational and the provision of itinerant teacher services to visually handicapped children of Maine was formally implemented.

Under its Rehabilitation Program, the Division served over 1,190 adults, Mobility services and social services to the older blind population were extended to a limited degree statewide. The number of vending stands located in local, State and federal buildings and operated by blind persons increased from eight to nine. Yearly income realized by blind operators of these stands ranges from \$6,800 to over \$13,000.

Federal rehabilitation grants in the amount of \$302,502 for equipment, staffing and renovation were awarded to the Maine Institution for the Blind in Portland, giving Maine its first fully operational, modern workshop and rehabilitation facility for the blind.

Short-range plans of the Division call for additional emphasis to be placed on the provision of social and rehabilitation services to older blind persons (65% of all blind persons are over 45 years of age) and on services to the multi-handicapped child. It is anticipated that the cost of the Education of the Blind Child program will substantially increase over the next two to four years due to the fact that many children who are now born blind are multi-handicapped, i.e., hard of hearing, deaf, etc. Special regional educational and training facilities are presently being developed in the New England area to better serve this group. With respect to support of this effort, the cost of educating a deaf blind child is approximately \$35,000 a year with federal and other sources paying \$25,000 and the State, \$10,000.

It is anticipated that the Division will become actively involved in the use of newly developed "electronic" reading and travel aids for the blind. These devices are expensive but are practical and worthwhile for certain blind people, particularly regarding employment-mobility. Additional employment opportunities for certain blind persons should become available as the result of the planned expansion (one year) of the vending stand program.

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OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MARILYN L. MCINNIS DIRECTOR

MAJOR GOAL: To protect the health of the people of the State of Maine through the provision of comprehensive, integrated, community-based alcohol and drug abuse prevention, treatment, and rehabilitation services.

POWERS AND DUTIES: The Office of Alcoholism and Drug Abuse Prevention, as the agency of the State of Maine designated to administer the federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is responsible for the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Specifically, the Office is authorized to develop and maintain an up-to-date information system related to drugs, drug abuse and drug abuse prevention; to coordinate all State Government efforts dealing with drug abuse prevention and control, including alcoholism; to serve any drug dependent person through indirect services provided by agreements, providing direct services only to individuals or groups whose drug dependency is related to alcohol; to assist communities in mobilizing their resources to deal with drug abuse; to seek and receive funds from the Federal Government and private sources to further its activities; to establish operating and treatment standards and inspect and license any drug abuse treatment facility or program, including residential treatment centers; to develop and implement an educational program for use in the treatment of alcoholics and drug abusers and to provide training programs for individuals involved in the treatment of drug abusers; and to provide administrative and financial assistance to the Maine Council on Alcohol and Drug Abuse Prevention and Treatment and the State Government Drug Abuse Coordinating Committee.

The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism; to make recommendations regarding any function intended to prevent drug traffic; to serve as an ombudsman on behalf of individual citizens and drug dependent people in matters under the jurisdiction of State Government; to review and evaluate programs relating to drug abuse; and in cooperation with the Office of Alcoholism and Drug Abuse Prevention, to collect and disseminate information and provide public forums on drug abuse.

The State Government Drug Abuse Coordinating Committee, in cooperation with the Maine Council and the Office, was established to recommend policy to be established and implemented by State agencies and to assist in the coordination and exchange of information on drug control activities in the State; to act as the permanent liaison among the agencies and branches of State Government that engage in activities affecting drug abuse or drug dependent people; and with the Office and the Council, to assist the Executive and Legislative Branches and the Judicial Council in formulating and implementing a comprehensive plan for prevention and control of drug abuse and dependence, especially treatment of alcoholics and intoxicated persons.

ORGANIZATIONAL BACKGROUND: The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, established in 1971, and the Department of Health and Welfare's Division of Alcoholism Services, established in 1973. The Office was placed within the Bureau of Rehabilitation as a unit equivalent to other divisions of the Bureau.

The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, created in 1973, consists of seventeen members or less appointed by the Governor with the advice and consent of the Council, for terms of three years. The members must have concern for and experience in drug abuse and are selected from fields of education, health, law enforcement, manpower, medicine, science, social sciences and related areas. The chairman is selected by the Governor from the Council's membership. The Council meets at least five times a year.

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The State Government Drug Abuse Coordinating Committee, created in 1973, consists of seventeen members or less who include, but are not limited to, certain officials of State Government, including the Director of the Office of Alcoholism and Drug Abuse Prevention and members of the Executive and Legislative Branches, who serve ex officio. The Committee meets at least twice annually.

PROGRAM:

The Public Inebriate. During the portion of fiscal year 1974 in which the Office of Alcoholism and Drug Abuse Prevention operated, its primary activity was the implementation of the decriminalization aspect of the State's Alcoholism and Drug Abuse Act of 1973. This activity required an extensive public education effort in order to clarify the misinformation generated concerning the Act's provisions and to reduce apprehension over the changed provisions for dealing with intoxicated people and their right to treatment services. A series of ten "town meetings" were held in various areas of the State to disseminate accurate information and learn what problems the criminal justice system, medical community and local areas would face when the decriminalization provisions took effect in July, 1974.

Many of the problems which were raised in the town meetings were resolved prior to July. Those problems which could not be solved through information and negotiation will be resolved through the cooperation and goodwill of the people dealing with alcohol abuse in the communities. Certain legislative revision, however, will be necessary to achieve the total implementation of the Alcoholism and Drug Abuse Act as the Legislature intended.

In addition to a public education effort, the Office had to establish shelter/detoxification facilities to meet the needs for treatment of individuals no longer subject to criminal penalties for public intoxication. By October, 1974, nine months after the Office assumed its responsibility, the need for shelter/detox services should be met on a regionalized basis. In the Southern Region, which includes thirty-nine percent of the State's population, every person will be within fifty miles of a shelter/detox facility. This was accomplished through a cooperative effort involving Title VI of the federal Social Security Act. By matching where possible State appropriations with federal funds, the Office will have used \$350,000 grant-in-aid funds to establish and maintain approximately \$900,000 worth of treatment and rehabilitation service for the public inebriate. It should be noted, however, that although the public inebriate is the most visible and problematic part of the alcoholic population, he represents only about five percent of all alcoholic people. Much remains to be done with the remaining alcoholism population. For example, Indians have a larger alcohol and drug abuse problem than any other portion of Maine's population. The problem of substance abuse is literally epidemic and only token (\$27,000) effort is being made to deal with problems Indians face.

Occupational Alcoholism Program. Alcoholism in industry costs Maine \$75 million per year in decreased production, absenteeism, accidents, etc. The work of the Office dealing with industrial alcoholism concerns the development of rehabilitation programs for problem drinking employees who need assistance. The procedure requires the implementation of an "inhouse" treatment policy, a referral system and a treatment delivery system, all of which have to be negotiated with management, unionized labor and treatment providers.

There are about 385,000 employees in Maine of whom 18,000 (5%) have drinking problems of such degree that their employment is threatened and their job performances greatly impaired. At the present time, industrial programs have been implemented to cover 11,000 employees (550 problem drinkers), and a program to cover 15,000 State employees (an additional 750 problem drinkers) is approaching final implementation. This means that about 7% of the problem has been addressed, with 93% still to be negotiated. This program is in its third and last year of federal funding through a grant award of approximately \$50,000 a year from the National Institute on Alcohol Abuse and Alcoholism.

Furthermore, little has been done with the problems of alcohol and drug abuse in the correctional institutions where 51% of that population have serious problems with alcohol and/or drugs. Much remains to be done with the Indians, corrections and industry. As the Office expands its activities into the high risk correctional population, Indians,

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industrial alcoholism, education and prevention and alcoholism other than public inebriation, increased funding and coordination will be necessary. To supplement State funds, the Office is encouraging local communities to help financially support treatment services; it is trying to develop additional federal funding sources such as the Law Enforcement Assistance Administration (LEAA); it is participating in the development of third party payments for services; and it is looking toward the State Government Drug Abuse Coordinating Committee among other mechanisms such as the Maine Municipal Association to help in development, coordination and funding of services.

The general planning, evaluation, licensing and coordinating mechanisms for the Office have been established. Regional alcoholism planning councils are in place and staffed with regional coordinators. Local needs for service and preferred directions for treatment, education, and resource allocation are presented and consolidated through the regional councils and transmitted to the Maine Council on Alcohol and Drug Abuse Prevention and Treatment at the State level. The Council then makes its recommendations to the Office which brings life to the plans and recommendations begun at the local level.

Although the planning and coordinating mechanism exists, another year or so will be necessary before the regional councils, the regional coordinators, the Council and the Office operate together as they are proposed on paper. In addition to refining the planning and coordinating process for alcoholism, the needs of drug abuse must be addressed. The Office intends to begin integrating the role of the alcoholism regional structure to provide planning and coordination for drug abuse as well.

Monitoring and Evaluation. The monitoring and evaluation system for alcoholism exists and will include drug abuse by December, 1974. This system is built upon the use of social indicators of alcohol and drug abuse which can be monitored for change over time. It also includes a reporting component which provides information from treatment facilities and thereby a means of monitoring the treatment process and the beginnings of outcome evaluation. Monitoring and evaluation needs to be refined, some procedural problems eliminated and drug abuse information fully integrated into it. The Office's information system is also compatible with other statewide systems which reduce duplication of effort and expense.

Licensing. Licensing procedures and standards have been developed and implemented for drug abuse treatment facilities. The cooperative relationships between public safety, sanitation and program licensing authorities have been worked out so that the Office is responsible for consolidating all information necessary for licensure and makes the final decision with respect to issuing a license. Although there is no basis in statute for licensing alcoholism treatment facilities, the Office is developing standards which will be integrated into the existing licensing process. Until there is a statutory base for licensing, the Office will simply be certifying alcoholism treatment facilities.

Summary. As short-range objectives, the Office will consolidate the progress to date by improving its internal management processes and the service and administrative functions of presently funded alcohol and drug abuse facilities. It will attempt to maintain the financial support of currently existing facilities while encouraging the development of local support. For the future, the Office will work toward increasing the State's leadership and financial role in alcohol and drug abuse treatment facilities. It will move toward a substance abuse frame of mind by including drug abuse planning and coordination into the existing alcoholism planning and coordinating system and continue to integrate alcohol and drug abuse activities through such means as licensing procedures. The Office hopes to generate increased federal funding sources such as LEAA; to markedly expand treatment efforts in connection with Indians, industry, high risk population, and the alcoholism population other than the public inebriate; and to train the service and managerial manpower necessary to staff treatment facilities. Finally, the Office intends to mount a public education and prevention campaign.

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BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR

Central Office: 221 State Street, Augusta 04330

Telephone: 289-2415

Established: 1954 *Statutory Authority:* M.R.S.A., Title 22, Chapters 851, 855, 957, 958, 1051, 1053, 1251

Average Number of Full-Time Employees: 750

Authorized Employee Level: 750

Total Expenditure, Fiscal Year 1974: \$64,615,457

Organizational Units:

Administrative Services Unit

Income Maintenance Unit

Research, Evaluation and Planning Unit

Medical Assistance Unit

Staff Development Unit

Social Services Unit

Interstate Compact on the Placement of Children

MAJOR GOAL: To secure and maintain the personal and economic independence and dignity of the citizens of the State of Maine through the planning and effective administration of programs responsive to their social and financial needs.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the primary responsibilities of the Bureau of Social Welfare are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC) and the Food Stamp Program, and to provide general assistance, support and enforcement; to administer social services programs funded under Titles IV-A, IV-B, XVI and XIX of the federal Social Security Act of 1965 as well as the Priority Social Services Program and Catastrophic Illness Program authorized by the 106th Legislature, such programs including services delivered both by the Bureau and by other public or private agencies through contractual arrangements; to license adoption agencies operating in the State; to ensure that children entrusted to the State receive all benefit payments due them from the Social Security Administration, Veterans Administration, Railroad Retirement, trusts, inheritance, and accident and insurance claims; to conduct research, evaluation and planning activities associated with these programs, including development of management information systems and quality control activities; and to develop, evaluate and implement staff development activities related to Bureau responsibilities.

ORGANIZATIONAL BACKGROUND: The Bureau of Social Welfare originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly-created Department of Health and Welfare. As a result of a recent reorganization study, the Bureau established six regional offices supported by staff units at the central office in Augusta which is comprised of three administrative units and three program units, including the Medical Assistance Unit transferred in mid-1974 from the Department's disbanded Bureau of Medical Care. While the Bureau is recognized by statute as an administrative unit of the Department of Health and Welfare, its internal structure and functions are subject to the discretion of the Commissioner.

PROGRAM: The most significant activities of the Bureau of Social Welfare during fiscal year 1974 concerned the establishment of statutory authority, funding and implementation of a statewide Food Stamp Program; legislative authority and funding for an Optional Supplemental Security Income Program; and the establishment of a Priority Social Services Program which enabled continuation of specified social services to a population ruled out because of Congressional action and restrictive U.S. Department of Health, Education and Welfare regulations.

Administratively, the Bureau initiated the development and implementation of management information systems to provide control data regarding the definition of social services rendered, unit costs and results achieved. The Bureau also developed a base for fiscal accountability at both regional and central office levels.

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FINANCES, FISCAL YEAR 1974:

Bureau of Social Welfare	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$22,776,825	\$291,400	\$41,830,534	\$790,281	\$65,689,040
Total Expenditures	22,535,444	276,730	41,147,770	655,513	64,615,457
NET	241,381	14,670	682,764	134,768	1,073,583
Unexpended Balance Forward	114,415	4,841	677,625	134,768	931,649
Unexpended Balance Lapsed	126,966	9,829	5,139		141,934

ADMINISTRATIVE SERVICES UNIT

HARMON D. HARVEY, MANAGER

MAJOR GOAL: To contribute to improved social services delivery through the elimination of duplication and inefficiencies in the program operations of the Bureau of Social Welfare.

POWERS AND DUTIES: The Administrative Services Unit provides administrative support for all programs and functions of the Bureau of Social Welfare and serves as liaison with other divisions of the Department of Health and Welfare and with other departments and agencies of the State. The primary responsibilities of the Unit involve budget, fiscal liaison, administrative procedures and development and installation of systems and procedures, maintenance of communication formats and mediums, processing of contracts, data processing liaison, consultations and provision of technical assistance.

ORGANIZATIONAL BACKGROUND: The Administrative Services Unit was organized administratively in 1970 in a departmental reorganization aimed at better and more efficient delivery of social services. With functions which previously were performed by other units in combination with program operations, the unit provides direct support services for the Bureau of Social Welfare.

PROGRAM: Activities of the Administrative Services Unit during fiscal year 1974 have been related primarily to the continued growth and development of functions originally to be performed by other units. These include the development of increased capability for fiscal management, including production of a transaction report and monthly and quarterly program director reports and provision of more consultation and technical assistance to other units of the Bureau. The Unit now provides increased services in the contracting area, including revised and improved forms and procedures and the preparation and publication of an administrative manual. It gives major support to the implementation of the statewide Food Stamp Program, including fiscal forms, supplies and capital equipment. The Unit has revived the publication of "Intraline", a biweekly in-house communications organ reaching 850 readers, and also edits a statewide newspaper information series. Lastly, the Unit has been given administrative responsibility for a large contract for the redesign of the Bureau's total program information system and the original development of a compatible fiscal management system to create a single, comprehensive, management information system.

RESEARCH, EVALUATION AND PLANNING UNIT

CLYDE B. NICKERSON, MANAGER

MAJOR GOAL: To contribute to the development and implementation of effective social services programs of the Bureau of Social Welfare through program planning, research and evaluation inherent to the decision-making process.

POWERS AND DUTIES: The Research, Evaluation and Planning Unit was established to plan, design, implement and operate information systems to assist program planning and

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evaluation; to analyze such information and develop alternatives; to recommend courses of action; to maintain informational files; and to review and analyze current federal legislation and regulations in terms of impact on planned and ongoing programs.

ORGANIZATIONAL BACKGROUND: The Research, Evaluation and Planning Unit was organized administratively in 1970 as a unit of the Bureau of Social Welfare to provide operational support.

PROGRAM: During fiscal year 1974, the Research, Evaluation and Planning Unit developed and implemented a monitoring system for the purchase of service contracts, developed a formula for use in allocating Bureau expenditures among its various federally funded programs and formulas for redistribution of agency resources among its six regions, and generated projections of costs of categorical assistance programs for the next fiscal year. Also, the Unit participated in a general review of the operational problems and in the redesign of the Bureau's Management Information Control System (MICS), and participated in a study of the operational needs of the Bureau.

STAFF DEVELOPMENT UNIT

MURIEL C. WILSON, MANAGER

MAJOR GOAL: To contribute to the effective and efficient operation of the Bureau of Social Welfare through management, training and development of personnel.

POWERS AND DUTIES: The Staff Development Unit provides leadership and support to the Bureau of Social Welfare in the management and training of personnel. Functions of the Unit involve improvement of employee capabilities and relations, deployment of manpower within the Bureau, orientation of new employees and development of performance evaluation standards.

ORGANIZATIONAL BACKGROUND: The Staff Development Unit was organized administratively in 1970 as a unit of the Bureau of Social Welfare.

PROGRAM: During fiscal year 1974, the Staff Development Unit completed the revamping of the Bureau's classification system, developed guidelines for need assessments, reporting of activities and evaluation, and provided technical assistance and control in the reduction of personnel and deployment of manpower. The Unit provided twelve training sessions to supplement supervisory training, and working with the regional office of the U.S. Department of Health, Education and Welfare and the University of Maine at Portland-Gorham, obtained a short-term training grant. Resources were developed for priority training during fiscal year 1975, and through a contract, a study of Bureau policy and the staff development function was conducted as a basis for long range planning.

INCOME MAINTENANCE UNIT

PAUL A. LEVECQUE, MANAGER

MAJOR GOAL: To maintain the personal and economic independence of the people of the State of Maine through provision of State economic assistance as required to meet their minimum basic living needs.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Health and Welfare, the Income Maintenance Unit was established to administer various financial assistance programs supported by State, federal and local funds. These programs include Aid to Families with Dependent Children (AFDC), Support Enforcement and Location of Absent Parents, Food Stamp Program, Quality Control Review and Plan-

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ning, Optional Grants to Supplemental Security Income Recipients, Medicaid Eligibility, Catastrophic Illness Program and General Assistance.

ORGANIZATIONAL BACKGROUND: The Income Maintenance Unit originated in 1933 as the informal Division of Old Age Assistance of the Department's Bureau of Social Welfare. The Division later became the Division of Public Assistance with administrative responsibility for the AFDC, Old Age Assistance, Aid to the Blind and Aid to the Disabled programs. In 1969, all divisions of the Bureau responsible for financial assistance programs were consolidated in a new Division of Adult and Financial Services, including the Bureau's former Division of General Assistance and the Support Enforcement and Location of Absent Parents Unit. In 1970, social services functions were separated from the Division, and in 1971, the Division was renamed Income Maintenance Unit.

PROGRAM:

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During fiscal year 1974, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload is approximately 24,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support Enforcement and Location of Absent Parents Unit. This is a section of the Income Maintenance Unit with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their family. The main objective of the Unit is to ensure enforcement of court orders. Voluntary contributions are solicited which average approximately \$800,000 annually.

Food Stamp Program. This program is also administered through the Bureau's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county governments. It is a program where persons with low income and/or high living expenses associated with housing, heat, utilities and medical care, receive bonus stamps which they purchase at distribution outlets and then use as cash at grocery stores. Eligibility of persons receiving food stamps is reviewed quarterly.

The program became effective on a statewide basis July 1, 1974. Currently, there are approximately 35,000 families receiving food stamps in Maine, and it is estimated that twenty percent of the population of the State is eligible to participate. It is also estimated that persons receiving food stamps will pay 20 to 25 million dollars per year and receive 40 to 50 million dollars in stamps through increasing food purchasing power.

Quality Control Review and Planning. This section of the Income Maintenance Unit is responsible for taking a statistically valid sample from the AFDC and Food Stamp caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education and Welfare and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, over-payments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled, known as the SSI program. On that date, administration of the program was transferred to the U.S. Social Security Administration. However, a problem occurred in that the level of payment in the program, while benefiting some persons, was lower than had been met by the former

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State program. By Act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit was designated to enter into agreements with the Federal Government and to make efforts at an orderly transfer.

The State Supplemental Security Income program is now administered by the U.S. Department of Health, Education and Welfare, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Health and Welfare's Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Income Maintenance Unit, through the Bureau's regional offices, sets policy and establishes eligibility for the State Medicaid program. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. The scope of services is not a responsibility of the Income Maintenance Unit but is delegated to the Medical Assistance Unit of the Bureau of Social Welfare.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Health and Welfare under the law reimburses municipalities ninety-percent of their expenditures over .0006% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately sixty percent State and forty percent municipal funds except for administrative costs of municipalities which are not reimbursable. Costs to the State amount to over three million dollars per year.

In addition, there are thirty-eight unorganized towns and plantations in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

MEDICAL ASSISTANCE UNIT

JOHN E. FICKETT, MANAGER

MAJOR GOAL: To preserve and protect the health of the people of the State of Maine by ensuring that high quality medical care and related services are made available to all persons who are unable to pay for such care and services.

POWERS AND DUTIES: The Department of Health and Welfare is the designated agency of the State of Maine to administer Title XIX, Medical Assistance Program (Medicaid), of the Social Security Act of 1965, which offers federal financial participation to states which appropriate funds and submit an approved State Plan for Medical Assistance to eligible persons. In 1974, the 106th Legislature enacted the Catastrophic Illness Program which authorizes the Department to provide financial assistance to families or individuals for hospital inpatient or outpatient care, physician's services, drugs and other related health services when the costs are of such magnitude as to constitute a financial catastrophe for the persons involved, or when medical indigency exists. The Medical Assistance Unit acts for the Department in the administration of both of these programs, with primary responsibility for the provision of medical care and related services. The Unit certifies the providers of services, with the exception of hospitals, nursing homes and home health services; determines the services which are payable; approves the basis for payment for each service by each type of provider; provides approved billing forms for distribution to providers; and approves the identification form provided to eligible

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persons to use in obtaining medical and related services. The Unit also maintains and revises the State Plan for Medical Assistance, the Maine Medical Assistance Manual and the Catastrophic Illness Program. It issues informational literature and media releases regarding these programs, and handles problems that medical providers have in serving recipients, billing for services and receiving payments.

ORGANIZATIONAL BACKGROUND: When the Medical Assistance Program (Medicaid) began in 1966, it was administered by a medical assistance unit in the Bureau of Social Welfare. The same year, a new Bureau of Medical Care was created within the Department of Health and Welfare to administer the program. In 1968, the Bureau of Medical Care was organized into subdivisions, including the medical assistance unit which in 1972, was designated as the Division of Medical Assistance. In 1974, the Bureau of Medical Care was dissolved, and the Division of Medical Assistance became the Medical Assistance Unit of the Bureau of Social Welfare.

PROGRAM: On July 1, 1973 the Medicaid program expanded its Early and Periodic Screening, Diagnosis and Treatment (EPSDT) sub-program from coverage of eligible persons up to age seven to coverage of eligible persons up to age twenty-one. Formal provider agreements were made with eleven agencies, covering the entire State, to provide outreach, screening, referral and follow-up of these eligible persons. In April, 1974, an assessment of agency performance was initiated. The Medicaid program was able to expand its eligibility to include the medically needy because of legislative appropriation in March, 1974. The Medical Assistance Unit developed the policies for services provided under this new sub-program, and also for the new Catastrophic Illness Program.

On January 1, 1974, a new federal Supplemental Security Income (SSI) program replaced the former State-administered Aid to the Aged, Blind, and Disabled (AABD) under Title XVI of the Social Security Act. Every SSI recipient is eligible for Medicaid. The transfer of eligibility determinations to the Federal Government resulted in a slow and difficult transition of identifying SSI persons eligible for Medicaid. Developing workable procedures to accurately identify all of the SSI persons occupied a large amount of the time and effort of the Unit.

On July 1, 1973, Medicaid began coverage of routine dental care and provision of eyeglasses and hearing aids to eligible persons under age twenty-one. Dental, eye care and hearing consultants and advisory committees have participated in the development of policies and procedures for these new sub-programs. In the Medicaid drug sub-program, a contract was negotiated which resulted in a fiscal agency's receiving and paying bills for drugs dispensed by pharmacies to eligible persons.

During the fiscal year, the Unit participated in submittal of a federal request for a proposal to obtain ninety percent federal financial participation in designing and installing a Medicaid Management Information System (MMIS) which will completely automate bill processing and payments and provide management, fiscal and utilization control data. It is expected that the MMIS will become operational during fiscal year 1976.

A new monthly schedule of allowable charges for the most prevalent physicians' procedures was developed and prepared for monthly distribution. The schedule is expected to significantly simplify and expedite submittal, processing and payment of bills.

Federal regulations require all nursing homes to be paid on the basis of reasonable cost. Since the Legislature appropriated funds for this purpose, procedures were initiated to effect this method of reimbursement.

SOCIAL SERVICES UNIT

EDGAR J. MERRILL, MANAGER

MAJOR GOAL: To protect the rights and interests of children entrusted to State care and of children referred to agencies for adoption.

POWERS AND DUTIES: The primary responsibilities of the Social Services Unit are to ensure that State wards receive all benefit payments due them from the Social Security

HUMAN SERVICES

Administration, Veterans Administration, Railroad Retirement, trusts, inheritance and accident and insurance claims; to expedite the proper settlement of such claims; to seek to become payee for all State wards wherever possible; to maintain accurate and proper records of benefits, eligibility and referrals to adoption agencies; to effect placement and, hopefully, adoption of these children; and to license private adoption agencies and provide guidance and assistance as necessary.

ORGANIZATIONAL BACKGROUND: The Social Services Unit was created administratively in 1970 as an independent unit of the Bureau of Social Welfare. The Unit assumed responsibilities of the former Division of Child and Family Services, earlier known as the Division of Child Welfare.

PROGRAM: The activities of the Social Services Unit largely center on obtaining money for State wards from all available sources. In performing this activity, the Unit maintains constant contact with the Bureau's regional offices to keep aware of possible eligibility of children for benefits, application procedures, proper forms, etc. Participating with the regional offices and federal insurance agencies, the Unit was successful during the past year in obtaining Supplemental Security Income benefits for slightly over 100 children (\$146 per month); in completing between 50 and 60 applications for Social Security Administration and Veterans Administration Assistance for children; and in forwarding some balances to children, after deduction of living costs. The Unit devoted some effort to clarifying procedures and stimulating regional offices to bring to its attention children who may have benefits coming to them.

In connection with adoption, the Unit's activities primarily involve the compilation of lists of adoptable children and prospective parents, which are forwarded to participating agencies. The Unit then assists in getting couples and children together. During the last few years, this activity has increased, especially as the number of adoptable children has declined. The Unit is now averaging eighteen registrations per year. It is somewhat difficult to determine how many adoptions have occurred as a result of this activity; however, there are regular requests to have names deleted from the list and the assumption is that in many instances, placements have been made.

BUREAU OF HUMAN SERVICES

LYNN FULTON, DIRECTOR

Central Office: 221 State Street, Augusta 04330

Telephone: 289-3846

Established: 1973

Statutory Authority: M.R.S.A., Title 22, Chapter 1473

Average Number of Full-Time Employees: 70

Authorized Employee Level: 70

Total Expenditure, Fiscal Year 1974: \$4,621,222

MAJOR GOAL: To ensure availability, quality and equitable distribution of social services provided to the residents of the State of Maine through a network of coordinated services established in proportion to need in each part of the State.

POWERS AND DUTIES: The Bureau of Human Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Health and Welfare, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by Title VI of the federal Social Security Act as well as Title IV of such Act; to encourage and assist development of more effective and coordinated use of existing and new resources and social services available to Maine residents; to serve as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services; to convene and conduct conferences concerned with the development and operation of social service programs intended to benefit citizens; to provide or coordinate the provision of information, technical assistance and consultation

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about social services to public and private nonprofit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title IV and VI of the federal Social Security Act as amended and to administer State or federal programs or Acts relating to human services which are not the specific responsibility of another State agency; to assist the Legislative and Executive Branches of State Government to coordinate all government efforts relating to human services, except services to older people; to conduct a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities; to administer within any specified limitations any funds from any source for the benefit of Maine residents in need of social services; and to develop, in cooperation with other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATIONAL BACKGROUND: The Bureau of Human Services was established by statute in 1973 as a separate and distinct organizational unit of the Department of Health and Welfare. Among its responsibilities are those formerly assigned to the Department's Office of Resource Development, which was created earlier in 1973 to administer the State's new Priority Social Services Program. During the 1974 transition period, the Office continued to function until the new Bureau became operational near the close of the fiscal year, and then was disbanded. For the purpose of clarity, this report reflects the current organizational structure, i.e., Bureau of Human Services.

PROGRAM: The purchase of social services by the Department of Health and Welfare, through the Bureau of Human Services, utilizes primarily private seed dollars and State and federal matching monies available through the State's Priority Social Services Program, Social Security Act Titles IV-A and VI, and through the purchase of service contract mechanisms. These services are designed to secure and maintain maximum independence and dignity in a family and home environment for people capable of self-care with the benefit of social services; to remove individual and social barriers to personal and economic independence from citizens; and to better utilize existing resources available at the national, State and local levels in order to improve the effectiveness of social services. The purchase of service contracts with private agencies totals \$4.5 million, with plans to provide an estimated 30,000 Maine citizens with a variety of services, including homemaker, day care, mental retardation, mental health, transportation, elderly, housing, family planning, alcoholism and campership services. These contracts are being evaluated by the Bureau in terms of quantity and quality of service, and plans to increase the evaluation effort are being developed and will be implemented during fiscal year 1975.

Homemaker Aide Service. This program originated in 1962 as a pilot project initiated by the Bureau of Social Welfare, continuing until 1964 when it was terminated for lack of funds. In 1967, State and federal OEO funds were made available to reestablish the program, and in 1969, the State assumed full fiscal responsibility for implementation.

During fiscal year 1974, the major expenditures of the Homemaker Aide Service program were primarily for personnel and travel costs, amounting to \$292,394 of a total \$305,394 budget. Monthly caseload reports indicate that 950 cases involving almost 2,000 individuals were served, of whom approximately eighty percent were elderly individuals.

The Bureau of Human Services continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

In order to provide high quality service, the Bureau, in cooperation with the State Council of Homemaker-Health Aide Services and the University of Maine, has developed a Standardized Pre-service Training Program for Homemaker Health-Aide Services. The curriculum has been developed and funds are currently being sought for implementation. The program will provide a foundation of knowledge for all new personnel in such areas as Care and Maintenance of the Home, Home Accident Prevention, Family Budgeting, Nutrition, Special Needs of the Elderly and Personal Care and Rehabilitation. Personnel

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have had such training in the past on an agency-by-agency basis which has been adequate. However, it is now hoped that the University will provide a method for all Homemaker agencies to receive standardized training while providing academic credits to the participants.

The Bureau is currently in the process of developing a computerized system of data collection for the Homemaker Aide Service. Information provided will assist in evaluation of the program and serve future planning needs. Such information will consist of names and addresses of individuals served, type of service provided and amount of service rendered. The National Council of Homemaker Health-Aide Services estimates that one Homemaker per 1,000 population is required to meet the need. Using this figure, the State of Maine would be short 900 Homemakers. The Service is in constant demand and the ceiling in terms of staff requirements seems not to be even in sight. However, at this time, community research in conjunction with a computerized evaluation system will provide the tools necessary to discern trends and plan for the future.

Expansion into health-aide services is being explored by the Bureau, especially in relation to the potential for Homemaker Health-Aide Services inclusion in a National Health Insurance plan being proposed in Congress. Consideration is also being given to long-range planning in regard to other in-home services which could be coordinated within the organizational structure of the Homemaker Aide Service. Such services could include telephone reassurance, friendly visitors, escort service, barbering and hairdressing and minor household repairs. Minor household repairs in the form of a handyman service is being given serious consideration for the immediate future. Various pilot programs have been conducted by private Homemaker agencies throughout the State with a high degree of success. This particular service is in large demand, particularly by the elderly. Subsequently, it is anticipated that additional Homemaker lines will be required to meet the increasing demand for Homemaker Aide Services, particularly in view of possible expansion of the program to seven days per week of on-going service and the possibility of a twenty-four-hour emergency crisis care service.

Volunteer Services. This program was established in 1969 to comply with regulations governing State agencies funded under Title IV-A of the federal Social Security Act which stipulates that such agencies must involve citizens in the service delivery system on a voluntary basis. Volunteer Services coordinates the recruitment and use of volunteers by the regional offices of the Bureau of Social Welfare and attempts to increase the number and effectiveness of volunteers.

The major activity of Volunteer Services during the fiscal year was the volunteer transportation program. Nearly all of the approximately \$14,000 allocated to regional operations was spent in mileage reimbursement for volunteers in transporting public welfare recipients and an additional \$10,000 in Title IV-B monies was also spent primarily on transportation. Another major area of activity was in the recruitment of friendly visitors for the elderly and shut-ins.

FINANCES, FISCAL YEAR 1974:

Bureau of Human Services	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,502,394	\$1,522,690	\$2,690,796		\$5,715,880
Total Expenditures	1,337,971	1,150,010	2,133,241		4,621,222
NET	164,423	372,680	557,555		1,094,658
Unexpended Balance Forward	113,034	372,680	557,555		1,043,269
Unexpended Balance Lapsed	51,389				51,389

MAINE HUMAN SERVICES COUNCIL

JOYCE S. HARMON, CHAIRMAN

Central Office: 221 State Street, Augusta 04330

Telephone: 289-2736

Established: 1974

Statutory Authority: M.R.S.A., Title 22, Chapter 1475

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MAJOR GOAL: To ensure availability, quality and equitable distribution of social services provided to the residents of the State of Maine through provision of advice, recommendation and assistance regarding any function intended to improve the quality of such human services.

POWERS AND DUTIES: The Maine Human Services Council, solely advisory in nature, was established to advise and assist the Executive and Legislative Branches of State Government on activities related to human services, except those related to older people; to serve on behalf of human services, including services to older people funded by Title VI of the Social Security Act, and to advise relative to State administered grant funds under this Act; to review, evaluate and recommend in the value and administration of State and federal policy regarding human services programs; to provide public information, public forums and public hearings and conferences; and to serve as the advisory committee on behalf of the State to the agency (Bureau of Human Services) relating to or as may be required by State or federal laws and regulations governing administration of authorized human services programs.

ORGANIZATIONAL BACKGROUND: The Maine Human Services Council was established in 1973 to replace the Advisory Committee of Health and Welfare, originally created in 1931, and the informal Citizens Advisory Committee to the Bureau of Social Welfare which were then abolished. The Council is an organizational unit of the Department of Health and Welfare and consists of no more than seventeen members representing the Legislature, nongovernmental organizations or groups and public agencies concerned with human services, and who, excepting members representing the Legislature, are appointed by the Governor with the advice and consent of the Executive Council, for terms of three years. The Governor designates the chairman from among the appointed members. The Council meets at least once every three months.

PROGRAM: The Maine Human Services Council was established by statute in 1973 to become effective April 2, 1974. Therefore, the Council essentially did not exist during fiscal year 1974, and has operated since the close of the year on limited funds and staff provided by the Department of Health and Welfare.

BUREAU OF MAINE'S ELDERLY

RICHARD W. MICHAUD, DIRECTOR

Central Office: Whitten Road, Augusta 04330

Telephone: 289-2561

Established: 1974

Statutory Authority: M.R.S.A., Title 22, Chapters 1451, 1453

Average Number of Full-Time Employees: 16

Authorized Employee Level: 20

Total Expenditure, Fiscal Year 1974: \$1,926,563

MAJOR GOAL: To assist the older citizens of the State of Maine to secure full and equal opportunity for meeting sustenance and social needs and to maintain dignity, independence and free exercise in planning and managing their own lives through provision of a full range of essential services to the elderly.

POWERS AND DUTIES: The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of Health and Welfare, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State; to encourage and assist development of more coordinated use of existing and new resources and services relating to the elderly; to develop and maintain an up-to-date information system, develop objective devices and research methodologies, and prepare, publish and disseminate educational materials related to the elderly; to maintain an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for elderly people and conduct a continuous

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evaluation of the impact, quality and value of such facilities, programs and services; to assist the Legislative and Executive Branches of State Government in coordination of all government efforts relating to elderly people; to prepare and administer a comprehensive State plan relating to older people and to administer any such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973 and the United States Older Americans Act of 1965, as relate to older people; to plan, establish and maintain necessary or desirable programs for older individuals or groups of individuals; to help communities mobilize their resources to benefit older people; to seek and receive funds from the Federal Government and private sources to further its activities; to enter into agreements necessary or incidental to the performance of its duties; to prepare, adopt, amend, rescind and administer policies, priorities, procedures, rules and regulations to govern the development and operation of facilities, programs and services; to develop and implement, as an integral part of programs, an educational program and foster, develop, organize, conduct or provide for the conduct of training programs for persons in the field of serving older people; and to convene and conduct conferences concerned with the development and operation of programs for older people, including sponsorship of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATIONAL BACKGROUND: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973, the office was established by statute as a separate and distinct organizational unit of the Department, under the name Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and maintains five area offices across the State.

PROGRAM: During fiscal year 1974, the Bureau of Maine's Elderly operated four major programs, with a project director in each area office.

The Volunteer Services program includes the ACTION programs of Foster Grandparents (FGP), Retired Senior Volunteer Program (RSVP) and Senior Citizens VISTA program. The FGP Program distributes \$153,000 directly to 47 participants. RSVP is funded for a total of \$187,833 statewide, with non-federal participation funded for a total of \$52,441. VISTA pays 38 people a total of \$158,000. Each program is structured to offer people over age sixty to continue making an active contribution to the community in which they live.

The Nutrition Program for the Elderly was funded for \$516,000 on October 1, 1973, with local support amounting to \$100,000. These funds enabled the operation of 36 meal sites where 1,900 meals per day are served in the State. The program serves one meal a day that provides one third of an individual's daily nutritional requirement. The sites also offer Outreach, Information and Referral, Counseling, Shopping Assistance, Transportation and Nutrition Education services.

As a result of the Housing Program, sixty housing units were opened in the spring of 1974 in thirty small communities, with a total of 222 units projected. These are moderate income projects in the moderate rent level. The Housing Program helps communities to organize and to take advantage of available federal funds.

In 1974, funds for a statewide Transportation Program became available which were used to provide transportation for the elderly in both rural and urban areas. The federal funding amounted to \$747,000 and the local share \$235,000, a thirty percent match. The transportation system established generally is an on-call, door to door program, using small busses and private vehicles to provide trips to doctors appointments, hospitals, shopping and meal sites.

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FINANCES, FISCAL YEAR 1974:

Bureau of Maine's Elderly	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$248,999		\$1,772,397		\$2,021,396
Total Expenditures	172,796		1,753,767		1,926,563
NET	76,203		18,630		94,833
Unexpended Balance Forward			18,630		18,630
Unexpended Balance Lapsed	76,203				76,203

MAINE COMMITTEE ON AGING

KATHLEEN WATSON GOODWIN, CHAIRMAN

JOHN F. SHAW, STAFF DIRECTOR

Central Office: c/o Bureau of Maine's Elderly, 221 State Street, Telephone: 289-2561
Augusta 04330

Established: 1974

Statutory Authority: M.R.S.A., Title 22, Chapter 1455

Average Number of Full-Time Employees: 2

MAJOR GOAL: To assist the older citizens of the State of Maine to secure full and equal opportunity for meeting sustenance and social needs and to maintain dignity, independence and free exercise in planning and managing their own lives through provision of advice, recommendation and assistance regarding any function intended to benefit older people.

POWERS AND DUTIES: The Maine Committee on Aging, solely advisory in nature, was established to advise and assist the Executive and Legislative Branches of State Government on government activities related to older people; to serve as an advocate on behalf of older people; to serve through a subcommittee as the review committee on behalf of the State responsible for analysis of proposals and submissions of advisory recommendations to the Director of the Bureau of Maine's Elderly concerning the acceptability of proposals requesting award of State-administered grant funds under the Priority Social Services Act of 1973, the Elderly Householders Tax and Rent Refund Act of 1971, certain public laws of 1969 relating to the State Housing Authority, the United States Older Americans Act of 1965 and Title VI of the federal Social Security Act, as relates to older people; to review and evaluate, in consultation with the Bureau, State and federal policies, programs and activities regarding Maine's elderly; to inform the public, in consultation with the Bureau, by collecting and disseminating information, conducting and commissioning studies and publishing their results, and issuing publications and reports; to provide public forums, conduct public hearings and sponsor conferences, workshops and other such meetings relating to problems of older people; to hold a statewide Blaine House Conference on Aging at least every two years and to sponsor, in cooperation with the Bureau, the annual meeting of the Maine Three Quarter Century Club; to administer any funds, grants or gifts which may become available to the Committee; and to serve as the advisory committee to the Bureau of Maine's Elderly.

ORGANIZATIONAL BACKGROUND: The Maine Committee on Aging was created as a temporary committee in 1953 and was reestablished biennially through legislative action, with the exception of the 103rd Legislature in 1967, until 1973 when a permanent committee was established within the Department of Health and Welfare. The Committee consists of fifteen members representing the Legislature, the elderly and leaders of Maine's elderly in varied public and private fields, and who, excepting members representing the Legislature, are appointed by the Governor with the advice and consent of the Council, for terms of three years. The Governor designates the chairman from among the appointed members. The Committee meets at least four times a year.

PROGRAM: During the past fiscal year, the Maine Committee on Aging, in cooperation

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with the Bureau of Maine's Elderly, sponsored the 48th annual Maine Three Quarter Century Club meeting and the 4th annual Blaine House Conference on Aging. As a result of the Blaine House Conference, recommendations were submitted relative to housing, transportation, home health care, fuel allocation, fire safety standards and priority social services. Certain of these recommendations were implemented through action by the Governor, the Department of Health and Welfare and the 106th Legislature.

On behalf of one of the area agencies on aging, the Committee developed a statewide legal services proposal which was funded by the Bureau, to be effective in July, 1974. In addition, the subcommittee of the Committee made quarterly reviews of all funding proposals submitted to the Bureau along with findings and recommendations.

In June, 1974, the Committee held a two-day training conference in cooperation with the staff of the New England Gerontology Center. Short-range plans for Committee focus include the study of patients' rights in nursing homes, in conjunction with the University of Maine at Orono, and in-depth observations of standards of nursing and boarding homes within the State.

In April and May of 1974, the Committee implemented an information program concerning Supplemental Security Income and intervened in approximately 200 personal case problems; visited statewide meetings of senior citizens clubs to disseminate information and evaluate problem areas; provided research and review of relevant legislative documents for the Governor and other State officials; and developed and maintained an information system for senior citizens concerning legislative action and guidelines for new programs, including publication of a newsletter.

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

MARALYN SCHOENBERGER, CHAIRMAN

Central Office: c/o Department of Health and Welfare, 221 State Street, Augusta 04330 *Telephone:* 289-2971

Established: 1959 *Statutory Authority:* M.R.S.A., Title 22, Chapter 1, § 1; Private and Special Laws, 1973, Chapter 129, Part A

Total Expenditure, Fiscal Year 1974: \$4,980

MAJOR GOAL: To promote the health and welfare of children and youth in the State of Maine through the development, upgrading and coordination of comprehensive children and youth services.

POWERS AND DUTIES: The Governor's Committee on Children and Youth was established to promote and develop effective programs of education, health, recreation, welfare, public safety and correctional services for children and youth; to conduct continuing programs of public information using such means as promotion of needed legislation and appropriations, and strengthening of public administration and personnel resources; to assist and encourage governmental and private agencies and citizen groups to coordinate their efforts on behalf of children and youth; to cooperate with the Federal Government, governments of other states and cities, and State departments and commissions in programs and activities relating to children and youth; to conduct programs of research as to the needs of children and youth; to provide a means for youth to express themselves and present their opinions to the Maine Legislature; and to serve as a child advocate for any deprived child in the State.

ORGANIZATIONAL BACKGROUND: The Governor's Committee on Children and Youth was originally created in 1959. Its earliest orientations came out of the child welfare movement, but since, have shifted to a more comprehensive view of children and their needs. The present Committee, established in October, 1973, is a combination of the original Committee, State Community Coordinated Child Care groups and the former Youth Commission, with its membership and funding drawn from each. In 1974, legislation placed the Committee within the organizational structure of the Department of

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Health and Welfare where staff support was assigned to the Bureau of Social Welfare's former Office of Resource Development (now divorced from the Bureau and renamed Bureau of Human Services). Administratively, however, the Committee remains responsible directly to the Governor. The Committee consists of thirty members appointed by the Governor to represent the Legislature, a number of State departments and agencies, and private citizens, seven of whom are youths. The Governor also designates the Committee's chairman who must call a meeting at least ten times each biennium.

PROGRAM: Between January, 1974, and the end of the fiscal year, the Governor's Committee on Children and Youth conducted general sessions where speakers from various agencies and groups were invited to present overviews of their programs and make recommendations to the Committee. Subcommittees also conducted meetings in their specific areas, with various agency staff serving as resource people. This approach was aimed at the gathering of data as a basis for recommendations regarding coordination between agencies and development of increased services to children and youth. Expenditures during this period were primarily for expenses incurred by members in attending meetings, publishing a monthly newsletter, renting meeting space and office supplies.

For the next fiscal year, the Committee will be preparing its recommendations, to be submitted to the Governor by December 31, 1974, and will be doing intensive community information and education work aimed at developing grass roots input and support for its recommendations and legislative priorities. The Committee will also be advising the Law Enforcement Assistance Administration (LEAA) project on children's services.

FINANCES, FISCAL YEAR 1974:

Governor's Committee on Children and Youth	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,000				\$5,000
Total Expenditures	4,980				4,980
NET	20				20
Unexpended Balance Forward	20				20
Unexpended Balance Lapsed					

STATE BOARD OF BARBERS

H. GEORGE POULIN, EXECUTIVE SECRETARY

Central Office: Vickery-Hill Building, Chapel Street, Augusta 04330 **Telephone:** 622-3821

Established: 1937

Statutory Authority: M.R.S.A., Title 32, Chapter 7

Average Number of Full-Time Employees: 2

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1974: \$29,271

MAJOR GOAL: To protect the public through regulation of the practice of barbering in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The State Board of Barbers is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State; to issue and renew annually such certificates to each barber and barbership, barber technician, barber apprentice and student of barbering; to refuse to issue or renew such certificates or file complaints with the Administrative Hearing Commissioner requesting suspension or revocation for violations of State laws relating to barbers and barbershops; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Health and Welfare, concerning the practice of barbering and operation of schools for its instruction.

ORGANIZATIONAL BACKGROUND: The State Board of Barbers originated in 1973

HUMAN SERVICES

with the creation of the State Board of Hairdressers and Barbers. In 1961, this Board was separated into the State Board of Hairdressers (now State Board of Cosmetology) and the present State Board of Barbers. The Board consists of four members, three of whom are appointed by the Governor with the advice and consent of the Council, for terms of three years. These members must have been engaged in the practice of barbering for at least five years immediately prior to appointment and must remain so engaged during their membership. The fourth member of the Board is the Director of the Bureau of Health of the Department of Health and Welfare who serves ex officio but has no vote. The senior barber member of the Board serves as its Chairman. The Board employs a full-time executive secretary and other staff as necessary.

PROGRAM: The State Board of Barbers held eleven meetings during the last fiscal year. Two of these meetings were held in conjunction with examinations, one on October 15, 1973, and one on May 13, 1974, for twenty-eight candidates. Twenty-five of these candidates received certificates of registration and three failed. Those who failed have the privilege of taking a second examination held by the Board within a period of one year, upon payment of a twenty dollar fee. Also on these dates, examinations were given to fourteen candidates for a hair coloring license, of whom nine passed.

Two meetings were held especially to study the recommendations of the Maine Management and Cost Survey, four of which were voted down by the Board because implementation would be more costly than the present system. One of the recommendations does not pertain to the Board and the other ten recommendations have already been implemented. At one of these meetings, the Board discussed the possibility and advantages of training future barbers in a State vocational-technical institute; however, no action has been taken as of this date.

In September, one Board member attended, as a delegate from the State of Maine, the forty-seventh annual conference of the National Association of the Board of Barber examiners of America held at Las Vegas, Nevada. At the Maine State Barbers Association convention held in South Portland in October, this member gave the attending barbers a report of the highlights of the National conference.

FINANCES, FISCAL YEAR 1974:

	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
State Board of Barbers					
Total Funds Available				\$46,255	\$46,255
Total Expenditures				29,271	29,271
NET				16,984	16,984
Unexpended Balance Forward				16,984	16,984
Unexpended Balance Lapsed					

STATE BOARD OF COSMETOLOGY

ETTA B. HALL, EXECUTIVE SECRETARY

Central Office: Capitol Shopping Center, Western Avenue, Augusta Telephone: 289-2231
04330

Established: 1961

Statutory Authority: M.R.S.A., Title 32, Chapter 23

Average Number of Full-Time Employees: 6

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1974: \$82,253

MAJOR GOAL: To protect the public through regulation of the practice of hairdressing and beauty culture in the State of Maine so as to maintain high professional standards.

POWERS AND DUTIES: The State Board of Cosmetology is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of hairdressing and beauty culture in the State; to issue and renew annually such certificates

HUMAN SERVICES

to each operator, demonstrator, student and apprentice in the practice of hairdressing and beauty culture; to refuse to issue or renew such certificates or file complaints with the Administrative Hearing Commissioner requesting suspension or revocation for violations of State laws relating to hairdressers and beauticians; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of hairdressing and beauty culture; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Health and Welfare, concerning the practice of hairdressing and beauty culture and operation of schools for its instruction.

ORGANIZATIONAL BACKGROUND: The State Board of Cosmetology originated in 1933 with the creation of the Board for Regulation of the Practice of Hairdressing and Beauty Culture. In 1937, this Board was replaced by the State Board of Hairdressers and Barbers until 1961 when it was separated into the State Board of Barbers and the State Board of Hairdressers. The latter was renamed State Board of Cosmetology in 1973.

The Board consists of six members, five of whom are appointed by the Governor with the advice and consent of the Council, for terms of three years. These members must have been engaged in the practice of hairdressing for at least five years immediately prior to appointment and must remain so engaged during their membership. The sixth member of the Board is the Director of the Bureau of Health of the Department of Health and Welfare who serves ex officio but has no vote. The Board annually elects its chairman from its membership and employs a full-time executive secretary and other staff as necessary.

PROGRAM: The State Board of Cosmetology conducted examinations on eight occasions during the last fiscal year with Board meetings held on the same day. Two meetings were held with school owners to work on revisions of school rules and regulations and curriculum changes, and a public hearing was held for the purpose of promulgating revised shop rules and regulations. Five Board members and the Executive Secretary attended the National Interstate Council conference in Las Vegas, Nevada, where the Board was active on administrative and other committees.

Some changes in legislation are planned for submission to the 107th Legislature to update and revise present laws. The staff is making a concentrated effort to keep expenses at a minimum in order to stay within the Board's present income. Board sanitarians continue to inspect all establishments at least twice a year.

FINANCES, FISCAL YEAR 1974:

State Board of Cosmetology	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$138,271	\$138,271
Total Expenditures				82,253	82,253
NET				56,018	56,018
Unexpended Balance Forward				56,018	56,018
Unexpended Balance Lapsed					

HUMAN SERVICES

DEPARTMENT OF INDIAN AFFAIRS

JOHN STEVENS, COMMISSIONER

S. GLENN STARBIRD, JR., DEPUTY COMMISSIONER

Central Office: 236 State Street, Augusta 04330

Telephone: 289-2831

Established: 1965

Statutory Authority: M.R.S.A., Title 22, Chapter 1351

Average Number of Full-Time Employees: 28

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1974: \$776,528

MAJOR GOAL: To assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine.

POWERS AND DUTIES: The Department of Indian Affairs is authorized to exercise general supervision over the Indian tribes in Maine; to administer welfare, health planning and research, and maintain fiscal and general records; to oversee tribal elections, certifying eligibility for tribal membership, and collecting tribal census data from tribal clerks; to provide technical assistance to tribal enterprises and provide financial and technical assistance to the Indian Housing Authorities; to regulate Indian hunting and fishing licenses; and to submit legislative bills on behalf of Indians and serve as advocate for the Maine tribes.

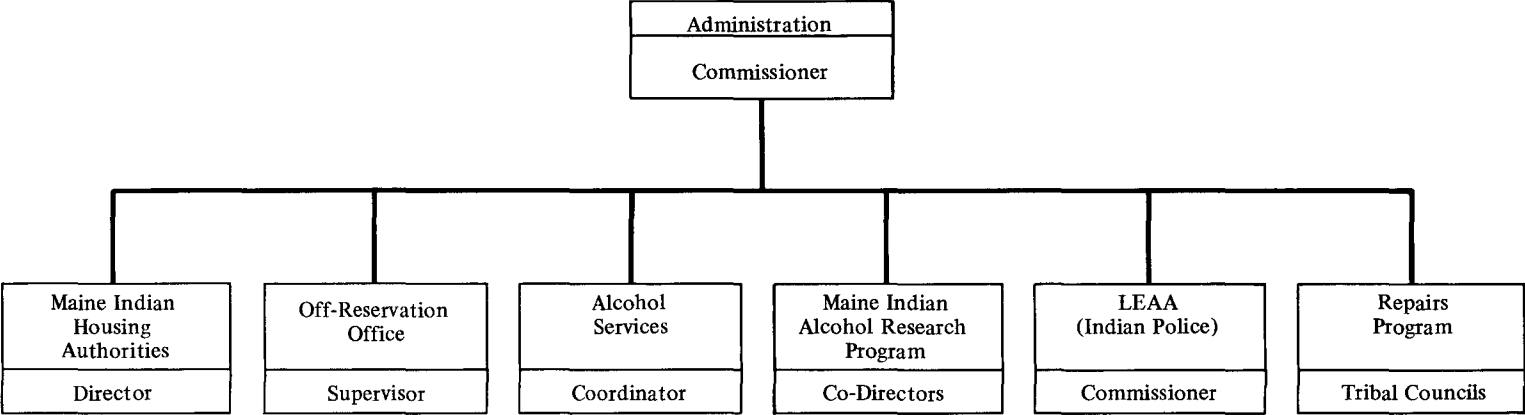
The Maine Indian Housing Authorities are empowered to supervise production of better housing and more desirable neighborhood and community development at lower cost on individual reservations, with the advice and consent of tribal governors, councils and officials. Any real property required by an Authority in providing housing is required to be leased to the Authority by the respective governor and council with the approval of the Governor of Maine. The State is empowered to provide facilities, services and financial aid by loan, donation, grant, contribution and appropriation of money.

ORGANIZATIONAL BACKGROUND: The Department of Indian Affairs originated in the appointment of Agents for the Penobscot and Passamaquoddy Indians in 1821 by the Governor with the advice and consent of the Council. The Agents were responsible for the care and management of property for the use and benefit of the Indians. In 1929, responsibility for supervision of the Indian tribes was transferred to the Office of the Forest Commissioner, and in 1933, again transferred to the Department of Health and Welfare. The law which had created the Agents for Penobscot and Passamaquoddy Indians was abolished in 1953, and a new Division of Indian Affairs was created within the Department of Health and Welfare. All duties and powers given the Commissioner of Health and Welfare relating to Indians, except education and care for destitute Indians not belonging to a tribe or reservation, were transferred in 1965 to the Department of Indian Affairs, created to exercise general supervision over the Indian tribes. Also in 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of Maine's three reservations: the Penobscot Indian reservation at Old Town and the Passamaquoddy Indian reservations located at Pleasant Point and Indian Township. Each housing authority is composed of five Commissioners appointed by the reservation governor with the advice and consent of the tribal council.

PROGRAM: During the early years of the Department of Indian Affairs, operations were primarily concerned with establishing offices, records systems and budgets, producing informational materials and initiating planning. In 1971, a published survey of Maine off-reservation Indians was completed, and later, a first handbook of Maine Indian Laws was printed in book form, both proving to be valuable additions to the Department's informational materials.

Health care among Maine Indians has been a top priority. As early as 1945, a Health Officer for Indian tribes was authorized to serve as a tribal physician or nurse. Responsi-

**ORGANIZATION CHART
DEPARTMENT OF INDIAN AFFAIRS**



HUMAN SERVICES

FINANCES, FISCAL YEAR 1974:

Department of INDIAN AFFAIRS	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$675,716				\$675,716
Departmental Operations	599,216				599,216
Transfers	76,500				76,500
Federal Grants			\$151,934		151,934
County & Municipal					
Private Contributions				\$525	525
Sales					
Services & Fees					
Other	13,900				13,900
Unexpended Balance Brought Forward	29,590		19,234	162	48,986
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	719,206		171,168	687	891,061

Monies received and deposited to credit of the State					
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EXPENDITURES					
Personal Services, Total:	105,274		121,850		227,124
Wages & Salaries	97,171		112,554		209,725
Retirement	8,103		9,296		17,399
All Other, Total:	520,790		12,100	477	533,367
Commodities	3,199		310		3,509
Grants, Subsidies, Pensions	409,674			477	410,151
Contractual Services, Total:	107,917		11,790		119,707
Rents	3,276				3,276
Computer Services					
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	14,922		1,115		16,037
Buildings & Improvements	10,674				10,674
Equipment	4,248		1,115		5,363
Purchases of Land					
TOTAL EXPENDITURES	640,986		135,065		776,528

SUMMARY

Total Funds Available	719,206		171,168	687	891,061
Total Expenditures	640,986		135,065	477	776,528
NET	87,220		36,103	210	114,533
Unexpended Balance Forward	71,592		36,103	210	107,905
Unexpended Balance Lapsed	6,628				6,628

HUMAN SERVICES

bility was expanded in 1971 when three Indian Health Coordinators were established at each reservation, paid by the Department. In 1971, attempts were made without success to secure Public Health Corps workers for the Washington County reservations. Similar attempts to interest the Indian Public Health Service in Maine Indians have failed, and to date there is still inadequate health care in the reservation communities.

In 1971, liaison was established between the Department and the former Division of Alcoholism Services in the Bureau of Health, and three Indian Alcoholism Counselors were hired to work directly with the reservation populations. An important beginning in dealing with the serious alcohol abuse problem was made in 1972 when the Department secured a federal research-planning grant to fund a comprehensive alcoholism program, the Maine Indian Alcohol Research Program, to begin implementation in 1975. The three-year grant is for approximately \$727,000 and will involve five Indian Communities.

In 1973, an Indian office was established in Houlton to serve and inform off-reservation people of the social aids available to them and to collect data relative to these people. The Department also instituted and funded a locally run minor repair program on the reservations, and assisted in the creation of an Indian inter-tribal police force which, through a federal Law Enforcement Assistance Administration (LEAA) grant, will provide for trained tribal police, modern equipment and an Indian Police Commissioner.

Through technical and legislative assistance as well as financial support to the Indian Housing Authorities, the Department assisted in the creation of sixty-nine family housing units on the reservations by June, 1974.

In 1974, the Department received a VISTA grant for funding workers in five communities, and also participated in the Emergency Employment Act program and the Summer Youth program in which enrollment increased from an initial 12 persons to a total of 101 young people in the summer of 1974.

HUMAN SERVICES

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

WILLIAM F. KEARNS, JR., COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-3161

Established: 1939

Statutory Authority: M.R.S.A., Title 34; Title 15, Chapters 5, 409; Private and Special Laws, 1973, Chapter 53

Average Number of Full-Time Employees: 2,716

Authorized Employee Level: 2,826

Total Expenditure, Fiscal Year 1974: \$35,589,941

Organizational Units:

Division of Administrative Services

Bureau of Mental Health

Committee on Mental Health

Augusta Mental Health Institute

Bangor Mental Health Institute

State Military and Naval Children's Home

Interstate Compact on Mental Health

Bureau of Mental Retardation

Maine Committee on Problems of the Mentally Retarded

Bureau of Corrections

State Parole Board

Boards of Visitors

Interstate Compact on Detainers

Planning and Advisory Council for

Developmental Disabilities Services and Facilities Construction

Uniform Act for Out-of-State Parolee Supervision

Uniform Interstate Compact on Juveniles

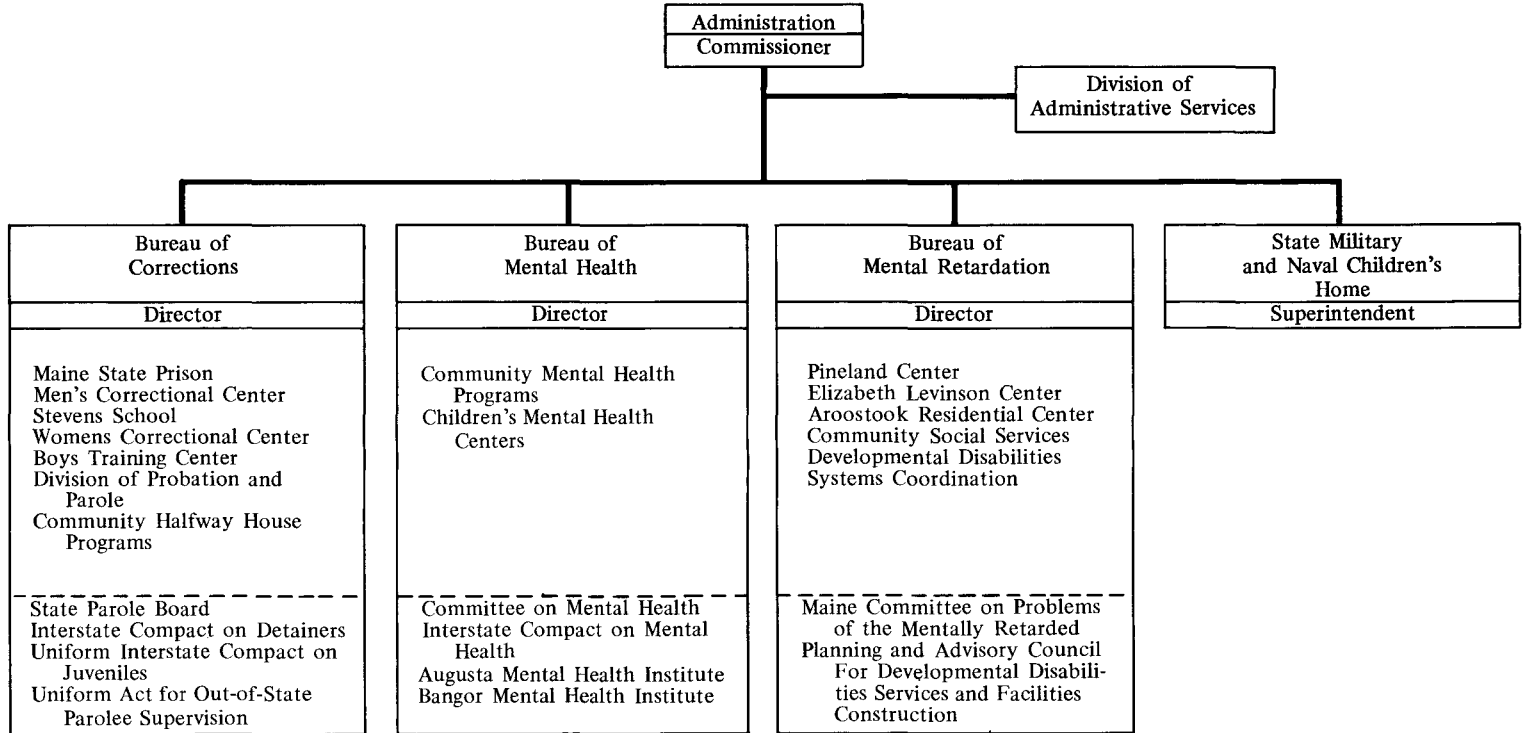
MAJOR GOAL: To enhance the quality of life for the mentally handicapped, the developmentally disabled and the public offender by helping them to meet their needs for personal, social, educational, vocational and economic development; to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine.

POWERS AND DUTIES: The Department of Mental Health and Corrections was established to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons committed to its jurisdiction; to exercise general supervision, management and control of research and planning, grounds, buildings and property, officers and employees, and patients and inmates of the State institutions within its jurisdiction; to perform such acts relating to the care, custody, treatment, relief and improvement of the inmates of the institutions as are not contrary to the law; and to enforce all laws concerning the institutions.

ORGANIZATIONAL BACKGROUND: The Department of Mental Health and Corrections, so named in 1957, was established in 1939 as the Department of Institutional Service. The 1939 legislation transferred the State's mental health, penal and correctional institutions from the jurisdiction of the Department of Health and Welfare. These institutions are under the general administrative supervision of three statutorily-based bureaus within the Department: Bureau of Mental Health, created in 1959; Bureau of Mental Retardation, created in 1967; and Bureau of Corrections, created in 1969. The State Parole Board was placed within the Department in 1959, and a statutory Division of Probation and Parole was added in 1967. During the past year, a Division of Administrative Services was created by executive action.

In 1971, the Legislature mandated a Board of Visitors at each institution under the Department's jurisdiction. These institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed under a State department, include: Augusta Mental Health Institute, Bangor Mental Health Institute, State Military and Naval Children's Home, Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, Maine State Prison, Men's Correctional Center, Women's Correctional Center, Boys Training Center, and Stevens School. The Elizabeth Levinson Center and Aroostook Residential Center were authorized, constructed and placed in operation after the present Department was organized in 1957. In 1974, the Legislature abolished the

**ORGANIZATION CHART
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS**



HUMAN SERVICES

FINANCES, FISCAL YEAR 1974:

Department of MENTAL HEALTH and CORRECTIONS	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$32,237,603	\$ 778,091	\$ 245,967	\$2,079,959	\$35,341,620
Departmental Operations	30,470,706	849,200	202,052	1,868,293	33,390,251
Transfers	1,766,897	(71,109)	43,915	211,666	1,951,369
Federal Grants			1,333,701		1,333,701
County & Municipal					
Private Contributions		24,978		3,016	27,994
Sales		34,782		236,439	271,221
Services & Fees		1,267,349		16,964	1,284,313
Other		9,791	26,934		36,725
Unexpended Balance Brought Forward	1,149,298	1,336,969	785,752	2,359,794	5,631,813
Adjustment of Balance Brought Forward	(17,584)	(191)	(64,232)	(759)	(82,766)
TOTAL FUNDS AVAILABLE	33,369,317	3,451,769	2,328,121	4,695,413	43,844,620

Monies received and deposited to credit of the State	1,265,436	1,300,995	401,909	334,157	3,302,497
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EXPENDITURES					
Personal Services, Total:	24,465,123	73,140	865,323	164,047	25,567,633
Wages & Salaries	22,360,051	72,866	801,395	152,657	23,386,969
Retirement	2,105,072	274	63,928	11,390	2,180,664
All Other, Total:	5,779,425	1,154,385	817,855	220,070	7,971,735
Commodities	3,238,749	70,175	48,953	100,508	3,458,385
Grants, Subsidies, Pensions	325,105	542,577	226,191		1,093,873
Contractual Services, Total:	1,877,767	538,236	526,142	105,440	3,047,585
Rents	29,879		4,354	10,510	44,743
Computer Services	18,907	18,663			37,570
Transfers to Other Funds	87,061	1,452	2,338	8,625	99,476
Other	250,743	1,944	14,230	5,496	272,413
Capital Expenditures, Total:	247,737	339,031	74,297	1,389,502	2,050,567
Buildings & Improvements	84,644	282,057	24,164	1,307,924	1,698,789
Equipment	163,093	56,974	50,133	81,578	351,778
Purchases of Land					
TOTAL EXPENDITURES	30,492,285	1,566,559	1,757,478	1,773,619	35,589,941

SUMMARY

Total Funds Available	33,369,317	3,451,769	2,328,121	4,695,413	43,844,620
Total Expenditures	30,492,285	1,566,559	1,757,478	1,773,619	35,589,941
NET	2,877,032	1,885,210	570,643	2,921,794	8,254,679
Unexpended Balance Forward	2,833,387	1,884,997	569,953	2,920,488	8,208,825
Unexpended Balance Lapsed	43,645	213	690	1,306	45,854

HUMAN SERVICES

Women's Correctional Center in Skowhegan and provided for its relocation at Hallowell on the grounds of Stevens School. The Department still maintains and operates a Halfway House for female offenders at Skowhegan.

PROGRAM:

Goals and Objectives. Originally adopted as a formal management tool three years ago, a system of goals and objectives was implemented throughout the Department in fiscal year 1974. A staff position was assigned to coordinate goals and objectives, resulting in substantive improvement. Goals and objectives for fiscal year 1975 were developed and finalized at Bureau and institutional levels, and will be published and circulated.

Advocacy. The establishment and expansion of the Patient-Inmate Advocacy program represents one of the Department's most singular accomplishments. Although it began on a limited basis in fiscal year 1973, the program was expanded in fiscal year 1974. An advocate in the Central Office now supervises and coordinates the program throughout the Department; two advocates are located at Augusta Mental Health Institute, one at Bangor Mental Health Institute, one at Pineland Center, and one covers the Boys Training Center and Men's Correctional Center combined. A total staff of six is used interchangeably as necessary. Arrangements were made during fiscal 1974 for a contract between the Department and the Maine Bar Association whereby the latter would provide an attorney to serve residents of the various institutions on a wide variety of legal matters. The Bar Association hires and supervises the attorney under an agreement with the Department.

Children's Services. The Department is one of three State departments (with the Departments of Health and Welfare and Educational and Cultural Services) which developed jointly a plan for an early detection and screening system. A pilot project is to be tested in the Ellsworth area. The Children's Psychiatric Hospital at Pineland Center was phased out during the fiscal year because it was inadequate to meet the needs of children sent there. The Department, through the Bureau of Mental Health, now purchases services for children requiring residential care for emotional problems. The Department is supporting eleven children in private facilities for emotionally disturbed children. The Task Force on Needs of Emotionally Disturbed Children in Maine also completed its report during the year, recommending establishment of a Cabinet level Department of Children and Youth Services. As an interim step, the report proposed a children's division within the Bureau of Mental Health.

Evaluation. Site visits, required as one of the goals and objectives of all units within the Department, were completed in mental health and mental retardation. The Department began a \$300,000, two-year, Mental Health Management Information System planning-demonstration project on November 1, 1973, to be used throughout the mental health system. It will provide for cost accounting mechanisms, patient movement data, service delivery data and demographic data. The final product is designed to provide a means for outcome evaluation of the various mental health program and services at both institutional and Community Mental Health Center levels.

Deinstitutionalization. The trend toward lower institutional populations continued during fiscal year 1974. The total in-resident population of all institutions in the Department at the end of the fiscal year was 2,186 compared to 2,459 the previous year. This represents an 11.1 percent decrease. The daily average in-residence population of all institutions for the fiscal year was 2,272. This was down from the 2,619 average daily population in the previous fiscal year. The decreases were accompanied by greater efforts to provide alternative services in the community, particularly in terms of aftercare for those who left the institutions. This creates a large agenda for the future, i.e., the development of community alternatives and effective follow-up of patients and inmates who are released. The substantive reduction in population of the two mental health institutes during the past three years has resulted in a capacity to share resources with Community Mental Health Centers and others to help finance the alternative programs. The reduction in population has also permitted the improvement of the institutional programs and their shifting from mere custodial to more treatment-type programs. The quality of life for those who must remain in institutions has been improved as a result. This is illustrated by the fact that the Augusta Mental Health Institute was fully accredited by the Joint Commission on Hospital Accreditation during the fiscal year, and by the improved quality of food programs in fiscal year 1974.

HUMAN SERVICES

Consumer Involvement. The objective to increase the involvement of consumers of services in policies and decisions which affect them directly and to give them a greater voice in departmental directions was accelerated during the year. The Bureau of Mental Health, as part of the State program development project, organized a consumer-constituency task force which has sponsored two regional conferences for input from consumers, and plans to hold six more. The Department has slowly increased the number of former patients and inmates who are employed by the Department and/or used in advisory capacities. The Augusta Mental Health Institute, for example, employs twenty-eight present clients in authorized position slots and seven former residents of the institution. The Institute also has hired two inmates of the Maine State Prison who are on work-release status. The Prison has provided part-time jobs for twenty-five inmates, seven in psycho-social programs, one as an inmate advocate, four in the education program, ten in kitchen crews and three in the canteen. The Boys Training Center and Men's Correctional Center each employ two former offenders, and the Bangor Mental Health Institute has two present residents in full-time authorized positions.

Policies. During fiscal year 1974, all departmental policies were reviewed, revised and/or abolished. The project resulted in eliminating obsolete or conflicting policies and forming a consolidation of thirty-two policies.

BUREAU OF MENTAL HEALTH

WILLIAM E. SHUMACHER, M.D., DIRECTOR

Central Office: State Office Building, Augusta, 04330

Telephone: 289-3161

Established: 1959

Statutory Authority: M.R.S.A., Title 34, Chapters 181, 183, 197

Average Number of Full-Time Employees: 14

Authorized Employee Level: 14

Total Expenditure, Fiscal Year 1974: \$1,401,513

Organizational Units:

Committee on Mental Health

Interstate Compact on Mental Health

MAJOR GOAL: To reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental and emotional ills and disabilities.

POWERS AND DUTIES: The Bureau of Mental Health is responsible for the direction of health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To carry out the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient.

ORGANIZATIONAL BACKGROUND: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Committee on Mental Health was also created in 1959 to serve as a citizens' group providing advice to the Bureau relative to programs and policies and approving the appointment of mental health institution superintendents. The Committee consists of nine members, employed outside of State Government, appointed by the Governor for terms of three years. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

HUMAN SERVICES

PROGRAM: Recently, the Bureau of Mental Health has been primarily engaged in organizing an effective, integrated, coordinated and comprehensive mental health care system which relates to the private sector of mental health care. Toward this goal, the two State mental health institutes and the eight Community Mental Health Centers have been defining their responsibilities and measures of accountability for the attainment of the goals and objectives for each component of the service delivery system. This has been a cooperative effort, with the institutes sharing resources with the Community Mental Health Centers as responsibilities were transferred from the institutional base to the community base.

The departmental goals of reducing institutional care to the essential minimum, decentralizing services to the local level, and eliminating dehumanizing practices have been fostered during the past year through the assignment of resources to community services, the development of a strong institutional advocacy program related to human rights and personal dignity, and the planned extension of the advocacy program to the community services.

Since the institutional program for emotionally disturbed children was not meeting the needs of the youth of the State to the extent that would be possible by using alternative resources, a decision was made to close the Children's Psychiatric Hospital. This has been done, and presently, there are many children who required institutional care because of mental health problems now being treated in residential placements more appropriate to their needs.

With the decentralization of State mental health services and expansion of community services, the institutes have experienced a marked reduction of their residential populations and substantial improvement in the quality of services rendered to patients. Augusta Mental Health Institute now has approximately 460 patients and Bangor Mental Health Institute has approximately 430 patients. The reduction of inpatient care responsibilities has prompted a consideration of the future roles of the mental health institutes by the Legislative Appropriations Committee. A study is being conducted and a report is to be prepared prior to the next legislative session.

In the administration of the Department of Mental Health and Corrections, the goals and objectives approach instituted by the Commissioner has been refined and extended so that it has become an effective management tool. Each administrator is required to make commitments for accomplishment and is held accountable for those commitments. This same procedure has been extended to the community mental health centers. The role of the Bureau of Mental Health in relation to this and other measures of accountability is being reassessed, since it appears that the provision of direct services is becoming less of a responsibility of the Bureau. Monitoring, auditing and accountability are increasing responsibilities requiring extensive changes in the orientation and structure of the staff of the Bureau.

FINANCES, FISCAL YEAR 1974:

Bureau of Mental Health	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$88,105	\$1,910,300	\$373,895		\$2,372,301
Total Expenditures	88,105	1,067,204	246,203		1,401,513
NET	0	843,096	127,692		970,788
Unexpended Balance Forward		843,096	127,692		970,788
Unexpended Balance Lapsed					

AUGUSTA MENTAL HEALTH INSTITUTE

ROY A. ETTLINGER, SUPERINTENDENT

Central Office: Department of Mental Health and Corrections, Telephone: 289-3161
State Office Building, Augusta, 04330

Established: 1840 *Statutory Authority:* M.R.S.A., Title 34, Chapters 185, 195; Title 15, Chapter 5

HUMAN SERVICES

Average Number of Full-Time Employees: 740

Authorized Employee Level: 789

Total Expenditure, Fiscal Year 1974: \$8,555,945

MAJOR GOAL: To treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens of Maine who require long-term mental health care.

POWERS AND DUTIES: The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization for the mentally ill. The Institute is empowered, subject to the availability of suitable accommodations, to receive and to provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court. The Institute accepts transfers from other hospitals for the mentally ill, both in-state and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATIONAL BACKGROUND: Established in 1840, the Augusta Mental Health Institute was called the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, Community Mental Health Centers were established which made possible a redefinition of the role of the Institute in the 1970's. The Institute was reorganized and decentralized internally into treatment units relating to five Community Mental Health Centers in 1971. The units were designed to serve as the long-term or extended care component of comprehensive, community-based mental health services. A Psychiatric Nursing Home Unit provides nursing home care for those psychiatric patients requiring primarily nursing home care but whose psychiatric problems are not yet resolved to the extent that they can be placed in nursing homes in the community.

PROGRAM: The Augusta Mental Health Institute refined and clarified its role in the continuum of community mental health services this year. The reorganization of the institution known as "Unitization" was completed and consolidated, turning the custodial hospital into a true treatment center by the elimination of "back wards." There is a steadily developing therapeutic society which includes fellow patients.

Formerly, the Institute attempted to provide minimal aftercare services in Augusta for those patients who were convalescing in their home communities in southern and central Maine, a service area of 600,000 population. This responsibility has been transferred to the Community Mental Health Centers. During this fiscal year, the Institute provided medication and personnel to the Centers, making possible improved and expanded services to the convalescing mentally ill, in or close to their home communities.

Greater cooperation with the Community Mental Health Centers has resulted in improvement in the quality and quantity of treatment programs and is minimizing institutionalization for persons with mental or emotional problems. The Centers are screening 90% of the admissions to the Institute, thus insuring that the most appropriate modality and level of treatment is utilized.

During fiscal year 1974, the Institute admitted 807 patients and discharged 1,008, maintaining an average daily patient population of 520. The goal of returning to the community those patients no longer requiring the twenty-four hour services of a specialized psychiatric hospital continued to be met.

The Institute is fully accredited by the Joint Commission on Accreditation of Hospitals. In this fiscal year, it received certification by the Social Security Administration as a provider of Title XVIII (Medicare) services in its psychiatric unit. The infirmary is certified for general hospital services and the psychiatric nursing home certified as an intermediate care facility.

The enactment of changes in statutes governing admission to psychiatric facilities was welcomed as needed to protect the rights of those citizens for whom admission to the

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Institute may be requested or indicated. In September, the Institute received national recognition from the American Psychiatric Association for its patient advocacy or "ombudsman" activities which are designed to protect further these rights.

At the end of the fiscal year, the use of unpaid patient labor in support of the institution was eliminated. Many patients have benefited from a resident labor program with remuneration at or above minimum wage rates, and others have successfully competed for vacancies in State "civil service" positions within the Institute.

In the course of the year, the psychiatric-medical records of all admissions were converted to a Problem Oriented Record format which is widely recognized as a major tool in insuring high quality care and treatment. Such specialized treatment modalities as token economies and semi-independent, home-style "quarter-way houses" on the Institute grounds were developed or expanded.

The University of Maine at Bangor sponsored an Associate in Arts in Mental Health Technology Degree program which is conducted at the Augusta Mental Health Institute. This program is graduating its first class of Mental Health Workers at the end of this fiscal year.

The Institute conducts objective evaluations of its programs and activities. Surveys of how residents spend their time; what treatment they receive and what problems they encounter; how satisfied they and their families are with the Institute's services; how much they have changed as a result of the services received; and how those placed in foster, boarding and nursing homes are adjusting in the community, have produced generally positive feedback to the Institute's current programming and policies. At the same time, the surveys have revealed some problems to be solved.

The Institute's goals, both for the immediate and for the more distant future, are to increase cooperative planning and programming with the Community Mental Health Centers and to improve both the quality and quantity of treatment programs.

FINANCES, FISCAL YEAR 1974:

Augusta Mental Health Institute	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,635,960	\$1,225,477	\$112,471		\$9,973,908
Total Expenditures	8,125,808	343,771	86,366		8,555,945
NET	\$10,152	881,706	26,105		1,417,963
Unexpended Balance Forward	\$02,952	881,493	26,105		1,410,550
Unexpended Balance Lapsed	7,200	213			7,413

BANGOR MENTAL HEALTH INSTITUTE

DAVID ANDERSON, M.D., ACTING SUPERINTENDENT

Central Office: Department of Mental Health and Corrections, Telephone: 289-3161
State Office Building, Augusta, 04330

Established: 1901 *Statutory Authority:* M.R.S.A., Title 34, Chapters 185, 195; Title 15, Chapter 5

Average Number of Full-Time Employees: 578 *Authorized Employee Level:* 613

Total Expenditure, Fiscal Year 1974: \$6,608,783

MAJOR GOAL: To rehabilitate citizens of the State of Maine who require intermediate and long-term mental health care.

POWERS AND DUTIES: The Bangor Mental Health Institute is responsible for providing intermediate and long-term residential mental health services to the mentally ill. The Institute provides a variety of inpatient mental health programs in conjunction with community mental health activities. It is empowered, subject to the availability of suitable accommodations, to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health

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and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease. The Superintendent has general supervision of the Institute and its grounds under the direction of the Department.

ORGANIZATIONAL BACKGROUND: The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973.

The Institute had an original inpatient population of less than 200, and for many years, a population of over 1,000. Recently, with emphasis placed on returning as many residents as possible to the community, the population appears to be stabilizing at 400-500. Approximately half of the population reside at Pooler Pavilion, a geriatric unit which was completed in 1960.

PROGRAM: During fiscal year 1974, several major management changes were implemented at the Bangor Mental Health Institute. One involved a higher level of participation of middle managers in the operation of the Institute. With the development of accounting by cost centers, each cost center "manager" was involved in the budget formulation process for the next biennium, and because of the need for broad-based involvement in short and long-term planning, top and middle managers assisted in the development of goals and objectives for the next fiscal year which will be continually reviewed and evaluated. Various services were reorganized and streamlined during the year so that the mission of the Institute, changed from custodial care to treatment services, could be reflected in appropriate staffing patterns and program emphasis. Because of a major reduction in resident population, manpower resources within the Institute were reallocated in some clinical areas such as laboratory and radiology and in support services such as laundry and food services. In addition, recently initiated treatment programs became more firmly established within the Institute and a newly created and approved Hospital Improvement Project was funded. This project will be directed towards residents in specific wards of the geriatric facility, Pooler Pavilion. Through the use of behavior therapy, it is expected that residents will become more self-sufficient in major areas of activity. Also, a quarter-way house was established during the year, involving residents who could benefit from a small group-living arrangement.

As part of its cooperative involvement with various State and private agencies in the community, the Institute has engaged in a coordinated resources sharing program with the three Community Mental Health Centers in its catchment area, the Maine State Prison and the University of Maine. The total resources shared during fiscal year 1974 was in excess of \$400,000. In this venture, an entire ward, plus necessary support services, was devoted to the establishment of a Community Pre-Release Center staffed and operated by the Maine State Prison.

Various capital improvement projects were initiated and/or completed during the year. Initial plans were developed and approved for the renovation of two wards in "D" Building, a new maintenance building neared completion, and final planning for highway construction and lighting on the Institute's grounds was accomplished.

FINANCES, FISCAL YEAR 1974:

Bangor Mental Health Institute	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,518,058	\$48,529	\$164,836	\$652,176	\$8,383,599
Total Expenditures	6,127,450	25,501	125,322	330,510	6,608,783
NET	1,390,608	23,028	39,514	321,666	1,774,816
Unexpended Balance Forward	1,371,600	23,028	39,514	321,666	1,755,808
Unexpended Balance Lapsed	19,008				19,008

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STATE MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: Department of Mental Health and Corrections, Telephone: 289-3161
State Office Building, Augusta 04330

Established: 1866

Statutory Authority: M.R.S.A., Title 34, Chapter 253

Average Number of Full-Time Employees: 13

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1974: \$146,471

MAJOR GOAL: To provide a home-like atmosphere for underprivileged and neglected children in the State, with preference given to the children of military families of Maine.

POWERS AND DUTIES: The State Military and Naval Children's Home is responsible for the rearing and educating of the poor and neglected children of this State, particularly the children of soldiers and sailors of Maine who have served in the various wars in which the Nation has engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATIONAL BACKGROUND: The State Military and Naval Children's Home, originally called the Children's Asylum, was founded near the close of the Civil War, 1864, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. The Home was established as a State institution, named Bath Military and Naval Orphan Asylum, by a Private and Special Law in 1866. Supervision of the Home was vested in Trustees from 1866-1929. It was placed under the Department of Health and Welfare and given its present name in 1929. In 1939, it was placed under the Department of Institutional Service which later (1959) became the Department of Mental Health and Corrections.

PROGRAM: The State Military and Naval Children's Home originated in a small house on Walker Street in Bath with an enrollment of two children. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for \$10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association \$15,000 and the Home became a dual institution. The average daily number of children in residence at the Home during fiscal year 1974 was twenty-two.

The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

FINANCES, FISCAL YEAR 1974:

State Military and Naval Children's Home	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$150,907		\$8,761	\$10,000	\$169,668
Total Expenditures	138,542		4,952	2,977	146,471
NET	12,365		3,809	7,023	23,197
Unexpended Balance Forward	11,730		3,809	7,023	22,552
Unexpended Balance Lapsed	635				635

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BUREAU OF MENTAL RETARDATION

ALBERT ANDERSON, JR., PH.D., DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3161

Established: 1969

Statutory Authority: M.R.S.A., Title 34, Chapter 184

Average Number of Full-Time Employees: 723

Authorized Employee Level: 740

Total Expenditure, Fiscal Year 1974: \$8,433,189

Organizational Units:

Pineland Center

Maine Committee on the Problems of the Mentally Retarded

Elizabeth Levinson Center Planning and Advisory Council for Developmental Disabilities

Aroostook Residential Center Services and Facilities Construction

MAJOR GOAL: To assure that services available to the citizens of Maine are also available to retarded citizens and their families.

POWERS AND DUTIES: The Bureau of Mental Retardation is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for the mentally retarded. The Bureau also serves as liaison, coordinator and consultant to the several State departments in accomplishing the provision of such comprehensive services.

ORGANIZATIONAL BACKGROUND: The Bureau of Mental Retardation was established in 1969 and operates with three State funded positions and other staff supported by federal funds. In addition, mental retardation programs are funded through federal monies granted by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions, with five Regional Administrators employed by community agencies. Social workers and group advocates were added to the regional staff to develop and monitor boarding and nursing home programs. These regional teams function as a fixed point of referral to assist individuals in obtaining services, to assist agencies in securing finances and developing programs, and to review all cases referred to and from institutions. This program, developed over the past four years, is federally funded. A Developmental Disabilities staff was established in 1971 for the purpose of developing the yearly Developmental Disabilities Plan and regional plans. Based on these plans, priorities are established for the expenditure of monies available through this federal program.

PROGRAM: The major activities of the Bureau of Mental Retardation are primarily associated with the program established through the availability of federal monies.

The Regional Administrators provide technical assistance to various agencies to develop community programs. Approximately \$2,000,000 were secured by these agencies in fiscal year 1974 through the assistance of the Administrators.

The staff of the Community Social Services program was expanded from five to eighteen, made possible by federal monies, allowing increased monitoring of boarding and nursing home operators. In addition, the Community Social Services staff functioned as individual advocates and a point of referral to and from the institution, resulting in a reduction of referrals to the institution and a reduction in the number of individuals returning to the institution from boarding and nursing homes.

The Regional Group Advocates completed the first assessment of the quality of community services, primarily those services related to boarding and nursing homes. As a result of this assessment, regional plans have been developed to determine gaps in services. The prime emphasis is on placement of individuals from the institution to the community.

In order to implement the deinstitutionalization plan, federal monies were used to evaluate Pineland Center programs and place them into a developmental sequence. This program allowed for the monitoring of individual programs and the individuals as they progress through their prescriptive program.

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The Developmental Disabilities staff has completed regional planning, and for purposes of consumer input, regional developmental disabilities advisory committees have been established. A major accomplishment has been the funding of programs through the Developmental Disabilities Act to close gaps in service. The Planning and Advisory Council for Developmental Disabilities Services and Facilities Construction conducted an on-site visit at Pineland Center in order to evaluate the total program.

FINANCES, FISCAL YEAR 1974:

Bureau of Mental Retardation	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,913,247	\$81,473	\$629,868	\$1,338,897	\$9,963,485
Total Expenditures	7,490,440	35,691	496,048	411,010	8,433,189
NET	422,807	45,782	133,820	927,887	1,530,296
Unexpended Balance Forward	421,953	45,782	133,820	926,643	1,528,198
Unexpended Balance Lapsed	854			1,244	2,098

PINELAND CENTER

CONRAD R. WURTZ, PH.D., SUPERINTENDENT

Central Office: Bureau of Mental Retardation, State Office Building, Telephone: 289-3161
Augusta 04330

Established: 1907 **Statutory Authority:** M.R.S.A., Title 34, Chapter 187; Private and
Special Laws, 1973, Chapter 53

Average Number of Full-Time Employees: 641 **Authorized Employee Level:** 659

Total Expenditure, Fiscal Year 1974: \$7,204,009

MAJOR GOAL: To provide training, education, treatment and care for persons who are mentally retarded or mentally ill.

POWERS AND DUTIES: Pineland Center is part of the system of services provided to mentally retarded and mentally ill persons by the Bureau of Mental Retardation whenever services are not available in the community. The Center is responsible for providing residential services to individuals over five years old, diagnostic and evaluation services, specialized training, therapy and care programs, and respite care.

ORGANIZATIONAL BACKGROUND: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the Department of Institutional Service. In 1957, the School was renamed Pineland Hospital and Training Center. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the Center was placed under its Bureau of Mental Health until 1970 when it became part of the Bureau of Mental Retardation. The Institution received its present name, Pineland Center, by legislative action in 1973.

PROGRAM: During fiscal year 1974, a comprehensive program plan involving establishment of goals for individual clients was developed at Pineland Center and implemented by a physical move in November and December of 1973. The Center has four residential units based on a developmental model, with a Special Services Unit that includes a Diagnostic/Evaluation Clinic and a Crisis Intervention Team. Each unit, Primary Development, Child Development, Adult Community Living, and Vocational Training, has a professional team that periodically reviews individual clients and establishes a prescriptive program for each.

A statewide system of services for mentally retarded and developmentally disabled children and adults is in the process of organization through the Bureau of Mental

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Retardation. Pineland is now functioning as a resource center in this statewide system of services, where persons who have dependents who are mentally retarded or developmentally disabled may receive the benefit of these services when they are most needed for the client. There is a movement within the statewide system for preventing placements in institutional centers and increasing opportunities for placement of clients in community programs with adequate support.

As a means of evaluating the effectiveness of programs at Pineland, the Planning and Advisory Council for Developmental Disabilities Services and Facilities Construction has completed an on-site survey and will return in the fall of 1974. An on-site survey for accreditation as a mental retardation facility through the Joint Commission on Accreditation as a mental retardation facility through the Joint Commission on Accreditation of Hospitals was conducted at Pineland during August 19-22, 1974. A final decision on accreditation by the Commission was not made as of the close of the fiscal year.

FINANCES, FISCAL YEAR 1974:

Pineland Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,904,835	\$44,905	\$251,309	\$1,307,797	\$8,508,846
Total Expenditures	6,585,708	27,531	198,281	392,489	7,204,009
NET	319,127	17,374	53,028	915,308	1,304,837
Unexpended Balance Forward	318,746	17,374	53,028	914,064	1,303,212
Unexpended Balance Lapsed	381			1,244	1,625

ELIZABETH LEVINSON CENTER

RICHARD LEPORE, DIRECTOR

Central Office: Bureau of Mental Retardation, State Office Building, Augusta 04330 **Telephone:** 289-3161

Established: 1971 **Statutory Authority:** M.R.S.A., Title 34, Chapter 184-A; Private and Special Laws, 1973, Chapter 53

Average Number of Full-Time Employees: 69 **Authorized Employee Level:** 70

Total Expenditure, Fiscal Year 1974: \$670,546

MAJOR GOAL: To foster behavior that maximizes the human qualities of the retarded individual while increasing the complexity of his behavior and assisting him to cope with his environment.

POWERS AND DUTIES: The Elizabeth Levinson Center is responsible for providing care, treatment and training for the severely and profoundly mentally retarded, subject to policies established by the Director of the Bureau of Mental Retardation. As a regional care facility, the Center admits individuals between the ages of five and eighteen who live north of Augusta and children under five from any area of the State.

Long Term Care is provided for those who show little potential for community living and who would have to be maintained by the community. Long Term Training is provided for those who show potential for community living but who would require more than six months of training. Short Term Training is provided for individuals who can acquire specific skills within six months. Short Term Evaluation provides an opportunity for complete evaluation and program development to help individuals function in the community. Respite Care is a service provided for families to help them cope with the problems of raising a retarded child in the community. Community service on a referral basis is provided by the Center.

ORGANIZATIONAL BACKGROUND: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the Director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health & Corrections. The name was changed to the Elizabeth Levinson Center in 1973. The direct

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care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: Long Term Care by definition requires intensive medical follow-up and treatment. Although individuals requiring this care show little potential for community placement and may be terminal, they are provided with a high level of attention. It is a goal of the Center to stimulate the development of small pediatric nursing facilities in the communities so that these young people can be cared for closer to home.

The Long Term Training program centers around the behavioral activities of daily living, speech and ambulation. The Center has provided this training to develop levels of potential that might result in an individual's return to the community or transfer to another type of living environment. Medical care and surgical intervention are used when necessary. The object is to develop major sensory capabilities to the maximum by all techniques available. In some cases, this involves operations to improve hearing capability; in others, it might dictate orthopedic surgery to enhance ambulation. These procedures are coupled with intensive training in skills using Center staff and physical therapy, occupational therapy and psychological consultants. The Center has conducted seminars on this care for community nurses and symposiums for interested State agencies, and has stimulated the development of Traveling Trainers who will be available to community agencies to help develop and implement training programs for the mentally retarded in the community.

The Short Term Training program is similar to Long Term Training except that Short Term Training is usually directed at some specific skill. A specific remediation plan is developed and carried out, and is returned with the child to the community. Follow-up is accomplished by community social workers. Short Term Evaluation involves the development of a prescriptive program for each individual during a six-week evaluation. The child is studied in depth and evaluated medically, and all of this information is brought together to formulate a program of training and remediation that could be used by parents, schools and other community services.

During the past year, the Center has developed an Alternative Family Program to provide alternatives to institutionalization. This program tries to reach families that would be interested in taking care of a retarded child. Placements are arranged, and the child is placed into a normal environment. Presently, this program is financed under a federal grant. The Center feels that this is a vital program which could eventually reduce the high cost of institutionalization, both in economic and human terms.

The Traveling Trainer program was developed at the Center under a federal Title I grant. This program was designed as a community outreach service. The staff travels to homes or other community facilities to help evaluate the need for services, to plan and implement a program for home training and to provide follow-up. During the year, a case load of forty was developed, and approximately twelve day-care or other community facilities were serviced.

In addition, community training programs were provided for parents, medical, professional, and para-professional people covering a wide variety of disciplines. The Center hopes to establish training programs for these groups that would teach them up-to-date methods and techniques for serving the developmentally disabled.

FINANCES, FISCAL YEAR 1974:

Elizabeth Levinson Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$670,779		\$32,499	\$28,882	\$732,160
Total Expenditures	636,801		15,429	18,316	670,546
NET	33,978		17,070	10,566	61,614
Unexpended Balance Forward	33,738		17,070	10,566	61,374
Unexpended Balance Lapsed	240				240

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AROOSTOOK RESIDENTIAL CENTER

RICHARD R. FARNSWORTH, DIRECTOR

Central Office: Bureau of Mental Retardation, State Office Building, Augusta 04330 *Telephone:* 289-3161

Established: 1972 *Statutory Authority:* M.R.S.A., Title 34, Chapter 184-B; Private and Special Laws, 1973, Chapter 53

Average Number of Full-Time Employees: 6 *Authorized Employee Level:* 8

Total Expenditure, Fiscal Year 1974: \$92,026

MAJOR GOAL: To provide training, education and residential accommodations for developmentally disabled persons from Aroostook County.

POWERS AND DUTIES: The Aroostook Residential Center is responsible for providing five-day-a-week residential accommodations for developmentally disabled persons from Aroostook County who are attending programs available in the City of Presque Isle area; for providing planning and coordination of programs for developmentally disabled persons in Aroostook County; and for making its services available to any developmentally disabled person, subject to administrative policies adopted by the Director of the Bureau of Mental Retardation.

ORGANIZATIONAL BACKGROUND: The Aroostook Residential Center was established in 1971, but did not begin operation until October, 1972. Dedication of the building as the Aroostook Residential Center occurred on December 15, 1972.

In the organization of the program, the Director of the Center also serves as Regional Administrator for the Bureau of Mental Retardation. The only other professional level position in the Center is a Registered Nurse who functions within the residence as a health screening and clinical supervisor of health and dietary programs. All other positions are in the para-professional category of Houseparent. These positions are designed to offer maximum coverage when there is maximum resident occupancy. In order to do this, the Center has employed several people who have filled half-time positions in early morning or late afternoon and early evening hours.

PROGRAM: The Aroostook Residential Center provides residential services that are organized around programs available in the Presque Isle area for developmentally disabled individuals in Aroostook County. These residential services include a nine month a year residency for children attending the Trainable School Program; a two week Respite Care Program for families who are in need of respite or temporary emergency placement of their handicapped child; and up to eighteen months of residency for adults who are attending a sheltered workshop or vocational rehabilitation program.

Residential programming includes development of daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization and basic adjustment to a more advanced stage of independent living.

Programs conducted within the Center building during the fiscal year included a five-day-a-week Day Care Program for multi-handicapped adults and children; a one-day-a-week Nursery School Program for normal and handicapped children; a six-week Summer Program for deaf-blind retarded children; and two, two-week courses sponsored by the Continuing Education Division of the University of Maine at Presque Isle.

Plans for future programs include a year round and an in-home Respite Care Program; an expanded Summer Program; a Deinstitutionalization Program that offers two positions for people returning to the community from Pineland Center or other institutions; opportunities for adult clients to prepare their own meals at least once a week; a transitional apartment for two adults preparing for independent living; an intensive program for deaf-blind retarded children; a client tracking system; a foster home finder for clients; a training program for community providers who are interested in serving clients; development of small group homes (six clients or less) by developing Houseparent positions placed in the community in private residential settings operated on a non-profit basis; and reorganiza-

HUMAN SERVICES

tion to provide comprehensive services to the developmentally disabled in Aroostook County.

FINANCES, FISCAL YEAR 1974:

Aroostook Residential Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$94,314	\$258		\$2,218	\$96,790
Total Expenditures	91,821	0		205	92,026
NET	2,493	258		2,013	4,764
Unexpended Balance Forward	2,261	258		2,013	4,532
Unexpended Balance Lapsed	232				232

BUREAU OF CORRECTIONS

(MISS) WARD E. MURPHY, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2711

Established: 1967 *Statutory Authority:* M.R.S.A., Title 34, Chapters 62-67, 73, 76,121; Title 15, Chapter 409

Average Number of Full-Time Employees: 648

Authorized Employee Level: 657

Total Expenditure, Fiscal Year 1974: \$10,025,958

Organizational Units:

Maine State Prison

Boys Training Center

Men's Correctional Center

Stevens School

Women's Correctional Center

Division of Probation and Parole

Interstate Compact on Detainers

MAJOR GOAL: To return individuals committed to the Bureau's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they will live.

POWERS AND DUTIES: The Bureau of Corrections is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Men's Correctional Center, the Woman's Correctional Center, the Boys Training Center, Stevens School and the Division of Probation and Parole. The Bureau is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; and to establish Halfway House programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Mental Health and Corrections.

ORGANIZATIONAL BACKGROUND: Prior to 1967, the State's penal and correctional institutions were autonomous units responsible directly to the Commissioner of Mental Health and Corrections. In 1967, the Legislature established the Bureau of Corrections to administer these units, and, in 1969, a Division of Probation and Parole was created to administer probation and parole services. With a small staff, the Bureau requires support and assistance from other bureaus of the Department of Mental Health and Corrections.

PROGRAM: Fiscal year 1974 has been a very active and productive year for the Bureau of Corrections. With the retirement of two administrators and the appointment of new superintendents for both the Men's Correctional Center and the Boys Training Center, and new Supreme Court decisions affecting procedures and policies within the institutions as well as probation and parole, the Bureau's activities and workload were compounded. Corrections is receiving nationwide attention, and Maine is not immune.

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The following highlight some of the activities of the Bureau during the fiscal year;

Community Corrections. To support the Bureau's concept of community corrections, both Maine Law Enforcement Planning and Assistance Agency support and legislative support have permitted the opening of pre-release units through the Maine State Prison, expansion of the Halfway House Program for offenders in the community, increasing the awareness of the need to expand probation and parole activities, and increasing the use of volunteers whenever possible. The Bureau has greatly expanded the use of furlough and work-release without major violations in most instances, and has changed some aspects of the State's jail system.

Jail Inspections. County jails were inspected regularly by the Bureau which now has improved inspection capability as a result of MLEPAA assistance in hiring a jail inspector. The Bureau feels that eventually, with federal assistance, county jails should be made smaller so as to be more effective and efficient in their operation. In the spring of 1974, the Bureau received a request from the Attorney General, a result of various complaints, to inspect municipal lockups. This would seem a logical extension of the Bureau's responsibility to inspect county jails which perhaps should be authorized by the Legislature.

Governor's Task Force on Corrections. This Task Force, created in October, 1973, was established to review and evaluate the facilities and procedures relating to the treatment of criminal offenders in the State of Maine, and to issue a final report on its findings by September, 1974. The Bureau contributed to the development of this comprehensive report on Maine's correctional system.

Criminal Justice Standards and Goals. In connection with a national study related to criminal justice standards and goals—affecting police, courts, corrections and the community—the State of Maine held a two-day conference to determine those standards and goals which would be appropriate to the State. Much of the study involved corrections, and the majority of those areas recommended for approval are already implemented.

The Adult Female Offender. The Special Session of the 106th Legislature directed the move of the Women's Correctional Center at Skowhegan to the Hallowell campus of Stevens School. In conjunction with the move was the separate funding of the Halfway House Program. Originally, there was some conflict in the Hallowell area in regard to the transfer, but the population moved with little or no problem. The Bureau hopes that this consolidation will provide more opportunities for the female offender to become involved in programs available within the institution and the community.

Employee Development. During fiscal year 1974, the Bureau—through the Manpower Development Training Act (MDTA)—established a career ladder for the Bureau of Corrections. The career ladder, which contains a training component, was presented to the State Personnel Board which accepted it for placement before the next Legislature. The training component will provide a common denominator of understanding among individuals in corrections of their jobs; what is expected of them; what they can do; and how to get the resources to do it. This employee development program, originally coordinated with the Maine Criminal Justice Academy, will eventually be tied into the Academy.

MLEPAA Assistance. The Maine Law Enforcement Planning and Assistance Agency has provided significant support to various Bureau projects. At various times, this support has enabled employment of a director of Halfway Houses, a jail inspector, a planning officer, a statistician, and a community relations staff, as well as made funds available to private agencies for Halfway House and multiple institution programs and a Comprehensive Services Program which will encompass all of the Mental Health and Corrections disciplines in working with people in trouble in the community.

Long-Range Plans. The Bureau of Corrections envisions major change in parole, more flexibility of release from institutions, a different concept of probation, the upgrading of county jails and a reduction of people in maximum security, while still giving the State needed residential facilities for corrections. The whole concept of community corrections is to have one major maximum security facility with other institutions being more regionalized to service individuals as near to their own residency as possible. This involves the use of community programs where feasible (schools, vocational training, work opportunities, etc.) rather than building these into the institution. It will help identify those people who are dangerous and who are not dangerous to the community and allow application of appropriate programs. Many individuals within an institution could adjust

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well outside if there were adequate services available for them. It will be a primary aim of the Bureau to improve services and to get people placed into the community while respecting the requirements of the citizens of Maine.

FINANCES, FISCAL YEAR 1974:

Bureau of Corrections	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,643,913	\$194,399	\$1,038,292	\$2,694,340	\$12,570,944
Total Expenditures	8,103,855	94,392	798,589	1,029,122	10,025,958
NET	540,058	100,007	239,703	1,665,218	2,544,986
Unexpended Balance Forward	525,144	100,007	239,013	1,665,156	2,529,320
Unexpended Balance Lapsed	14,914		690	62	15,666

MAINE STATE PRISON

GARRELL S. MULLANEY, WARDEN

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1823

Statutory Authority: M.R.S.A., Title 34, Chapter 63

Average Number of Full-Time Employees: 172

Authorized Employee Level: 167

Total Expenditure, Fiscal Year 1974: \$2,771,436

MAJOR GOAL: To confine convicted offenders and provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release.

POWERS AND DUTIES: The Maine State Prison is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the Prison. In addition, the Prison may establish vocational training programs and transfer inmates to the State Prison Minimum Security Unit at South Warren to participate in work or educational release programs outside the institution.

ORGANIZATIONAL BACKGROUND: The Maine State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the Prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the Prison was again destroyed by fire, and replaced with the present structure in 1924. The Prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serves as the State Prison Minimum Security Unit.

The Prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the Prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The Prison was assigned to the Department's Bureau of Corrections in 1967.

PROGRAM:

Planning. The Maine State Prison continued to pursue its long-range plan to establish a comprehensive and cohesive program of individualized treatment to meet the needs of Maine's adult male offenders. Programs are being oriented toward a process of increasing responsibilities from intake through pre-release placement in the community. This system is being developed with significant emphasis on the statutory mandate to maintain security and good order in the Prison and the community.

Internal Programs. In order to deliver more effective services, increased resources were

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developed through staff additions and reorientation, new funding sources, and expanded educational and vocational opportunities. The 106th Legislature authorized thirty-two new positions to include medical and psychological staff as well as needed correctional officers. The infirmary is now fully covered twenty-four hours a day, and the additional officers have allowed the coverage necessary to operate educational and vocational courses in the evening and enabled the Prison's industrial shops to operate at full manpower.

Vocational and educational courses, including a college program in cooperation with the University of Maine, have greatly expanded the offender's employment opportunities upon release. The Prison's current relationship with Central Maine Vocational-Technical Institute, a new testing center, and the addition to the staff of a vocational development coordinator should greatly increase the effectiveness of these programs. The Prison also has obtained a job developer from the Division of Probation and Parole to support these efforts this year. High School equivalency, General Educational Diploma programs, literacy training and enrichment courses have greatly expanded, and are offered at both the main prison and the Minimum Security Unit. At the latter location, Manpower Development and Training Act (MDTA) courses in auto mechanics, oil burner repair, auto body repair and building trades form the core of advanced training offerings.

An intake committee, five treatment committees and a work-release classification board were established to develop, monitor and evaluate each resident's program and progress. These bodies, composed of a cross-section of staff representing custody and security, care and treatment support services and industrial personnel, along with the offender, enable a program of psychological, social, educational and vocational development and enhancement.

Major reorganization of the Prison Industries is underway, aimed at the development of usable and transferable skills as well as a future profit-sharing program. Recommendations have been provided by consultants from SCORE as well as from the civilian furniture industry. The program will concentrate on metal working, wood furniture making, upholstering and printing. Each man will have an individual job description and an incentive ladder.

Another new program trains residents as paraprofessional mental health counselors to work within the Prison and at the Augusta Mental Health Institute. Twenty men have completed this course. Along the same line, offenders form the core of the teaching staff in the education department.

New construction has included renovation of former cell blocks to create dormitory and classroom space as well as offices for the care and treatment staff, and further cell block renovation is underway. This will allow for greater privacy, flexibility in programming and recreational possibilities. The Prison's Jaycee chapter, through a fund drive, raised money to install a cable television system, with the men purchasing their own sets. In most states, this has been accomplished through tax dollars rather than personal initiative.

Administrative revisions during the year included the development of cost center budgeting. Per capita costs are the lowest in New England for a maximum security prison.

Disciplinary and grievances procedures and new visiting and mail policies were instituted. Staff training was upgraded through courses at the Maine Criminal Justice Academy and out-of-state seminars. All managers completed a course in Management By Objectives and new job descriptions will be forthcoming.

Community Programs. The Legislature, recognizing that 95% of all offenders return to the parent community upon release, enacted statutes to provide for rehabilitative community release programs. At the Maine State Prison, these programs include furloughs, work and educational release and participation in cultural and recreational activities. The furlough program was completely revamped during October, 1973, through the implementation of new guidelines for eligibility and limitations. Only one escape under the furlough program has occurred in the last eleven-month period.

The Minimum Security Unit, formerly the farm barracks located in South Warren, has served since October, 1972, as a community pre-release center. Men are transferred to this unit prior to placement in community programs. A second work release center opened in March at the Bangor Mental Health Institute. These units, together with

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contractual arrangements with Halfway Houses and county jails, enable about one-seventh of the population to participate in work release. This means that besides paying room and board, taxes are paid to both the federal and State governments (approximately \$17,000 in fiscal year 1974). The men are also responsible for supporting their families. Educational release includes placement at private colleges, the University and business and technical schools in the State.

The position of Deputy Warden for Planning and Community Programs has provided increased capability to interface programs with the community. One planning effort enabled the Department to receive funding to provide comprehensive services to the criminal justice system; a second coordinated a drop-in center for visitors, operated through the efforts of local volunteers.

FINANCES, FISCAL YEAR 1974:

Maine State Prison	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,306,667	\$110,752	\$117,097	\$1,310,802	\$3,845,318
Total Expenditures	2,164,957	80,150	93,982	432,347	2,771,436
NET	141,710	30,602	23,115	878,455	1,073,882
Unexpended Balance Forward	141,583	30,602	23,115	878,393	1,073,693
Unexpended Balance Lapsed	127			62	189

MEN'S CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1919

Statutory Authority: M.R.S.A., Title 34, Chapter 65

Average Number of Full-Time Employees: 101

Authorized Employee Level: 101

Total Expenditure, Fiscal Year 1974: \$1,836,413

MAJOR GOAL: To detain and confine men convicted of crimes and to provide for their subsistence, care and proper employment so as to improve their mental and moral condition.

POWERS AND DUTIES: The Men's Correctional Center is responsible for the confinement and rehabilitation of males between the ages of sixteen and twenty-six in accordance with orders or sentences of the courts and the rules and regulations of the Center. Such persons may be committed by any State of Maine court for such offenses as felonies, misdemeanors and juvenile offenses for sentences of an indeterminate nature, but not exceeding three years including time spent on parole. The Center may also accept transfers from the Maine State Prison, Boys Training Center and county jails for participation in Center programs. The Superintendent of the Center has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATIONAL BACKGROUND: The Men's Correctional Center at South Windham was established in 1919 as the State Reformatory for Men administered by Trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967 when it was placed under the Department's newly-created Bureau of Corrections.

PROGRAM:

Custody. The Men's Correctional Center was originally designed for maximum security

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and minimal program development. Until 1973, the main population of approximately ninety-five men was housed in individual cells in one large housing unit known as the security building. In October, 1973, the Center started a work-release/pre-release unit in the honor barracks on the institution grounds, which can accommodate twenty-four men. Since the unit functions independently of the main institution, the program is geared to provide optimum living conditions and maximum self government. It is also the area of highest self-imposed responsibility. With reduced population in the past year, the Center was able to make significant changes in the housing units.

The Center has divided large housing units into smaller self-governing units of ten to twenty men. Within these units, each man accepts responsibility for his own actions and controls his own destiny as much as possible within the structure of the unit and institutional guidelines. A new kitchen and dining facility was completed in July of this year, and the Center plans to construct four new housing units which will each accommodate fifteen men.

In the special treatment unit, which houses inmates who are unable to function in the main population, the "team" concept is used. Weekly meetings are held and problems in the unit are discussed with staff members. The Inmate Advisory Council meets with the administration of the Center to discuss and resolve issues before they become potential problem areas.

Academic Program. On March 1 of this year, the Center's academic program became full-time when federal Elementary and Secondary Education Act Title I funding became available; the current staff consists of four full-time teachers, three of whom are financed by the federal monies. The program is financed until October 1, 1974, but may have to be discontinued from October to January, 1975, because of lack of funds.

The Center's vocational program, which began in 1970, has instructors in welding, graphic arts, building trades, front-end alignment, electricity, small engine and automotive repair and pre-vocational training (industrial arts). The welding instructor was supported by monies from the Department of Education Program for the Disadvantaged. The pre-vocational training instructor was added in 1974, and the remaining instructors were financed by the State.

Although statistics from the entire educational program are not complete at this time, the August, 1974, Parole Board reviewed 26 inmate cases for parole consideration. Seventy percent of these 26 were enrolled in the industrial arts program, 65% in the academic school and 39% in the vocational trades schools. Thirty percent of the 26 were enrolled in two or more of the educational programs, and 83% participated in educational training in some way. Those who were not enrolled benefited from the library, testing, guidance, and counseling services provided by school personnel. With a part-time academic program in 1973, 22 of 24 inmates tested received GED Certificates. From March, 1974, until the present, with a full-time program, 39 of 41 tested received GED Certificates.

Work-Release and Furlough. The work-release and furlough programs are administered by a work-release coordinator funded by the federal Law Enforcement Assistance Administration. The furlough program started in 1969 with 1 individual; 4 in 1970, 40 in 1971, 87 in 1972, 171 in 1973, and as of August, 1974, 135 have participated, for a total of 438. Since the beginning of the program, two were prosecuted in the courts for violation of furlough, and six had administrative action taken for violations.

The work-release program began in 1970 with 3 persons participating; 10 in 1971, 39 in 1972, 42 in 1973, and 38 as of August, 1974, for a total of 139. Of these, 24 were removed for cause. The participants, from 1972 to August, 1974, have earned \$79,480 (gross), paid \$8,857 in federal taxes and \$732 in State taxes and contributed \$11,300 to their room and board while confined.

FINANCES, FISCAL YEAR 1974:

Men's Correctional Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,319,534	\$64,957	\$79,204	\$942,817	\$2,414,922
Total Expenditures	1,276,503	14,242	67,920	477,748	1,836,413
NET	43,031	50,715	11,284	465,069	578,509
Unexpended Balance Forward	42,883	50,715	11,284	465,069	578,361
Unexpended Balance Lapsed	148				148

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WOMEN'S CORRECTIONAL CENTER

DOROTHY W. HANAUER, SUPERINTENDENT

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1915

Statutory Authority: M.R.S.A., Title 34, Chapter 67

Average Number of Full-Time Employees: 38

Authorized Employee Level: 39

Total Expenditure, Fiscal Year 1974: \$437,019

MAJOR GOAL: To detain and confine women convicted of crimes and to provide for their subsistence, care and proper employment so as to improve their mental and moral condition.

POWERS AND DUTIES: The Women's Correctional Center is responsible for the confinement and rehabilitation of females between the ages of fifteen and seventeen years committed to the Center by the juvenile court, females over seventeen and under forty years of age who have been convicted, sentenced and committed to the Center, and females sentenced to the Maine State Prison. The Superintendent of the Center has supervision and control of the inmates, prisoners, employees, grounds, buildings and equipment at the Center.

ORGANIZATIONAL BACKGROUND: The Women's Correctional Center at Skowhegan was established in 1915 as the State Reformatory for Women. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Women's Correctional Center in 1967 when it was placed under the Department's newly-created Bureau of Corrections. The Special Session of the 106th Legislature transferred the Center to the Grounds of the Stevens School in Hallowell, effective June 30, 1974.

PROGRAM: The Women's Correctional Center for the adult female offender closed at its Skowhegan location on June 30, 1974, and relocated to a portion of the Stevens School campus in Hallowell. The Special Session of the 106th Legislature closed the Skowhegan institution and allowed renovation money to secure and update some of the Stevens School buildings which would house the Center's adult population.

The combined staff of the Women's Correctional Center and Stevens School totaled 126 prior to the merger. After consolidation, the total staff was reduced to a skeleton crew of 87 persons, a loss of 39 positions with the lay-off by seniority from each classification. Some of the Skowhegan staff elected not to transfer to Hallowell; some retired, and some elected other transfers.

The transfer of inmates to Hallowell was gradual, some of them having lived on work-release at the Stevens campus since October, 1973. The last of the inmate move occurred in mid-June, 1974, and the transfer of supplies, equipment and furnishings, accomplished by the combined maintenance crews of the Women's Correctional Center and Stevens School, was completed during the month of June.

The inmate population at the Women's Correctional Center continues to be minimal. During the past year, a total of fifteen females were sentenced by the Maine courts. Of this total, ten were given indeterminate to three-year sentences on various charges, and five were given Maine State Prison sentences on charges of Sale and Possession of LSD. Under the New England correctional compact, ten female prisoners from New Hampshire were accepted for custodial care; the New Hampshire sentences range from 1 year to 20 years on charges of Manslaughter, Sale of Drugs, Burglary and Robbery.

Moving the Women's Correctional Center program to the Stevens School will permit expanded services in education, vocational training and psychological services and greater community opportunity under the work-release law.

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FINANCES, FISCAL YEAR 1974

Women's Correctional Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$429,777		\$11,869	\$10,648	\$452,294
Total Expenditures	417,970		8,401	10,648	437,019
NET	11,807		3,468	0	15,275
Unexpended Balance Forward			2,778		2,778
Unexpended Balance Lapsed	11,807		690		12,497

BOYS TRAINING CENTER

DONALD L. ALLEN, SUPERINTENDENT

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1853 *Statutory Authority:* M.R.S.A., Title 15, Chapter 409; Title 34, Chapter 62

Average Number of Full-Time Employees: 195 *Authorized Employee Level:* 207

Total Expenditure, Fiscal Year 1974: \$2,630,648

MAJOR GOAL: To rehabilitate boys committed to the Boys Training Center as juvenile offenders so that they eventually return to the community as more productive, law-abiding citizens.

POWERS AND DUTIES: The Boys Training Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work; psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys only, between the ages of eleven and eighteen, may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATIONAL BACKGROUND: The Boys Training Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911 and its duties were assumed by Trustees of Juvenile Institutions. In 1931, the School was placed under the Department of Health and Welfare and in 1939, transferred to the Department of Institutional Service which later (1959) became the Department of Mental Health and Corrections. In 1959, the School was renamed Boys Training Center, and in 1967, it was assigned to the Department's Bureau of Corrections.

PROGRAM: During fiscal year 1974, the Boys Training Center continued to function as a total rehabilitative resource, redefining many of its program functions so that a multi-disciplined team approach could be used in working with those committed to the facility. The gradual development of community services, greater use of diversion and a refinement in statutes is effecting a change in the composition and make-up of the boys within the Center, who are normally older, more sophisticated, hostile, rebellious and often under-achievers. The Center's attempt to resolve its own problems is evidenced by the fact that no boys had to be transferred to the Men's Correctional Center this past year.

Pathfinder Program. Through a Maine Law Enforcement Planning and Assistance Agency grant, the Center initiated planning of a new program to utilize Maine's natural resources (ocean, rivers, lakes and forests) in combination with the Center's treatment programs to provide a challenging and rewarding experience for participants.

Diagnostic Services. In July of 1973, the Center made social, psychological, medical and psychiatric information available to the courts and other concerned agencies upon

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request. The courts were provided with data and information as well as recommendations for disposition which were not formerly available.

Emergency Shelter Services. During the latter part of the year, the Center worked closely with United Way and other community groups to establish an Emergency Shelter Referral Service in the Greater Portland Area. After the planning stage, a grant was obtained from United Way for an experimental program to be established at the Center. The next fiscal year will see the program initiated and evaluated on a six-month experimental basis.

Junior League Volunteers. A volunteer program was established in early 1974 using women from the Portland Area Junior League. Twenty volunteers were trained for eight weeks in their choice of specialization (individual counseling, educational testing, psychological testing) by the Center staff and specialists from the University of Maine. In the fall of 1974, the volunteers will take a refresher course and begin providing services under supervision to the Center's committed population. The League donated a \$3,300 videotape unit to the Center for use in staff training, athletics, education, therapy and other treatment-related activities.

Community Awareness. During fiscal year 1974, the Center assigned various staff members to speak to groups and organizations about the Training Center. Staff members also participated in panel discussions on juvenile problems. As a result of these speaking engagements, the boys committed to the Center have received donations of camperships and tickets to circus performances, ball games, rock groups, western shows, etc. A goal for the coming year is the development of a visual slide presentation for use before community groups and organizations that request such a presentation. The Center will also expand its policy of welcoming individuals and groups to visit the Center and observe its programs in action.

Correctional Interns. With funding from the federal Law Enforcement Assistance Administration (LEAA), the Center has incorporated eight correctional interns into its overall program. While assigned to the Center, these interns are also exposed to other facets of the correctional and rehabilitative system. They experience contacts with social agencies, Halfway Houses, group homes, youth aid bureaus, mental health facilities and other correctional facilities within the State.

Legal Aid Services. During the past year, the Center received, with the assistance of LEAA, a third-year law student from the University of Maine who functions as a legal intern. He provides legal advice and services to members of the committed population and is involved in staff training, in reviewing procedures, policies and regulations, and assists in the development of new regulations for the Center.

Work-Release Program. Numerous contacts were made with local employers this past year to improve and expand the Work-Release Program. The Center plans to review and improve the selection process for participants and to seek a wider variety of job placements in the community.

Care, Custody and Rehabilitation. The Center's Department of Care, Custody and Security Services made an effort to develop and improve a rehabilitative program for each boy placed in its charge. The Center used its Rehabilitative Services to a greater extent in terms of an integrated team approach to rehabilitation. These services include psychiatric services, vocational rehabilitation, social and medical services, staff training and development, and chaplain's, educational and dental health services.

FINANCES, FISCAL YEAR 1974:

Boys Training Center	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,582,341		\$202,052	\$198,693	\$2,983,086
Total Expenditures	2,466,726		144,023	19,899	2,630,648
NET	115,615		58,029	178,794	352,438
Unexpended Balance Forward	115,606		58,029	178,794	352,429
Unexpended Balance Lapsed	9				9

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STEVENS SCHOOL

DOROTHY W. HANAUER, SUPERINTENDENT

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1899 **Statutory Authority:** M.R.S.A., Title 15, Chapter 409; Title 34, Chapter 62

Average Number of Full-Time Employees: 86 **Authorized Employee Level:** 87

Total Expenditure, Fiscal Year 1974: \$1,158,451

MAJOR GOAL: To rehabilitate girls committed to Stevens School as juvenile offenders by the courts of the State of Maine.

POWERS AND DUTIES: Stevens School is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Girls only, between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public child care agency.

ORGANIZATIONAL BACKGROUND: Stevens School in Hallowell was established in 1872 as the Maine Industrial School for Girls, administered by a Board of Trustees. The Board was abolished in 1911 and its duties were assumed by Trustees of Juvenile Institutions. The name of the School was changed to the State School for Girls in 1915. In 1931, the School was placed under the Department of Health and Welfare and in 1939, transferred to the Department of Institutional Service which later (1959) became the Department of Mental Health and Corrections. The school was renamed Stevens Training Center in 1959 and Stevens School in 1967 when it was transferred to the Bureau of Corrections. The Women's Correctional Center at Skowhegan was relocated to the Hallowell Campus of the School in June, 1974.

PROGRAM: Over the past five years, the population at Stevens School has steadily declined. Changing philosophy in the field of corrections, under the impetus of a new administration, has shortened the institutional stay of the girls committed to the School. This new philosophy was reflected in legislation enacted by the 106th Legislature which prevents the courts from committing children to institutions for what are popularly known as "status offenses," i.e., Truancy, Incorrigibility, Runaway, In Danger of Falling Into Habits of Immorality and Vice, and Associating With Undesirable Persons. This law, which became effective October 1, 1973, made some dramatic changes in the population at Stevens School. In June, 1973, when the law was passed, the population at Stevens School was about 84 girls, 80% of whom were there on a status offense; by October, 1973, most of these status offenders had been placed in the community and discharged. The population dropped to an unprecedented low level of 13 students. During the following year of 1973-74, 32 students were committed by the courts and the School had an average daily population of about 33 with an average length of stay within the institution of 6.5 months. The girls who were committed during the past year were charged with Possession of Drugs, Assault, Assault and Battery, Intoxication, Disorderly Conduct, Breaking and Entering and Larceny.

The decrease in the committed population at Stevens School during the past year was accompanied by an increase in the use of the institution as a detention facility by the courts. Sixty-seven cases were sent to the School to be detained for court for a period of detention from overnight to a period of weeks. While a girl is being detained, the School may provide evaluation services upon written request of the judge. Evaluations normally require 30 days and include medical, educational and psychological testing and interviews as well as recommendations to the court. Of the 67 cases detained for the court, only 8 cases were committed to the School. While in detention status, a girl may elect to

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participate in school and recreation activities, and she signs a voluntary agreement to that effect. This detention of juveniles prior to adjudication appears to be successful in that the vast majority of cases were disposed of in some other way than commitment by the court.

Another experimental program tried during the past year involved the community through a sharing of the school program with some students of the area who could benefit from the curriculum. Arranged through the school guidance counsel of a neighboring school, day students with parental consent attended school at the Learning Center at Stevens School. It has been customary to take the committed child to the community school; this day-student program gave Stevens an opportunity to return service to the community. Of 18 students from the community that participated, 17 did satisfactory work or better. Some adult education classes were developed in preparation for the consolidation of Stevens School and the Women's Correctional Center. Ten adult women (ages 18-47) offenders attended these classes which involved basic education, high school equivalency counseling and vocational skill training. During the past school year, the Learning Center had an enrollment of 175 students, consisting of 80 committed girls, 67 detention cases, 18 day students and 10 adult students. This experiment indicates the capability of institutions to provide service to the larger community.

The long-range plans for Stevens School include an effort to obtain funding for a 52-week school year rather than the present 40-week school year; expansion of psychological services to deal with the emotionally disturbed juvenile; and provision of greater career opportunities for the training center staff through a career ladder within the Bureau of Corrections.

FINANCES, FISCAL YEAR 1974:

Stevens School	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,214,276	\$10,280	\$107,232	5231,380	\$1,563,168
Total Expenditures	986,533	0	83,438	88,480	1,158,451
NET	227,743	10,280	23,794	142,900	404,717
Unexpended Balance Forward	225,058	10,280	23,794	142,900	402,032
Unexpended Balance Lapsed	2,685				2,685

DIVISION OF PROBATION AND PAROLE

WILLIAM A. KIMBALL, ASSISTANT DIRECTOR

RAYMOND K. CONIFF, ASSISTANT DIRECTOR

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1969 *Statutory Authority:* M.R.S.A., Title 34, Chapters 9, 121, 123

Average Number of Full-Time Employees: 53 *Authorized Employee Level:* 53

Total Expenditure, Fiscal Year 1974: \$887,712

Organizational Units:

Uniform Interstate Compact on Juveniles Uniform Act for Out-of-State Parolee Supervision

MAJOR GOAL: To provide effective counseling, direction and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole.

POWERS AND DUTIES: The Division of Probation and Parole is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor and Council, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions and the handling of adult and juvenile Interstate Compact cases for other states. The Director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles

HUMAN SERVICES

and of the Uniform Act for Out-of-State Parolee Supervision. The Director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATIONAL BACKGROUND: The Division of Probation and Parole was created in 1967 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations, recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counselling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Mental Health and Corrections.

The administrator for both the adult and juvenile interstate compacts is the Director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

The Director of Volunteer Services is within the Division of Probation and Parole, but has recently been administratively assigned as Director of Volunteer Services for the Bureau of Corrections to develop and coordinate volunteers for all institutions within the Bureau.

PROBATION AND PAROLE POPULATION MOVEMENT Fiscal Year Ended June 30, 1974

PROBATION

	In-State Probationers	Out-of-State* Probationers	Total
As of 7/1/73	2,481	100	2,581
Additions	2,561	78	2,639
Deletions, Total	2,109	66	2,175
Violations	161	5	166
Discharged	1,903	55	1,958
Other	45	6	51
Total	2,933	112	3,045

PAROLE

	Maine State Prison	Men's Correctional Center	Women's Correctional Center	Stevens School	Out-of-State* Parolees	Total
As of 7/1/73	233	199	11	22	29	494
Additions	204	165	13	11	20	413
Deletions, Total	163	152	10	26	26	377
Violations	56	54	3	3	2	118
Discharged	86	80	7	21	15	209
Other	21	18	—	2	9	50
Total	274	212	14	7	23	530

*Under Maine Supervision

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FINANCES, FISCAL YEAR 1974:

Division of Probation and Parole	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$740,430		\$199,368		\$939,798
Total Expenditures	740,277		147,435		887,712
NET	153		51,933		52,086
Unexpended Balance Forward	14		51,933		51,947
Unexpended Balance Lapsed	139				139

STATE PAROLE BOARD

SAMUEL HENDERSON, CHAIRMAN

Central Office: Bureau of Corrections, State Office Building, Telephone: 289-2711
Augusta 04330

Established: 1931

Statutory Authority: M.R.S.A., Title 34, Chapter 121

MAJOR GOAL: To rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls.

POWERS AND DUTIES: The primary responsibilities of the State Parole Board are to determine the time of parole for each inmate and prisoner; to revoke parole when warranted due to parole violation; to determine the time of discharge of parolees from parole supervision; and to formulate policies, adopt regulations, establish procedures and advise concerning pardons when requested by the Governor and Council.

ORGANIZATIONAL BACKGROUND: The State Parole Board, created in 1931 under the title of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties assumed by the State Probation and Parole Board. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the Board was placed within the Department. In 1967, a Division of Probation and Parole was created within the Department's Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated the State Parole Board in 1971, to consist of five members appointed by the Governor with the advice and consent of the Council, for terms of four years. The Board elects its own chairman and meets at least once a month.

PROGRAM: The State Parole Board heard cases at the Maine State Prison, the Men's Correctional Center and the Women's Correctional Center to determine when prisoners or inmates should be released on parole; when they have committed violations of parole; how much violation time should be served, if any; and when a prisoner or inmate is to be discharged. The present Board is comparatively new, and will soon have a full-time administrative assistant to help with hearings, research, policy development, etc.

HUMAN SERVICES

MAINE STATE HOUSING AUTHORITY

JAMES E. MITCHELL, DIRECTOR
JOHN K. McILWAIN, ASSISTANT DIRECTOR

Central Office: 128 Sewall Street, Augusta 04330

Telephone: 622-3126

Established: 1969 *Statutory Authority:* M.R.S.A., Title 30, Chapter 239 (Subchapter II)

Average Number of Full-Time Employees: 22

Total Expenditure, Fiscal Year 1974: \$15,000

Organizational Units:

Administrative Division

Management Division

Finance Division

Insurance Division

Development Division

Industrialized Housing Division

Inspection Division

Board of Appeals

Maine State Housing Authority Advisory Board

MAJOR GOAL: To encourage and assist efforts to provide decent housing and a desirable and healthful living environment.

POWERS AND DUTIES: The Maine State Housing Authority is empowered to sell revenue bonds and notes and make use of the proceeds to purchase insured first mortgages; to act as a conduit for federal housing funds; to act as the local Housing Authority in towns not having their own Authority; to prepare, carry out, acquire, lease and operate housing projects and to provide for the construction, reconstruction, improvement, extension, alteration or repairs of any housing project or part thereof; to make mortgage assistance payments and direct loans; to provide mortgage insurance; to serve as a housing information clearinghouse; and to develop and enforce standards for industrialized housing.

ORGANIZATIONAL BACKGROUND: The Maine State Housing Authority, established in October, 1969, was conceived as a self-supporting organization. The Authority consists of five Commissioners appointed by the Governor with the advice and consent of the Council, for terms of four years. One of the Commissioners is appointed by the Governor as a full-time Director serving ex officio, and has immediate responsibility for the administrative operations of the Authority.

The Commissioners are advised and counselled by a fifteen-member Advisory Board, appointed by the Governor for terms of four years, representing the several aspects of the housing industry. The Authority elects the president and vice-president of the Board from among Board members.

A Board of Appeals was established in 1973, and consists of five members appointed by the Authority. This Board provides a means of recourse to parties aggrieved by decisions of the Authority and its rules and regulations.

PROGRAM: During the past fiscal year, the Maine State Housing Authority made a total investment of \$2,897,250 in nine multi-family housing developments throughout the State, bringing its total investment in such mortgages to \$4,625,850 as of June 30, 1974. On February 27, 1974, the Authority successfully sold a \$29,600,000 bond issue at a favorable net interest cost of 5.63%. Within two months of the sale, \$22,192,402 of the proceeds of this issue were expended for the purchase of existing VA-guaranteed and FHA-insured single-family mortgages from fifteen Maine banks, thereby releasing an equal amount of money into an extraordinarily tight mortgage market. The remainder of the proceeds will be used to finance additional multi-family housing, as well as to maintain the Authority's Housing Reserve Fund. In addition to these purchases, the Authority completed its Section 235 mortgage purchase program, buying mortgages totaling

HUMAN SERVICES

\$1,863,213 from two Maine banks. The Authority's bonding indebtedness limit, increased by the Legislature from \$60,000,000 to \$100,000,000, will allow the Authority to continue to sell its bonds, as market conditions permit, in the furtherance of its mortgage purchase program.

Management Division. The beginning of the fiscal year saw the Management Division faced with the severe limitations which had been imposed on new construction as a result of the presidential freeze of federal building funds the previous January. As a result of the freeze, much needed construction which the Division had contemplated* managing, was not built. Nevertheless, by the year's end, the Division was managing 48 multi-family low-income rental units and anticipated assuming management of more than 150 additional units.

Development Division. The activities of the Development Division were severely hampered by the freeze of federal housing funds. Because some federal housing funds were already in the pipeline, however, the Division was able to report at the year's end that the Authority had provided aid to the following cities and towns: Augusta, Biddeford, Eagle Lake, Farmington, Fort Kent, Houlton, Livermore Falls, Pittsfield, Saco, Fort Fairfield, Sanford, and Van Buren.

Industrialized Housing. During the fiscal year, rules and regulations were developed concerning both mobile homes and other industrialized housing. Numerous public hearings were held concerning the proposed regulations, and by the end of the fiscal year, mobile home rules and regulations had been finalized and the Authority's certification program was scheduled to go into effect as of September 1, 1974. The rules and regulations concerning modular construction were tentatively scheduled to become effective in February, 1975. The enforcement of these rules and regulations by the Authority will assure Maine's citizens of better quality industrialized housing.

Future Activities. The Authority intends to continue its efforts to improve housing conditions in Maine as aggressively as funding permits. In addition to continuing its existing programs, the Authority plans to implement a number of new legislatively authorized programs which would be of benefit to Maine's elderly and low-income families in their search for better housing.

The scope and the level of the Authority's future activities will depend to a large extent on the nation's economy and its effect on the bond market, and on the willingness of the Federal Government to supply the major funds necessary.

FINANCES, FISCAL YEAR 1974:

Maine State Housing Authority	General Fund	Other Special Revenue Funds		Other Funds	Total*
		Non-Federal	Federal		
Total Funds available	\$15,000				\$15,000
Total Expenditures	15,000				15,000
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

*Includes State funds only.

COMMITTEE ON RENT AND SUB-STANDARD HOUSING

FRANK SCHILLER, CHAIRMAN

Central Office: c/o Maine State Housing Authority, 128 Sewall Telephone: 622-3126
Street, Augusta 04330

Established: 1973

Statutory Authority: Executive Order No. 10

MAJOR GOAL: To alleviate the problems of rapidly increasing rents and substandard housing in the State of Maine.

POWERS AND DUTIES: The Committee on Rent and Substandard Housing is responsible for investigating and recommending to the Governor possible legislative or judicial solutions to the problems of rapidly increasing rents and substandard housing conditions.

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ORGANIZATIONAL BACKGROUND: The Committee on Rent and Substandard Housing (CRASH) was established by the Governor on March 28, 1973. It consists of a non-funded, voluntary committee of fourteen members representing a broad spectrum of housing interests, appointed by the Governor and chaired by a commissioner of the Maine State Housing Authority.

PROGRAM: The Committee on Rent and Substandard Housing continued its investigative work during the course of the year, placing special emphasis on rehabilitation or development of low-cost housing, landlord-tenant codes, and the monitoring of the efforts of the Maine State Housing Authority, the Department of Health and Welfare and the Attorney General, to improve the housing situation in Maine.

HUMAN SERVICES

MAINE HUMAN RIGHTS COMMISSION

TERRY ANN LUNT-AUCOIN, EXECUTIVE SECRETARY
FRANCIA DAVIS, ADMINISTRATIVE ASSISTANT

Central Office: 31 Western Avenue, Augusta 04330

Telephone: 289-2326

Established: 1971

Statutory Authority: M.R.S.A., Title 5, Chapter 337

Average Number of Full-Time Employees: 8

Total Expenditure, Fiscal Year 1974: \$69,840

MAJOR GOAL: To promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical handicap, religion, ancestry or national origin and, relative to employment, discrimination on account of age.

POWERS AND DUTIES: The Maine Human Rights Commission was established to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, excepting law enforcement agencies and courts of the State and the United States; and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, created advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATIONAL BACKGROUND: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor with the advice and consent of the Council, for terms of five years. The Governor and Council designate the chairman of the Commission from among its members. The Commission appoints a full-time executive-secretary and other personnel as deemed necessary.

PROGRAM: During fiscal year 1974, the Maine Human Rights Commission processed 165 complaints of discrimination of which 153 were charges of employment discrimination, 5 public accommodation and 7 housing. Because of incomplete records prior to April 1, 1974, an estimate of those complaints satisfactorily resolved would be inaccurate. However, 19 complaints had no grounds for unlawful discrimination; 16 had grounds for unlawful discrimination; 32 were still under investigation at the close of the fiscal year; there was one court conviction and one out-of-court settlement; and in 96 cases, records are incomplete. The Commission developed formal internal procedures for the processing of charges of discrimination, as well as employment guidelines. In fiscal year 1975, these guidelines will be formally adopted. A grant from the Equal Employment Opportunity Commission provided full-time legal services to the Commission.

In keeping with its long-range goal of eliminating discriminatory practices, the Commission assigned a half-time staff person to work with teachers and administrators in providing resources for instruction relative to prejudice and discrimination. On a work-study grant, a University of Maine law school student prepared a report of areas where bi-lingual information would be desirable. All radio and television stations carried public service announcements explaining discrimination law.

For the first time in history, the Civil Service Commission, through an Intergovern-

HUMAN SERVICES

mental Personnel Act grant and through the cooperation of the Governor, has provided the Maine Human Rights Commission with the resources to review Affirmative Action in State Government. As a result, all departments within the Executive Branch are writing and implementing Affirmative Action Plans with the assistance of the Commission and Department of Personnel.

FINANCES, FISCAL YEAR 1974:

Maine Human Rights Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$50,868		\$21,174		\$72,042
Total Expenditures	50,868		18,972		69,840
NET	0		2,202		2,202
Unexpended Balance Forward			2,202		2,202
Unexpended Balance Lapsed					

STATE
POLICY
AREA **09**

Manpower

Department of Manpower Affairs



MANPOWER

DEPARTMENT OF MANPOWER AFFAIRS

EMILIEN A. LEVESQUE, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3814

Established: 1971

Statutory Authority: M.R.S.A., Title 26

Average Number of Full-Time Employees: 567

Total Expenditure, Fiscal Year 1974: \$8,989,901

Organizational Units:

Employment Security Commission

Bureau of Labor and Industry

Manpower Development Training Act (MDTA) Education Training Division

Manpower Affairs Advisory Council

MAJOR GOAL: To achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

POWERS AND DUTIES: The Department of Manpower Affairs, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance; to enforce all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors; to reduce industrial accidents; to further harmonious labor-management relations; and to provide occupational training for the unemployed and underemployed.

ORGANIZATIONAL BACKGROUND: The Department of Manpower Affairs was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various manpower-related agencies of the State, including the Employment Security Commission, originally established in 1936; the Bureau of Labor and Industry, functioning since 1873, and the Manpower Development Training Act (MDTA) Educational Training Division, originally created as a unit of the former Department of Education in 1963; and the Manpower Affairs Advisory Council, established with the new Department.

PROGRAM: The long-range goal of the Department of Manpower Affairs is to further consolidate the functions and activities of the interrelated component organizational units. The functions and activities of these units are detailed in the following summaries.

EMPLOYMENT SECURITY COMMISSION

EMILIEN A. LEVESQUE, CHAIRMAN

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3814

Established: 1936

Statutory Authority: Public Laws, 1935, Chapter 192; M.R.S.A., Title 26, Chapters 13, 19

Average Number of Full-Time Employees: 511

Total Expenditure, Fiscal Year 1974: \$7,795,954

Organizational Units:

Employment Service Division

Administrative Services Division

Unemployment Compensation Division

Manpower Research Division

Appeals Division

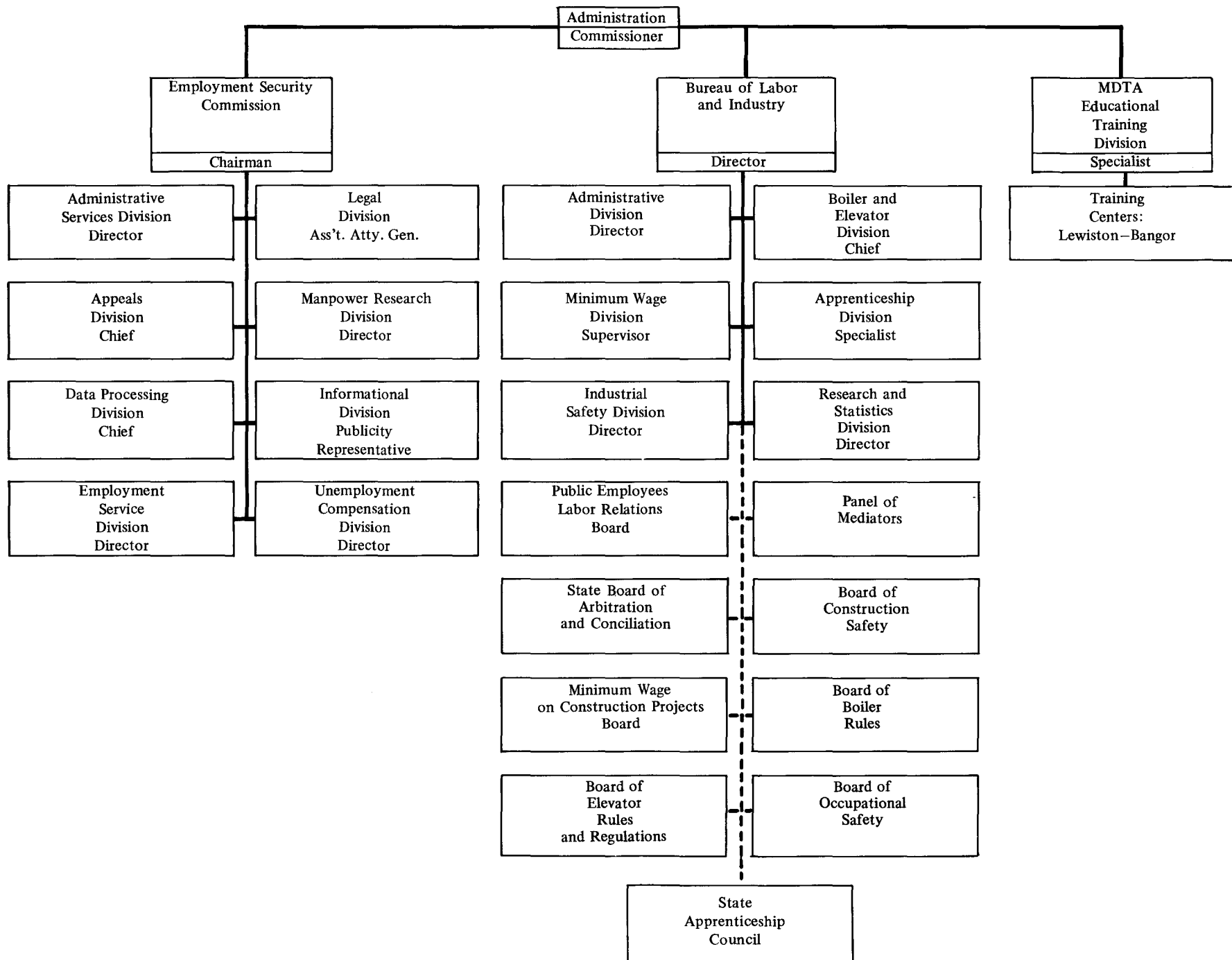
Informational Division

Legal Division

Data Processing Division

Employment Security Commission Advisory Council

**ORGANIZATION CHART
DEPARTMENT OF MANPOWER AFFAIRS**



MANPOWER

FINANCES, FISCAL YEAR 1974:

Department of MANPOWER AFFAIRS	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$684,201			\$ 10	\$ 684,211
Departmental Operations	684,201			10	684,211
Transfers					
Federal Grants			\$8,210,533		8,210,533
County & Municipal					
Private Contributions					
Sales					
Services & Fees				6,056	6,056
Other				25	25
Unexpended Balance Brought Forward	2,006		421,659		423,665
Adjustment of Balance Brought Forward			(36,564)		(36,564)
TOTAL FUNDS AVAILABLE	686,207		8,595,628	6,091	9,287,926

Monies received and deposited to credit of the State					
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EXPENDITURES					
Personal Services, Total:	471,655		5,360,240		5,831,895
Wages & Salaries	433,276		4,924,627		5,357,903
Retirement	38,379		435,613		473,992
All Other, Total:	182,081		2,901,574		3,083,655
Commodities	11,489		166,004		177,493
Grants, Subsidies, Pensions	45,964		1,366,630		1,412,594
Contractual Services, Total:	114,608		1,368,940		1,483,548
Rents	1,158		540,744		541,902
Computer Services			38		38
Transfers to Other Funds	10,020				10,020
Other					
Capital Expenditures, Total:	3,524		70,827		74,351
Buildings & Improvements					
Equipment	3,524		70,827		74,351
Purchases of Land					
TOTAL EXPENDITURES	657,260		8,332,641		8,989,901

SUMMARY

Total Funds Available	686,207		8,595,628	6,091	9,287,926
Total Expenditures	657,260		8,332,641	0	8,989,901
NET	28,947		262,987	6,091	298,025
Unexpended Balance Forward	1,095		262,987	6,091	270,173
Unexpended Balance Lapsed	27,852				27,852

MANPOWER

MAJOR GOAL: To provide comprehensive manpower services which will help to prevent or reduce the adverse social and economic impact of unemployment and underemployment; and to systematically accumulate funds during periods of employment from which benefits may be paid for periods of unemployment.

POWERS AND DUTIES: The Employment Security Commission operates through a federal-State partnership in which all the expenses of administration of State programs are borne by the Federal Government. The Commission is authorized to provide effective manpower services for all workers and employers desiring assistance, including counseling, testing, job development, employer services, placement, referral to training, and employability assistance to workers with special problems; to develop, collect and disseminate labor market information; to administer the State's Unemployment Compensation program and related federal programs, as to the proper payment of benefits to unemployed workers, adjudication of contested claims, and the collection of taxes from employers; and to issue training allowance payments to eligible participants in various federally sponsored manpower training programs.

ORGANIZATIONAL BACKGROUND: The Employment Security Commission was organized in December, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Commission's Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Commission opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide manpower concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed to Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the renamed Employment Security Commission was included in the Department of Manpower Affairs. The Commissioner of the Department also serves as chairman of the Commission.

PROGRAM:

Employment Service Division. The primary function of the Employment Service Division is job placement. During fiscal year 1974, 22,791 placements were accomplished through this service.

In addition to placement services, counseling and employment, related training continued to be priority items in the delivery of total employment services. All counseling is directed at the major goal of placement and uses a variety of techniques to reduce barriers to employment. When training or services of other agencies seem needed, appropriate arrangements are made by the counselor, prior to referral, of the applicant to an employment opening. During fiscal year 1974, 7,939 individuals were counseled and 2,073 were tested as to employment aptitudes.

The Division provides preferential services to veterans. A full-time Veterans Employment Service Representative is attached to the Division by the Federal Government to insure that laws and policy regarding veterans' rights and benefits are being followed. He also coordinates and monitors the mandatory listing program which requires that employers with federal contracts list their job openings with the service. The Division placed 4,696 veterans in jobs during fiscal year 1974.

The Division also has had responsibilities and priority concerns with matters of employment in the State's rural sections, including farm and woods jobs, and the use of foreign or migrant workers. This has required extensive contact with woods and farm employers, including the inspection of housing and working conditions. During recent years, the agency's rural manpower services have been expanded by the establishment of satellite offices in smaller communities. In fiscal year 1974, a new office of this type was established in Belfast through the cooperation of the community, bringing the total of such offices to five.

MANPOWER

Through cooperative arrangements with federal officials and other groups, the Division had a primary role in a number of categorical manpower programs such as those operated under the Manpower Development and Training Act, the National Alliance of Businessmen's program of Job Opportunities in the Business Sector, the JOBS Optional Program, and others. Among other objectives, these programs were directed at providing the unemployed or underemployed individual, particularly those in the disadvantaged groups, with job-related training to gain new employment skills or to replace obsolete abilities. Through these various programs, 1,661 individuals were given institutional or on-the-job training during fiscal year 1974.

The Division's involvement in the Work Incentive Program (WIN) continued to expand. At the end of the fiscal year, it was serving clients from seven offices. This program offered job placement, training or special work project opportunities to persons receiving aid under the Aid to Families with Dependent Children (AFDC) program in the State. During fiscal year 1974, 3,069 individuals were enrolled in the WIN program, and 1,460 of this number were placed in employment. As of June 30, 1974, 166 were in On-The-Job Training programs; 12 were in Public Service Employment; and 1,198 were in various other training components of this program.

Job Bank Operations of the Division were expanded and refined during fiscal year 1974. This program utilizes computer, telecopier and microfiche resources to provide interviewers, counselors and others with improved information for matching qualifications of applicants with employer requirements and job opportunities on a statewide basis. Through its computer system, the Job Bank lists and updates job orders on a daily basis. During fiscal year 1974, 33,301 different job openings were listed with this system and 31,652 referrals were made.

Labor Market Information. A study of Maine manpower needs to 1980, covering over four hundred occupations, was prepared in cooperation with the U.S. Bureau of Labor Statistics. This type of research is now done on a continuing basis through the Occupational Employment Statistics Program. During the year, most of the State's non-manufacturing industries, including trade, were surveyed to improve and update information concerning their staffing patterns.

The method for estimating unemployment was modified to show the number of workers employed by place of residence rather than by place of work. The new method was adopted by every state to ensure that unemployment means the same thing and is measured the same way throughout the nation. Reports providing the information qualifying Maine areas for Federal Economic Assistance were made to the U.S. Department of Labor and the Economic Development Administration. The "Annual Manpower Planning Report" was prepared, covering a wide area of planning information for the Office of Manpower Planning and Coordination, the Department of Manpower Affairs and other groups.

Unemployment Compensation Division. Significant changes in the Employment Security Law enacted by the last Special Session of the Legislature required that seasonal periods be determined on an individual employer basis and redetermined yearly within seasonally determined industries, a revision that will greatly increase the work in the agency and also affect employers and claimants and provided for the payment of Extended Benefits until December 31, 1974, to those persons exhausting regular unemployment benefits.

The Division processed 72,204 new initial applications for unemployment compensation against the State of Maine; the total number of weeks paid was 515,464 for a total amount of \$24,911,675, including \$447,285 from reimbursable accounts. In addition, extended benefits totaling \$2,069,953 were paid. Under the Trade Readjustment Act there were 17,627 weeks compensated which amounted to \$644,846. Additionally, under federal programs, ex-servicemen were paid benefits of \$1,394,119 for 20,734 weeks claimed and former federal employees were paid benefits of \$271,606 for 4,987 weeks claimed. Also, in connection with various manpower programs (MDTA, WIN, CEP), 23,332 allowance payments were made, amounting to \$1,080,523.

The local offices issued 39,180 Deputy's Decisions to adjudicate contested claims; separation issues accounted for 38.6 percent of the total. The Commission's appeal tribunal disposed of 3,408 appeals. Further appeals to the Commission resulted in this higher authority's disposing of 297 cases.

MANPOWER

The maximum weekly benefit amount for total unemployment was increased June 1, 1974, from \$65 to \$68. The average weekly benefit amount for total unemployment was \$52.82 for regular benefits and \$47.57 for extended benefits; the average weekly benefit amount for all unemployment amounted to \$49.06 for regular benefits and \$46.32 for extended benefits.

A computerized benefit control program was implemented which brought about a significant increase in the discovery of fraudulent claims, for a fraction of the previous cost. Computerization of the monetary determination process resulted in faster service to claimants and more time within local offices for improved claims interviewing. Further computerization of unemployment compensation programs is planned for fiscal year 1975.

The number of active employer accounts at the end of fiscal year 1974 was 21,385. Net contributions received from employers totalled \$28,903,648. The fund balance as of June 30, 1974, was \$26,295,758. It is recommended that the experience rating provisions of the law be continued.

Following is a Balance Sheet of the moneys in the Unemployment Compensation Fund and related accounts as of December 31, 1973, and an Analysis by Industry and by Class of Employer Accounts Rated at the Start of the Experience Rating Period, July 1, 1973-June 30, 1974.

FINANCES, FISCAL YEAR 1974:

Employment Security Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$8,020,949	\$6,091	\$8,027,040
Total Expenditures			7,795,954	0	7,795,954
NET			224,995	6,091	231,086
Unexpended Balance Forward			224,995	6,091	231,086
Unexpended Balance Lapsed					

BUREAU OF LABOR AND INDUSTRY

HAROLD S. NODDIN, DIRECTOR

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3331

Established: 1873 *Statutory Authority:* M.R.S.A., Title 26, Chapters 1, 3, 5-7, 9; 9-A, 11, 15, 17, 19

Average Number of Full-Time Employees: 47

Authorized Employee Level: 44

Total Expenditure, Fiscal Year 1974: \$613,762

Organizational Units:

Administrative Division	Board of Occupational Safety Rules and Regulations
Industrial Safety Division	Board of Construction Safety Rules and Regulations
Apprenticeship Division	State Apprenticeship Council
Minimum Wage Division	Minimum Wage on Construction Projects Board
Boiler and Elevator Division	Board of Boiler Rules
Research and Statistics Division	Board of Elevator Rules and Regulations
Public Employees Labor Relations Board	State Board of Arbitration and Conciliation

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BALANCE SHEET UNEMPLOYMENT COMPENSATION FUND AND RELATED ACCOUNTS AS OF DECEMBER 31, 1973

		RECEIPTS	
Employer Contributions	Prior to 1969	\$242,778,827.70	
	1969	9,847,476.63	
	1970	10,036,275.62	
	1971	10,131,534.50	
	1972	26,534,317.30	
	1973	24,321,818.68	
Total Employer Contributions			\$323,650,250.43
Title IX Distribution Funds			237,626.70
Interest on Trust Fund			-32,200,324.10
Accrued Interest on Trust Fund			385,450.64
Interest & Penalties on Employer Accounts			736,307.88
Benefit Fines Received			13,069.56
Anonymous Refunds			929.00
			\$357,223,958.31
Federal Share Extended Benefits Received		\$ 3,591,526.43	
Emergency Compensation Received, Federal		3,953,867.00	
Direct Reimbursements Received		271,706.44	
			7,817,099.87
Cumulative Receipts			\$375,041,058.18
		DISBURSEMENTS	
Net Benefits Paid	Prior to 1969	\$222,572,870.45	
	1969	11,961,615.64	
	1970	17,504,139.48	
	1971	29,042,640.08	
	1972	25,159,648.32	
	1973	21,997,473.09	
			\$328,238,387.06
Federal Share Extended Benefits Paid	1971	2,161,725.48	
	1972	1,430,275.93	
	1973 (Refunds)	- 542.50	
			\$ 3,591,458.91
Emergency Compensation Paid	1972	\$ 3,834,204.00	
	1973	119,533.00	
			\$ 3,953,737.00
Direct Reimbursement Benefits Paid	1972	\$ 77,138.23	
	1973	247,383.43	
			\$ 324,521.66
Special Administrative Expense Fund			\$336,108,104.63
			10,415.56
Cumulative Disbursements			\$336,118,520.19
		BALANCE	
Unemployment Compensation Fund			
Clearing Account	\$	- 499.50	
Trust Fund Account		28,343,319.90	
Benefit Account		525,278.01	
Fund Balance			\$ 28,868,098.41
Special Administrative Expense Fund			54,439.58
Cumulative Balance, December 31, 1973			28,922,537.99
Disbursements and Fund Balances			\$365,041,058.18

**Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the
Experience Rating Period, July 1, 1973–June 30, 1974**

Industry	Total	1.9%	2.0%	2.1%	2.2%	2.3%	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.6%	3.8%	4.0%	4.2%	4.5%
Electric, Gas, and Sanitary Services	46	26	5	1	2	2	—	1	—	2	1	—	2	1	2	—	—	1	—	—	—	—
Wholesale Trade	1,005	421	52	50	49	57	43	46	37	26	29	27	21	34	9	11	12	9	7	6	5	54
Building Materials, Hardware, and Farm Equipment Dealers	269	86	11	12	16	13	19	13	20	15	7	7	8	6	4	6	6	3	—	1	4	12
Retail Trade—General Merchandise	182	41	5	14	8	11	9	11	10	7	10	6	11	6	3	5	3	3	2	2	1	14
Food Stores	335	84	19	15	13	25	31	22	24	19	12	11	7	12	6	5	7	4	5	1	—	13
Automotive Dealers and Gasoline Service Stations	569	175	34	27	32	35	22	31	30	33	26	11	26	28	18	7	7	5	4	5	3	10
Apparel and Accessory Stores	157	47	15	9	6	10	11	6	5	10	3	5	3	6	2	3	1	1	2	—	2	10
Furniture, Home Furnishings, and Equipment Stores	162	57	14	11	10	5	9	9	6	7	5	4	1	8	3	2	2	4	3	1	—	1
Eating and Drinking Places	513	55	13	19	20	22	27	23	20	28	37	31	19	35	26	13	13	7	9	8	6	82
Miscellaneous Retail Stores	510	135	26	35	27	29	36	43	20	21	17	30	18	19	8	6	7	3	3	1	4	22
Banking	72	15	5	10	12	11	7	6	4	1	—	—	—	—	1	—	—	—	—	—	—	—
Credit Agencies Other than Banks	73	21	4	8	7	3	6	8	5	4	2	3	—	1	—	—	—	—	—	—	—	1
Security and Commodity Brokers, Dealers, Exchanges, and Services	24	15	—	1	2	—	2	1	—	—	1	—	—	1	—	—	—	—	—	—	—	1
Insurance Carriers	94	54	2	4	6	2	3	5	1	1	2	2	3	2	—	1	—	1	—	—	3	2
Insurance Agents, Brokers and Service	134	43	14	1	16	13	4	11	6	2	5	6	3	5	—	1	—	2	1	—	—	1
Real Estate	134	41	7	6	7	7	4	2	4	6	3	4	7	7	1	2	3	1	1	2	—	19
Combinations of Real Estate, Insurance, Loans, Law Offices	26	6	5	1	3	2	1	—	2	2	—	2	—	1	—	1	—	—	—	—	—	—
Holding and Other Investment Companies	12	10	—	—	—	—	—	—	—	—	—	—	1	—	—	—	—	—	—	—	—	1
Hotels, Rooming Houses, Camps and Other Lodging Places	241	20	11	8	8	10	11	10	14	11	10	10	13	16	8	6	3	6	5	3	1	57
Personal Services	226	72	22	9	19	13	8	10	13	10	9	6	5	11	1	—	1	—	2	2	—	13
Miscellaneous Business Services	159	36	10	2	13	6	9	10	9	11	5	11	7	5	3	1	4	2	1	4	2	8
Automobile Repair, Automotive Services, and Garages	124	41	7	6	4	6	6	4	9	2	7	8	3	10	4	1	—	1	—	1	—	4
Miscellaneous Repair Services	36	5	2	2	3	1	1	6	3	3	1	4	1	—	3	—	—	—	—	1	—	—
Motion Pictures	58	22	1	3	5	1	2	3	3	2	2	—	—	2	2	1	—	1	—	—	—	6
Amusement and Recreation Services, Except Motion Pictures	97	15	3	6	4	3	—	3	4	1	5	4	1	3	1	3	4	2	1	2	—	32
Medical and Other Health Services	192	13	18	10	10	16	18	23	16	16	10	9	7	10	7	1	3	1	—	—	—	4
Legal Services	58	5	6	2	3	5	3	7	11	3	4	5	1	1	1	—	1	—	—	—	—	—
Educational Services	20	4	1	—	1	—	2	1	—	3	2	—	2	—	—	3	—	—	—	—	—	1
Non-Profit Membership Organizations	87	31	7	4	4	4	6	4	6	4	2	4	1	1	4	—	1	2	—	—	—	2
Miscellaneous Services	98	12	1	3	4	6	4	5	5	7	9	9	4	7	3	1	3	—	—	—	—	—

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**Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the
Experience Rating Period, July 1, 1973-June 30, 1974**

Industry	Total	1.9%	2.0%	2.1%	2.2%	2.3%	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.6%	3.8%	4.0%	4.2%	4.5%
Total	8,397	2,071	424	349	414	425	407	427	396	364	326	305	259	345	183	135	150	120	87	84	53	1,073
Agricultural Production	6	1	-	-	1	-	-	2	-	-	-	1	-	-	-	-	-	-	-	-	-	1
Agricultural services and hunting and trapping	47	4	1	2	1	2	2	1	2	1	1	-	-	1	1	2	-	1	-	1	-	24
Mining and Quarrying of Non-Metallic Minerals, except Fuels	6	-	-	-	-	-	-	1	-	1	-	1	-	1	-	-	-	-	-	-	-	2
Building Construction-General Contractors	370	27	11	3	9	9	10	8	13	5	13	14	12	21	9	9	11	9	12	6	5	154
Construction Other than Building Construction-General Contractors	87	7	1	1	2	1	-	-	1	1	2	3	1	2	2	2	2	-	-	4	-	55
Construction-Special Trade Contractors	558	58	17	16	8	23	19	18	27	27	25	17	16	27	8	15	19	17	7	16	7	171
Food and Kindred Products	172	44	11	8	10	4	8	4	6	6	4	1	2	1	2	2	1	2	1	-	-	55
Textile-Mill Products	42	6	1	2	1	1	2	2	1	1	3	-	2	2	1	1	-	-	-	-	1	15
Apparel and Other Finished Products Made from Fabrics and Similar Materials	23	1	1	-	1	2	1	-	1	1	-	-	-	2	2	-	-	2	0	1	-	8
Lumber and Wood Products except Furniture	417	87	10	11	19	19	15	20	18	23	18	13	13	22	11	7	14	10	8	6	2	71
Furniture and Fixtures	22	5	1	-	2	1	3	2	2	-	-	2	-	2	-	2	-	1	-	-	-	1
Paper and Allied Products	36	16	3	-	4	2	2	-	2	-	1	2	-	1	-	1	1	1	-	-	-	-
Printing, Publishing and Allied Industries	85	35	7	4	6	7	5	3	6	1	1	2	2	2	2	-	1	-	-	-	-	1
Chemicals and Allied Products	30	8	2	-	2	3	-	-	1	-	-	-	1	1	-	1	1	-	-	-	1	9
Rubber and Miscellaneous Plastics Products	25	2	-	-	3	-	1	1	-	2	3	-	3	1	-	-	2	-	-	-	1	6
Leather and Leather Products	92	12	1	2	1	3	3	2	1	6	4	3	2	1	6	3	-	2	1	1	1	37
Stone, Clay, Glass and Concrete Products	46	3	1	-	-	2	-	4	4	2	1	1	2	-	4	-	3	2	1	1	1	14
Primary Metal Industries	11	7	-	-	1	-	-	1	-	1	-	-	-	-	1	-	-	-	-	-	-	-
Fabricated Metal Products, except Ordnance, Machinery, and Transportation Equipment	44	10	-	1	2	5	1	-	2	2	4	-	4	3	-	3	2	1	-	1	-	3
Machinery, except Electrical	64	8	3	5	2	1	5	5	4	3	4	2	5	6	1	-	1	2	2	-	1	4
Electrical Machinery, Equipment and Supplies	15	1	-	-	-	-	-	1	-	1	1	2	1	1	2	2	1	-	-	-	-	2
Transportation Equipment	52	11	2	3	4	2	2	5	3	-	-	1	1	-	-	2	4	1	1	-	1	9
Professional, Scientific, and Controlling Instruments; Photographic and Optical Goods; Watches and Clocks	7	1	-	-	-	-	1	-	1	-	1	2	-	-	-	-	-	-	-	-	-	1
Miscellaneous Manufacturing Industries	24	3	1	1	2	2	1	2	-	3	1	-	-	-	2	1	-	1	-	-	-	4
Local and Suburban Transit & Interurban Passenger Transportation	59	20	4	1	5	1	3	3	4	4	2	1	2	3	1	1	-	2	-	-	-	2
Motor Freight Transportation and Warehousing	186	54	13	7	5	8	10	9	7	12	5	10	7	5	5	2	-	3	2	1	1	20
Water Transportation	24	4	2	-	1	1	2	-	1	1	-	-	1	-	1	1	1	1	-	-	-	7
Transportation by Air	11	2	1	1	1	-	-	-	-	-	1	1	-	-	-	1	1	-	-	-	-	2
Transportation Services	21	1	1	1	1	-	1	3	-	1	-	1	2	-	-	1	-	1	2	-	-	5
Communication	68	18	7	-	7	7	6	4	3	1	5	7	-	-	1	-	-	1	1	-	-	-

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MAJOR GOAL: To assure that work be done in a safe and healthful environment, that relations between employer and employee be harmonious, and that workers receive a fair wage for their endeavors.

POWERS AND DUTIES: The primary responsibilities of the Bureau of Labor and Industry are to enforce all laws established for the protection of health, lives and limbs of workers, all laws regulating the payment of wages, and all laws regulating employment of minors; to collect, assort and arrange statistical data on labor and industry, labor organizations, industrial accidents and other matters relating to commercial, industrial, social and sanitary conditions; to conduct a program of research, education and promotion to reduce industrial accidents; and to further harmonious labor-management relations.

ORGANIZATIONAL BACKGROUND: The nucleus of the Bureau of Labor and Industry was the establishment in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature. In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs.

PROGRAM: The activities of the Bureau of Labor and Industry are diverse but inter-related in the areas of health, safety, wages, working conditions and labor relations. The following highlights point out the areas where there are activities of other than a routine nature or where there are problems.

The activities of the Bureau have increased during the past year because of expanded duties, notably the new law for licensing of engineers and operators under the boiler law; because of two increases in the minimum wage, to \$1.90 on October 3, 1973, and to \$2.00 on May 1, 1974; because of the growing usage of the Public Employees Labor Relations procedures by municipalities which resulted in an increase of 220 percent in mediation and 100 percent in arbitration as well as jumps in elections, fact finding and prohibited practice complaints.

Changes in the laws which have recently or will shortly go into effect are going to add still more. Two changes in the Workmen's Compensation Act—one to make the insurance compulsory and another to shorten the waiting period—are expected to substantially increase the volume of agreements for compensation which are processed in the Bureau. Passage of the State Employees Labor Relations Act will add greatly to the work load of the Public Employees Labor Relations Board, the Panel of Mediators and the Board of Arbitration and Conciliation.

By the provisions of the Federal Occupational Safety and Health Act of 1970, enforcement of occupational health and safety laws by State personnel has been temporarily preempted by the U.S. Department of Labor pending approval of the Maine Plan for Occupational Safety and Health. Such approval is dependent upon enactment of enabling legislation which would assure that Maine enforcement would be equal to or better than federal enforcement. The Special Session of the 106th Legislature referred a bill for this purpose to the next Legislature. In the meantime, some of the Bureau's Safety Compliance Officers are working with the U.S. Department of Labor and have received training in OSHA under a contract agreement. Other Maine personnel are performing courtesy inspections and providing consultations to assist Maine employers in voluntary compliance with OSHA standards. If the enabling legislation is enacted by the 107th Legislature, the Bureau will be able to take over smoothly and without disruption the enforcement of standards which will be similar or identical to those now in effect under the federal law.

There are two areas in which the Bureau has been given authority and responsibilities

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but where there has been no implementation because of lack of staff. One is enforcement of the fair minimum wage (predetermined wage) on State construction contracts of \$10,000 or more. The law requires contractors to post the rates which have been determined by the Bureau as prevailing wage rates for various classes of laborers, workmen and mechanics, and to keep accurate records of hours, job titles, hourly rates and wages paid. These records are required to be kept at the job sites and open to inspection by the Bureau. No such inspections are made and the probability exists that the correct rates may not be paid.

The second is enforcement of the bedding and upholstered furniture law. All manufacturers or importers of bedding and upholstered furniture for sale in Maine must be registered. This is done. All bedding and upholstered furniture must be tagged, showing the name of the manufacturer or vendor, material used in filling and whether new or processed. This is done. These two items are checked fairly well by Labor and Safety Inspectors when they are in places of business for other purposes. However, there is no checking to ascertain if the contents are sanitary, or if the contents are as specified on the tag. The Bureau is empowered to open and examine the contents, and to seize and hold any article suspected to be in violation. The results of laboratory tests of stuffed toy contents and information from other states to the effect that Maine may be a dumping ground for mattresses that cannot be sold elsewhere, indicate that a more thorough inspection and testing program is needed. The income from registrations is more than adequate to finance an inspector but this goes into undedicated revenue and no appropriation is made.

BUREAU OF LABOR AND INDUSTRY STATISTICAL SUMMARY OF ACTIVITIES FISCAL YEAR 1974

Apprenticeship	
New Programs Registered	84
Programs Cancelled	40
Total Programs to July 1, 1974	317
New Apprentices Registered	435
Apprentices Reinstated	11
Apprentices Completed	219
Apprentices Suspended	0
Apprentices Cancelled	250
Total Apprentices as of July 1, 1974	1,294
Veterans Benefits--Applications Processed	239

Bedding and Stuffed Toys	
Number of Inspections Made	80
Number of Law Violations Found	87
Received for Bedding Registrations	\$20,135
Received for Licensing Stuffed Toy Mfgs.	\$4,480

Boilers	
Inspection Reports from Insurance Companies	3,204
Boilers Inspected by Boiler Division Inspectors	228
Inspection Certificates Issued	3,255
Welders' Tests Examined (originals and/or retests)	173
Welders' Certificates of Authority Renewed and/or Issued	383
Boiler Inspectors' Certificates of Authority Issued	11
Engineers' and Operators' Licenses Issued and/or Renewed	1,104
Total Income	\$35,414

Elevators	
Insurance Inspection Reports	1,292
State Inspection Reports	3,035

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(Elevators continued)

Safety Tests	894
Escalator Reports	8
Manlift Reports	12
New Elevators Installed and Inspected	43
Elevator Inspectors Examined	0
Elevator Mechanics Examined	7
Licenses Issued	7
Elevator Certificates Issued	681
Total Income	\$37,919

Industrial Safety

Number of Calls, Total	1,721
Industrial Plants	571
Construction	1,060
Municipalities	13
Institutions	1
Accident Investigations	23
Consultations	44
Complaints	12
Recommendations for Correction of Condition	5,560
OSHA Report Review – 19 man-days	

Minimum Wage, Women and Child Labor

Inspections	12,333
Violations, Total	3,347
Failure to Pay Minimum Wage	311
Overtime Violations	132
Improper Records	358
Failure to Post Notices	1,704
Not giving Employee proper Statements with Wages	658
Child Labor Violations	76
Women's Hours Violations	0
Amount of Back Wages Paid	\$59,269
Total Approved Work Permits & Certificates of Age	8,800

Payment of Wage

Wage Complaints Processed	458
Wage Complaints Paid	321
Amounts Paid to Employees	\$33,094

Research & Statistics

Wage Determinations	140
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Workmen's Compensation

Workmen's Compensation Cases Handled	9,777
Agreements Approved	6,182
Cases sent back for correction	3,661
Cases Outstanding, awaiting reply	125

FINANCES, FISCAL YEAR 1974:

Bureau of Labor and Industry*	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$561,207		\$62,315		\$623,522
Total Expenditures	560,112		53,650		613,762
NET	1,095		8,665		9,760
Unexpended Balance Forward	1,095		8,665		9,760
Unexpended Balance Lapsed					

*Included financial data of the Public Employees Labor Relations Board.

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PUBLIC EMPLOYEES LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: Capitol Plaza, Western Avenue, Augusta 04330 *Telephone:* 289-3331

Established: 1972 *Statutory Authority:* M.R.S.A., Title 26, Chapters 9-A, 9-B

Average Number of Full-Time Employees: 3

Total Expenditure, Fiscal Year 1974: \$45,783

Organizational Units:

Panel of Mediators

MAJOR GOAL: To further harmonious labor-management relations through efficient administration of the Public Employees Labor Relations Act, the State Employees Labor Relations Act and the Panel of Mediators.

POWERS AND DUTIES: The Public Employees Labor Relations Board is responsible for administering unit determination hearings, and appeals therefrom, under both the Public Employees Labor Relations Act (PELRA) and the State Employees Labor Relations Act (SELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections naming the bargaining agent for the various bargaining units in both the municipal and State sectors. Both the PELRA and the SELRA create impasse resolution procedures which are administered by the Board and consist of mediation, fact finding and arbitration. The Board and its Executive Director are responsible for the complete administration and assignment of members of the Panel of Mediators to mediation cases in both the public and private sectors throughout the State. Fact finding and arbitration are also administered by the Board but are confined to the public sector under both PELRA and the SELRA. Under the SELRA, the Board has the added responsibility of maintaining a list of experienced and competent arbitrators who are eligible to serve thereunder. In the event of termination of bargaining agent status, the Board is responsible for conducting a decertification election. Unfair labor practices, enumerated as "prohibited acts" in both the PELRA and the SELRA are handled by the Public Employees Labor Relations Board when alleged violations have occurred. Ancillary to the foregoing statutory functions of the PELRB is an education and information function intended to familiarize practitioners with the provisions of both the PELRA and the SELRA and to advise them of the rules and procedures employed by the PELRB.

ORGANIZATIONAL BACKGROUND: The Public Employees Labor Relations Board was established in 1972. Prior to the existence of the Board, the Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but government reorganization in 1972 terminated that relationship with the exception of the statutory obligation imposed upon the Bureau of Labor and Industry to manage and administer the Board's financial resources. The restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Public Employees Labor Relations Board consisting of three members, one representing each of the elements of public sector labor, public sector management, and the general public, and with the member representing the general public as chairman, such members appointed by the Governor with the advice and consent of the Council, for terms of four years.

The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor with the advice and consent of the Council, for terms of three years. There are currently six appointees to the Panel of Mediators.

PROGRAM: The Public Employees Labor Relations Board experienced substantial growth in fiscal year 1974 as evidenced by a 220% increase in the use of mediation, a

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16% increase in the number of elections and fact findings, and a 21% increase in the frequency of prohibited practice complaints. It is anticipated that the Board's activities will continue to grow and that additional staffing will become necessary, particularly with respect to the passage of the State Employees Labor Relations Act in 1974.

It is apparent from the foregoing statistics that the growth rate of the Public Employees Labor Relations Board will continue to increase and, with the exception of the immense burdens imposed under the State Employees Labor Relations Act, may stabilize at 150% to 200% of the present caseload within the next three to five years, with representational matters decreasing and unfair labor practices allegations increasing. It is gratifying to realize that more of the parties involved in labor relations in the State are gaining confidence in coming to the Public Employees Labor Relations Board as a forum to solve their problems and in establishing their bargaining relationships one with another. The increasing number of cases being processed as prohibited practice complaints indicates, first, that the parties have accepted the Public Employees Labor Relations Board as the proper adjudicatory tribunal to hear these matters, and, second, that the practice of labor-management relations in Maine's public sector is becoming more intense and more sophisticated.

During fiscal year 1975, it is anticipated that the Board will have to devote substantial time and resources to the implementation of the State Employees Labor Relations Act, resolution of disputes arising thereunder, and the determination of units and selection (and election) of bargaining agents to serve those bargaining units.

FINANCES, FISCAL YEAR 1974:

Public Employees Labor Relations Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$59,762				\$59,762
Total Expenditures	45,783				45,783
NET	13,979				13,979
Unexpended Balance Forward	13,979				13,979
Unexpended Balance Lapsed					

STATE BOARD OF ARBITRATION AND CONCILIATION

LAWRENCE J. THEBEAU, CHAIRMAN

Central Office: Bureau of Labor and Industry, Capitol Shopping Center, Augusta 04330 **Telephone:** 289-3331

Established: 1909 **Statutory Authority:** M.R.S.A., Title 26, Chapter 9 (Subchapter II)

MAJOR GOAL: To further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees.

POWERS AND DUTIES: The State Board of Arbitration and Conciliation serves as a board of inquiry, as a board of conciliation or as a board of arbitration with power to inquire and investigate labor-management disputes and authority to subpoena either party to a dispute.

ORGANIZATIONAL BACKGROUND: The Board was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three members appointed by the Governor with the advice and consent of the Council, for terms of three years. One member is an employer of labor or representative of employers of labor; another is an employee or representative of employees; and the third member is chairman and represents the public interests of the State. Appropriations for the Board are included in the budget of the Bureau of Labor and Industry.

PROGRAM: In conformity with Maine State Labor Laws, the State Board of Arbitration

MANPOWER

and Conciliation held its annual meeting on September 14, 1973, at the Bureau of Labor and Industry. A new Secretary of the Board for the coming year was elected, and revised Rules of Procedure were adopted, effective November 6, 1973.

Following is a report of the arbitration and fact-finding activities of the Board for the period from July 1, 1973, through June 30, 1974:

ARBITRATION

1. July 18, 1973
Local 926, Pine Tree Council #74, AFSCME, AFL CIO v. Town of Millinocket
2. July 25, 1973
Rumford Public Works, Local 1458, Council #74 v. Town of Rumford
3. September 7, 1973
Local 2178, AFSCME, Council #7, AFL-CIO v. Waterville School Board
4. September 10, 1973
South Portland Municipal Employees Association v. City of South Portland
5. December 7, 1973
International Association of Fire Fighters, Local 1476, AFL-CIO, CLC v. City of South Portland
6. December 8, 1973
International Association of Fire Fighters, Local 1476 AFL-CIO, CLC v. City of South Portland
7. February 27, 1974
South Portland Municipal Employees Association v. City of South Portland
8. April 16, 1974
AFSCME, AFL-CIO, Council #74, Local 1828 v. City of Waterville
9. May 8, 1974
Sanford Police Department, Sanford Lodge 2, Council #74 AFSCME v. Town of Sanford

FACT-FINDING

1. October 25, 1973
Council #74, AFSCME, Local 1458
and City of Augusta
2. May 22, 1974
South Portland Police Unit, Local 1828, Council #74 AFSCME
and City of South Portland
3. June 3, 1974
Augusta Uniformed Firefighters Association, Local 1650
and City of Augusta

Hearings in all instances were held on the above matters, and the findings of the Board in each case were based on facts and merit.

It is the Board's sincere opinion that labor-management relations in the State of Maine continue to be on a high plane, and although disputes in the public sector continue to grow, the Board is very optimistic that the excellent management-labor relationship in the State will continue.

MANPOWER DEVELOPMENT TRAINING ACT (MDTA) EDUCATIONAL TRAINING DIVISION

RICHARD D. HASKELL, MANPOWER SPECIALIST

Central Office: 122 State Street, Augusta 04330

Telephone: 289-2461

Established: 1962

Statutory Authority: M.R.S.A., Title 26, Chapter 19

Average Number of Full-Time Employees: 6

Total Expenditure, Fiscal Year 1974: \$580,185

MANPOWER

Organizational Units:

MDTA Culinary Arts Center, Lewiston

MDTA Automotive Center, Bangor

MDTA Educational Training, Administrative Section

MAJOR GOAL: To provide occupational training for those unemployed and underemployed persons who could not reasonably be expected to obtain appropriate full-time employment without such training.

POWERS AND DUTIES: The MDTA Educational Training Division works closely with the Employment Security Commission, Employment Service Division in establishing training needs throughout the State. The Educational Training Division is authorized to contract with both public and private school systems for appropriate training or to develop and maintain such training as specific needs warrant; to supervise all training to assure high quality and compliance with the Manpower Development Training Act and all associated regulations; to disburse funds and audit contract expenditures; and to maintain control of the inventory of all MDTA training equipment.

ORGANIZATIONAL BACKGROUND: The MDTA Educational Training unit was originally established within the Bureau of Vocational Education of the Department of Education in 1963 for the purpose of developing and supervising the delivery of manpower training in Maine. In September, 1971, the MDTA Educational Training Division of the Department of Manpower Affairs was established. The Division is 90% federally funded with the balance provided by the State.

On December 28, 1973, the Comprehensive Employment and Training Act of 1973 (CETA) became law, replacing the activities that were formerly conducted under the Manpower Development and Training Act of 1962. Under CETA, a new delivery system will be established for manpower training. The MDTA Educational Training Division is currently in a phase-down status with partial funding for fiscal year 1975 in order that an orderly transition to the new system may occur.

PROGRAM: During fiscal year 1974, training was offered in many occupational and geographical areas. Following is a summary of some of those areas and the number of people trained:

Occupation	Location	Number of People Trained
Less-than-class basis	Statewide	200+
Carpenter	Eastport	12
Clerk-Typist	Rockland	15
Clerical Cluster	Portland	110
Cook (H&R)	Lewiston	80
Auto Mechanic Cluster	Bangor	42
Bookkeeper	Bangor	15
Building Maintenance	Portland	16
Diesel Mechanic	South Portland	12
Building Maintenance	Maine State Prison	5
Auto Mechanic	Maine State Prison	10
Auto Body	Maine State Prison	8
Recreation Vehicle Mechanic	Machias	12
Arc Welder	South Portland	10
Oil Burner Repairman	Maine State Prison	12

MANPOWER

FINANCES, FISCAL YEAR 1974:

MDTA Educational Training Division	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$125,000		\$512,364		\$637,364
Total Expenditures	97,148		483,037		580,185
NET	27,852		29,327		57,179
Unexpended Balance Forward			29,327		29,327
Unexpended Balance Lapsed	27,852				27,852

STATE
POLICY
AREA **11**

Natural Resources

Department of Conservation
Department of Environmental Protection
Department of Inland Fisheries and Game
Baxter State Park Authority



NATURAL RESOURCES

DEPARTMENT OF CONSERVATION DONALDSON KOONS, COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-2791

Established: 1973

Statutory Authority: M.R.S.A., Title 12, Chapters 201, 203, 204, 206, 206-A, 217, 428; Title 32, Chapter 29; Title 33, Chapter 25; Title 36 §§ 565, 583; Title 38, Chapter 1

Authorized Employee Level: 254

Total Expenditure, Fiscal Year 1974: \$9,190,358

Organizational Units:

Administrative Services Division
Land Use Regulation Commission
Bureau of Public Lands
Bureau of Forestry
Maine Forest Authority
Forestry Appeals Board
Arborist Examining Board
Coastal Island Registry

Bureau of Parks and Recreation
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trails System Advisory Committee
Advisory Committee on Historic Sites
Passenger Tramway Safety Board
Bureau of Geology
Maine Mining Bureau

Northeastern Interstate Forest Fire Protection Commission
State Board of Certification for Geologists and Soil Scientists
Mapping Advisory Committee

MAJOR GOAL: To preserve, protect and enhance the land resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

POWERS AND DUTIES: The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

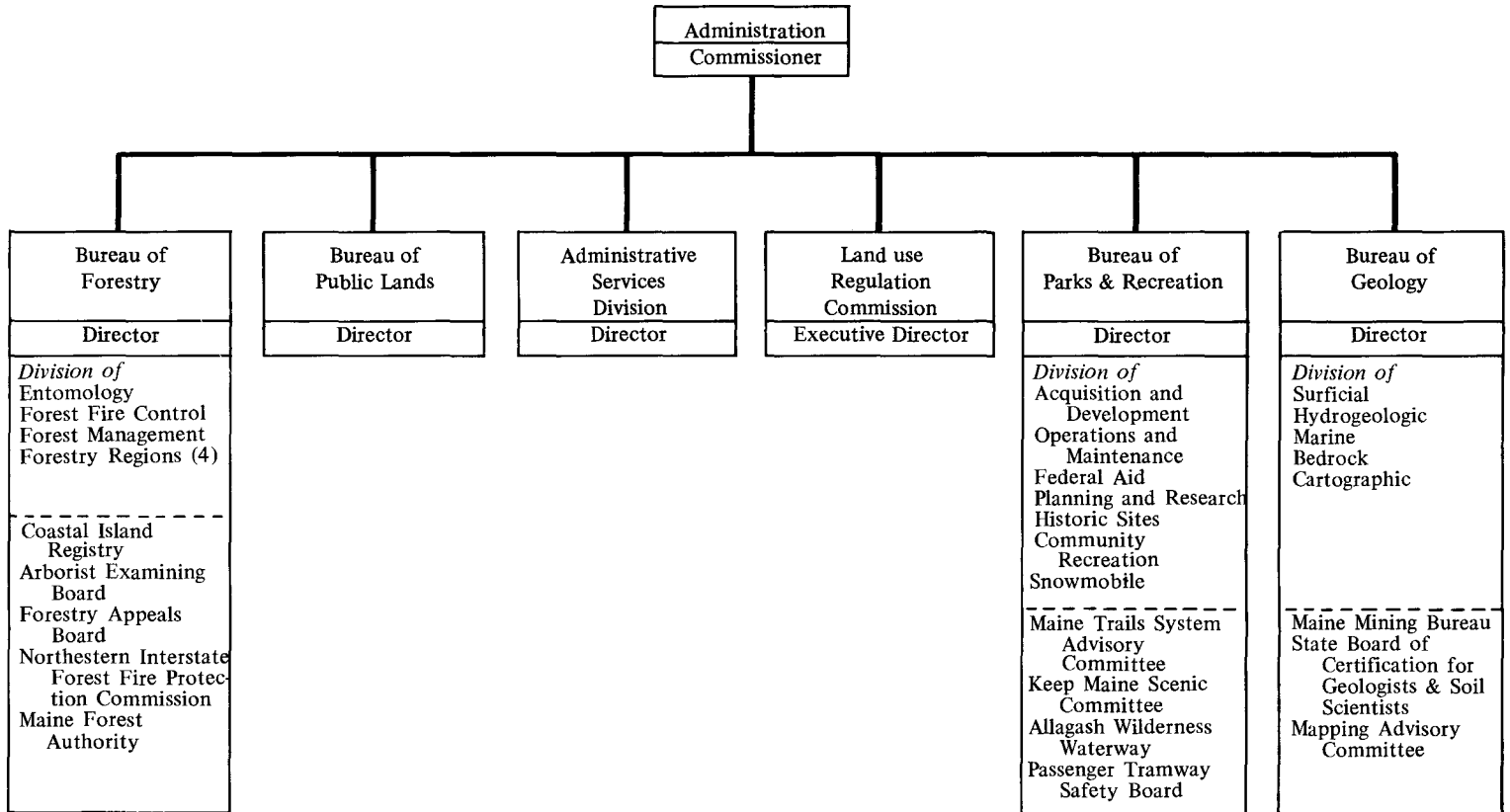
ORGANIZATIONAL BACKGROUND: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the long-established Forestry Department, Department of Parks and Recreation, Land Use Regulation Commission, Bureau of Geology, formerly a division of the Department of Forestry, and the newly-created Bureau of Public Lands.

PROGRAM: Department of Conservation activities, goals, objectives and plans are reflected in the reports of individual bureaus. Highlights of the departmental operation include the following:

An Administrative Services Division is being organized to provide necessary guidance and direction on administrative services, including management and budget, personnel, information and education, radio communications and general professional and technical services.

The Land Use Regulation Commission will complete by January, 1975, a Comprehensive Plan for land use zoning of the unorganized territory of the State.

**ORGANIZATION CHART
DEPARTMENT OF CONSERVATION**



NATURAL RESOURCES

FINANCES, FISCAL YEAR 1974:

Department of CONSERVATION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$6,477,828	\$ 68,983		\$1,362,700	\$ 7,909,511
Departmental Operations	6,347,306			1,359,200	7,706,506
Transfers	130,522	68,983		3,500	203,005
Federal Grants			\$339,728	666,005	1,005,733
County & Municipal		15,343			15,343
Private Contributions		40,000			40,000
Sales		51,643		1,740,520	1,792,163
Services & Fees		18,948			18,948
Other		540,235		3,298	543,533
Unexpended Balance Brought Forward	573,751	1,686,419		1,756,185	4,016,355
Adjustment of Balance Brought Forward	(26,539)	(158,766)		(3)	(185,308)
TOTAL FUNDS AVAILABLE	7,025,040	2,262,805	339,728	5,528,705	15,156,278

Monies received and deposited to credit of the State	1,178,289				1,178,289
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EXPENDITURES					
Personal Services, Total:	3,670,403	184,408		46,341	3,901,152
Wages & Salaries	3,337,949	168,626		44,772	3,551,347
Retirement	332,454	15,782		1,569	349,805
All Other, Total:	1,780,996	853,540		415,121	3,049,657
Commodities	229,182	44,449		4,301	277,932
Grants, Subsidies, Pensions	252,857	38,108		353,336	644,301
Contractual Services, Total:	1,298,957	770,983		57,484	2,127,424
Rents	42,674	50,526		390	93,590
Computer Services	1,887			20	1,907
Transfers to Other Funds					
Other					
Capital Expenditures, Total:	423,242	389,549		1,426,758	2,239,549
Buildings & Improvements	61,651	294,192		293,762	649,605
Equipment	361,290	39,251		5,147	405,688
Purchases of Land	300	56,107		1,127,849	1,184,256
TOTAL EXPENDITURES	5,874,641	1,427,497		1,888,220	9,190,358

SUMMARY

Total Funds Available*	7,025,040	2,602,333		5,528,705	15,156,278
Total Expenditures	5,874,641	1,427,497		1,888,220	9,190,358
NET	1,150,399	1,175,036		3,640,485	5,965,920
Unexpended Balance Forward	1,092,475	1,175,036		3,638,209	5,905,720
Unexpended Balance Lapsed	57,924			2,276	60,200

*Non-Federal column includes \$339,728 in Federal funds for which independent expenditure detail is not available.

NATURAL RESOURCES

The Bureau of Public Lands became fully organized by June 30, 1974, and has several studies and inventories in progress relating to State-owned lands and public reserved lots.

The Bureau of Forestry, through its Entomology Division, conducted a 420,000 acre spray project for control of spruce budworm in northern Maine. Its fire control division participated in several informational programs and training sessions on prevention in an effort to keep the number of fires and acres to a minimum. The new federal Forestry Incentives Program has increased small woodland assistance requests. A feature of the Utilization and Marketing Section was a Sawmill Improvement Program which evaluated nine sawmills.

The Bureau of Parks and Recreation during the past year has received federal funds and approval for 48 new projects consisting of 11 State, 36 municipal, and one special study. The Bureau's newest program is in the community recreation field, providing direction and consultation to municipalities for recreation services.

The Bureau of Geology, in addition to its regular program, has been designated as the responsible agency for map coordination for the State, and is involved in the first part of an extensive program of surficial geology mapping as an aid to planning and zoning decisions by the Land Use Regulation Commission.

LAND USE REGULATION COMMISSION

FREDERICK W. TODD, ACTING SUPERVISOR

Central Office: 189 State Street, Augusta 04330

Telephone: 289-2631

Established: 1969

Statutory Authority: M.R.S.A., Title 12, Chapter 206-A

Average Number of Full-Time Employees: 12

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1974: \$244,473

MAJOR GOAL: To promote the health, safety and general welfare of the people of the State of Maine by planning for the proper use of resources and guiding land use activities to achieve this proper use.

POWERS AND DUTIES: The primary responsibilities of the Land Use Regulation Commission are to determine the boundaries of areas within the unorganized areas of the State that fall into certain land use districts (zoning); to prepare land use standards for each district; to review applications for development in the unorganized areas; and to prepare a comprehensive land use plan for the unorganized areas of the State.

ORGANIZATIONAL BACKGROUND: The Land Use Regulation Commission was established in 1969 as an independent agency. In 1973, under State Government reorganization legislation, the Commission was made a part of the new Department of Conservation.

PROGRAM: During fiscal year 1974, the Land Use Regulation Commission adopted Interim Land Use Standards; zoned on an interim basis 49 of the 463 townships in the unorganized areas of the State; completed (via consultant) a public opinion poll on land issues applicable to the Commission; completed, in draft form, Volume I and substantially completed Volume II of the Commission's comprehensive plan; issued approximately 500 development applications, approving 125 and disapproving 30, with 345 in process; and produced various documents for public consumption.

BUREAU OF PUBLIC LANDS

RICHARD E. BARRINGER, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3061

Established: 1973

Statutory Authority: M.R.S.A., Title 12, §§ 504, 5013, 5014; Public Laws, 1973, Chapter 628

NATURAL RESOURCES

Average Number of Full-Time Employees: 15

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1974: \$21,353

MAJOR GOAL: To provide management of the public reserved lands.

POWERS AND DUTIES: The Bureau of Public Lands is authorized to prepare, revise and maintain a comprehensive plan for the management of the public reserved lands; to grant permits to harvest the resources of the public reserved lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor and Council; and to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection; also, to carry powers delegated by the Commissioner of Conservation relative to supervision, control and conveyance of State lands, including public domain, unconveyed islands in great ponds and in the sea, unconveyed land beneath great ponds, lands acquired for storehouse sites and other departmental facilities, certain lands acquired or given to the State, and any other lands the management and control of which is not otherwise provided for by law.

ORGANIZATIONAL BACKGROUND: The Bureau of Public Lands was established as an administrative unit in the Department of Conservation in October, 1973. The responsibilities of the agency were previously handled by the former Forestry Department. In January, 1974, a Director was hired and by July, 1974, the agency was organized into administrative, operations and research and development units.

PROGRAM: Since its creation in late 1973, the Bureau of Public Lands has concentrated its efforts on the following projects and activities:

Public Lands Management Plan: the first comprehensive policies plan for management of the Public Lands. Work has been ongoing throughout the spring and summer of 1974 with final reports due in the fall.

Executive Order No. 28: concerns an inventory of all State-owned lands and an efficient system for their use, management and disposal.

Coastal Islands Inventory: an inventory and preliminary management plan for the coastal islands and their resources.

Public Lands Inventory: a forest resource inventory which will be put out for public bid during the fall of 1974—incorporating timber, wildlife, recreational and geological values.

History Project: a history policy with respect to public lands, prepared under contract with members of the University of Maine History Department and due for completion in September, 1974.

Rockefeller Project: a study of development and growth strategies availability to Maine, funded by the Bureau, the Rockefeller Foundation and Massachusetts Institute of Technology and being prepared under contract with members of the faculties of M.I.T. and the University of Maine. Completion of this project is scheduled for the fall of 1974, and will produce legislation aimed at putting the future of the public lands into an overall State development strategy.

Machias Project: a protection and limited-intensity development plan for the Machias River Watershed that will be supportive of sound, long-term development prospects for the Hancock/Washington Counties area. The plan will give special consideration to the value of the watershed as a natural salmon river; to the development of sound, resource-based economic opportunities in the area; to the role of the "public lots" in the implementation of the plan; and to the weight of local opinion and preferences in its formulation and execution. The project is funded by the Bureau of Public Lands and the U.S. Bureau of Outdoor Recreation, and is scheduled for completion in September, 1974.

Sugarloaf Project: a cooperative effort to plan the use of the Sugarloaf Public Lot in conjunction with the planning of the adjacent Carrabassett Public Lot between the

NATURAL RESOURCES

Bureau, the town of Carrabassett and the paper company which claims grass and timber rights on the Public Lot.

Center for Community Economic Development Project: a study to produce legislation which will expand local control and development of public lots by amending current Local Development Corporation legislation.

Discrepancies: an ongoing effort to sort out crossed transactions and claims regarding the resources of the public lots and those of private interests.

Chain of Ponds: the locating, by surveying and laying out, of the public lot in T2, R6, WBKP.

FINANCES, FISCAL YEAR 1974:

Bureau of Public Lands	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$30,000				\$30,000
Total Expenditures	21,353				21,353
NET	8,647				8,647
Unexpended Balance Forward	8,647				8,647
Unexpended Balance Lapsed					

BUREAU OF FORESTRY

FRED E. HOLT, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2791

Established: 1891 *Statutory Authority:* M.R.S.A., Title 12, Chapter 201, Subchapters I, II

Authorized Employee Level: 163

Total Expenditure, Fiscal Year 1974: \$5,032,960

Organizational Units:

Division of Entomology

Division of Forest Fire Control

Division of Forest Management

Forestry Regions (4)

Maine Forest Authority

Forestry Appeals Board

Arborist Examining Board

Coastal Island Registry

Northeastern Interstate Forest Fire Protection Commission

MAJOR GOAL: To ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State.

POWERS AND DUTIES: The primary responsibilities of the Bureau of Forestry are to implement appropriate forest land management practices on State-owned lands and encourage and promote these practices on other public and private lands to provide maximum benefits from forest products, recreation, and related resources such as soil, water and wildlife; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products to maintain a thriving forest industry; to initiate and maintain up-to-date economic data including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases, and other natural enemies; to encourage and promote the planting, care, and protection of shade trees, shrubs, and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

NATURAL RESOURCES

ORGANIZATIONAL BACKGROUND: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and his duties assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization Legislation of 1973 renamed the Department the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into three basic functional divisions: Entomology, Forest Fire Control and Forest Management. Each Division is administered by a Director responsible to the Bureau Director. The Divisions are basically centralized, staff support groups who serve the Director and the Regions and are responsible for certain specialized statewide programs such as spruce budworm, Dutch elm disease, blister rust control, shade tree program, Cooperative Forest Fire Prevention, Christmas tree registration, utilization and marketing, planning, tree growth tax law, and others. The four Regions are decentralized administrative units, each headed by a Regional Director and responsible for carrying out all the functions of the Bureau at the field level.

PROGRAM:

DIVISION OF ENTOMOLOGY

The spruce budworm situation has loomed above all other activities of this Division, and further expansion of the forest area seriously infested by this pest is predicted. Some 2,000,000 acres of spruce-fir stands were surveyed during fiscal year 1974. The field samples were analyzed in the two laboratories. A spray project covering 420,000 acres in northern and eastern Maine was planned, supervised and executed, and post spray analyses were made. A research project at the University of Maine at Orono on spruce budworm was planned and financed.

Other active control projects were carried out for incipient gypsy moth infestations in Washington County, elimination of brown tail moth on islands and adjacent shoreland in and around Casco Bay, release of colonies of parasites to attack the spruce budworm, and white pine blister rust in 52 towns and cities. The general forest insect and disease survey was conducted as usual, entailing analysis and evaluation of over 2,000 insect collections at the Augusta Lab. Advice and technical assistance was rendered to numerous municipalities with financial assistance provided to 77 municipalities for Dutch elm disease control and to 83 municipalities for public shade tree planting.

Applied research was conducted on a variety of tree-pest organisms, air contaminants and the coastal, biting greenhead fly. The Bureau provided identification and control advice to the public on a variety of pests of homegrounds, stored products, households, humans and their pets. It also issued 500 permits to shippers of wood products going to Canadian points.

Two Division publications were revised and printed, and numerous news releases covering pest situations were submitted to the Department's Information and Education Division for release.

DIVISION OF FOREST FIRE CONTROL

The goal of this Division is to keep the forest acreage burned to less than 1/2 of 1% of the total forest acreage of the State, a goal which was met with a fire record of 374 fires burning 1,518 acres during the last fiscal year. Fire prevention plays a major role in this program, and the following measures were accomplished in the prevention program:

1. Supplied local radio and TV Stations with taped fire prevention messages.
2. Conducted "Smokey Bear" programs in 60 schools throughout the State.
3. Mailed out 1,500 "Junior Forest Ranger" kits.
4. Issued 197 summons for fire law violations with 189 convictions.
5. Made 3,153 inspections of chainsaws and spark arrestors.

Presuppression, or preparedness, is another key to effective forest fire protection. Continual efforts are expended in building up and maintaining the mechanical equipment necessary to effective fire suppression. Buildings and improvements were maintained at

NATURAL RESOURCES

normal levels with some added emphasis on upgrading the electrical systems. New structures of several types (living quarters, pole barns, storehouses) were built with Bureau labor.

Training, both in-service and with volunteer and municipal fire services, was conducted throughout the State. Particular groups that received forest fire training include "hot-shot" crews, explorer Scouts and high schools. In all, 354 training programs were conducted by Bureau Rangers. A special opportunity for on-the-job training arose with a request to send fire fighters to the western states. Twenty-five Bureau Rangers and 40 civilian fire fighters were sent out and received valuable experience and training in large fire organization and suppression techniques.

DIVISION OF FOREST MANAGEMENT

The accomplishments of the service foresters within the Cooperative Forest Management Program are recorded in the Multiple Accomplishment Reporting System of the U.S. Forest Service. A summary of that report will be available when the year-end results are returned from Washington.

Generally, the foresters carried out their routine duties, including timber marking, timber stand improvement, woodlot reconnaissance, management recommendations, information and education, etc. Additional duties that are now evolving include technical assistance on Land Use Regulation Commission Forestry Permits, shoreland zoning assists, and roadside harvesting law enforcement.

A new federal program administered by the Agricultural Stabilization and Conservation Service has added considerably to the forester's workload. The Forestry Incentives Program (F.I.P.) was funded at a \$156,000 level in Maine this year, and has resulted in significant increases in acreage planted to trees and in acres of timber stand improvement. Every request from a landowner must be personally reviewed and approved by a Bureau forester. Since January, 1974, approximately 1,000 requests for assistance have been received from cooperators in the F.I.P., an average of 40 for each forester. Further expansion of this program is anticipated.

The Utilization and Marketing Section of the Division provides technical advice and assistance to timber operators and primary processors. A highlight of 1974 was the Sawmill Improvement Program (S.I.P.). Nine sawmills were evaluated for lumber recovery levels and the means to improve recovery. An average increase in lumber recovery of 11.48% was predicted, based on recommended improvements that would result in more accurate sawing and elimination of log over/under length.

Other activities of the Utilization and Marketing Section include the publication and distribution of six issues of the Primary Processor Newsletter to over 700 individuals, and firms; data collection, computation, compilation and publication of the annual timber cut in Maine; publication of a directory of all primary processors in Maine; administration of the Christmas Tree Transporters Registration Program; and assistance to the U.S. Forest Service, N.E. Forest Experiment Station, with an update of the *1970 Timber Resources of Maine*.

The operation of the Forest Productivity Tax law is also a responsibility of the Division. Ten and one half million acres of forest land is now taxed under this law. Eleven hundred stumpage reports were compiled from data collected in the field and used as a basis for the Bureau's recommendations to the Bureau of Taxation for county stumpage values. The taxation forester and the service foresters held five workshops on forest taxation at various locations in the State.

FINANCES, FISCAL YEAR 1974:

Bureau of Forestry	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*	\$5,028,625	\$1,316,872			\$6,345,497
Total Expenditures	4,149,458	883,502			5,032,960
NET	879,167	433,370			1,312,537
Unexpended Balance Forward	879,167	433,370			1,312,537
Unexpended Balance Lapsed					

*Non-Federal column includes \$306,343 in Federal funds for which independent expenditure detail is not available.

NATURAL RESOURCES

MAINE FOREST AUTHORITY

FRED E. HOLT, CHAIRMAN

Central Office: Bureau of Forestry, State Office Building,
Augusta 04330

Telephone: 289-2791

Established: 1969

Statutory Authority: M.R.S.A., Title 12, Chapter 217

Total Expenditure, Fiscal Year 1974: \$25,013

MAJOR GOAL: To purchase forest lands for recreational and reforestation purposes and to care for, operate and protect such lands.

POWERS AND DUTIES: The Maine Forest Authority is authorized to use funds provided by the Baxter State Park Trust Fund and timber sales to acquire real property for recreation and reforestation purposes; to manage these lands for development, improvement, use, reforestation and scientific forestry and the production and sale of timber; to protect these lands from fire, disease and other hazards; and to employ such employees as are necessary to carry out its duties.

ORGANIZATIONAL BACKGROUND: The Maine Forest Authority, created in 1969, is comprised of four ex officio members: Director of the Bureau of Forestry, Commissioner of Inland Fisheries and Game, Director of the Bureau of Parks and Recreation and the Attorney General; and a fifth member from the public appointed by the Governor with the advice and consent of the Council. The members annually elect one of their number as chairman and meet as often as necessary to properly administer their responsibilities.

PROGRAM: In December, 1973, the Maine Forest Authority purchased the Boyd Bailey property in South Harpswell for \$26,000. This is a 215-acre forest tract which previously belonged to Austin Cary and was dedicated as the Austin Cary Tree Farm in September, 1969.

FINANCES, FISCAL YEAR 1974:

Maine Forest Authority	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$26,000			\$26,000
Total Expenditures		25,013			25,013
NET		987			987
Unexpended Balance Forward		987			987
Unexpended Balance Lapsed					

FORESTRY APPEALS BOARD

FRED E. HOLT, DIRECTOR, BUREAU OF FORESTRY

Central Office: Bureau of Forestry, State Office Building,
Augusta 04330

Telephone: 289-2791

Established: 1965

Statutory Authority: M.R.S.A., Title 36, §§ 565, 583

MAJOR GOAL: To review appeals of taxpayers relative to the assessment of taxes by municipalities on forest land.

POWERS AND DUTIES: The Forestry Appeals Board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land following written notice by an aggrieved taxpayer. Forestry Appeals Board decisions may be further appealed to Superior Court.

ORGANIZATIONAL BACKGROUND: The Forestry Appeals Board is comprised of the

NATURAL RESOURCES

Director of the Bureau of Forestry and two other persons, one selected by the aggrieved taxpayer and one selected by the municipality.

PROGRAM: There were no cases before the Board during fiscal year 1974.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

FRED E. HOLT, CHAIRMAN (PROTEM)

Central Office: Bureau of Forestry, State Office Building, Augusta *Telephone:* 289-2791
04330 (during tenure of current Chairman)

Established: 1949 *Statutory Authority:* Private and Special Laws, 1949, Chapter 75

MAJOR GOAL: To promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada.

POWERS AND DUTIES: The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

PROGRAM: Activities during the 1973-74 fiscal year included the annual Commission meeting, and an annual training session in Concord, New Hampshire, covering the subject of Intermediate Forest Fire Behavior. This meeting was attended by eight Bureau of Forestry employees who presented material at in-service training session during the spring of 1974.

ARBORIST EXAMING BOARD

FRED E. HOLT, CHAIRMAN

Central Office: Bureau of Forestry, State Office Building, *Telephone:* 289-2791
Augusta 04330

Established: 1961 *Statutory Authority:* M.R.S.A., Title 32, Chapter 29

Total Expenditure, Fiscal Year 1974: \$2,063

MAJOR GOAL: To provide examinations, licenses and enforcement of the statutes relative to arborists in Maine.

POWERS AND DUTIES: The primary responsibilities of the Arborist Examining Board are to determine policy, issue rules and regulations, compile and maintain an up-to-date list of all licensed arborists, collect and expend fees, issue, renew and revoke licenses, and prepare and give examinations annually.

ORGANIZATIONAL BACKGROUND: The Arborist Examining Board, created in 1961, is comprised of the Director of the Bureau of Forestry, State Entomologist (Bureau of Forestry), and three appointees by the Governor who are pathologists from either the University of Maine or the Bureau of Forestry and are licensed commercial arborists.

PROGRAM: During fiscal year 1974, the Board renewed approximately 200 arborist licenses and held an annual meeting.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1974:

	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Arborist Examining Board					
Total Funds Available		\$5,343			\$5,343
Total Expenditures		2,063			2,063
NET		3,280			3,280
Unexpended Balance Forward		3,280			3,280
Unexpended Balance Lapsed					

COASTAL ISLAND REGISTRY

ROBERT UMBERGER, TAXATION FORESTER, BUREAU OF FORESTRY

Central Office: Bureau of Forestry, Division of Forest Management, State Office Building, Augusta 04330 *Telephone:* 289-2286

Established: 1973

Statutory Authority: M.R.S.A., Title 33, Chapter 25

Total Expenditure, Fiscal Year 1974: \$8,985

MAJOR GOAL: To clarify and/or establish title to islands in the coastal waters of the State of Maine.

POWERS AND DUTIES: The Coastal Island Registry is authorized to establish and maintain a listing and description of all ledges and islands in Maine's coastal waters and assign numbers to all said islands; to require registration of all said islands; and to promulgate any rules and regulations necessary to carry out its lawful purposes.

ORGANIZATIONAL BACKGROUND: The 106th Legislature created the Coastal Island Registry in 1973 and assigned it to the Bureau of Forestry. In July, 1973, representatives of the Bureau and the State Planning Office met to organize the Registry and established it as a function of the Bureau's Forest Management Division. In August, 1974, the Registry is to be transferred to the Bureau of Public Lands.

PROGRAM: During the latter part of 1973, the Forest Management Division's taxation forester set up procedures and mechanics to start the registration of all of the approximately 3,350 islands and ledges in the State's coastal waters. Registration officially started January 1, 1974, with the Maine Audubon Society given the honor of registering the first island early in January. At the end of the fiscal year, approximately 900 coastal island owners had registered their islands.

FINANCES, FISCAL YEAR 1974:

	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Coastal Island Registry					
Total Funds Available	\$30,000	\$7,270			\$37,270
Total Expenditures	8,985	0			8,985
NET	21,015	7,270			28,285
Unexpended Balance Forward	21,015	7,270			28,285
Unexpended Balance Lapsed					

BUREAU OF PARKS AND RECREATION

THOMAS D. DICKENS, DIRECTOR

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3821

Established: 1935 *Statutory Authority:* M.R.S.A., Title 12, Chapter 203; Title 38, Chapter 1

Authorized Employee Level: 63

Total Expenditure, Fiscal Year 1974: \$3,577,115

NATURAL RESOURCES

Organizational Units:

Division of Acquisition and Development
Division of Operations and Maintenance
Division of Federal Aid
Division of Planning and Research
Historic Sites
Advisory Committee on Historic Sites
Community Recreation Division

Snowmobile Division
Snowmobile Research Advisory Committee
Snowmobile Forest Land Use Committee
Allagash Wilderness Waterway
Keep Maine Scenic Committee
Maine Trails System Advisory Committee
Passenger Tramway Safety Board

MAJOR GOAL: To administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation.

POWERS AND DUTIES: The primary responsibilities of the Bureau of Parks and Recreation are to acquire, develop and manage State parks and memorials in the interest of the public; to study and report to the Governor and Council the needs of such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to maintain a continuing Keep Maine Scenic Program; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to register and inspect ski lift devices throughout the State; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

PROGRAM:

DIVISION OF ACQUISITION AND DEVELOPMENT

Utilizing funds from previous bond issues, title was passed to six parcels of land totaling approximately 2,088 acres at a total cost in State and federal funds of \$853,000. Acquisitions were completed for two sites under the Boat Access Program.

Ten minor projects were completed and put into use in the last fiscal year, involving mostly additions to existing facilities at a total cost of \$288,000. In addition, in the Boat Facilities Program, six sites were completed and put into use at a total cost of \$351,500. Construction was initiated on two additional park projects as well as three boat access sites. Eight projects are in detail design stage and nine major projects are in preliminary design stage and/or pending necessary environmental permits.

DIVISION OF OPERATIONS AND MAINTENANCE

This Division operated and maintained for the public use and enjoyment, 24 State Parks comprising 23,787 acres; the Allagash Wilderness Waterway comprising 22,840 acres; 21 Memorials comprising 412 acres; and 29 Boat Facilities, comprising 256 acres. Annual public use of these areas is approximately 2 million visitors. Besides these areas, the Division supervises 60 pieces of undeveloped property.

DIVISION OF FEDERAL AID (DIVISION OF OUTDOOR RECREATION)

In addition to the administration of on-going projects from previous years, the Division received federal approval on 48 new projects involving \$1,336,000 federal dollars during fiscal year 1974. These projects break down into 6 State acquisitions, 5 State developments, 8 municipal acquisitions, 28 municipal developments, and one special study project. Municipal activity increased considerably over previous years due to the availability of supplemental State funds from the Municipal Recreation Fund established by the 105th Legislature. State development activity was below previous years due to a lag in State funding.

DIVISION OF PLANNING AND RESEARCH

This Division was concerned with the following activities during the last fiscal year; Allagash Wilderness Waterway Concept Plan; Abandoned Railroad Inventory through two summer interns during the summer of 1973, hired through the Massachusetts Audubon Society; Bangor Day-Use Study, inventory and demand, as a special study directed by the

NATURAL RESOURCES

Legislature and as an update to the 1972 Maine Statewide Comprehensive Recreation Plan; Boat Users Survey, as an input into a Boat Access Site Plan; Bicycle Study, as directed by the 106th session of the Legislature; and cooperation with the National Association of Conservation Districts in an inventory of private outdoor recreation areas.

HISTORIC SITES

Activities within the last fiscal year have involved development planning for the Ancient Pemaquid Restoration Site, archeological studies in the Kennebec River Basin, design and installation of interpretative devices, salvage of historic memorabilia, and documentation and inventory of historic memorabilia.

COMMUNITY RECREATION DIVISION

The development and distribution of a handbook for municipal recreation boards was completed during the fiscal year, conducted under a Title I, HEW grant, and in cooperation with the Bureau of Public Administration, University of Maine, Orono.

The Legislature provided \$100,000 for a Municipal Recreation Fund, and the Bureau has earmarked assistance to thirteen towns.

A statewide regional program of regular in-service education and training to municipal recreation boards and professional staff has been developed and is well underway. Also, the Division provided direct and regular assistance to six Maine colleges to develop undergraduate recreation curriculum and to one college to assist with the development of a two-year program of recreation for the handicapped.

SNOWMOBILE DIVISION

The Division, since its inception, has been instrumental in the organization of 185 snowmobile clubs, bringing the total of 62 in 1970 to 247 at the present time. Through the program, trail markers were made available to mark trails on land which the clubs have received permission to use. This has assisted in opening better lines of communication between the landowners and the users which results in fewer problems.

Snowmobile trails have been established in many of the State Parks with parking provided at several. A regular trail-maintenance schedule was implemented during the snowmobile season. A trail grooming grant was made available to snowmobile clubs to assist in grooming of trails established through cooperation with the private landowners, and a grant was made available to municipalities for the development, construction and maintenance of snowmobile trails and related facilities.

A Snowmobile Research Advisory Committee has been formed to advise the Division of various research proposals. The objective is to develop a library of existing research for future references when reviewing proposals for funding and enable decisions based upon scientific data when developing additional trails. The long-range goal is to develop a system of well planned and well managed snowmobile trails that will sufficiently meet the need by employing the method of user, municipal and State cooperation.

FINANCES, FISCAL YEAR 1974:

Bureau of Parks and Recreation	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*	\$1,368,563	\$1,154,528		\$5,528,705	\$8,051,796
Total Expenditures	1,205,231	483,663		1,888,221	3,577,115
NET	163,332	670,865		3,640,484	4,474,681
Unexpended Balance Forward	149,425	670,865		3,638,209	4,458,499
Unexpended Balance Lapsed	13,907			2,275	16,182

*Non-Federal column includes \$33,385 in Federal funds for which independent expenditure detail is not available.

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ALLAGASH WILDERNESS WATERWAY

THOMAS D. DICKENS, DIRECTOR,
BUREAU OF PARKS AND RECREATION

Central Office: Bureau of Parks and Recreation, State Office Telephone: 289-3821
Building, Augusta 04330

Established: 1967 *Statutory Authority:* M.R.S.A., Title 12, Chapter 206

Average Number of Full-Time Employees: 3 *Authorized Employee Level:* 3

Total Expenditure, Fiscal Year 1974: \$107,902

MAJOR GOAL: To preserve the approximately ninety miles of lakes and rivers known as the Allagash in as near wilderness character as possible.

POWERS AND DUTIES: The Allagash Wilderness Waterway is administered by the Bureau of Parks and Recreation. Among specific provision of the law, the Bureau is authorized to control water areas, including use of power watercraft, aircraft and motor-driven snowsleds; to control land areas, including existing structures, new construction and camps; to control timber-harvesting operations; to control access to the Waterway from any public road and locate access points, control stations and watercourse crossings; to acquire property by eminent domain on behalf of the State as specified by law; to exercise police supervision of the Waterway in accordance with the law; and to establish rules and regulations necessary for the protection and safety of the public.

ORGANIZATIONAL BACKGROUND: The Allagash Wilderness Waterway was established in 1965 to be administered by the State Park and Recreation Commission which, under State Government reorganization, became the Bureau of Parks and Recreation in the Department of Conservation. Administratively, the Waterway is an operational unit within the Bureau similar to other State parks and memorials.

PROGRAM: A major study of use was conducted during the year to determine the amount and pattern of use of the Allagash Wilderness Waterway. It was found that 1,877 parties of camping size used the Waterway; 8,337 people made up these parties and stayed an average of 4.43 days, making a total of 50,361 visitor days for the season. This study will assist greatly in management procedures. It shows that there are ten major points of entry in the Waterway and several varieties of trips made by the user. It also points out the use pattern in all sections so that development of campsite and other facilities may be considered. Also to be considered is the possible curtailment of use by a reservation system if such use is reaching the saturation point.

Rule changes in 1973 included a new registration fee of \$1.00 per individual and a size limitation of twelve people to a party, as compared to no fee and no limit to size of party previously. It is anticipated that a campsite fee per night will be instituted for the next season.

A major expense in the Waterway administration was the acquisition of the final parcel of land, accomplished by eminent domain at a cost of \$62,581.50. This cost was covered by funds in the bond issue passed for this purpose.

Long range plans for the Waterway include the development of a staging area in the vicinity of Telos Lake, a point of beginning where users may spend the night and prepare for the trip; the erection of a maintenance building by the staff, scheduled for completion in 1974 or early 1975; historic interpretation with exhibits of the lumbering background at the tramway site between Chamberlain and Eagle Lakes, at Lock Dam and at Churchill Dam; removal of old buildings now unused along the Waterway; and continuation of the boundary survey to completion.

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FINANCES, FISCAL YEAR 1974:

Allagash Wilderness Waterway	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$113,211				\$113,211
Total Expenditures	107,902				107,902
NET	5,309				5,309
Unexpended Balance Forward	5,309				5,309
Unexpended Balance Lapsed					

KEEP MAINE SCENIC PROGRAM/COMMITTEE

MARSHALL T. WIEBE, COORDINATOR

Central Office: Bureau of Parks and Recreation, State Office *Telephone:* 289-3821
Building, Augusta 04330

Established: 1965 *Statutory Authority:* M.R.S.A., Title 12, Chapter 204

Average Number of Full-Time Employees: 2 *Authorized Employee Level:* 2

Total Expenditure, Fiscal Year 1974: \$33,072

MAJOR GOAL: To foster cleanliness in outdoor areas, protect scenic beauty and encourage among the citizens of the State of Maine a concern for aesthetics in all undertakings.

POWERS AND DUTIES: The Bureau of Parks and Recreation maintains a continuing Keep Maine Scenic Program, including research, education, promotion and enforcement, for the protection of Maine's natural beauty and elimination of offensive litter and other unsightly conditions on roadsides, streets, waterways and beaches and in parks and other public areas. The Bureau makes full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, or other State agencies. The Commissioner of the Department of Conservation appoints a Keep Maine Scenic Committee to advise and consult with the Bureau in the administration of the Program.

ORGANIZATIONAL BACKGROUND: During the summer of 1962, a series of newspaper articles dramatically focused public attention on the damaging effects of littered roadsides, accumulations of junk cars, dilapidated buildings, and trash deposits on waterways and beaches. Public reaction led to the formation of a Keep Maine Scenic Committee consisting of State leaders who undertook a study of conditions throughout Maine and the social and economic consequences. In 1963, the Committee recommended to the Governor and the Legislature a continuous program of public education, research, up-to-date legislation and enforcement of laws for the protection of Maine's natural beauty. The recommendations were adopted and soon implemented, and, in 1965, the Legislature further assured continued activity when it authorized a Keep Maine Scenic Program within the existing State Park & Recreation Commission, with an advisory Keep Maine Scenic Committee appointed by the Governor. When the legislature established the Department of Conservation in 1973, the Keep Maine Scenic Program/Committee became a function of the new Bureau of Parks and Recreation, with the eleven Committee members being appointed by the Commissioner of Conservation for terms of three years.

PROGRAM:

Education. In the area of public information and education relative to the administration of the Keep Maine Scenic Program, the Bureau of Parks and Recreation distributed approximately 100 000 pieces of educational material on visual pollution; prepared displays for meetings and conventions; and filled hundreds of letter/phone requests for information on litter, recycling, signs and laws relating to visual pollution. A free loan film library was maintained, which provided, upon request, 16MM sound film and slides to nearly 233,700 viewers on litter, solid waste, outdoor signs, junk cars, vandalism, etc., most films being borrowed by Maine teachers. The Bureau also prepared, printed and

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distributed, on request, 35,000 coloring books to Maine teachers, with paper donated by the S.D. Warren Co. A monthly newsletter entitled "Keeping Posted" was published, articles were prepared for publication in the newsletter, newspapers and magazines, and background material was prepared for editorial writers, resulting in editorials appearing in both dailies and weeklies.

Other information and education activities included speaking engagements at clubs, schools and meetings as well as radio and television appearances concerning visual pollution subjects; obtaining a donation of litter bags from Maine businesses; organization of an effort to recycle all of Maine's auto license plates when they were replaced this past winter; initiation of a program aimed at the ultimate elimination of litter and illicit dumps in remote sections of Maine; attendance at the Keep America Beautiful conference in New York City; and the organization of four meetings of the Keep Maine Scenic Committee.

Promotion. Efforts to promote the Keep Maine Scenic Program included the operation of a recognition program at three levels: a) Community Awards presented annually to a municipality which has shown outstanding efforts at beautification and visual pollution control and consisting of a large silver bowl and a \$200 cash award donated by Sears, Roebuck and Co.; b) Award Certificates presented annually to individuals and organizations; seventeen were awarded during fiscal year 1974; and c) Thank You Notices consisting of simple cards expressing thanks for lesser projects in beautification efforts.

Other promotional activities included several special programs, such as "Take a Litterer to Court" and "Carry In—Carry Out," and two public service television announcements on litter distributed to all Maine stations which donated thousands of dollars of air time between June and September; organization of an annual "Spring Community Clean-Up"; and promotion of local ordinances regulating ice fishing on tidal waters, efforts which resulted in at least one town's enacting such an ordinance to reduce the litter problem.

Research. Research projects in connection with the Keep Maine Scenic Program included an arrangement with Colby College for a study entitled "A Study of Municipal Sign Ordinance"; preparation, in cooperation with other agencies, and promotion of a model sign ordinance, "The Regulation of Outdoor Advertising in Maine: A Model Ordinance for Towns," which has been enacted by at least one Maine community since its publication; publication of "A Synopsis of Litter Legislation in Maine 1949-74"; and organization of a year long, statewide litter survey using volunteers, the data to be analyzed by a Colby College student with computer expertise.

Enforcement. Although the Legislature assigned the enforcement function to the Keep Maine Scenic Committee, it does not have enforcement power. Therefore, enforcement activities consisted essentially of news releases on laws pertaining to visual pollution and letters to persons observed violating the State's Litter Control Act.

FINANCES, FISCAL YEAR 1974:

Keep Maine Scenic Committee	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$32,499				\$32,499
Total Expenditures	33,072				33,072
NET	(573)				(573)
Unexpended Balance Forward					
Unexpended Balance Lapsed					

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

**THOMAS D. DICKENS, DIRECTOR,
BUREAU OF PARKS AND RECREATION**

Central Office: Bureau of Parks and Recreation, State Office **Telephone:** 289-3821
Building, Augusta 04330

Established: 1973

Statutory Authority: M.R.S.A., Title 12, § 602

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MAJOR GOAL: To increase recreational opportunities in the State of Maine through maintenance and expansion of the Maine Trails System.

POWERS AND DUTIES: It is the responsibility of the Director of the Bureau of Parks and Recreation to establish trails on State-owned lands and encourage the establishment of trails on private lands by governmental agencies and private organizations. The Director, after consultation with interested parties, is authorized to designate certain trails as components of the Maine Trails System which consists of both recreational trails and primitive trails (including the Appalachian Trail) as well as camp sites, shelters and related public-use and management facilities. It is the function of the Maine Trails System Advisory Committee to represent interested parties in an advisory capacity.

ORGANIZATIONAL BACKGROUND: The Maine Trails System Advisory Committee was created in 1973. Members, representing various interested parties, are appointed by the Department of Conservation. The chairman is elected by the Committee from its membership.

PROGRAM: There has been no significant activity since the Committee held its first meeting in April, 1974.

PASSENGER TRAMWAY SAFETY BOARD

EDWARD M. SULLIVAN, CHAIRMAN

THOMAS D. DICKENS, SECRETARY

Central Office: Bureau of Parks and Recreation, State Office *Telephone:* 289-3821
Building, Augusta 04330

Established: 1961

Statutory Authority: M.R.S.A., Title 25, Chapter 251

Total Expenditure, Fiscal Year 1974: \$5,333

MAJOR GOAL: To protect the public from unnecessary hazards in the operation of ski tows, lifts and tramways.

POWERS AND DUTIES: The Passenger Tramway Safety Board is authorized to review plans and inspect tramways to insure reasonable design and construction and safe operation. The Board has adopted safety regulations and requires all areas to register each year.

ORGANIZATIONAL BACKGROUND: The Passenger Tramway Safety Board was created in 1961. The Board consists of the Director of the Bureau of Parks and Recreation, ex officio, and four members appointed by the Governor with the advice and consent of the Council, for terms of four years. The Governor designates the Chairman and a secretary is appointed by the Board.

PROGRAM: The primary objective of the creation of the Passenger Tramway Safety Board has been to make the skiing facilities in the State of Maine safer for the public and for those involved in their operation. In 1962, the Board adopted its own safety regulations based on those established by the American National Standards Institute (ANSI) in 1960. The Board also established an annual registration process with fees to cover the cost of carrying out annual inspections. During the years 1962-1972, improvements were made in the inspection processes and enforcement of carrying out necessary improvements on safety devices and other equipment. In 1972, the Board adopted the ANSI B 77.1 1970 Safety Requirements for Aerial Passenger Tramways along with improved regulations and procedures for accident reporting and major malfunctions of equipment. In order to keep up with the latest developments in safety devices and equipment, the Board in 1974 adopted the latest ANSI Safety Requirements. The Maine Passenger Tramway Safety Board in the last four years has cooperated with the Association of Recreational Tramway Authorities, which is made up of the tramway authorities

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throughout the United States, for the exchange of information which would keep the authorities better informed of the latest developments in tramway safety.

FINANCES, FISCAL YEAR 1974:

Passenger Tramway Safety Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$9,865			\$9,865
Total Expenditures		5,333			5,333
NET		4,532			4,532
Unexpended Balance Forward		4,532			4,532
Unexpended Balance Lapsed					

BUREAU OF GEOLOGY

ROBERT G. DOYLE, DIRECTOR

Central Office: Marden Building, 308 State Street, Augusta 04330 *Telephone:* 289-2801

Established: 1973 *Statutory Authority:* M.R.S.A., Title 12, § 531; Title 10, Chapter 401

Average Number of Full-Time Employees: 10

Authorized Employee Level: 10

Total Expenditure, Fiscal Year 1974: \$132,091

Organizational Units:

Surficial Division

Cartographic Division

Hydrogeologic Division

Mapping Advisory Committee

Marine Division

Publication Section

Bedrock Division

Maine Mining Bureau

State Board of Certification for Geologists and Soil Scientists

MAJOR GOAL: To map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies.

POWERS AND DUTIES: The Bureau of Geology is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other state and federal agencies; to administer the Maine Mining Bureau; and to chair the State Board of Certification for Geologists and Soil Scientists.

ORGANIZATIONAL BACKGROUND: The Bureau of Geology was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development. It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971 it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology.

PROGRAM: This past year was one of very rapid growth for the Bureau of Geology in terms of staff and the completion of a major shift in the objectives and program. Demand for geologic information by environmental and planning agencies required the buildup of field and supervisory staff, especially for mapping surface materials and water supplies.

Five divisions, informally organized, now operate in the Bureau: the Surficial, Bedrock, Hydrogeology, Marine and Cartographic Divisions.

The Surficial Division deals with mapping and interpretation of the sand, gravel, clay, and other materials which were deposited by the glaciers 20,000 years ago. Effort has been concentrated in the coastal counties in order to assist the Coastal Planning Division of the

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State Planning Office to complete the zoning process on the coast of Maine. Plans are also underway to survey the surface deposits of northern Maine for the Land Use Regulation Commission. Open file maps of the geology of these surficial deposits are being prepared for distribution during 1974.

The water well inventory and hydrogeologic interpretation of well points along the coastal counties is continuing. Over 8,000 wells have been checked for water flow, depth and other data. Aquifer maps are being prepared, showing the distribution of artesian water masses in the bedrock. Plans are underway to study the salt water encroachment problem on the shore, especially in the high intensity cottage area of the central coast. Additionally, the Hydrogeologic Division is working with the Department of Environmental Protection on the sanitary land fill program. The Bureau assisted DEP in the regulations regarding this new law.

The Marine Division has set up a mapping program to study the near shore estuarine processes and beach problems of the coast. The entire coast is being studied from aerial photos and field mapping. Part of this work is for the State Planning Office inventory of resources. The Division is preparing a five-year program to study beach erosion, environmental control of river basins, thickness and composition of the sand and mud bottoms of estuaries. The objective of this program is to provide a picture of the processes taking place in coastal basins so that development activity can be intelligently directed.

The Bedrock Division mapping and inventory is continuing. The continental collision theory—with an opening and closing Atlantic ocean—is being tested with field mapping concentrated in coastal and western Maine. The correct interpretation of such a theory is very important to the search for mineral deposits in the Appalachians. Bureau staff members have attended several meetings with Maritime geologists studying this problem.

The Maine Mining Bureau, working with the Bureau of Public Lands, is preparing an inventory of mineral resources on public land. Exploration activity on public land is decreasing, but two mining operations and one in development now occur on State land. Revenue from royalties is increasing annually from such operations.

FINANCES, FISCAL YEAR 1974:

Bureau of Geology*	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$105,574	\$82,654			\$188,228
Total Expenditures	104,168	27,923			132,091
NET	1,406	54,731			56,137
Unexpended Balance Forward	1,406	54,731			56,137
Unexpended Balance Lapsed					

*Includes Maine Mining Bureau and State Board of Certification for Geologists and Soil Scientists fiscal data.

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DEPARTMENT OF ENVIRONMENTAL PROTECTION

WILLIAM R. ADAMS, JR., COMMISSIONER

Central Office: Education Building, c/o State House, Augusta 04330 *Telephone:* 289-2811

Established: 1972 *Statutory Authority:* M.R.S.A., Title 38, Chapters 2-4, 11; Title 32, Chapter 62; Title 30, § 4104; Title 12, §§ 4807, 4811; Title 10, §§ 2201, 4104

Average Number of Full-Time Employees: 127 *Authorized Employee Level:* 76

Total Expenditure, Fiscal Year 1974: \$1,733,161

Organizational Units:

Board of Environmental Protection
Office of Administrative Services
Office of Technical Services

Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Water Quality Control
New England Interstate Water Pollution Control Commission

MAJOR GOAL: To protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment by directing growth and development which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

POWERS AND DUTIES: The Department of Environmental Protection, through authority vested in the Board of Environmental Protection, is empowered to exercise the police power of the State in the control, abatement and prevention of pollution of air, waters, and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the State; to make recommendations to the Legislature with respect to classification of waters and coastal flats, and the control, abatement and prevention of environmental pollution; to grant licenses and initiate enforcement actions pursuant to law; to negotiate and enter into agreements with federal, state, and municipal agencies; to administer laws relating to protection and improvement of waters, including wastewater discharge, oil discharge prevention and pollution control, sewage treatment operator licensing, and sanitary districts; and laws relating to the protection and improvement of air, site location of development, minimum lot size, mandatory zoning and subdivision control, wetlands, Great Ponds, mining and the rehabilitation of land, solid waste management and public dumps, and septic tank and cesspool waste; and to exercise whatever other duties may be delegated by the Board.

The New England Interstate Water Pollution Control Commission, created under an interstate compact, is authorized to work with the signatory states in the field of pollution abatement; to control future pollution of interstate and tidal waters; and to maintain waters in a condition consistent with the highest classified use of each body of water.

ORGANIZATIONAL BACKGROUND: The Department of Environmental Protection is an outgrowth of the Sanitary Water Board, created in 1941 to study, investigate and recommend ways and means of eliminating pollutants and preventing pollution of waters used for recreational purposes in the State. Original membership of the Board included the Commissioners of Health of Welfare, Agriculture, and Inland Fisheries and Game, the Chairman of the Public Utilities Commission and four additional members appointed by the Governor for terms of four years. The chief sanitary engineer of the Department of Health and Welfare served as technical secretary of the Board, which elected one of its members as chairman.

In 1951, the Sanitary Water Board was renamed Water Improvement Commission and its membership changed to exclude the Commissioners of Agriculture and Inland Fisheries and Game, the Chairman of the PUC and the technical secretary, in order to include two

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additional members representing particular interests. Terms of office for appointive members were decreased at this time from four years to three years. In 1955, two more representative members were added to the Commission.

The Commission was renamed Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control, and matters relating to air pollution. In 1969, legislation changed the Commission's name to Environmental Improvement Commission (EIC), excluded the Commissioner of Health and Welfare from its membership, and authorized the Commission to employ a director to serve at its pleasure. During that and succeeding years, the regulatory and enforcement powers of the Commission were greatly expanded, including responsibility for administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act and the mining rehabilitation duties of the disbanded Maine Mining Commission.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection and created a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control in addition to the existing administrative Offices of Administrative Services and Technical Services. The position of director was elevated to Commissioner who also was required to serve as a member and chairman ex officio of the Board. Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members, representing particular interests in the State, appointed by the Governor with the advice and consent of the Council, for terms of three years.

The New England Interstate Water Pollution Control Commission was established in 1955 to consist of five commissioners from each signatory state. Commissioners from the State of Maine include the Commissioner of the Department of Health and Welfare, the Chairman of the Board of Environmental Protection, and three commissioners appointed by the Governor with the advice and consent of the Council, for terms of three years, the Commissioners representing municipal interests, industrial interests and the general public. Meetings of the Commission are required to be held at least twice a year.

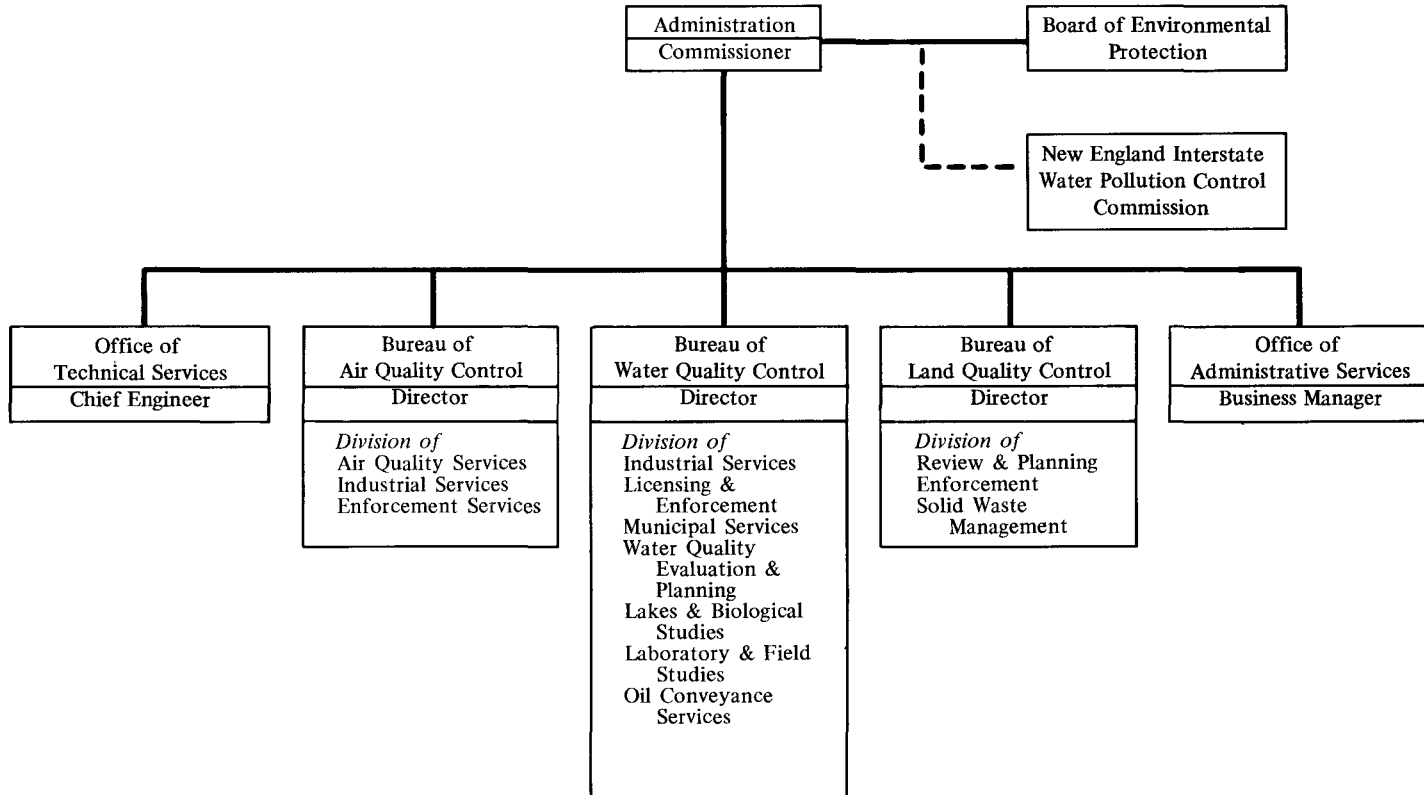
PROGRAM: The Board of Environmental Protection met twice each month during fiscal year 1974, and considered an average of sixty-five license applications as well as numerous administrative and enforcement actions at each meeting. In addition to its regularly scheduled meetings, the Board conducted some fifty days of public hearings, which are held to gather information regarding the merits of a particular license application, and take place whenever the Board determines significant public interest exists, or that they are necessary to a decision. Approximately ten percent of all applications reviewed are sent to public hearings.

Hearings on major projects during the year included the Pittston Company application to build a refinery at Eastport (the longest hearing in the Department's history—27 days); the application of Scott Paper Company to construct a combination saw mill/pulp plant at Hinckley; and that of Central Maine Power Company to add a 600-megawatt, oil-fired turbo-generator at its Cousins Island plant in Yarmouth.

Management of Department of Environmental Protection finances, a function of the Office of Administrative Services, continued to grow in importance and complexity. Added to the dual responsibilities of managing State and federal funds was that of activating the Maine Coastal Protection Fund. This Fund, established by the Legislature to pay for damages resulting from spills of oil or petroleum products, is financed by license fees of ½ cent per barrel on transfers of oil or petroleum products. It is a revolving fund with a maximum limit of \$4 million. Monies which had been held in escrow since 1970 were finally released to the State after the U.S. Supreme Court, in November, 1973, refused to hear an appeal by ten major oil companies and the Portland Pipeline Corporation in a case challenging the constitutionality of the Fund.

The Office of Technical Services, among its other endeavors, acts as liaison with federal agencies of the United States and provincial and federal agencies of Canada with respect to the management of boundary lakes and streams. The Office represents Maine on the St. Croix River Pollution Control Advisory Board and carries out departmental

**ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



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FINANCES, FISCAL YEAR 1974:

Department of ENVIRONMENTAL PROTECTION	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,401,748	\$360,000	\$ 20,176		\$1,781,924
Departmental Operations	1,361,748				1,361,748
Transfers	40,000	360,000	20,176		420,176
Federal Grants			566,949		566,949
County & Municipal					
Private Contributions					
Sales					
Services & Fees		567			567
Other					
Unexpended Balance Brought Forward	38,148	11,349	264,620		314,117
Adjustment of Balance Brought Forward	(5,503)	1,757	6,411		2,665
TOTAL FUNDS AVAILABLE	1,434,393	373,673	858,156		2,666,222

Monies received and deposited to credit of the State	43,515				43,515
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EXPENDITURES					
Personal Services, Total:	718,891	12,072	111,861		842,824
Wages & Salaries	659,969	11,055	104,687		775,711
Retirement	58,922	1,017	7,174		67,113
All Other, Total:	389,605	195,583	165,415		750,603
Commodities	51,867	490	37,257		89,614
Grants, Subsidies, Pensions					
Contractual Services, Total:	337,738	178,400	124,131		640,269
Rents	28,530		2,064		30,594
Computer Services					
Transfers to Other Funds		16,693	4,027		20,720
Other					
Capital Expenditures, Total:	47,346	6,620	85,768		139,734
Buildings & Improvements					
Equipment	47,346	6,620	85,768		139,734
Purchases of Land					
TOTAL EXPENDITURES	1,155,842	214,275	363,044		1,733,161

SUMMARY

Total Funds Available	1,434,393	373,673	858,156		2,666,222
Total Expenditures	1,155,842	214,275	363,044		1,733,161
NET	278,551	159,398	495,112		933,061
Unexpended Balance Forward	91,287	159,398	495,112		745,797
Unexpended Balance Lapsed	187,264				187,264

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obligations with respect to pollution control and basin management activities of the New England Interstate Water Pollution Control Commission.

BUREAU OF AIR QUALITY CONTROL

FREDERICK C. PITMAN, DIRECTOR

Central Office: Vickery Hill Building, Chapel Street, Augusta 04330 *Telephone:* 289-2437

Established: 1972

Statutory Authority: M.R.S.A., Title 38, Chapters 2,4

Average Number of Full-Time Employees: 20

Authorized Employee Level: 12

Total Expenditure, Fiscal Year 1974: \$287,349

Organizational Units:

Division of Air Quality Services

Division of Enforcement Services

Division of Industrial Services

Regional Offices: Portland, Augusta, Bangor

MAJOR GOAL: To develop, establish and maintain a state-wide program to preserve and enhance air quality in the State of Maine.

POWERS AND DUTIES: The Bureau of Air Quality Control, through the Board of Environmental Protection, is authorized to establish air quality regions within the State; to conduct air quality studies and establish and amend reasonable ambient air quality and emission standards, after public hearing, to regulate and limit the amount and types of air contaminants which may exist in such regions; to receive applications for and grant or deny variances from such ambient air quality or emission standards; to subpoena books, records and other data related to matters in issue in any air quality hearing; to require registration of persons engaged in activities which emit air contaminants and of other air contamination sources; to require installation of reasonable emission monitoring or air pollution control devices as the Board by regulation may prescribe; to receive applications for and grant or deny emission licenses, conducting public hearings upon request of the applicant; and to investigate violations and enforce State laws and rules and regulations of the Board relating to air quality.

ORGANIZATIONAL BACKGROUND: The Bureau of Air Quality Control is an outgrowth of the former Water and Air Environmental Improvement Commission, created in 1967 as successor to the Water Improvement Commission, with responsibilities for air pollution studies and control. The Commission was renamed Environmental Improvement Commission (EIC) in 1969 and the laws relating to air quality control were greatly expanded with the adoption of an Act entitled Protection and Improvement of Air. This Act authorized the Commission to establish air quality regions within the State and to adopt air quality and emission standards, and in 1971, five such air quality regions were defined and incorporated into the law. In 1972, legislation redesignated the EIC as the Board of Environmental Protection and created a new Department of Environmental Protection consisting of three bureaus, including the Bureau of Air Quality Control. The Commissioner of the new department was also to serve as member and chairman ex officio of the Board.

PROGRAM: Toward the end of its regular session, the 106th Legislature enacted into law the rules and regulations adopted by the Board of Environmental Protection and approved by the Federal Environmental Protection Agency. Because no practical long-term solutions to the solid waste problem had been found, the effective date of the open burning regulation was moved forward to July 1, 1975. Another significant change in the law increased the range of penalties for open burning from between \$200 and \$1,000 to between \$200 and \$25,000 for each day of violation. A related issue that had met with failure in preceding years was enactment of Solid Waste Management legislation which focuses attention on a serious environmental problem.

Maine formally took over the National Air Surveillance Network stations located at

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Portland and Acadia. Maine's air surveillance network, with a few exceptions, has been on line and sampling once a week for sulfur dioxide and suspended particulates. All quarterly data reports have been submitted. The Bureau of Air Quality Control participated in a nation-wide inter-laboratory test for high volume sampler flow measurement, and each regional office participated in the inter-laboratory sulfur dioxide test.

The exceptions in the air surveillance network are Bingham, Presque Isle and Madawaska. All three proposed sites are geographically located at considerable distance from the regional offices. Bingham, in the Northwest Air Quality Region, is a rural site with very low population densities and a dearth of significant air contaminant sources. Presque Isle, in the Aroostook Air Quality Region, is a city of approximately 10,000 people and is the hub of a region-wide agricultural industry. Madawaska, also located in the Aroostook Air Quality Region, is somewhat unique in that the largest source of emissions is the sulfite pulp mill of Fraser Limited located immediately across the St. John River in Edmonston, New Brunswick. In Madawaska itself, there are only oil-fired boilers. There have been indications that Fraser Limited was considering sulfite recovery, but will probably convert to the kraft process.

All of the technical staff except two took and passed a cassette training course. Additionally, staff members attended 16 weeks of training courses given in Durham, North Carolina, or in the region. In August, 1973, the Bureau, in cooperation with the Environmental Protection Agency, conducted a smoke school for staff members and persons from industry who wished to attend. One staff member in each regional office was certified at that time. As of June 30, 1974, efforts for recertification had been unsuccessful. Staff members also attended technical conferences.

At the request of the Region I Office of the Environmental Protection Agency, an effort to update Maine's national emissions data inventory was made. With the assistance of their consultant, potential licensees were approached by mail and telephone to ascertain their need for a license and other pertinent data to be included in the National Emissions Data System. Because of the manpower requirement for this purpose, the semiannual report was not prepared; however, there is no question that Maine's emissions inventory is more complete at this time.

Under the State Site Location of Development law, the Bureau participated in hearings to consider the following proposals:

1. Pittston Company application – proposed location of a 250,000 barrel-per-day oil refinery at Eastport. This application consumed 27 days of hearings, with a permit determination still in doubt.
2. Central Maine Power Company application – proposal to add a Unit No. 4 capable of producing an additional 600 megawatts to the existing 225-megawatt-capacity steam generating station on Cousins Island. This embraced 12 days of hearings and a viewing of the existing facilities. Additionally, the Bureau staff visited the flue-gas de-sulfurization unit at Boston Edison Company's Mystic Station. At the time of the visit, the unit was not operational and had been plagued with problems from the time of its start up. The Board of Environmental Protection granted site approval with numerous conditions, one of which requires that the new facility meet New Source Performance Standards.
3. Scott Paper Company – a proposal to build a new 750-900 ton/day kraft mill in the Skowhegan-Farmington area with the phasing out of the existing sulfite mill located at Winslow. Scott Paper chose to approach the Department for site approval, waste discharge license and air emission license all at the same time. The application was well prepared and the hearings conducted in an expedient fashion. The staff visited the International Paper Company's "odor-free" kraft mill in Ticonderoga, N.Y. The Board granted the site approval and licenses with several conditions. There was conjecture as to the applicability of New Source Performance Standards to the largest boiler, and no NSP Standards exist for the recovery boiler, lime kiln, and smelt tank. Scott claims the mill would meet Oregon's standard for total reduced sulfur.

During fiscal year 1974, the Board issued about 150 air emission licenses. All applicants meeting regulations were granted licenses with standard conditions. All that were not meeting standards were placed on compliance schedules. Of the 34 sources on compliance

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schedules, several missed the July 1, 1973, increment and received follow-up letters from the Bureau. All sources, except International Paper Company, complied with the January 1, 1974, increment. The latter, anticipating a sizeable capital outlay (including a new low-odor recovery boiler), requested additional time for a corporate decision.

The source surveillance program continued. Potential licensees were visited to preclude any controversy over facts prior to presentation to the Board. The Bureau generated a form letter and inspection forms, and has advised all licensees that they will be inspected annually and as nearly as possible in random fashion without prior notification.

Twenty-nine complaints were received and investigated: sixteen related to excessive smoke from stacks and dumps; six were for excessive dust and particulates; and seven were for odor. The owners of an oil tanker were cited and convicted of violating visible emission standards and fined \$1,000; another corporation was cited and convicted for burning rubber products and fined \$300; a Maine bank was cited by the Board and, when remedial action was taken, consideration of litigation was dropped. Where an actionable violation of a regulation could not be proved, alleged emitters were reminded of their civic responsibility, or warned that they might have problems when additional regulations became effective.

In cooperation with the Bureau of Land Quality Control, Division of Solid Waste Management, forms were mailed to all municipalities for November 1, 1973, and April 15, 1974, progress reports on the elimination of open burning. Although the initial response was limited, many towns that had previously spent little money for solid waste disposal appropriated funds to upgrade their dumps. The April 15 report response was excellent, even though most towns with less than 2,000 people indicated that reasonable alternatives were not readily available and that they would probably be seeking variances. The Greater Portland Council of Governments, which had been diligently searching for a solution to its solid waste problem, sought and received approval to operate a compacted landfill in Scarborough. Letters have been sent to recalcitrant communities.

Bureau of Air Quality Control, Summary of Activities—Fiscal 1974

Regional Offices in Operation	3
Continuous Air Monitors in Operation	14
Peripheral (non-continuous) Monitoring Sites	18
Mobile Units in Operation	2
Field Studies Conducted	7
Sources Inspected	150
Sources Tested (Contractual Service)	10
24-Hour Samples Taken	1,600
24-Hour Sample Analyses Conducted	3,200
Licenses on File	300
Sources on Compliance Schedules	34
(Does not include 350 open-burning dumps)	2
Man Years Spent in Data Resolution	2
Man Years Spent Tending Peripheral Sites	1.25

FINANCES, FISCAL YEAR 1974:

Bureau of Air Quality Control	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$209,201		\$277,258		\$486,459
Total Expenditures	168,667		118,683		287,349
NET	40,535		158,575		199,110
Unexpended Balance Forward	18,596		158,575		177,172
Unexpended Balance Lapsed	21,939				21,939

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BUREAU OF LAND QUALITY CONTROL

HENRY E. WARREN, DIRECTOR

Central Office: Education Building, c/o State House, Augusta 04330 *Telephone:* 289-3762

Established: 1972 *Statutory Authority:* M.R.S.A., Title 10, §§ 2201, 4104; Title 12, §§ 4807, 4811; Title 30, § 4104; Title 38, §§ 417, 421, 422, 481

Average Number of Full-Time Employees: 10

Authorized Employee Level: 10

Total Expenditure, Fiscal Year 1974: \$308,011

Organizational Units:

Division of Solid Waste Management

Division of Enforcement

Division of Review and Planning

MAJOR GOAL: To prevent diminution of the highest and best use of the natural environment of the State of Maine through regulatory and assistance functions with regard to land use impact related matters.

POWERS AND DUTIES: The Bureau of Land Quality Control, through the Board of Environmental Protection, is authorized to exercise the police power of the State in control of all significant development activity which might have an adverse impact on the natural environment of development surroundings; to regulate significant shoreland alterations which might have an adverse effect on Maine lakes and tidal waters; to provide for variances in cases where public health and welfare will not be harmed by modification of minimum lot requirements; to regulate site location for proper disposal of solid wastes; to protect Maine waters against placement, deposit or discharge of forest product, potato or other refuse; to issue license certificates to Maine-based septic tank pumpers and conveyors of solid waste; to conduct investigations, research, experiments and demonstrations, and to collect and disseminate information relating to reclamation of lands and waters affected by mining; to regulate filing of mining plans and of large, permanent and unsightly test mining pits, exploration pits, exploration shafts and trenching; to adopt, amend and repeal regulations; to establish hearing procedures and conduct hearings; to process applications and prepare recommendations to the Board; to investigate and follow through on violation complaints; to investigate continuing compliance with Board orders; to assist individuals and communities in complying with the letter and spirit of State land use laws and regulations adopted pursuant to such laws; and to charge such fees as are necessary to properly administer and enforce such laws.

ORGANIZATIONAL BACKGROUND: The Bureau of Land Quality Control originated in the establishment of the Environmental Improvement Commission (EIC), formerly the Water and Air Environmental Improvement Commission, in 1969. In addition to its existing authority concerning water and air pollution control, the Commission was delegated powers to regulate and enforce laws relating to site location of development, shoreland zoning and solid waste management. In 1972, legislation redesignated the EIC as the Board of Environmental Protection and created a new Department of Environmental Protection consisting of three bureaus, including the Bureau of Land Quality Control. The Commissioner of the new department was also to serve as member and chairman ex officio of the Board. When the Maine Mining Commission and the Wetlands Control Board were abolished in 1972, their respective mining rehabilitation and Wetlands Control Act duties were transferred to the Department and thence to the Bureau, along with the solid waste planning duties of the Department of Health and Welfare. Administration of the Solid Waste Management Act was assigned to the Bureau in 1973.

PROGRAM:

DIVISION OF SOLID WASTE MANAGEMENT

Fiscal year 1974 was the first full year for the Division following passage of the Solid Waste Management Act and the Sludge Disposal Act. Regulations in both of these areas

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were prepared with the active assistance of a cross section of knowledgeable State, regional and local officials, and then adopted after extensive public hearings and modifications reflecting those hearings. By July 1, 1975, all such waste disposal facilities will be required to abide by operating standards incorporated in the regulations. During the course of the year, the Division also conducted a series of public hearings and inspections and enforced Board of Environmental Protection orders for eighty-six communities in violation of the so-called 300-foot law, which prohibits disposal of solid wastes closer than 300 feet from a classified body of water. Compliance in this area has been gained with minimal local objection. To support these regulatory activities, training and technical assistance programs for local officials were established. The State budget was matched by federal funds in fiscal 1974 on a 50-50 basis.

Fiscal year 1975 will see the continuing development of regulations for solid waste management problems such as industrial and hazardous wastes, but primary emphasis will be placed on assisting communities to prepare for the July 1, 1975, deadline for compliance. This will involve establishing model facilities, assisting with the selection and evaluation of solid waste disposal sites, and aiding with cost estimates. While federal funds have been continued for program costs, three Division employees are funded on a special dispensation by federal water quality funds which are not expected to continue into 1976.

DIVISION OF ENFORCEMENT

Fiscal year 1974 was the first year of operation of this Division. The Division handled more than 200 violation complaints throughout the State in five of the categories of statutory responsibility assigned to the Bureau. Assistance from fish and game and coastal wardens has contributed substantially to the success of the enforcement effort.

More than 1,000 Board orders have been issued over the past four years to insure that plans and conditions were complied with fully. The number now grows by 75 to 100 each month. This year, more than 200 on-site visits were made for investigation and corrective action. Some assistance may be gained from the newly initiated program of computerizing project data for rapid recall and summarization.

During fiscal 1975, attempts will be made to increase educational programs begun in fiscal 1974 with the objective of improving voluntary compliance and encouraging citizen complaint reports. A long-term goal is to have representatives of the Division at the regional level to allow improvement of inspections and complaint response and to make assistance to applicants more available at the local level.

DIVISION OF REVIEW AND PLANNING

Fiscal year 1974 saw a continuation in the trend of increasing applications processed by the Division, partly as a result of increased enforcement. The Division attempts to resolve the interests of the applicant, the concerns of public and other interested agencies and persons, and the requirements of the law. Each of these factors is analyzed, based on applications, reports and hearings, and a recommended legal order is formulated for the Board. During fiscal 1974, the Division processed 454 applications and dealt directly with countless citizens and other government agency personnel. Three major and extended public hearings (Pittston, Central Maine Power and Scott Paper) were conducted. Revisions of application forms and internal processing systems have been undertaken to reduce the paperwork load for applicants and staff alike. In fiscal 1975, several extended hearings are anticipated. Methods of reducing the overlap of land-related laws and of reducing paperwork will be explored, with recommendations for legislative action as a goal.

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FINANCES, FISCAL YEAR 1974:

Bureau of Land Quality Control	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$289,104	\$4,958	\$59,360		\$353,422
Total Expenditures	248,513	1,961	57,537		308,011
NET	40,591	2,997	1,823		45,411
Unexpended Balance Forward	1,270	2,997	1,823		6,090
Unexpended Balance Lapsed	39,321				39,321

BUREAU OF WATER QUALITY CONTROL

GEORGE C. GORMLEY, DIRECTOR

Central Office: Education Building, c/o State House, Augusta 04330 **Telephone:** 289-2591

Established: 1972 **Statutory Authority:** M.R.S.A., Title 38, Chapters 2, 3, 11; Title 32, Chapter 62

Average Number of Full-Time Employees: 90

Authorized Employee Level: 52

Total Expenditure, Fiscal Year 1974: \$1,137,801

Organizational Units:

Division of Industrial Services

Division of Lakes and Biological Studies

Division of Licensing and Enforcement

Division of Laboratory and Field Studies

Division of Municipal Services

Division of Oil Conveyance Services

Division of Water Quality Evaluation and Planning

Regional Office, Presque Isle

MAJOR GOAL: To attain and maintain the waters of the State of Maine in the best condition and for the highest possible uses consistent with the best public interest.

POWERS AND DUTIES: The Bureau of Water Quality Control, through the Board of Environmental Protection, is authorized to make recommendations to the Legislature for classification of waterways; to license all discharges to watercourses; to enforce water pollution control laws; to administer water pollution control facility construction grant programs; to license and monitor effluents; to administer the Oil Discharge Prevention and Pollution Control Act and license oil terminals; to prepare basin plans required by the federal Water Pollution Control Act; to administer the Great Ponds Program; to assist municipalities and regional planning agencies in their water pollution control efforts; and to conduct appropriate tests and studies to support its licensing, enforcement, monitoring and planning programs.

In addition to administering the State's water pollution control laws, the Bureau has responsibilities which are offshoots of other laws. These include determination that applicants for Maine Guarantee Authority loans have received any necessary permits; determination, under tax laws, whether certain industrial projects qualify for pollution abatement tax exemptions or rapid write-off provisions; determination that federal permits for activities affecting navigable waters of the United States do not result in violation of State water pollution control laws; federal Office of Management and Budget A-95 reviews to determine whether federal expenditures for any project in Maine will violate State water pollution control laws; review of environmental impact statements required under the National Environmental Policy Act of 1969; and supervision of 208 planning areas, an executive function under the Water Pollution Control Act amendments of 1972, delegated to the Bureau.

ORGANIZATIONAL BACKGROUND: The Bureau of Water Quality Control originated in the Sanitary Water Board, created in 1941 to investigate and recommend ways and means of controlling pollution of State waters used for recreational purposes. In 1951, the Board was succeeded by the Water Improvement Commission and assigned added responsibility to make recommendations to the Legislature regarding classification of

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ivers, waters, and coastal flats of the State, based on reasonable standards of quality and uses. The Commission was renamed Water and Air Environmental Improvement Commission in 1967 when it was delegated responsibilities for air pollution studies and control. In 1969, its name was shortened to Environmental Improvement Commission (EIC), and legislation of that and successive years greatly expanded its authority with respect to water pollution control, including responsibility for administering the Oil Discharge Prevention and Pollution Control Act (1970) and the Great Ponds Program (1973). In 1972, legislation redesignated the EIC as the Board of Environmental Protection and created a new Department of Environmental Protection consisting of three bureaus, including the Bureau of Water Quality Control. The Commissioner of the new department was also to serve as member and chairman ex officio of the Board.

PROGRAM: The Bureau of Water Quality Control is responsible essentially for studying Maine's waterways and reporting to the Legislature their best uses and recommended classifications. Once legal standards have been set, the Bureau must see that the classifications are attained and maintained.

Many other activities of the Bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Water Pollution Control Act. Federal funds for the past two fiscal years have included approximately \$450,000 per year of program grant funds to aid the Bureau in carrying out its responsibilities under both State and federal laws, plus grants to aid communities in construction of pollution abatement facilities in an amount exceeding \$25 million per year.

Another activity of the Bureau that has been costly in both expenditure and staff time is participation in several major hearings conducted by the Department, including the Pittston Company hearing and paper and power company hearings. The Bureau foresees other major hearings, and anticipates that its involvement will be a continuing activity.

DIVISION OF INDUSTRIAL SERVICES

The Division of Industrial Services reviews plans, specifications and reports relating to industrial waste treatment facilities; makes on-site construction inspections and operation inspections; establishes effluent parameters for industrial waste discharge licenses; and supervises effluent monitoring of industrial waste streams. The following is a summary of Division activities during fiscal 1974.

Preliminary plans reviewed	12
Industrial projects known to be under construction this year	26
State Sales and Use Tax Certification applications received	31
Approved	22
Denied	9
State Property Tax Exemption applications received	10
Approved	8
Denied	2
Federal IRS Rapid Tax Amortization Certification Requests	8
Approved	7
Denied	1
Field inspections conducted	160
Licensed operating industries	265

DIVISION OF LICENSING AND ENFORCEMENT

The Division of Licensing and Enforcement is responsible for licensing all discharges to any watercourse of the State; for the cooperative State/federal permit program involving such discharges; and for enforcement of all sections of the water pollution control laws of Maine. The Division responds to all complaints relative to acts which might contribute to water quality violations. The following is a summary of Division activities during fiscal 1974.

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Total board actions involving the Division	236
Joint licenses issued with federal Environmental Protection Agency..	128
Municipal	59
Commercial	14
Industrial	62
Total State licenses issued	192
Municipal	78
Commercial	14
Industrial	62
Residential	38
Unlicensed residential discharges registered	4,000
Inspections conducted	350
Negotiated settlements (of license parameters)	150
Referrals to Attorney General for court action	11
Applications certified to Maine Guarantee Authority	5

DIVISION OF WATER QUALITY EVALUATION AND PLANNING

The Division of Water Quality Evaluation and Planning is responsible for directing programs to achieve statutory water quality; for special stream studies to determine if water quality is being maintained; and for waste assimilation studies to determine if licensees are treating or will be treating their wastes, so that all discharges when analyzed collectively and after treatment will meet water quality standards. The Division also prepares overall basin plans required by the federal Water Pollution Control Act (an effort to determine and control activities that affect water quality within a river basin), and assists regional planning agencies and the State's 208 planning areas designated under the Water Pollution Control Act.

Special studies of water quality, involving on-site sampling and follow-up data resolution, were conducted on the Presumpscot River, Sebasticook River, Aroostook River and Goosefare Brook. River basin planning studies required by federal law were completed for the Prestile Stream, Aroostook River, St. Croix River and the Androscoggin River.

DIVISION OF LAKES AND BIOLOGICAL STUDIES

The Division of Lakes and Biological Studies is responsible for administering the State's Great Ponds Program which requires that all lakes be classified according to their trophic condition; for obtaining sufficient background information on critical bodies of water so as to be able to make recommendations and manage these lakes to provide continued good water quality; and for providing all other biological work necessary in lake, stream, estuary and ocean water bodies in support of licensing, enforcement or monitoring programs. The following is a summary of Division activities during fiscal 1974.

Lakes studied	11
Other biological studies conducted	19
Fish kills investigated	4
Hearings, meetings and public education programs participated in	58
(Data on samples taken for analysis are included in figures for Division of Laboratory and Field Studies.)	

DIVISION OF LABORATORY AND FIELD STUDIES

The Division of Laboratory and Field Studies is a service division which provides all laboratory work and most monitoring and analysis for the Bureau. The following is a summary of Division activities during fiscal 1974.

Samples received from other units of the Department or taken by the Division	7,200
Tests performed (approx.)	10,800

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(Tests include examination for nutrients, metals, biological oxygen demand, chemical oxygen demand, solids in suspension, oil and grease, bacteria, phenols, chlorophyl, and others)

Investigations conducted 2,400

Special projects:

Research on identification of sources of "mystery" oil spills. Inventory of metals in Maine waters.

DIVISION OF OIL CONVEYANCE SERVICES

The Division of Oil Conveyance Services administers the Oil Discharge Prevention and Pollution Control Act. The Division is responsible for preventing and supervising the cleaning up of oil spills which result from oil transfers made in the marine waters of the State; and for the licensing and inspection of oil terminals. The following is a summary of Division activities during fiscal 1974.

Oil terminals licensed to operate	37
Oil spills reported	161
Small (1 barrel or less)	55
Moderate (1-100 barrels)	51
Large (more than 100 barrels)	2
Unknown quantity spills	53
Enforcement actions initiated	15
Criminal citations	11
Letters of admonition	4
Maine Coastal Protection Fund, Balance June 30, 1974	\$165,383
Total Funds Available, July 1, 1973	388,891
Total Expenditures, Fiscal 1973-74	223,508

REGIONAL OFFICE, PRESQUE ISLE

The Regional Office in Presque Isle services Aroostook and parts of Washington and Penobscot Counties. There are many complicated and serious industrial waste handling problems in this area; almost all involve international waterways and thus, are subject to the 1909 Boundary Water Treaty between the United States and Canada. There are major paper mills involved and many food processors, mainly connected with the area's potato-growing industry.

Presque Isle is more than 200 miles from Augusta, and the need for the regional office is evident. Service to people in the northern and eastern parts of Maine includes advice on requirements of the various laws administered by the Department and other agencies, including federal laws involving air and water pollution control. Although most of the processing of applications is done in Augusta, the advice available in the regional office provides service to individuals in knowing how to go about filing their applications. It also helps them determine whether or not their project is subject to one or more environmental laws.

The regional office has a small laboratory capable of carrying out most of the State's compliance monitoring for that area, including the checking of waste discharge license effluent and monitoring in-stream to determine whether or not water quality criteria is being met.

FINANCES, FISCAL YEAR 1974:

Bureau of Water Quality Control	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$936,088		\$501,362		\$1,437,450
Total Expenditures	738,663		175,630		914,293
NET	197,425		325,732		523,157
Unexpended Balance Forward	71,422		325,732		397,154
Unexpended Balance Lapsed	126,003				126,003

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DEPARTMENT OF INLAND FISHERIES AND GAME

MAYNARD F. MARSH, COMMISSIONER
J. WILLIAM PEPPARD, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-3371

Established: 1880 *Statutory Authority:* M.R.S.A., Title 12, Chapters 301-335, 409;
Title 38, Chapter 1 (Subchapter VI)

Average Number of Full-Time Employees: 276

Total Expenditure, Fiscal Year 1974: \$5,049,346

Organizational Units:

Administration Division

Planning and Coordination Division

Information and Education Division

Engineering Division

Realty Division

Fishery Research and Management Division

Fish Hatchery Division

Game Farm, Dry Mills

Game Research and Management Division

Warden Service

Safety and Snowmobile Registration Division

Bureau of Watercraft Registration and Safety

Maine Waterfowl Council

Inland Fisheries and Game Advisory Council

Atlantic Sea Run Salmon Commission

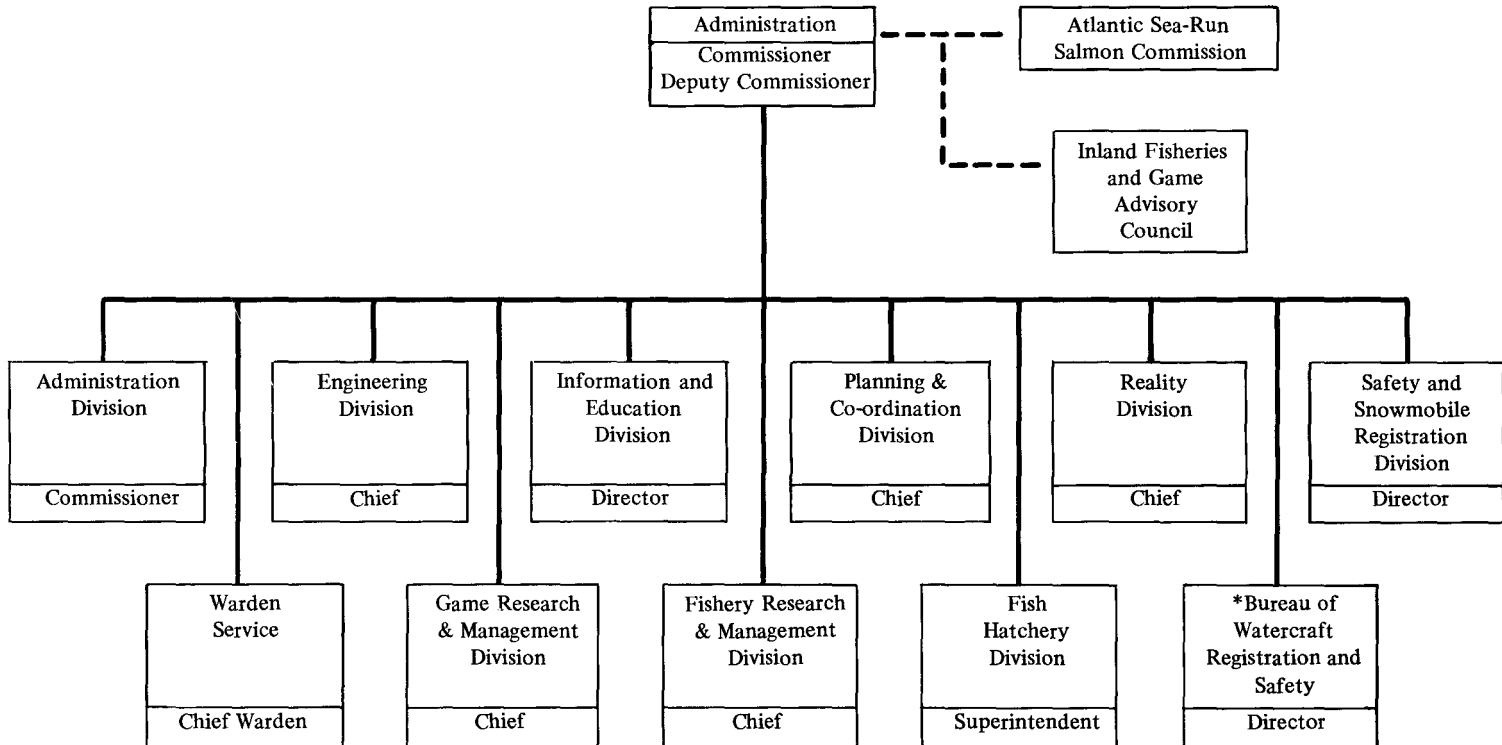
MAJOR GOAL: To ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State.

POWERS AND DUTIES: The primary responsibility of the Department of Inland Fisheries and Game is the enforcement of the State's fish and game laws. In addition, the Department is responsible for the propagation of fish, acquisition of wildlife management areas, establishment of rules and regulations governing fishing, hunting and trapping, and the registration of snowmobiles.

ORGANIZATIONAL BACKGROUND: The Department of Inland Fisheries and Game traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land at Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, provided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Planning and Coordination (1968); Snowmobile Registration, more recently Safety and Snowmobile Registration, (1969); and Realty (1970). Effective July 1, 1974, the former Bureau of Watercraft Registration and Safety became a division of the Department.

PROGRAM: During fiscal year 1974, the Department of Inland Fisheries and Game made significant progress toward its goals despite the continued high rate of inflation. Although the Department was in sound financial condition at the end of the year, rapidly rising costs

**ORGANIZATION CHART
DEPARTMENT OF INLAND FISHERIES AND GAME**



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FINANCES, FISCAL YEAR 1974:

Department of INLAND FISHERIES and GAME	General Fund	Other Special Revenue Funds		Other Funds	Total
RECEIPTS		Non-Federal	Federal		
Legislative Appropriation/Allocation:		\$4,552,402			\$4,552,402
Departmental Operations		4,554,659			4,554,659
Transfers		(12,257)			(12,257)
Federal Grants		700,900			700,900
County & Municipal					
Private Contributions		45,958			45,958
Sales		72,885			72,885
Services & Fees		82,144			82,144
Other					
Unexpended Balance Brought Forward		1,759,653			1,759,653
Adjustment of Balance Brought Forward		476			476
TOTAL FUNDS AVAILABLE		7,214,418			7,214,418

Monies received and deposited to credit of the State					
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EXPENDITURES					
Personal Services, Total:		3,168,031			3,168,031
Wages & Salaries		2,863,668			2,863,668
Retirement		304,363			304,363
All Other, Total:		1,397,789			1,397,789
Commodities		333,760			333,760
Grants, Subsidies, Pensions		35,036			35,036
Contractual Services, Total:		978,850			978,850
Rents		20,463			20,463
Computer Services		19,338			19,338
Transfers to Other Funds		50,143			50,143
Other					
Capital Expenditures, Total:		483,526			483,526
Buildings & Improvements		47,881			47,881
Equipment		343,447			343,447
Purchases of Land		92,198			92,198
TOTAL EXPENDITURES		5,049,346			5,049,346

SUMMARY

Total Funds Available		7,214,418			7,214,418
Total Expenditures		5,049,346			5,049,346
NET		2,165,072			2,165,072
Unexpended Balance Forward		2,165,072			2,165,072
Unexpended Balance Lapsed					

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will make it increasingly difficult to maintain programs. As most of the Department's income comes from the sale of hunting and fishing licenses, there was some concern about what effect the energy crisis might have on license sales. Contrary to what had been feared, hunting and fishing license sales actually increased in both the resident (up roughly 10 percent) and non-resident (up 5 to 6 percent) categories. Both of these increases were larger than have been experienced for several years.

The Department continued to exchange a high level of co-operation with other State agencies during the year. The law enforcement, investigatory, and advisory relationships with other land-use regulatory and natural resource agencies are especially significant for the wildlife and fish habitat protection advantages that they afford. Related to habitat protection is one of the most significant events of the past fiscal year—the approval by Maine voters of a \$4 million land acquisition bond issue. Monies that this bond issue make available will enable the Department to accelerate the acquisition of various kinds of high quality habitat throughout the State.

Fiscal year 1974 also saw the Maine deer herd continue recovery from a low point in 1971. The relatively mild winters that most sections of the State have experienced for the past several years have allowed the herd to rebuild, just as several severe winters in succession had depleted it.

The following reports of the Department's various divisions present details of their progress toward achieving departmental and divisional goals.

PLANNING AND COORDINATION DIVISION

KENNETH H. ANDERSON, CHIEF

MAJOR GOAL: To guide and coordinate the development of the Department's long and short range goals, objectives and programs.

POWERS AND DUTIES: The primary responsibilities of the Planning and Coordination Division are to coordinate the Department's long range species planning effort, including the assessment of future conditions and problems as related to the habitat, species and use, resulting in suggested Department programs to ensure that all species of wildlife and aquatic resources are perpetuated to be used and enjoyed by the people of Maine; and to coordinate within the Department and between State and federal agencies, as well as private sectors, in matters relating to Departmental programs and the environment.

ORGANIZATIONAL BACKGROUND: The Departments of Inland Fisheries and Game and Sea and Shore Fisheries (now Marine Resources) formally recognized the need for a long range plan of major fish, wildlife and marine species when they sponsored a conference on long range environmental and wildlife planning, conducted by personnel of the California Fish and Game Department in October, 1968. As a result of this conference, the informal Planning and Coordination Division was created to conduct long-range program planning. The six-month pre-planning project commenced in November, 1968, funded by the two departments and matched with monies from the United States Department of the Interior, Bureau of Sport Fisheries and Wildlife and Bureau of Commercial Fisheries. Results of the pre-planning effort were presented in the form of a proposal to the Department of the Interior for the development of a State Comprehensive Fish, Wildlife and Marine Resources Management Plan. The proposal was approved June 1, 1969.

PROGRAM: Since the beginning of the planning efforts of the Departments of Inland Fisheries and Game and Marine Resources, the primary focus on planning has been identification of sources of planning information and development of a computerized inventory system, the Maine Informational Display Analysis System (MIDAS). By 1972, MIDAS became a functional planning tool. It was apparent that a great demand existed for natural resource data, and the two Departments found themselves acting as coordinators of a natural resource data bank. In view of the increasing demands on the Departments and the need for statewide natural resource data, the Departments entered

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into negotiations with the State Planning Office concerning the transfer of the responsibility of administering MIDAS and its acceptance as the official State resource inventory system. The agreement became fact on November 1, 1973, with the signing of a Memorandum of Understanding. The signatory agencies in the administrative transfer of MIDAS were the Departments of Inland Fisheries and Game and Marine Resources, the State Planning Office and Central Computer Services. Since the acceptance of MIDAS as a State inventory system and its transfer to the State Planning Office, the Department has been able to concentrate on species planning.

Species Planning. The planning project examined alternative approaches to long-range species management planning in view of the experience of other states. Those reviewed were the West Virginia approach which is based on species life history studies but contains no species objectives; the California approach based on generalized species inventory with some species objectives and projections incorporated in the planning process; and Maine's approach based on species objectives which fit under State, department and divisional objectives. This was the original approach indicated by the project proposal which was re-affirmed, using the fifteen work plans of the original proposal.

The original fifteen work plans leading to the writing of species plans will be considered as completely as possible by Division and planning personnel. A committee headed by the Division planner, including regional biologists and research project leaders, has been established within the Game Research and Management Division and Fishery Research and Management Division. Each meets periodically to discuss and assign work projects concerning considerations to be incorporated into individual plans. Warden Service input will be scheduled into the considerations included in each plan.

Two committees have been formed at the administrative level to advise and assist the Commissioner during the planning process. The first committee consists of all division heads within the Department and is responsible for assisting in the development of departmental goals and objectives. The second committee consists of a representative from the Inland Fisheries and Game Advisory Council, appropriate legislative committees, the public, industrial land owners, sportsmen, and the University of Maine. Refined species goals and program alterations will be presented to this committee for consideration and approval in order to insure implementation of programs generated by species planning.

To date, divisional planning committees have met periodically to discuss the progress of individual species planning efforts as well as informational needs and methodology to be followed. An orientation meeting was held for the Commissioner's Planning Steering Committee. Guidelines and the format for writing species plans have been developed and distributed to individual species authors.

Game Research and Management Division. This Division and project personnel continued work on long-range species planning during the past project year with particular emphasis on the development of a land and water, and fish and wildlife use and abundance data base. The following information has been gathered and summarized on a statewide and management unit basis:

1. Land cover estimates, including a rural road inventory using data from the Department of Transportation and a Forestry Land Use Inventory from the U.S. Forest Service. The data from both sources were reformatted and entered into MIDAS.
2. Wildlife harvest and use date.
3. Number of bobcat bounties from 1968 through 1972.

The following summaries were made on a township and management unit basis:

1. Warden Service evaluations of wildlife abundance and use.
2. Duck stamp sales.
3. Number of fisher, beaver, and marten tagged during the previous three seasons, and the number of trappers involved with the harvest of each species.

The following files were summarized for general use:

1. Inventory of specific sites utilized by sportsmen and/or the general public for the purpose of observing fish or wildlife.
2. Analysis of deer and bear registration, biological and questionnaire data.
3. Listing of species to be considered rare and/or endangered.
4. Warden evaluations of the 1973 early grouse season in the northern bird zone.
5. Remasurement of the area within coastal townships in order to remove tidal waters areas included in the initial MIDAS measurements.

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The above information is presently being utilized as a basis for making assessments of present habitat conditions and species distribution, abundance and use, as well as developing alternative management goals and objectives for consideration by the various committees. Meetings with authors of species plans are being conducted to evaluate the status of fisheries resources, and to develop species goals and objectives.

Coordination. The coordination function of the planning project has been wide and varied. The foregoing listing of activities indicates the scope of coordination which has placed the planning project personnel in the forefront of most natural resource as well as other related activities.

Committee Activities. Project personnel participate in the following committees: MIDAS Users Group, Land Use Coding Committee, State Mapping Committee, North Maine Woods Committee and Estuarine Sanctuary Committee. There are coordinated projects designed to meet the information needs of the Department and other agencies.

The Land Use Regulation Commission has provided for the identification of critical fish and wildlife habitats as well as for the development of a fish and wildlife policy statement for the unorganized or wildlands of the State. The State Planning Office has provided funds to obtain basic information for coastal zone management.

The project developed land use policy statements which were presented to a Land Use Planning Seminar sponsored by the University of Maine; in addition, project representatives have made presentations at legislative hearings and have developed a position paper relating to the various Forest Practices Acts presented at the last special session of the Legislature.

The Division administers the environmental impact assessment for State and federal agency projects and is developing the procedure for administering the Stream Alteration Law (Bulldozing Law). Other activities included the expansion and/or redesign of various surveys and forms, such as the Trapper Questionnaire and the Deer Wintering Area Inventory, in order to enhance species planning in the future. In addition, work is underway on the development of a data processing system for documenting alterations to fish and wildlife habitat resulting from developments controlled by existing land use regulations.

Fishery Research and Management Division. This Division's activities in connection with the planning project during the past year have concentrated on preparation and summarization of data necessary for an assessment of the status of fisheries resources from which to formulate needs, priorities and objectives. The following existing files and data sources are being used for a resource assessment:

1. Lake and Stream Habitat Inventories
2. Systematic Creel Census Data On Selected Waters
3. Voluntary Angler and Warden Reports
4. Trapnetting Population Estimates on Research Waters
5. Stream Electrofishing Population Estimates
6. Published and Unpublished Lake and Stream Reports
7. Published Research Reports
8. Stocking Records

In addition, three new surveys were initiated during the year to obtain information not previously available:

1. Statewide Fisherman Questionnaire Survey
2. Value-Judgement Survey by Biologists and Wardens on the Status of Fisheries Resources in Lakes and Ponds
3. Inventory and Value-Judgement Survey by Biologists and Wardens on the Status of Inland Smelt-run Fisheries

The fisherman questionnaire survey has been completed for the 1973-74 winter season, and a similar survey will be conducted for the 1974 open water season. A total of 4,376 questionnaires were mailed to resident and non-resident anglers randomly selected from a 1972 license file. One follow-up questionnaire was mailed to non-respondents. A sub-sample of resident non-respondents were contacted by telephone. A total usable return of 57.7% was achieved.

Opinion surveys by biologists and wardens on the current status of fisheries were conducted to supplement incomplete empirical data and to obtain an overview of conditions statewide. For these surveys, standardized report forms, definitions and scoring systems were developed for rating individual waters as to population abundance, fishing quality, fish opportunity and fishing pressure for each of the major game species.

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A number of summaries of lake and stream statistics have been completed or are in preparation:

1. Total water area by habitat type, management unit and species occurrence.
2. Population status indices for abundance, fishing quality, fishing opportunity and fishing pressure.
3. Provisional estimates of man-days of use and total harvest derived from creel censuses of selected waters.
4. Estimates of standing crops derived from creel censuses, netting and electrofishing.
5. Summaries of stocking records.

INFORMATION AND EDUCATION DIVISION

WILLIAM C. MINCHER, DIRECTOR

MAJOR GOAL: To create and maintain understanding of and support for Department objectives and programs, foster continued interest in fish and wildlife, emphasize the need for good relationships between sportsmen and landowners, and to inform the public of environmental factors affecting wildlife resources and of the need for scientific management of renewable natural resources.

POWERS AND DUTIES: The primary responsibilities of the Information and Education Division are to promote conservation education throughout the State and to teach the fundamentals of fish and game management and law enforcement through dissemination of general materials; and to prepare news releases, special feature stories, regulations booklets, the departmental magazine and other publications, material for radio and television programs, motion picture films, materials for hunting, snowmobile and water safety programs, and other educational items designed to keep the public better informed about all activities of the Department.

ORGANIZATIONAL BACKGROUND: The Information and Education Division had its beginnings in 1950 when the Commissioner secured approval of the Legislature to spend funds for conservation education. In 1955, a one-man I & E operation began; the following year, the staff assigned to this work was expanded, including the hiring of a conservation educator. Increasing public interest in fish and wildlife created a need for a larger I & E program, and by mid-1974, the Division consisted of five information specialists and photographers, plus clerical personnel. The Conservation educator's responsibilities were transferred to the Department of Educational and Cultural Services in 1973.

PROGRAM: The Information and Education Division had an active year, as public interest in fish and wildlife resources and associated problems does not seem to diminish. *MAINE FISH AND GAME* magazine's complimentary subscription list was trimmed considerably because of increasing costs of production. A new law passed by the 106th Legislature required that mailing lists for free publications be surveyed yearly, and those addressees who do not respond are dropped. Complimentary magazines decreased from about 4,200 to 1,642, while paid subscriptions increased from 12,123 to 12,415 despite an increase in rates effective January 1, 1974. The other lists maintained by the Division also decreased noticeably as a result of the survey, and there should be noticeable savings in postage and printing costs.

The Division made the annual revisions of the hunting and trapping, ice fishing, migratory bird hunting and open water fishing regulations pamphlets; revised and updated the publications catalog (includes a list of more than 400 publications); and began a revision of the bear hunting guide which will be completed by spring of 1974. Producing the hunting and trapping regulations, especially in a year when the Legislature is in session, has always been a touch and go operation because of the relatively short time available. A special effort last year was intended to get the booklets out early, but a major problem with the printers caused a delay of two months. The 1974 regulations

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were designed as a folder instead of a booklet—much faster and less expensive to produce—in an effort to eliminate delay.

The film library, circulated by the Instructional Systems Center at the University of Maine in Orono, is undergoing renovation, with old prints being replaced and some new ones added. When this is accomplished, probably in the winter of 1974-75, the catalog will be revised.

The Division produced ten monthly Commissioner's Newsletters during the year, 107 news releases, and several special articles written for news media on request. Some of the newsletters and releases, as well as space in two issues of *MAINE FISH AND GAME*, were devoted to explaining the purpose of the \$4,000,000 Maine Inland Fisheries and Game Acquisition Fund bond issue approved by popular referendum June 11, 1974. Department personnel prepared the basic articles which were designed to explain and educate rather than "sell" the bond issue. Newsletters included detailed explanations of the Great Pond Act and Shoreland Zoning, both laws administered by the Department of Environmental Protection, in an effort to acquaint landowners and others with these new regulations enacted to protect the Maine environment.

A group of information and education personnel from several State and private agencies began to meet monthly during the year to discuss common problems and attempt common solutions. One product of this group (known as the Maine Environmental Education Forum) will be a series of packets of materials on various environmental topics, which will be handled through the cooperation of the Maine State Library. These are intended mainly for teachers and students, and should be in circulation by fall, 1974.

Also in progress by this group is a project to produce a list of topics and the agencies which have printed information on them. All these agencies receive multiple-topic requests for information which are difficult to fill; this source guide list will minimize correspondence and let the writer know where other desired material may be obtained.

The television news clip program, which produces one to two-minute film reports for TV news and sports programs, continued during the year, but it is still a problem to find time for them. Only six were completed and distributed, and there are several others awaiting completion, where film has been shot, but scripting, editing and narrating are yet to be done. Two one-minute film announcements for TV were produced on the subject of the importance of conserving wildlife habitat. Two others made for the Division at no cost by the Wildlife Management Institute were distributed.

When eagle eggs from Minnesota were put into two Maine eagle nests by the U.S. Fish and Wildlife Service in cooperation with the Department, a film record was begun of this unusual operation. The intent is to edit the film into a ten-minute film after the surviving young eagles learn to do things on their own. Some summer footage for the Maine deer film remained to be shot this past summer. Finished prints on the film are anticipated this coming winter. The accent of the film will be on the critical importance of habitat.

In the planning stage at year's end was a renovation of the Department's exhibit at the Eastern States Exposition, West Springfield, Massachusetts. This exhibit is supervised by the Division with the cooperation of the Warden Service and the Fish Hatchery Division (Game Farm). A new wooden front for the display is among the major changes planned, since the wear and tear of more than ten years' use was beginning to show.

Routine activities during the year included filling news media requests for black and white pictures, revising slide shows on hunting and snowmobile safety, revision of the clerical system for *MAINE FISH AND GAME* subscriptions, improvement in the computer system which handles mailing lists, planning and shooting color pictures for use in the magazine, answering thousands of written requests for information about wildlife and related fields, and participating in numerous meetings relating to wildlife resource conservation.

Considerable time was spent in discussions and planning related to the federal Fair Labor Standards Act (recently extended to include State employees) and Maine's new collective bargaining law. Two members of the Division became actively involved in the Department's Affirmative Action Committee project of designing a departmental Affirmative Action Plan to be submitted to the Human Rights Commission and the Department of Personnel. The purpose of the plan is to insure equal employment opportunity for all. Final approval of the plan will rest with the U.S. Equal Employment Opportunity Commission.

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ENGINEERING DIVISION

CLAYTON G. GRANT, CHIEF

MAJOR GOAL: To investigate, design and supervise all new construction and major repairs and alterations to Department structures and facilities.

POWERS AND DUTIES: The primary responsibilities of the Engineering Division are to investigate and make recommendations concerning projects proposed by the Commissioner and by other divisions of the Department; to make site surveys of requested construction and prepare designs, specifications, cost estimates and contract documents for submission to the Commissioner for approval; to investigate and prepare designs of fishways for submission to owners of dams, when the Commissioner determines that such fishways are required; to survey certain properties to be purchased by the Department; and to re-survey existing Department properties when requested.

ORGANIZATIONAL BACKGROUND: The Engineering Division was established administratively in 1930 primarily to design fishways and fishscreens. The unit was expanded around 1950 because of large hatchery system modernization undertaken then. Additional duties of the major fishway program, maintenance, and Federal-State coordination have kept the Division at its present level.

PROGRAM: During fiscal year 1974, the Engineering Division completed design work, let contracts and supervised construction of fishways at Dover-Foxcroft and Ellsworth. A concrete dam and fishway was completed at Meddybemps. These structures are to provide migratory access for Atlantic salmon.

A timber crib dam was completed at the outlet of Abol Pond in Baxter State Park to replace a deteriorated structure, and design work was completed for a water filter facility at the Enfield Fish Hatchery where it was found necessary to remove material detrimental to fish growth from the water. Several small fishway and dam design projects are in progress and will be scheduled for construction during the coming year. Routine maintenance projects were carried out on a continuing basis.

It is anticipated that future projects will include water and waste treatment facilities for various hatchery installations to keep pace with the increasing emphasis on environmental problems. In addition, the Division will continue its design, construction, and maintenance functions.

REALTY DIVISION

RICHARD B. PARKS, CHIEF

MAJOR GOAL: To acquire land and land rights to carry out wildlife and fisheries management programs in the State of Maine.

POWERS AND DUTIES: The Realty Division is responsible for the acquisition of lands and rights needed by other divisions within the Department to carry out their functions. This includes a broad range of land uses such as airplane bases, warden camp sites, access sites for hunters, water rights, conservation easements, and general land purchases for wildlife management. The Division places a value on such land, negotiates with land-owners, prepares legal documents, performs title searches, and either conducts or contracts surveying and all other functions involved in land acquisition.

ORGANIZATIONAL BACKGROUND: The Realty Division was established as an administrative unit within the Department in 1970. The work of this Division was previously part of the various land acquisition projects of the Game Research and Management Division. The first project was initiated on February 16, 1942, with the acquisition project for Swan Island, Perkins Twp. A single person handled such projects until 1970, and during this period, over 20,000 acres were acquired. As the work load increased in

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the late 1960's, and more and more work outside of Game Division activities was assigned to the Land acquisition project leader, the Commissioner of Inland Fisheries and Game ordered the creation of a Realty Division. It is now the function of the Division to carry out acquisition of land under the Maine Inland Fisheries and Game Acquisition Fund.

PROGRAM: Acquisition by the Realty Division of the remaining 126 acres in the Weskeag River marsh in Thomaston, South Thomaston, Rockland and Owls Head completed the acquisition phase of this project. This increased State ownership was accomplished primarily through condemnation of the final parcels since negotiations could be completed in no other way.

The Division added 246 acres to the Scarborough Wildlife Management Area during the year through direct negotiations with landowners. Most of this acreage was in the Little River section behind Old Orchard Beach and increased total acreage in this Management Area to 2,794 acres. Also, 80 acres of woodland was added to the Manuel Wildlife Management Area in Hodgdon. This was a most desirable addition as the State had previously owned on three sides of this tract, the fourth side being a road. Several other small tracts of land were purchased by the Division, including 31 acres of woodland adjoining the Newfield Wildlife Management Area, 8 acres adjoining the Bowdoinham Wildlife Management Area, and 7 acres giving hunter access to the Eastern River near Merrymeeting Bay.

An agreement was signed for purchase of an estimated 1,100 acres in Shapleigh to be added to the Newfield Wildlife Management Area. Several other agreements were negotiated, involving 160 acres adjacent to the Muddy River in Topsham and 47 acres in Sebago as a part of a new project along the Northwest River in that town. An easement for a road into the plane base at Eagle Lake in Aroostook County was obtained, thus solving a legal access problem of the base, and two conservation easements were signed during the year. The first was for all of Monroe Island off Owls Head and the second for 43 acres of land with 2,000 feet of shore line on Long Pond in Belgrade.

A 25-year lease was signed with the Scott Paper Company for the so-called Tiger Hill Marsh in Sebago, together with a surrounding buffer strip of woodland. The Division also acquired a 250-acre parcel in Harpswell with some salt marsh and several thousand feet of shore frontage (but essentially a wooded tract) for the Maine Forest Authority. This will be used as a demonstration forest, and was once owned by Austin Cary, an early pioneer in American forestry.

Future plans for the acquisition of wildlife lands were given a tremendous boost with the passage of the \$4,000,000 bond issue in June. A wildlife habitat acquisition plan has been formulated and will be initiated soon. Considerable thought has been put into this plan, and a number of areas have been singled out for acquisition. The various habitat types which have been included in the plan are 1) upland areas, 2) coastal salt marshes, 3) stream flow augmentation and inland wetlands, 4) eider duck nesting islands, and 5) a miscellaneous category including deer wintering areas. This bond issue was one of the most important Acts for the benefit of Maine's wildlife to become law in many years.

FISHERY RESEARCH AND MANAGEMENT DIVISION

LYNDON H. BOND, CHIEF

MAJOR GOAL: To ensure the wise management of inland fisheries resources in the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the Fishery Research and Management Division are to maintain optimum quantity, quality and diversity of habitat for freshwater fish and associated aquatic species; to maintain optimum population levels of freshwater fish and associated aquatic species; and to provide for optimum public use and use opportunity for freshwater fish and associated aquatic species for sport fishing, aesthetic, scientific and educational purposes.

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ORGANIZATIONAL BACKGROUND: The Fishery Research and Management Division was organized in 1951. Prior to this time, fishery research was performed by several biologists directly under the Commissioner. Federal funds available under the Dingell-Johnson Act of 1951 emphasized the need for an organized division to expend these funds for the benefit of the people of Maine. In 1955, several fishery regions were established, and by 1960, six regions were established and staffed with at least one biologist and a Research Unit was established to conduct research on specific fishery problems. This unit is located at the University of Maine in Bangor and in proximity to the University library and the consulting services of University personnel with various expertise not available within the Department. In 1974, a seventh fishery region was established to align fishery and wildlife regions. Management of the State's fisheries is conducted within each of the seven regions by the regional fishery biologist.

PROGRAM:

DIVISION PROJECTS

Hooking Mortality of Landlocked Salmon. Lake studies designed to evaluate mortalities of salmon caught by anglers using various terminal gear types were operated at Big Bennett Pond in spring and fall, 1973. The lake was stocked with salmon and smelts and closed to public fishing for the duration of the experiments. The fishery was almost entirely for age II+ "sublegal" salmon. Population estimate from tag recaptures showed that only 163 ± 33 fish were available to anglers in spring. Survival (natural) during the first year in the lake (1972 to 1973) was estimated to be only about 14%. An overall mortality of 29% salmon hooked by all terminal gear types occurred in spring, while only 3% of the fall-hooked fish died. No control fish died during spring or fall studies. Preliminary results showed the highest spring mortality was caused by hooking with streamer flies, treble-hook (50%), while lowest hooking mortality was caused by hardware lure, single-hook (0%). Mortalities caused by streamer fly, single-hook (27%) and hardware lure, treble-hook (25%) were very similar. The highest percentage mortalities were associated with salmon hooked in the gill area, tongue or isthmus, maxillary, and "foul" hooking. Of the total spring hooking mortalities, 71% occurred within the first 24 hours. Overall hooking mortality rate for spring-caught salmon was 0.0552 per angler hour of fishing effort. Rate of exploitation for salmon tagged in spring and recaptured in fall was 19.6%. The average "hooking efficiency" (number of fish landed/number of strikes and losses recorded) was 43% in spring and 34% in fall. In hatchery studies (2 years), there was an overall hooking mortality of 4.6% for all gear types and 0.5% for control fish. Of 37 fish (age 1+) that died, 14 mortalities (38%) occurred within 24 hours. The highest average (2 years) mortality was suffered by salmon hooked on worms (7.5%) and artificial flies (6.5%), followed by single-hook hardware lures (4.0%), and treble-hook hardware lures (0.5%). Over 85% of the hatchery salmon killed by hooking had been caught in the stomach or esophagus, eye, isthmus or tongue.

Rainbow Trout Evaluation. A mimeographed report was prepared summarizing the results of rainbow trout stocking in 6 ponds and 2 rivers. The selected waters were trout type ponds ranging in size from 20-60 acres. Rainbows were evaluated to see how they compare with brook trout in terms of growth, holdover ability, summer fishing opportunity and resistance to competition. One of the findings was that rainbows grew well by feeding on small fish other than smelt. This led into the second phase of rainbow trout evaluation; namely, to try to produce fishing in ponds 100-1000 acres in size where food fish other than smelt are abundant. Salmon have been stocked in such waters but provided fishing only when smelt were abundant. Several waters have been selected for rainbow stocking, and the results will be measured by creel checks, voluntary records kept by anglers, and netting.

A Study of Salmon in Sebago Lake. Work in the Sebago Region was highlighted by completion of the fish passage facility in Chute's dam on the Northwest River. All major salmon spawning and nursery areas of Sebago Lake, Maine's second largest lake, are now accessible to Sebago salmon. The legal length limit on salmon in Sebago was changed from 14 inches to 17 inches. Hopefully, this change will help to increase the recruitment of salmon into the older age groups, thus creating a more desirable fishery by providing larger fish for anglers to catch and older and larger fish in the spawning migrations.

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Pond Reclamation. During the fall of 1973, five ponds were reclaimed with rotenone: Bartlett Pond, Livermore, Androscoggin County; Fox Pond, T10SD, Hancock County; Little Round Pond, Lincoln, Penobscot County; LaCoute Lake, Vanceboro, Washington County; and Six-Mile Lake, Marshfield, Washington County. No major problems were encountered. All of these ponds were stocked with brook trout fry and spring yearlings in 1974. Only Little Round Pond was a new reclamation.

During February and March, 1974, hearings were set up and held on ponds to be reclaimed in the fall of 1974. These include: Crystal Pond, T40MD, Hancock County; Giles Pond, Aurora, Hancock County; Loon Pond, T40MD, Hancock County; Round Pond, Lee Twp., Penobscot County; and Abol Pond, T2R9, Piscataquis County.

Moosehead Lake Study. This study, presently in its eighth year, has yielded invaluable information on utilization of salmon, lake trout, and brook trout by sport fishermen on this 75,000 acre oligotrophic lake. Total estimated angler trips per year ranged from 28,500 to 36,000 (mean of 32,000) during the past seven years. Mean annual catches were 13,000 salmon, 7,000 lake trout and 4,000 brook trout with mean total weights of 31,300 pounds for the three species. Mean catch per angler hour was 0.133 salmonids. The lake was fished an average of 2.4 hours per acre per year and harvests averaged 0.46 pounds per acre per year. Two marked age classes of 50,000 salmon, each stocked as spring yearlings, have passed through the fishery and three more year classes of the same type are now in the fishery. Exploitation data from seven year classes of salmon will be available by 1978. Estimated angler returns for the first group was 12 percent, and for the second group, 26 percent of the numbers stocked. The third group has yielded 24 percent through age III, and they are coming in strongly in 1974 at age IV. The wild salmon have contributed from 25 to 50 percent of the annual salmon harvest. Marked lake trout groups are being evaluated also, but due to their slower growth, greater longevity and a change in legal length from 14 to 18 inches during the project, returns are not complete. Preliminary data indicate returns of less than 10 percent of the numbers stocked. Stocked brook trout returns are very low. Wild lake trout and brook trout contribute more than 75 percent of the annual catch of these two species. Immigration to the lake is checked at a fishway trap on the outlet river where all three species of wild and hatchery origin are caught. In 1973, 10,000 marked fingerling salmon, of known outlet spawning origin, were stocked into the outlet river in an attempt to increase salmon spawning there. These young salmon should enter the lake through the fishway as one and two year old fish during 1974 and 1975. Stabilized water levels from lake trout spawning through hatching for the past three winters plus the additional escapement of mature fish should result in an increase in the lake trout population during the next few years.

Trout Pond Management Investigations. One of several investigations under this project involves the effects of a smelt introduction on a stunted population of wild brook trout at Johnston Pond, TBR10, Piscataquis County. Since the introduction of smelts in 1965, a few large trout have been produced in the pond. This year, however, showed the lowest number of trout present since the beginning of the project. Apparently, the smelt, which are now abundant, are competing with younger trout and reducing the trout population. So few large trout are being produced that the benefits of the introduction are far outweighed by the reduction in numbers of trout in the pond. This study is a good example of the need for controlled experimentation in determining whether a certain kind of management might be beneficial or harmful before putting it to widespread use.

Netting and creel censuses are continuing this year on other project lakes where effects of various stocking rates are being studied. Nearly 8,000 fishermen have been interviewed and close to 20,000 trout tallied in the catch on three of the ponds since 1971. Field work will be completed by fall, 1974, and analysis has already begun on the collected data, using a computer to sort through and compile the large volumes of information. The results should enable more efficient use of hatchery trout and provide useful information of fishing success and harvest from stocked trout waters.

Maine Forage Crustacean Studies. This project continues the effort to transfer and establish certain types of freshwater shrimp in selected Maine waters. One kind, which resemble terrestrial "sow bugs" and provide an important food source for brook trout elsewhere, have been found in only three Maine lakes. A capture technique was developed, and

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transfers were successfully made from Echo to Eagle Lakes, both in Mt. Desert. So far, the isopods have survived the new habitat at Eagle and may establish themselves to provide a boost in growth for resident trout. Division biologists are keeping a close watch on this work to document the establishment of the shrimp and use by brook trout. A different, deeper-dwelling shrimp was again stocked in Jordan Pond, Mt. Desert. These, known as *Mysis relicta*, have been introduced for several years as an alternate food for young togue. A permanent population has not yet been established, however, and several more years may be needed before results are final.

Sunapee Trout. In fiscal year 1974, the sunapee trout project has shown some progress and some promise of success. Coffee Pond, the site of the first introductions is now producing good numbers of fish between 14" and 18" in length for the people who know how to fish for them. Anglers at the South Branch Ponds in Baxter State Park, are being subjected to a creel census in 1974, and cooperation has been excellent. The season got off to a cold, slow start but picked up, with several legal size sunapees being taken. Growth-catch rates and food habits for the sunapee and the native brook trout are being taken by the creel census clerk. Rearing success of sunapee trout in the hatchery is improving with each year, and larger numbers of fish are becoming available for stocking. New waters will be located and stocked on a fish-available basis. Floods Pond was stocked with 9,000 fall fingerling sunapee trout in 1973 in an effort to obtain some valuable growth information from this water. Preliminary findings on the spawning habits of the sunapee trout were presented in a paper at the Northeast Fish & Wildlife Conference in February, 1974.

REGIONAL OFFICE HIGHLIGHTS

Regional Fishery Office A, Gorham-Sebago Region. This past year the Fishery Office in the Sebago Lake Region spent considerable effort in investigating over 100 Site Location and Great Ponds Act applications. Regional personnel feel that this part of their job is very important, especially if they are to maintain or improve the aquatic environment for everyone to enjoy. Summer work included electrofishing many streams from Bethel to Brunswick. This type of work is done each year as part of continuing evaluations of major trout streams in southern Maine. Summer work also included a great deal of gillnetting, trapnetting, otter trawling, and water quality monitor programs on several lakes and ponds.

Much time and effort also was spent on the Sebago Lake project. As most are aware, the Office was successful in instituting a 17 inch length limit on salmon in Sebago Lake. The current limit has greatly reduced the take of salmon from Sebago and the salmon population there should make a fast comeback. More will be known in this respect after the fall spawning runs are evaluated. The lake trout recently introduced at Sebago are showing exceptionally good growth and a fine fishery is expected to develop.

Winter and summer creel census programs have been an important part of lake evaluations during the past year. The basic lake inventory work on most of the southern Maine waters has been completed, and the Office is now engaging in more creel census surveys to more fully evaluate cold-water and warm-water fisheries. A creel census survey enables contact with the fishermen to determine how fish populations are being utilized. Over 250 man-days were spent in this region last year on creel census alone.

During the past year, regional work also involved a semi-intensive research project on brown trout. Brown trout have not received attention in past years like the salmon, lake trout and brookies have. Since brown trout have and are contributing significantly to the cold-water fishery in southern Maine, there is a need to know more about them. It behooves the Office to collect as much information as it can on brownies now so that it will be in a position to more wisely and effectively manage the brown trout as it becomes more and more important to the cold-water fishery of not only southern Maine but the rest of the State as well.

Regional Fishery Office B, Augusta-Belgrade Region. Much of the field season in 1973 was devoted to environmental protection work which involved investigating Great Ponds Act applications and violations as well as stream bank alterations and dams. This type of work has come to predominate Office activities in this region, especially as more and more lake and streamside development occurs.

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Other significant activities in 1973 were the compiling of all creel census information and the summarizing of the status of the various fisheries of the region. This work was done in conjunction with the Planning and Coordination Division. The purposes were to place in computer storage a readily available source of information on lakes and streams and to allow the development of a comprehensive management plan for fisheries.

In addition to these major jobs, time was devoted to electrofishing Johnson Brook, Burnham, in a continuing effort to monitor the effects of a "no length limit" on brook trout in streams. A salmon marking crew was organized at Palermo in the fall of 1973, and a togue marking crew worked at Gov. Hill during early spring, 1974. Alford Lake and Parker Pond studies were continued to analyze various types of stocking. A new, more meaningful method of keeping files up-to-date was initiated, and an updating of the water quality information on brown trout waters was made to analyze the success of this stocking program.

A number of days were spent on projects not directly concerned with this region. These include netting Allagash Lake to obtain togue eggs, netting Auburn Lake in an attempt to locate togue spawning areas, and reclaiming a number of ponds in the Grand Lake Region. During the spring of 1974, largemouth bass introductions were evaluated in three ponds stocked during the last four year.

Regional Fishery Office C, Machias-Grand Lake Region. A large portion of the summer field season was devoted to check-netting brook trout ponds. Several pond resurveys were completed, also. Routine water quality analysis was conducted in conjunction with lake eutrophication studies. The Union River was electrofished in conjunction with attempted brown trout introduction.

Four ponds were reclaimed in the fall for brook trout management. Other work included trap netting of several ponds receiving experimental salmon stockings, and the installing and operation of a trap in the new fishway at West Grand Lake. Routine electrofishing was conducted as well.

Partial winter censuses were conducted at Cathance Lake and Hopkins Pond. Several ponds were investigated for their potential for designation as "wild trout ponds" under the LURC statute. Analysis and summarization of data collected in the summer was completed. A progress report on the Love Lake project was prepared and submitted. Evaluations of the fisheries for the various species in the surveyed ponds of the region were completed for the Planning and Coordination Division as well as an evaluation of known smelt fisheries in the region. A summarization of the existing and potential value of the fisheries in coastal ponds and streams was completed for the State Planning Office. A considerable amount of time was spent in preparing recommendations for project applications under the various environmental statutes.

Regional Fishery Office D, Strong-Rangeley Region. The major accomplishment of this Office was the improvement in the growth and population of salmon in Rangeley Lake. The smelt population has increased and the improved growth rate is reflected in much better salmon fishing in Rangeley Lake.

Considerable time was devoted to on-site investigations for the Land Use Regulation Commission and the Department of Environmental Protection. During the last fiscal year, recommendations were written on 10 LURC forestry operating permits and 86 building and development applications, and 13 DEP Great Pond applications and 18 Site Selection applications.

Regional Fishery Office E, Greenville-Moosehead Region. The Moosehead Lake Study, now in its eighth year, continues to provide valuable information on the salmon, lake trout and brook trout populations in Maine's largest lake. Summer and winter creel census interviews with Moosehead anglers indicate that the study is beginning to pay off with increased success and larger fish. In 1973, a census was initiated on the West Branch of the Penobscot River, below Ripogenus Dam, to evaluate the fishery for wild land-locked salmon. As this census progresses through its second season, important data is being collected on the salmon in the river as well as the quality of the fishing.

Matters relating to the administration of environmental laws occupied a considerable amount of the time of regional personnel during the past year. Considerations on the effects that various land use practices, such as shoreland alteration and development in the unorganized territories, might have on the fisheries of the region are an important contribution to the Department of Environmental Protection and the Land Use Regulation Commission in their decision-making processes.

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The unusually high rainfalls of 1973-1974 caused a number of stream and pond sedimentation problems that were investigated and documented. An increase was noted in the number of requests by land owners to alter brooks and streams that run through their property. Each request was investigated to determine the effect of each proposed activity on the fishery of the water involved.

Routine fishery evaluations, lake and stream surveys, and the Department's planning project rounded out the variety of programs in which personnel in the Moosehead Region were actively involved during the past year.

Regional Fishery Office F, Enfield-Penobscot Region. This Office was not activated until July 1, 1974.

Regional Fishery Office G, Ashland-Fish River Lakes Region. Fiscal year 1974 saw a great amount of regional work devoted to environmental impact assessment of a variety of projects, from the Land Use Regulation Commission building permits in the wildlands to Department of Transportation bridge projects. Despite the added time spent on environmental projects (habitat protection), the addition of student help in the summer enabled a number of lake surveys, check-nettings, lake water quality tests and fish population studies in streams.

Each spring and fall several thousand salmon, trout, and togue are marked by finclipping at the Enfield fish hatchery for stocking into regional waters. Creel censuses are carried out on many of these waters to evaluate the stockings. The St. Froid Lake togue introduction, which began in 1969, is one of the more interesting studies. Not only are regional personnel getting data on lake trout age and growth and fishing quality, but they are discovering that some plantings of togue are moving great distances to other lakes in the drainage. Additional data will be forthcoming on this project. Several other censuses were carried out on salmon and brook trout waters during the open water and ice fishing seasons.

FISH HATCHERY DIVISION

STANLEY P. LINSOTT, SUPERINTENDENT OF HATCHERIES

MAJOR GOAL: To provide for the artificial replenishment of fish in the public waters of the State of Maine through the efficient operation and maintenance of State fish hatcheries.

POWERS AND DUTIES: The primary responsibilities of the Fish Hatchery Division are to collect or buy, raise and stock fish eggs and fish necessary to provide the numbers and species for stocking public waters as requested by the Fisheries Research and Management Division.

ORGANIZATIONAL BACKGROUND: The present Fish Hatchery Division originated and was enlarged from the operations of the Commissioners of Fisheries beginning in 1867. The first State fish hatchery was built in 1895 at Caribou. Prior to World War II, the system grew to include forty-four feeding stations. Since 1946, many of the old stations have been abandoned, and the system now consists of eight hatcheries and two feeding stations.

PROGRAM: During fiscal year 1974, the Fish Hatchery Division installed and activated water filter and ultra-violet light systems at the Grand Lake Stream Hatchery. Although the spray system used to clean the filter has not worked properly, there has been no occurrence of Furunculosis fish disease which the equipment was installed to prevent. Since, larger pumps to produce greater pressure have been purchased and installed.

Department personnel constructed a small hatchery building at New Gloucester for the hatching of brown trout. This will provide the means of retaining the brown trout at the New Gloucester station rather than hatching them at Dry Mills. In the past, the brook trout and brown trout have been unavoidably mixed, causing some stocking problems. Also, a new two-car garage was constructed at Grand Lake Stream. All of the buildings at this station are now connected to the generator so that power failure is no longer a problem.

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The following numbers of eggs of various species were taken from local sources or purchased during the year: 765,000 landlocked salmon, 451,000 togue or lake trout for general stocking and 100,000 from New York for the Sebago Lake stocking project, 39,500 Sunapee trout, 2,087,000 brook trout, and 495,000 brown trout.

The following numbers of fish were stocked in 1973 from hatcheries and rearing stations.

Brook Trout	1,178,298	61,176 pounds
Brown Trout	146,310	15,093 pounds
Rainbow Trout	26,657	1,251 pounds
Sunapee Trout	23,995	802 pounds
Lake Trout (Togue)	406,075	14,137 pounds
Atlantic Salmon	44,486	4,506 pounds
Landlocked Salmon	759,584	39,165 pounds
TOTAL	2,585,405	136,130 pounds

Operating costs increased substantially during the year, with the cost of producing one pound of fish increasing from \$0.56 to \$3.43 for the year. Since fish meal is an important part of the diet fed in the hatcheries, the scarcity and increased cost of this item has contributed to the increase in cost of fish feeds. Also, it is expected that fish feeds will be of poorer quality which will be reflected in fish vigor and growth. Swedish feed, used by the Department to start all species feeding, appears to be superior to any of the feeds manufactured in the United States. Its cost has increased from \$.34 to \$.54 a pound where most American-made feeds have increased about \$.07 a pound. Since the Fisheries Research and Management Division has requested an increase in the brown trout and rainbow trout programs, the increased feed costs will be considerable for the period of time the fish will have to be fed.

GAME FARM, DRY MILLS

STANLEY P. LINSKOTT, SUPERINTENDENT OF HATCHERIES

MAJOR GOAL: To provide for the propagation of game birds for restocking the woods and forests of the State of Maine through the operation and maintenance of a State Game Farm.

POWERS AND DUTIES: The primary functions of the Game Farm at Dry Mills are to raise game birds for release yearly for sport hunting throughout the State, and to maintain an exhibit of native wildlife for the public enjoyment.

ORGANIZATIONAL BACKGROUND: The Game Farm at Dry Mills consists of a former farm property with buildings which, with the adjoining Dry Mills Fish Hatchery, occupies approximately 100 acres. The property was purchased by the State in 1932 and game bird operations began in 1933. For many years, a wild animal exhibit and a public picnic area have been maintained at the site.

PROGRAM: The first birds were raised at the Dry Mills Game Farm in 1933. Since that time, a cooperative program has been established whereby organizations and interested sportsmen may take six-week-old pheasants from the Farm, rear them at their own expense and liberate them during the hunting season in local areas approved by the Department. Since this is a "matching" program, the Department will release a similar number of birds in these areas. There have been as many as 145 and as few as 60 cooperators each year. During the last fiscal year, the Department reduced the number of pheasants for the cooperators program from 38,000 to 30,000 due to increased feed costs, and to hold the Game Farm operations within its budget. The Game Farm allotted 13,375 six-week-old chicks to 109 cooperators; 6,725 mature birds were stocked as matching birds; 1,800 birds were retained as breeders; and the remainder were stocked on game management areas.

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There was an outbreak of encephalitis in three of a cooperator's birds in York County, the farthest north this disease has been reported. The State of New Hampshire experienced an outbreak of this disease and destroyed all of the pheasants at its Game Farm. No other cooperator's pheasants were afflicted in Maine. Measures were taken to insure that there would not be another outbreak next year in these same pens.

GAME RESEARCH AND MANAGEMENT DIVISION

ROBERT W. BOETTGER, CHIEF

MAJOR GOAL: To ensure wise management and protection of wildlife resources in the State of Maine.

POWERS AND DUTIES: The primary responsibilities of the Game Research and Management Division are to develop and conduct annual inventories of game species; to determine the status of wildlife habitat in the State; to purchase highly important lands for wildlife management areas; to develop wildlife habitat on State-owned or leased areas; to determine the annual kill of game; to determine opinions and attitudes of sportsmen, landowners, and timber operators and the effect of wildlife on their interests; to conduct pathological studies of game species; to study such research problems as are essential to improve wildlife management and recommend plans of action; and to investigate and make recommendations in cooperation with various environmental agencies concerning the effects of proposed developments on wildlife habitat.

ORGANIZATIONAL BACKGROUND: The Game Research and Management Division was first created as a separate division of the Department in 1938. In 1939, federal funds in the form of the Pittman-Robertson Federal Aid to Wildlife Restoration Act were made available through legislative action. In early years, the few biologists employed conducted statewide research and investigative studies on various game species. About 1951, the Division was "regionalized," eventually resulting in the creation of twelve regions with a biologist living in each and being responsible for wildlife investigative work in the region. Administrative headquarters remained at Augusta and research headquarters were located at the University of Maine in Orono. In 1956, a regional management program was added to the regional biologists duties.

In 1959, the twelve original biologists regions were combined and reduced to six, with a regional biologist and assistant(s) in each. In 1962, the sixth region was divided in two to create a total of seven. In 1974, the boundaries of the seven regions were modified to coincide with the boundaries of the fishery and warden service regions.

PROGRAM: As in the past, the Game Research and Management Division operated during fiscal year 1974 primarily on funding provided by the Pittman-Robertson Federal Aid to Wildlife Restoration Act. Under this program, three-quarters of the total cost of approved research and management projects are reimbursed by federal funds raised from an eleven percent excise tax on sporting arms, bows and arrows and ammunition.

Three major research projects are funded in this manner: Big Game, including whitetailed deer, black bear and moose; Migratory Game Birds, including ducks, Canada geese and woodcock; and Small Game and Furbearers which presently includes most other wildlife species. Within these projects are various jobs ranging from the determination of the sex and age composition of the Maine deer herd to waterfowl population studies and the appraisal of the adequacy of present management programs for all wildlife. This latter job, entitled "Development of Long Range Species Plans and Management Programs," is included under all projects and is one of the most important jobs being undertaken by the Division and Department at this time. Over the years, considerable time has been spent collecting facts about Maine wildlife and their habits. This information is available in various places, but with few exceptions, little time has been spent putting it together into a working plan. This year the Division has actively undertaken this task because rational attempts at solving wildlife problems cannot be made until answers are provided to such basic and seemingly simple questions as how

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many acres of living space are available for various wildlife species throughout the State and what will be available in future years.

Not all information that is necessary to manage wildlife is available, of course, and inventories are necessary to determine the location and value of certain areas. Wetlands are valuable to all forms of wildlife, and they also provide the benefits of flood control and water supplies for human populations. An inventory to determine the type, size and location of all wetlands in Maine was initiated in 1961. All areas have been located and mapped, and those areas lacking sufficient data are being more thoroughly examined. This survey can provide the necessary facts to determine such things as potential waterfowl production, beaver population densities and allowable fur harvests in various areas of the State. In addition, this inventory provided and is continuing to provide data on which towns can base decisions for shoreland zoning. In the wildlands, this information is serving as a basis for zoning of valuable wetland habitats by the Land Use Regulation Commission.

Another critical and important habitat is winter shelter areas for deer, often called deer yards. Simply described as areas where deer concentrate to spend the winter, these areas of dense softwood stands, commonly located along brooks or streams and protected slopes, are critical for deer survival during severe winter conditions. Without these places, deer cannot survive, and without an inventory of such areas, little can be done to afford protection from development, over-cutting or other activities that would reduce the value of these areas to deer. Initiated in 1971, the deer wintering area inventory is continuing with increased funding both from the Department and the Land Use Regulation Commission.

The purpose of the inventory is to confirm existing historical records of deer wintering area locations and uncover new ones as well as to determine deer numbers and availability and condition of food supplies and shelter within these areas. The inventory is generally completed in two wildlife administrative regions (D & E). Information gathered in these regions has been used to place these areas in P-4, or interim protection, districts under the Land Use Regulation zoning standards. This districting, in effect, says that before any timber harvest or development occurs in a P-4 district, the owner shall submit a plan for consideration by the Land Use Regulation Commission and wildlife biologists. The basic goal is to provide a succession of various age classes of trees within the area by allowing continuous small planned cuts within the boundaries. Such cutting will insure that natural mortality will not eventually destroy the value of the area for deer and that sufficient winter cover is present on a continual basis.

Increased cooperation with other State agencies, primarily the State Planning Office, the Department of Environmental Protection, and the Land Use Regulation Commission, in providing technical assistance and the investigating and processing of applications affecting wildlife resources, has resulted in the establishment of new positions within the Division during the past year. The first, a biologist aide position funded by the Coastal Planning Group of the State Planning Office, allowed the Department to compile and provide wetlands inventory and wildlife population and use data to the Planning Group for inclusion in their Coastal Overview, a base which in future years could provide protection for critical wildlife habitat along the coastal sections of the State. Two wildlife biologist aide positions funded by the Land Use Regulation Commission provided additional manpower for deer wintering area inventories in the unorganized townships. Another position funded by the Department was also established to supplement this effort.

Management is the second major category of work carried out by this Division. Through principles and techniques derived through research, regional wildlife biologists in the seven administrative regions throughout the State implement management practices on State-owned and leased lands; they also provide technical assistance to large private landowners for the benefit of wildlife populations. As mentioned under the discussion of the LURC zoning procedures, field biologists have been placed in a position to review practices affecting wildlife habitat, specifically deer wintering habitat. In an effort to provide a uniform and workable solution to the problems associated with wintering area management, the Division established a Deer Wintering Area Management Committee composed of regional management and deer research personnel. This committee formulated policies and standards relating to deer winter shelter management. With the increase

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of forest operations affecting deer wintering areas, a new position entitled Forest Wildlife Habitat Management Leader was created to coordinate Division activities with LURC and various forest landowners.

In addition to the effort to encourage deer management on industrial forest lands in the unorganized towns, two habitat management projects, one ending during the coming year and one ongoing, are underway. One is a log road seeding study on Seven Islands Company land in T11R8 and T9R8, for the purpose of evaluating the effect of various soil and planting treatments on the use of log roads and landings by wildlife. It will be written in final form next year. At Lyle Frost and Jonesboro Wildlife Management areas, a project to determine the effects of various cutting practices of ruffed grouse has been initiated. At Newfield Wildlife Management Area, a timber inventory was completed which will serve as a basis for further habitat management of this area.

In discussing management programs, mention should be made of the passage of a \$4,000,000 bond issue which provides funds for the acquisition of additional wildlife land. An acquisition plan established for the most logical use of these funds should provide valuable additional acreage to the management program.

WARDEN SERVICE

CHARLES S. ALLEN, CHIEF WARDEN

MAJOR GOAL: To safeguard human life and protect wildlife and natural resources of the State of Maine through enforcement of State laws relating to inland fish and game, boats and snowmobiles, and of certain environmental laws.

POWERS AND DUTIES: The Warden Service is authorized to enforce all laws, rules and regulations relating to inland fish and game, boats, snowmobiles and litter, and environmental laws relating to Great Ponds, brooks, streams and rivers; and to arrest and prosecute all violators. Wardens patrol assigned areas to prevent and detect violations; prepare and prosecute all cases brought to court; speak to sportsmen's groups and other civic groups on matters of interest; investigate crop and orchard complaints, car-deer collisions and hunting, snowmobile and boating accidents. Wardens also assist in searching for lost and drowned persons; assist other divisions of the Department when requested; assist other law enforcement agencies when requested; and promote and conduct safety programs relating to hunting, boating and snowmobiles.

ORGANIZATIONAL BACKGROUND: The Department of Inland Fisheries and Game was established in 1880 to assume responsibility for maintaining fish and game resources and enforcing the laws. Enforcement progressed over the years, from part time wardens with no training, to full time officers. In 1937, the first warden school was held and the warden flying service or Aircraft Division was created; this service has expanded from one airplane to the present DeHavilland Beaver and four 185 Cessna aircraft. During the 1960's, the Search and Rescue Unit was formed, and a Meat Identification Laboratory was set up at the University of Maine in Bangor.

PROGRAM: The past fiscal year brought about the usual number of changes in the Warden Service. Two wardens and the Chief Warden retired, with a total of 81 years of service, and two wardens resigned. Nine new men were hired during the past year. One new warden district was created in the southern part of the State. For the first time in several years, no transfers or changes occurred in supervisory personnel.

Remodeling of the Eagle Lake warden camp was completed with the addition of a bathroom, bedroom and an enlarged meeting room. Remodeling was also done at the pilot's house at Eagle Lake. A new storage building is being built at the Greenville base, along with a garage in which automotive repairs can be carried out. This work is expected to be completed in the fall.

During the past fiscal year, 65 motor vehicles, 11 snowmobiles, 10 boats and canoes, 12 outboard motors (from 7½ to 80 hp), and 13 trailers were purchased to replace worn-out equipment. For the first time, vehicles were sold at public auction rather than being traded, resulting in a much better return to the Department.

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The ninth annual warden school was held at the University of Maine in Orono in January, with graduation on March 15th. Ten wardens, two Baxter Park rangers and four Marine Resources wardens were in attendance. Survival swimming courses were held during the winter and spring at Rockwood and Ellsworth for wardens who hadn't completed the previous course. Wardens also attended the F.B.I. National Academy at Quantico, Virginia, during April, May and June; a two-week supervisory school at the Criminal Justice Academy in Waterville; the Basic Police school, also in Waterville; and a two-week school on handgun repair at the Smith and Wesson factory in Massachusetts.

The annual shooting program for members of the Warden Service involved competition for the Commissioner's Trophy and the Advisory Council Award. Also this past year, wardens from Vermont, New Hampshire and Maine participated in a team shoot held in New Hampshire.

The Search and Rescue Unit participated in ten underwater searches—eight for drowning victims and two for criminal investigations. The drowning searches involved ten victims, nine being recovered. The Unit held a three-day training session on rock climbing in the Bingham area in April, and attended a three-day school in New Hampshire on new techniques in rock climbing. One warden attended a ten-day school on advanced techniques in scuba diving and underwater rescue.

The largest number of violations prosecuted last year, 4,305, decreased by 171 over the previous year. The largest decrease was in snowmobile violations which was down by 236. Both hunting and trapping violations showed an increase. The number of prosecutions by category were as follows: hunting—1,226; trapping—58; fishing—1,306; dog law—235; snowmobile—456; boating—707; littering—285; and environmental—32.

SAFETY AND SNOWMOBILE REGISTRATION DIVISION

LORENZO GAUDREAU, DIRECTOR

MAJOR GOAL: To protect the public through the regulation of snowmobiles operated in the State of Maine and the promotion of hunter and snowmobile safety.

POWERS AND DUTIES: The Safety and Snowmobile Registration Division is authorized to require registration of all snowmobiles operating in the State, with certain exceptions, for the proper identification of such vehicles for coordination of law enforcement. It is responsible as a service unit to register snowmobiles using a permanent number system and keeping up-to-date files by alphabet, registration number and by make and serial number in numeric sequence to provide proper controls for enforcement and to determine ownership. The Division also coordinates snowmobile and hunter safety programs geared to save lives, reduce accidents and build positive attitudes toward these recreational activities.

ORGANIZATIONAL BACKGROUND: The Safety and Snowmobile Registration Division was established in October, 1969, under the Commissioner of Inland Fisheries and Game. The Commissioner assigned the duties of snowmobile and hunter safety to the Division in June, 1973. The resulting programs utilize volunteer instructors and part-time coordinators to teach students safe and responsible participation in these recreational activities. Both the snowmobile registration and snowmobile safety programs are funded by snowmobile registration fees. The hunter safety program is federally funded on a two-to-one basis.

PROGRAM: The Safety and Snowmobile Registration Division registered 60,623 snowmobiles last season. This was 5,337 fewer than the previous year, the lack of snow and the energy crisis being the main reasons for this drop. The Division also registered 508 snowmobile dealers and issued 101 duplicate registrations. All registrations are processed in Augusta by mail or over the counter on a "here-today, gone-tomorrow" basis. With an ordinary snowfall, snowmobile registrations should increase to approximately 70,000.

The Snowmobile Safety Training Program was started in October, 1973, and four part-time Regional Coordinators were appointed to assist the Department in soliciting sponsors

NATURAL RESOURCES

and volunteer instructors. Even with the adverse snow conditions, the first season was quite successful. The volunteer instructors gave 61 courses and graduated 1,566 students. A new, "canned" Snowmobile Safety Slide Series was shown to 40,051 students in Maine schools by three part-time instructors. This is a mini-course used to introduce the training program. Next season student certifications are expected to double.

The Hunter Safety Training Program had another successful year. The Department has eight part-time coordinators to assist in soliciting sponsors and volunteer instructors. The instructors gave 100 courses and graduated 3,191 students last year. Since the safety program started in Maine, 33,336 students have passed the Hunter Safety course. A new, "canned" Hunter Safety Slide Series will be ready this fall, and will be shown by four of the regional coordinators to students in all schools that want to participate. Both the snowmobile and hunter safety programs are useful in teaching participants to enjoy their sport in a safe, responsible manner.

BUREAU OF WATERCRAFT REGISTRATION AND SAFETY

ROBERT H. JOHNSON, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2571

Established: 1963

Statutory Authority: M.R.S.A., Title 38, Chapter I (Subchapter VI)

Average Number of Full-Time Employees: 4

Authorized Employee Level: 10

Total Expenditure, Fiscal Year 1974: \$115,603

MAJOR GOAL: To ensure the safety of persons and property through regulation of the use and operation of watercraft upon the waters of the State of Maine.

POWERS AND DUTIES: The Bureau of Watercraft Registration and Safety is authorized to require registration of watercraft and promote safety in its use and operation; to manage the Watercraft Fund, regulate watercraft and set up administrative procedures; to regulate safety equipment requirements and the size of motors used on motorboats on inland waters; to enforce the various requirements of the State boat laws, through the respective law enforcement staffs, on all waters of the State; to enforce mandatory reporting requirements on boating accidents; and to license operators of boats used to carry passengers for hire and issue permits to conduct races, and regattas on State waters.

ORGANIZATIONAL BACKGROUND: The Bureau of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the Commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters and by the Public Utilities Commission where commercial uses were involved. Organization of the Bureau brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the Bureau was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974.

PROGRAM: The recent changes in federal and State boat laws required a complete revamping of licensing methods and procedures of the Bureau of Watercraft Registration and Safety before January 1, 1974, in anticipation of a doubled registration workload and the necessity to comply with Federal laws and regulations. Central Computer Services assisted in the design and implementation of a computerized licensing system to handle the increased requirements with a minimal increase in staff. Seven man-months of coordinated effort has significantly reduced the normal filing effort and speed required to handle registration applications. The Bureau now has two video display terminals for

NATURAL RESOURCES

instant recall of all or any registration information in the registry, plus the capability of changing names and addresses and placing transfer data on the sale of boats, removal from the State and stolen boats directly into the system.

Concurrently with the redesign of licensing methods, new boat law books, applications to register, certificates of number and validation stickers were designed and produced to implement the various changes in the law. In addition, the Bureau's staff was trained in the handling of new license processing and procedures. Large scale mailings to all town clerks, licensed marine dealers, U.S. Coast Guard Stations and harbor masters were made of the new applications and law books so that the boating public would have the necessary forms to register boats. Transfer records of boats were updated as a continuing operation.

Twelve new regulations were developed, concerning license and application content, certificate information, accident reporting requirements, sunrise and sunset times, safety equipment standards alignment to the new federal standards, and four ponds added to the motor-size restricted list.

At the close of the calendar year (December 31, 1973), the registry had some 49,000 boats listed. During the first six months of 1974, the Bureau registered an additional 60,700 boats, issued 278 operator licenses, granted 16 permits for races and regattas and forwarded all required accident reports to the U.S. Coast Guard. Listings of all boat registrations were mailed monthly to the tax assessors of all towns and cities in the State as required by law.

The Bureau participated in numerous meetings and conferences with the Maine Marine Trades Association and the Maine Boatbuilders and Repairers Association. The staff also presented water safety demonstrations and talks on Maine's boat law to the U.S. Coast Guard Auxiliary flotillas, U.S. Power Squadrons, American Red Cross watercraft schools, and to numerous clubs and organizations interested in boats.

FINANCES, FISCAL YEAR 1974:

Bureau of Watercraft Registration and Safety	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$457,460			\$457,460
Total Expenditures		205,602			205,602
NET		251,858			251,858
Unexpended Balance Forward		251,858			251,858
Unexpended Balance Lapsed					

ATLANTIC SEA RUN SALMON COMMISSION

SPENCER APOLLONIO, CHAIRMAN (JULY 1, 1973-JUNE 30, 1974)

MAYNARD F. MARSH, CHAIRMAN (JULY 1, 1974-)

Central Office: 34 Idaho Avenue, Bangor 04401

Telephone: 947-8627

Established: 1947

Statutory Authority: M.R.S.A., Title 12, Chapter 409

Average Number of Full-Time Employees: 6

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1974: \$339,922

MAJOR GOAL: To manage and conserve Atlantic salmon (*Salmo salar* L.) in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State.

POWERS AND DUTIES: The Atlantic Sea Run Salmon Commission is authorized to purchase or lease within the State, lands, dams and other structures; to acquire flowage rights, mill privileges and rights-of-way; and to build dams and other structures; for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight and length of salmon which may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

NATURAL RESOURCES

ORGANIZATIONAL BACKGROUND: The Atlantic Sea Run Salmon Commission was created in 1947, and in 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife, the Department of Inland Fisheries and Game, the Department of Sea and Shore Fisheries, and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remains in force.

The Memorandum of Agreement established a Research Committee composed of representatives of the respective agencies to review, approve, and make recommendations to the Commission for research, management and restoration of Atlantic salmon in the State of Maine. The Special Session of the 106th Legislature appointed the Commissioner of Inland Fisheries and Game as chairman, ex officio, of the Salmon Commission, with sole authority over administration and financial matters.

PROGRAM: The Atlantic Sea Run Salmon Commission program has been concerned with nine Atlantic salmon rivers and their tributaries. The Dennys, East Machias, Machais, Pleasant, Narraguagus, and Sheepscot Rivers now boast self-supporting populations of salmon. The St. Croix, Penobscot and Union Rivers are predominantly hatchery-salmon oriented, but it is expected that naturally produced populations will augment the runs in future years. Additional waters are under investigation for anadromous fish restoration.

Construction and Maintenance. There are presently thirty-five fishways, water-control structures and traps under the operation, supervision and maintenance of the Commission. These facilities are scattered throughout the previously mentioned watersheds. Constant maintenance is necessary to clean and adjust the fishways and water-control structures.

In the fall of 1973, the last fishway was completed at Dover-Foxcroft, and the Piscataquis River system is now open to fish passage. Construction was completed at Meddybemps Lake on a fishway and water control dam at the outlet. A new water-control structure was completed at the canal in Meddybemps. Completion of these facilities along with the control structures at Cathance Lake now permits a controlled flow throughout the Dennys River.

Construction of the fishway and trap at Ellsworth on the Union River commenced in July, 1973, and was nearly completed by June 30, 1974. It is expected that operation of this facility on a daily basis throughout the open water season will commence in the summer of 1974.

Evaluation of Natural Production. Natural production of Atlantic salmon is evaluated annually and population estimates are made for selected areas on all the major salmon streams of Maine. Analysis of the collected data provides one of the prerequisites to sound management decisions.

One study related to production of juvenile salmon in the Sheepscot River was continued during 1973. To be continued in 1974, this study monitors possible changes in salmon production related to construction of the Maine Yankee Atomic Power Plant in Wiscasset. Annual reports are submitted to Maine Yankee.

In October, 1973, a new study relating to the characterization and utilization of spawning areas by adult salmon was undertaken. Twenty-three miles of river were surveyed and 464 salmon redds located and marked. In addition, resting pools containing over 87 adult salmon were located adjacent to the spawning grounds. This study will be continued and expanded in 1974 to provide basic data on spawning success.

The Sport Fishery. Data collected from anglers fishing for Atlantic salmon in Maine waters supplements biological data collected from other facets of the Commission's program. Anglers are contacted on a personal basis throughout the fishing season as well as by mail during the winter months. The voluntary reports from the sporting public results in approximately eighty percent of the catch being recorded for the various salmon fishing areas. In the spring of 1974, a voluntary creel census form was distributed to anglers and public places of business to obtain additional data on unit effort. Over six hundred forms were distributed in May and June to non-resident and resident salmon anglers.

The 106th Legislature enacted a law requiring an Atlantic salmon stamp to fish in the internal waters of the State. Implemented in January, 1974, this Act requires a one

NATURAL RESOURCES

dollar stamp for residents and a fifteen dollar stamp for non-residents. Proceeds minus administrative costs are allocated to the salmon restoration program. It is not expected that this will be a major source of revenue.

Trapping Studies and Brood Stock Procurement. The enumeration of ascending runs of adult salmon continued at Cherryfield, Narraguagus River, and at Bangor and Milford, Penobscot River. Traps were tended at least once a day through the duration of the run. Biological data (morphometric and meristic data) were collected from 97 salmon at the trap on the Narraguagus during the 1973 field season and from 297 salmon at the Penobscot traps.

The Penobscot run provided 227 salmon for brood stock, and fish were transported to the holding facilities of the Craig Brook National Fish Hatchery, East Orland. Fish were held until early November when 800,000 eggs were obtained by artificial spawning. Following this, the fish were released in their river of origin. In addition, a few salmon from the Union River were spawned at the Craig Brook Hatchery.

During the early summer of 1974, brood stock were obtained from the Penobscot River. By the end of June, over 200 salmon had been collected, and it is expected that approximately 1.4 million eggs will be obtained this season for fish cultural purposes.

Hatchery Production and Egg Distribution. Under the existing cooperative agreement, the U.S. Fish and Wildlife Service rears all salmon for the restoration program in Maine. During 1974, all hatchery-reared salmon released in Maine waters were supplied by the Craig Brook National Fish Hatchery, East Orland. Approximately 140,000 migratory-sized salmon were released in Maine rivers during the spring of 1974.

The new federal hatchery at Green Lake, Ellsworth, started limited production in the spring of 1974 with completion of inside rearing tanks and incubation facilities. It is expected that a limited number of fish for stocking in the spring of 1975 will be produced by the new hatchery. The Green Lake National Fish Hatchery, a multi-million dollar facility when completed, will boost production of Atlantic salmon for Maine rivers by a five-fold figure. The Commission's role in this joint federal-State venture will be expanded by the need for additional brood stock, stocking vehicles and continued assessment of rearing and stocking techniques.

Evaluation of Hatchery Product. Restoration of Atlantic salmon to the rivers of New England and Maine must rely heavily upon the hatchery product to restore and/or improve salmon runs. To increase production and improve the quality of the hatchery product involves a detailed assessment of the adult returns. Tagging studies, fishway counts and creel census in combination with biochemical and genetic studies at the hatchery level insures not only the quantity but the quality of fish needed to restore Atlantic salmon.

In cooperation with the U.S. Fish and Wildlife Service and the University of Maine, the Commission is involved in the evaluation of rearing regimes (pool-types, diets, genetic stocks, incubation procedures and other fish cultural techniques) at both federal hatcheries.

During the spring of 1974, the Commission in cooperation with the Penobscot County Conservation Association and the Department of Inland Fisheries and Game, utilized a two-acre pond in Brewer to determine the feasibility of utilizing ponds for the release of migratory-sized salmon (smolts). Two-year-old salmon were stocked in the pond in April and their voluntary emigration to the Penobscot River was evaluated over a five-week period. Preliminary results indicate this technique is conducive to better survival of hatchery smolts as compared to conventional stocking techniques. The pond utilized for this study is considered as a prototype for release ponds that will be relied upon heavily in the future. Atlantic salmon normally spend one to three years at sea before returning to their river of origin. Therefore, final results from this project will not be available for several years.

Tagging provides information on fish migration and is invaluable in differentiating stocks of individual fish for research purposes. The Commission uses both plastic (polyethylene) and stainless-steel tags. Returns indicate that two-year-old hatchery-reared smolts yield improved returns, and the stainless steel tag appears to have a better retention rate.

In cooperation with the U.S. Fish and Wildlife Service, a research contract was

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accepted for investigation of radio telemetry studies of smolts as they traversed the estuary of the Penobscot. Personnel at the University of Maine have developed adequate transmitters and performed testing with a stamina tunnel under contract to the Commission. It is expected that field testing will proceed during the spring of 1975.

Genetic studies were undertaken on hatchery and wild populations of Atlantic salmon. A contract with the University of Maine involves research on electrophoretic techniques and transferring polyorphism to assist in the development of a known-parentage stock for restoration and fish cultural purposes.

Miscellaneous Activities. In the late summer of 1973, investigation of a fish kill in the Kennebec River, Augusta, revealed approximately fifty salmon in the area. Thirty-five salmon, averaging ten pounds in weight, were found dead in the Augusta area. The fish were predominantly of hatchery-origin and had been stocked in the Penobscot as smolts. Cause of death was attributed to extremely low dissolved oxygen, high temperatures and low river flows at the kill area.

Following public hearings in several areas of the State, new regulations were adopted for the Union River, Hancock County, and for the Narraguagus, Dennys and Machias Rivers in Washington County during the spring of 1974.

The 106th Legislature granted a pipeline easement to the Town of Machias over land owned by the Commission for purposes of pollution abatement.

Commission personnel were called upon for numerous speaking engagements to sporting, civic and professional groups throughout the State. Commission members appeared at Congressional committee meetings in support of the Anadromous Fish Conservation Act and in support of funds for the Green Lake Hatchery.

Commission members serve on the governing body of the North American Salmon Research Center, St. Andrews, New Brunswick, as advisors to the national directors of Trout Unlimited, and other professional organizations.

Data with respect to tag returns, basic life history studies, commercial exploitation and sex and age composition of the salmon runs is supplied to both national and international fisheries agencies.

An increasing amount of the time of the Commission staff is spent in the federal Environmental Protection Agency and State Department of Environmental Protection requests for data and approval of licensing applications. The work load has been further increased by the need to participate in the activities of the State Planning Office (Coastal Zone Projects, MIDAS, etc.) as well as long term species plans for anadromous fishes in cooperation with the Department of Marine Resources and the Department of Inland Fisheries and Game.

FINANCES, FISCAL YEAR 1974:

Atlantic Sea Run Salmon Commission	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$175,686	\$107,650	\$103,186		\$386,522
Total Expenditures	175,686	61,050	103,186		339,922
NET	0	46,600	0		46,600
Unexpended Balance Forward		46,600			46,600
Unexpended Balance Lapsed					

NATURAL RESOURCES

BAXTER STATE PARK AUTHORITY

MAYNARD F. MARSH, CHAIRMAN
WILLIAM E. CROSS, JR., BUSINESS MANAGER

Central Office: 146 State Street, Augusta 04330

Telephone: 289-2696

Established: 1933 *Statutory Authority:* M.R.S.A., Title 12, Chapter 211 (Subchapter III)

Average Number of Full-Time Employees: 16

Authorized Employee Level: 50

Total Expenditure, Fiscal Year 1974: \$425,984

MAJOR GOAL: To operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter.

POWERS AND DUTIES: Governor Baxter's expressed desires were that this park "... shall forever be retained and used for state forest, public park and public recreational purposes ... shall forever be kept and remain in the natural wild state ... shall forever be kept and remain as a sanctuary for beasts and birds." The primary responsibilities of the Baxter State Park Authority are to operate and maintain various campgrounds and campsites within the 200,000 acre wilderness park; to protect the wildlife, fauna, and flora within the Park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the Park; to acquire additional land for the Park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the Park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the Park.

ORGANIZATIONAL BACKGROUND: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 200,000 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the Park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name park, it is not to be confused with the existing State park system and is separately administered free from any connection with the larger State Park System (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man Authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Game, has full power in the control and management of the Park.

Operation of the Park is financed from use fees, miscellaneous rents, etc., but the majority of the funds required for operations are obtained from trusts established by Governor Baxter, namely, the original trust established in 1945 which presently amounts to \$1.6 million and the larger fund established through his will in 1969 which presently amounts to \$6.6 million and is administered by the Boston Safe Deposit and Trust Company. Generally, Park operations were financed by the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of the bequests were to release the State from any obligation for Park operational costs.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique only to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The Park encompasses 200,000 acres with nine campgrounds, seven of which are drive-in and

NATURAL RESOURCES

two being walk-in. These campgrounds have a daily capacity of 668, with a potential seasonal capacity of nearly 103,000, although the actual use for a full season averaged around sixty percent.

During the 1973 season, 31,807 vehicles traveled park roads which are dirt and very narrow, and 99,051 persons visited or stayed within the Park as follows:

52,353 Day Use	In for day hikes, picnics, etc.
19,849 Transients	Traveling through, sight seeing, etc.
25,696 Campers	Persons staying at various campgrounds within the Park, their average stay being 245 days, for a total of 62,863 Camper Days.
1,154 Lodge Guests	Persons staying at private sporting camps.

	Net Income	Gross Income
Income from Use Fees:	\$57,882.15	\$62,975.24
Net Income per Camper Day	.92	.00
Net Income per Camper	2.25	2.45
Expenditures—1973 Calendar Year:		
Personal Services	\$206,786.12	\$ 8.05
All Other	98,033.76	3.82
Fire Protection	27,000.00	1.05
Capital	36,083.48	1.40
TOTAL	\$367,903.36	\$14.32

Interim objectives for Baxter State Park have been approved by the Authority pending the hiring of a full time director who will prepare for its approval both short and long-range plans as one of his first responsibilities. It will also be his responsibility to see that future operations are kept within available funds, where no State funds are used, by making proper recommendations to keep operations within a proper fiscal balance.

FINANCES, FISCAL YEAR 1974:

Baxter State Park Authority	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$475,488			\$475,488
Total Expenditures		425,984			425,984
NET		49,504			49,504
Unexpended Balance Forward		49,504			49,504
Unexpended Balance Lapsed					

STATE
POLICY
AREA **12**
**Public
Protection**

Department of Military, Civil Emergency
Preparedness and Veterans' Services
Department of Public Safety
Civil Air Patrol



PUBLIC PROTECTION

DEPARTMENT OF MILITARY,
CIVIL EMERGENCY PREPAREDNESS AND
VETERANS' SERVICES

MAJOR GENERAL PAUL R. DAY, ADJUTANT GENERAL
BRIG. GENERAL CHARLES S. REED, JR., DEPUTY ADJUTANT GENERAL

Central Office: Camp Keyes, Augusta 04330

Telephone: 622-6156

Established: 1973

Statutory Authority: M.R.S.A., Title 37-A

Average Number of Full-Time Employees: 169 State, 603 Federal

Authorized Employee Level: 157 State, 736 Federal

Total Expenditure, Fiscal Year 1974: \$4,312,131

Organizational Units:

Military Bureau

State Military Defense Commission

Bureau of Civil Emergency Preparedness

Civil Emergency Preparedness Council

Bureau of Veterans' Services

Maine Veterans' Memorial Cemetery

Maine Veterans Small Business Loan Authority Board

Interstate Civil Defense and Disaster Compact

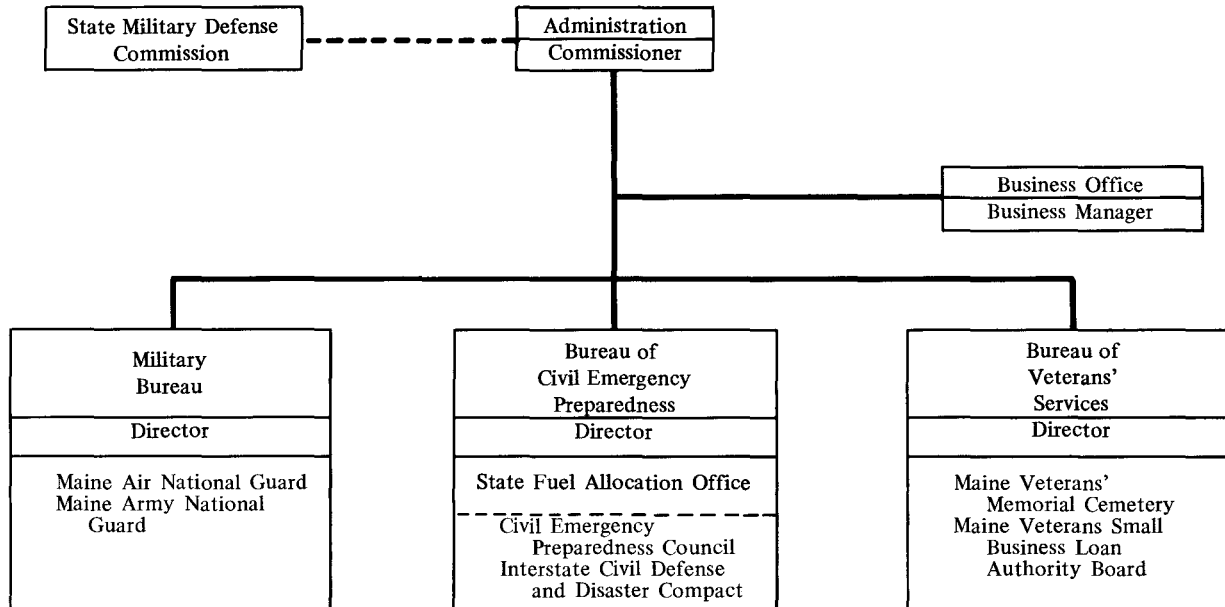
MAJOR GOAL: To coordinate and improve the discharge of State Government's responsibility relating to the military, veterans, and civil emergency preparedness.

POWERS AND DUTIES: The Department of Military, Civil Emergency Preparedness and Veterans' Services is responsible for the authorization, planning, provision of resources, administration, operation and audit of State activities in the areas of military, civil emergency preparedness and veterans' services.

ORGANIZATIONAL BACKGROUND: The Department of Military, Civil Emergency Preparedness and Veterans' Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans' Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans' Services became the Bureau of Veterans' Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name.

PROGRAM: In the Department of Military, Civil Emergency Preparedness and Veterans' Services, the highlights of the fiscal year were the creation of the State Fuel Allocation Office in the Bureau of Civil Emergency Preparedness, necessitated by the national energy crisis, and the coordinated activities of the Military and the Civil Emergency Preparedness Bureaus during the severe floods of December, 1973, and May, 1974. Future plans call for the establishment of a well-rounded departmental business office to coordinate the administrative activities of the three bureaus, the further coordination of the complementary activities of Civil Emergency Preparedness and the National Guard in its State role and the provision of improved services to Maine veterans by increasing the number of counselors in the field.

**ORGANIZATION CHART
DEPARTMENT OF MILITARY, CIVIL EMERGENCY PREPAREDNESS
AND VETERANS' SERVICES**



PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1974:

Department of Military, Civil Emergency Preparedness and Veterans' Services	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$2,795,206				\$2,795,206
Departmental Operations	2,582,845				2,582,845
Transfers	212,361				212,361
Federal Grants			\$1,963,828		1,963,828
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	9,125				9,125
Unexpended Balance Brought Forward	219,526		15,277	\$40,937	275,740
Adjustment of Balance Brought Forward	(11,772)		26		(11,746)
TOTAL FUNDS AVAILABLE	3,012,085		1,979,131	40,937	5,032,153

Monies received and deposited to credit of the State	399,867				399,867
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EXPENDITURES					
Personal Services, Total:	1,250,295		208,639	819	1,459,753
Wages & Salaries	1,149,648		194,198	750	1,344,596
Retirement	100,647		14,441	69	115,157
All Other, Total:	1,069,645		1,635,388	900	2,705,933
Commodities	251,859		5,179		257,038
Grants, Subsidies, Pensions	438,783		831,904		1,270,687
Contractual Services, Total:	291,891		45,211	900	338,002
Rents	5,356		1,951		7,307
Computer Services					
Transfers to Other Funds			685,332		685,332
Other	87,112		67,762		154,874
Capital Expenditures, Total:	136,833			9,612	146,445
Buildings & Improvements	17,843			9,612	27,455
Equipment	45,031				45,031
Purchases of Land	73,959				73,959
TOTAL EXPENDITURES	2,456,773		1,844,027	11,331	4,312,131

SUMMARY

Total Funds Available	3,012,085		1,979,131	40,937	5,032,153
Total Expenditures	2,456,773		1,844,027	11,331	4,312,131
NET	555,312		135,104	29,606	720,022
Unexpended Balance Forward	550,903		135,104	29,606	715,613
Unexpended Balance Lapsed	4,409				4,409

Note: Federal funds of \$15,420,269 appropriated for Maine National Guard are not included in this statement.

PUBLIC PROTECTION

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: Camp Keyes, Augusta 04330

Telephone: 622-6156

Established: 1972

Statutory Authority: M.R.S.A., Title 37-A, Chapters 1, 8

Average Number of Full-Time Employees: 102 State, 603 Federal

Authorized Employee Level: 102 State, 736 Federal

Total Expenditure, Fiscal Year 1974: \$1,386,223

Organizational Units:

State Military Defense Commission

MAJOR GOAL: To provide for the protection of life and property and the preservation of peace, order and public safety.

POWERS AND DUTIES: The Military Bureau is empowered to muster, on order of the Governor, any or all of the Army and Air National Guard units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required; to respond to a civil emergency involving nuclear attack; and to report for federal service or call of the President of the United States in the event of war or other national emergency.

ORGANIZATIONAL BACKGROUND: The Military Bureau was created in July, 1972, under State Government reorganization legislation. The Bureau encompasses what previously had been the Office of the Adjutant General, established in 1821 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans' Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department, renamed the Department of Military, Civil Emergency Preparedness and Veterans' Services. Both changes became effective in June, 1974.

The State Military Defense Commission was established in July, 1972, to exercise general supervision, maintenance of and control over all State-owned or controlled realty used for military purposes. The Commission consists of eight members, including the Governor and the Adjutant General ex officio, with the Governor serving as chairman. The other six members are citizens of the State appointed by the Governor as follows: two for a term of three years annually. The judge advocate serves as legal adviser of the Commission.

PROGRAM: The Military Bureau includes three categories of personnel: State employees, full-time federal technicians and part-time Army and Air National Guardsmen. With the termination nationally of the draft, major problems were foreseen in maintaining strengths in all services and all components including the National Guard. Notwithstanding, through active recruiting efforts, the Army National Guard in Maine has consistently been over 100% of its authorized strength and closed the year with 2,969 men and women at 101.5% of authorized strength. At the same time, the Air National Guard stood at 1,331 or 97.2% of authorized strength. This latter figure, while under 100%, still represents an increase of 89 men and women over a year ago. The recruiting efforts to meet these strengths have been uniform and deliberate in contrast to those of other states which have had to resort to massive recruiting days or weeks in order to hold strength. Major efforts are being made to recruit from minority groups, with considerable success in the recruitment of women. As of June 30, 1974, there were 27 women in the Maine National Guard.

As a means of furthering National Guard recruiting and retention, an incentives package of three bills was presented to the 106th Legislature for consideration. These bills provided for a minimum of \$25 per day for each Guardsman called for State

PUBLIC PROTECTION

emergency service; tuitional assistance for Guardsmen attending the University of Maine or the State vocational school system; and modest enlistment and reenlistment bonuses. Only the latter was accepted for hearing at the Special Session and it failed to survive committee hearings. Plans are to resubmit this package next year.

A major factor in enhancing the attractiveness of the Guard has been the "in state" training whereby units spend the fifteen-day Annual Training Period working in Maine. Many worthwhile construction projects were completed this year as part of this program. Typical projects involved housing at YMCA and crippled children's camps, athletic fields for schools, boat launching ramps and docks, and roads at State parks. The Artillery Battalion located in Aroostook County continued its program of Annual Training at Camp Gagetown, Canada. This is an ideal area for live firing and much closer than equivalent facilities in the United States. Air Force training has customarily been held in the State with the exception of some electronic teams which visit other Air Force installations providing useful services.

This past year's "close in" training has greatly reduced fuel consumption at a time when energy savings are critical. Many additional energy saving actions were taken by the Bureau, not only in the area of vehicular fuel consumption, but also in electrical and heating areas, resulting in energy savings statewide of over fifteen percent.

Major floods occurred during the fiscal year, one in late December, 1973, and the other in early May, 1974. While water levels were generally higher during the December floods, ice conditions on the St. John River above Fort Kent in May caused the most damaging conditions. As many as fifty Guardsmen were used during the May floods—all in Aroostook County. Guard helicopters were of vital importance at this time, providing reconnaissance and emergency evacuations of stranded persons. Other assistance was provided by traffic control, police and food supply.

Throughout the year, the 112th Medical Company (Air Ambulance), in cooperation with the March of Dimes, conducted life or death emergency air evacuation of infants from outlying areas to major medical centers. A total of twenty-nine such missions were flown with the helicopters of the 112th Medical Company.

Approximately \$1,200,000 in State funds were expended for support of the Military Bureau, and over \$15,750,000 in federal funds were spent for the same period, as indicated in the table below:

FEDERAL FUNDS ALLOTTED IN SUPPORT OF THE MAINE NATIONAL GUARD Fiscal Year Ended June 30, 1974

Appropriation	ArmyNG	AirNG	Total
Personnel	\$3,881,000	\$1,322,952	\$ 5,203,952
Operation & Maintenance	4,110,900	5,685,133	9,796,033
Military Construction	144,422	275,862	420,284
Total	<u>\$8,136,322</u>	<u>\$7,283,947</u>	<u>\$15,420,269</u>

One new Armory was completed in Lewiston and formally dedicated in September, 1973. This Armory cost \$509,612 of which \$397,609 were federal funds. Other armories, in fair to poor condition, badly need major maintenance which has been deferred due to lack of funds.

The annual meeting of the United States National Guard Association was held in Oklahoma City in October, 1973. The Maine delegation of four persons was the smallest of any state. To ensure appropriate representation at future meetings, additional monies will be requested to assist in sending delegates to the annual meeting, and State Chapters of both Officer and Enlisted Men National Guard Associations will be formed in fiscal year 1975. It is hoped that these chapters will send delegates to the annual meeting.

In summary, the Bureau feels that the Maine National Guard is superior in strength, training, overall quality of personnel and excellence of units. This is a matter of recorded evaluation of Maine's soldiers and airmen. However, National Guard facilities need a boost in terms of maintenance and renovation. The major goal of the Military Bureau in the coming year is to provide excellent training facilities.

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FINANCES, FISCAL YEAR 1974:

Military Bureau	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,883,201			\$40,937	\$1,924,138
Total Expenditures	1,374,892			11,331	1,386,223
NET	508,309			29,606	537,915
Unexpended Balance Forward	508,263			29,606	537,869
Unexpended Balance Lapsed	46				46

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

TIMOTHY P. WILSON, DIRECTOR

Central Office: State Office Building, Augusta 04330 *Telephone:* 289-3211

Established: 1951 *Statutory Authority:* M.R.S.A., Title 37-A, Chapters 1, 3

Average Number of Full-Time Employees: 41 *Authorized Employee Level:* 29

Total Expenditure, Fiscal Year 1974: \$2,126,830

Organizational Units:

State Fuel Allocation Office

Disaster Assistance Office

Interstate Civil Defense and Disaster Compact

Civil Emergency Preparedness Council

MAJOR GOAL: To protect the public by taking all measures necessary to minimize or eliminate the loss of life and property during any type of disaster or catastrophe that may occur.

POWERS AND DUTIES: The Bureau of Civil Emergency Preparedness is primarily a coordinating agency. The Bureau has responsibility to carry out the State's program for civil defense; to coordinate the activities of all organizations for civil defense within the State; to convey for purposes of civil defense, subject to the Governor's approval, equipment, supplies, materials or funds by way of sale, lease or grant to any political subdivision of the State; to maintain liaison and cooperate with civil defense and public safety agencies and organizations of other states, the Federal Government and foreign countries; and to make, amend or rescind, after public hearing, reasonable rules and regulations necessary to carry out the Maine Civil Defense Act. The Director of the Bureau represents the State of Maine in the formulation of plans and implementation of the Interstate Civil Defense and Disaster Compact.

ORGANIZATIONAL BACKGROUND: The Bureau of Civil Emergency Preparedness originated in the Maine Civil Defense and Public Safety Act of 1949 which authorized the Governor to establish a Civil Defense and Public Safety Agency within the Executive Department. In 1972, the amended Act, Maine Civil Defense Act, established the Bureau of Civil Defense which, in State Government reorganization legislation of that year, was placed within the new Department of Military, Civil Defense and Veterans' Services. The Bureau received its present name in 1974 when the Department was redesignated the Department of Military, Civil Emergency Preparedness and Veterans' Services. In November, 1973, the State Fuel Allocation Office was created in the Bureau to deal with the State's fuel allocation and alleviate personal suffering, and a Disaster Assistance Office was added in 1974.

The Civil Defense Council was created in 1973, renamed Civil Emergency Preparedness Council in 1974, to advise the Governor and the Director of the Bureau on all matters pertaining to civil defense. The Council consists of five members, including the Adjutant General ex officio, appointed by and serving during the pleasure of the Governor and the Council.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 for the

PUBLIC PROTECTION

purpose of providing mutual aid among the states in meeting any emergency or disaster, natural or otherwise.

PROGRAM: During fiscal year 1974, the Bureau of Civil Emergency Preparedness established the State Fuel Allocation Office to handle the State allocation and alleviate personal suffering. In the end, it not only dealt with principal fuels but all types of petrochemical derivative products, particularly those associated with agriculture. Another major effort was the conservation measures program and the initiation and distribution of fact sheets. The cost of this program was \$94,810.

Disaster operations were established for three major, localized disasters in central and northern Maine precipitated by flooding and ice jams. To date, \$1,347,044 has been returned to political subdivisions. The Operations Division successfully conducted a vast training program throughout the State in all emergency functions. This program was reestablished two years ago, with tremendous returns for the \$20,000 investment.

The Radiological Section, under a 100% federal contract, completed the cycle of exchanging all monitoring kits in 1,900 locations statewide and trained 1,240 radiological monitors. All reporting stations have been evaluated and should prove invaluable in a disaster. Under another 100% federal contract, Community Shelter Plans were completed for each county. These shelters would not only provide shelter for the populace during radioactive periods, but provide an excellent basis for hazard analysis and disaster planning.

The Bureau has been assigned the responsibility for conduct of the Flood Insurance Program, and in this connection, the Bureau is working in cooperation with the State Soil and Water Conservation Commission in the dam control area. The Bureau's Engineering Section partially completed the establishment of river gauging and reporting stations for use during flooding periods.

In the political subdivisions, eleven Emergency Operation Centers were constructed with federal assistance of \$493,000. Local government radio systems were established or improved with assistance of \$69,000. Warning Systems to alert the populace by either tone alert receivers or outdoor audible devices were installed in eleven communities with assistance of \$37,850. Under the Federal Personnel and Administration program, nearly \$264,000 was allotted to the political subdivisions and \$31,543 in maintenance funds was distributed. Updated or completely new emergency plans were accomplished in sixty-seven communities, and the remainder will be completed in fiscal year 1975.

FINANCES, FISCAL YEAR 1974:

Bureau of Civil Emergency Preparedness	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$316,677		\$1,959,538		\$2,276,215
Total Expenditures	302,396		1,824,434		2,126,830
NET	14,281		135,104		149,385
Unexpended Balance Forward	13,878		135,104		148,982
Unexpended Balance Lapsed	403				403

BUREAU OF VETERANS' SERVICES

ROBERT R. WASHBURN, DIRECTOR

Central Office: Camp Keyes, Augusta 04330

Telephone: 289-3441

Established: 1947

Statutory Authority: M.R.S.A., Title 37-A, Chapters 1, 2

Average Number of Full-Time Employees: 26

Authorized Employee Level: 26

Total Expenditure, Fiscal Year 1974: \$799,079

Organizational Units:

Maine Veterans Small Business Loan Authority Board
Maine Veterans' Memorial Cemetery

PUBLIC PROTECTION

MAJOR GOAL: To provide all possible assistance to Maine war veterans and their families seeking education and housing, rehabilitation and medical services, and emergency financial aid.

POWERS AND DUTIES: The Bureau of Veterans' Services, through its chain of field offices, assists veterans and their dependents in claiming and obtaining the various State and federal benefits to which they are entitled in connection with service in the armed forces of the United States. The Bureau also administers a program of emergency financial aid to needy dependents of incapacitated or deceased veterans; awards educational benefits to children or spouses of persons who died or became totally disabled because of service in the armed forces; issues certificates of eligibility to war veterans seeking State guarantees of small business loans; keeps records of service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans' Memorial Cemetery for war veterans and members of their immediate family.

ORGANIZATIONAL BACKGROUND: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans' Affairs. The agency received statutory authorization in 1947 and was established with a central office and seven field offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans' Services in 1963, and in the spring of 1970, the Maine Veterans' Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans' Services which in 1974, was redesignated the Department of Military, Civil Emergency Preparedness and Veterans' Services.

The Maine Veterans Small Business Loan Act was enacted in 1973 and established a Maine Veterans Small Business Loan Authority Board to certify the eligibility of Maine war veterans for guarantee of small business loans. The Board consists of the Director of Veterans' Services and eight members at large appointed by the Governor with the advice and consent of the Council, for terms of four years. The chief administrative officer of the Board is a manager appointed by the Director with approval of the Board.

PROGRAM:

Veterans Services. Among the chief activities of the Bureau of Veterans' Services is the operation of a complete claims service. Through seven field offices, each staffed by a veterans counselor, and a claims office at the Veterans Administration Center, the Bureau advises and counsels any veteran or dependent having a potential claim for benefits based on service in the armed forces. The Bureau develops, completes and files claims in appropriate instances, serves as advocate before the V.A. where indicated, and files appeals of denials of claims in selected cases.

A measure of some of the Bureau's activities is provided in records of "contacts" and "recoveries," where a contact is defined as any communication with an individual on any matter pertaining to veterans affairs. Recoveries are defined as the dollar value of all new claims awarded to claimants by the federal Veterans Administration for the fiscal year wherein the Bureau had initiated, filed and prosecuted the claim in full representation of the claimant—whether veteran, wife, widow, child or dependent parent.

By statute, the Bureau maintains a file of records of service of Maine veterans. During the year, 3,691 records of veterans newly returned to Maine were added to the over 225,000 existing records on file.

The estimated numbers of veterans living in Maine as of December 31, 1973, are as follows:

Veterans of:	
World War I	7,000
World War II	68,000
Korean Conflict	26,000
Service Between Korean and Vietnam Eras	15,000
Vietnam Era	<u>32,000</u>
Total Veterans Living in Maine	148,000

PUBLIC PROTECTION

A disastrous fire in 1973 at the federal military records center destroyed millions of unreplaceable records of veterans. In many instances, the records in Bureau files are the only records in existence, and in such cases, have proved invaluable to Maine veterans or their families in establishing eligibility for programs of veterans benefits to which they are entitled. Funds were made available at the time the Bureau moved to Camp Keyes to buy sufficient fireproofed cabinets to store these valuable records. The records are used daily in establishing eligibility for Maine or other state benefits and in answering constant requests for records information from the federal Veterans Administration and the St. Louis records center.

A new activity assigned to the Bureau this fiscal year was the certification of eligibility of Maine war veterans for guarantee of small business loans under the Maine Veterans Small Business Loan Authority Board. Application forms, fact sheets and procedures were devised for processing applications and issuing certificates of eligibility. Although the Bureau initially sent application forms and fact sheets to a backlog of over 800 veterans, only 76 certificates of eligibility were issued by the end of the fiscal year. The dearth of certificates issued probably was the result of the veterans' recognition of the tight money market and the highest interest rates of record. The first loan to be guaranteed was approved in June.

The World War Assistance program provides emergency financial aid for needy dependents of completely incapacitated or deceased war veterans. In fiscal year 1974, grants were provided under this program to 1,023 families of veterans who were in urgent need, with \$427,660 expended, for an average grant of \$418 per family. These grants meant the family did not have to call on the town welfare office in their time of need. Most cases were short term (2 to 3 months) which either permitted time for the veteran's recovery to resume his normal occupation or time to obtain permanent type benefits such as veterans total disability pension, widows pension, Social Security total disability or survivor's benefits or a grant under a federally aided program from the Department of Health and Welfare.

Maine Veterans Memorial Cemetery. The Cemetery was established by the Legislature as a permanent memorial to Maine veterans. Eligible for burial are Maine war veterans, their spouses and dependent children. Opened on April 20, 1970, the end of the fiscal year marked just over four years of operation of the Cemetery which has been operated year-around with burials throughout the year and seasonal help to keep the cemetery open on evenings and week-ends for the benefit of visitors during the warm season.

The memorial chapel was completed and dedicated on Veterans Day, 1973. Special funding of \$14,000 was allotted to start a new access road which would begin from a point on Route 27 close to the Belgrade interchange of Interstate Route 95. The funds provided for initial survey and engineering services and the clearing of the right-of-way. Drainage culverts were also purchased in anticipation of placement by construction units of the National Guard during 1974 summer training sessions. It is anticipated that Guard units will also work on the roadway during 1975 training sessions.

In fiscal year 1974, 219 persons were buried in the Cemetery and 140 reservations were made by next of kin for future burial. Of the 219 persons buried, 196 were veterans, 16 were wives or widows and 7 were children. Total burials to June 30, 1974, amount to 851, and total reservations made are 535.

FINANCES, FISCAL YEAR 1974:

Bureau of Veterans' Services	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$812,208		\$19,593		\$831,801
Total Expenditures	779,486		19,593		799,079
NET	32,722		0		32,722
Unexpended Balance Forward	28,762				28,762
Unexpended Balance Lapsed	3,960				3,960

PUBLIC PROTECTION

DEPARTMENT OF PUBLIC SAFETY

J. EDWARD MARKS, COMMISSIONER

Central Office: 36 Hospital Street, Augusta 04330 *Telephone:* 289-3618

Established: 1971 *Statutory Authority:* M.R.S.A., Title 25, Chapter 351

Average Number of Full-Time Employees: 442 *Authorized Employee Level:* 455

Total Expenditure, Fiscal Year 1974: \$9,097,607

Organizational Units:

Bureau of State Police
Maine Criminal Justice Academy
Bureau of Liquor Enforcement

Office of State Fire Marshal
Electricians Examining Board
Oil Burner Men's Licensing Board

MAJOR GOAL: To promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State.

POWERS AND DUTIES: The Department of Public Safety is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the State Fire Marshal and the Enforcement Division of the State Liquor Commission. The Department also has administrative responsibility for the Electricians Examining Board and the Oil Burner Men's Licensing Board. The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary, and may hire such employees as are necessary to carry out the functions of the Enforcement Division and the Office of State Fire Marshal.

ORGANIZATIONAL BACKGROUND: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the then Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department in its present organizational structure.

PROGRAM: Activities of the Department of Public Safety during fiscal year 1974 are discussed in the individual reports of its component agencies.

BUREAU OF STATE POLICE

DONALD E. NICHOLS, CHIEF
ALLAN H. WEEKS, DEPUTY CHIEF

Central Office: 36 Hospital Street, Augusta, 04330 *Telephone:* 289-2155

Established: 1925 *Statutory Authority:* M.R.S.A., Title 25, Chapters 191, 193, 198.

Average Number of Full-Time Employees: 383 *Authorized Employee Level:* 392

Total Expenditure, Fiscal Year 1974: \$8,035,690

PUBLIC PROTECTION

Organizational Units:

Administration and Budget Control

Public Information

Planning and Research

Traffic Division

Communications Division

Executive Security

State Bureau of Identification

Bureau of Criminal Investigation

Special Investigation Division

Crime Laboratory

First Field Division (four Troops)

Second Field Division (four Troops)

New England State Police Administrators' Conference

MAJOR GOAL: To safeguard the constitutional rights, liberty, and security of the citizens of the State of Maine by enforcing motor vehicle and criminal statutes and providing professional aid in times of need and distress.

POWERS AND DUTIES: The Bureau of State Police is authorized to patrol the highways, especially outside the compact portion of cities and towns; to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State; to supervise and license approximately 1,600 motor vehicle stations, enforce motor vehicle inspection laws, develop programs of information on motor vehicle safety, enforce truck weight laws, microfilm accident reports and process more than 1.14 million annual motor vehicle inspections; to investigate all crimes and criminal complaints brought to the attention of the Bureau by authorities, with special emphasis on homicides and narcotic and drug related cases; to classify incoming fingerprint cards and answer criminal record inquiries, along with maintenance of a sufficient repository for all State criminal records; and to provide executive security for the Governor and his family on a twenty-four hour basis.

ORGANIZATIONAL BACKGROUND: The State Police was established as the State Highway Police in 1925 to assume responsibilities previously handled by the individual sheriffs' departments. In 1931, the organization was renamed State Police by the Legislature with the Chief designated as executive head under the direction of the Governor and Council. Six years later, the Division of Highway Safety and the Maine Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services over the next twenty years, the Department was subject to various reorganizations in 1954, 1961, 1966 and again in 1968. With the creation of the Department of Public Safety in 1971, the Department of State Police, renamed the Bureau of State Police, was placed within the new department under the Commissioner of Public Safety.

PROGRAM:

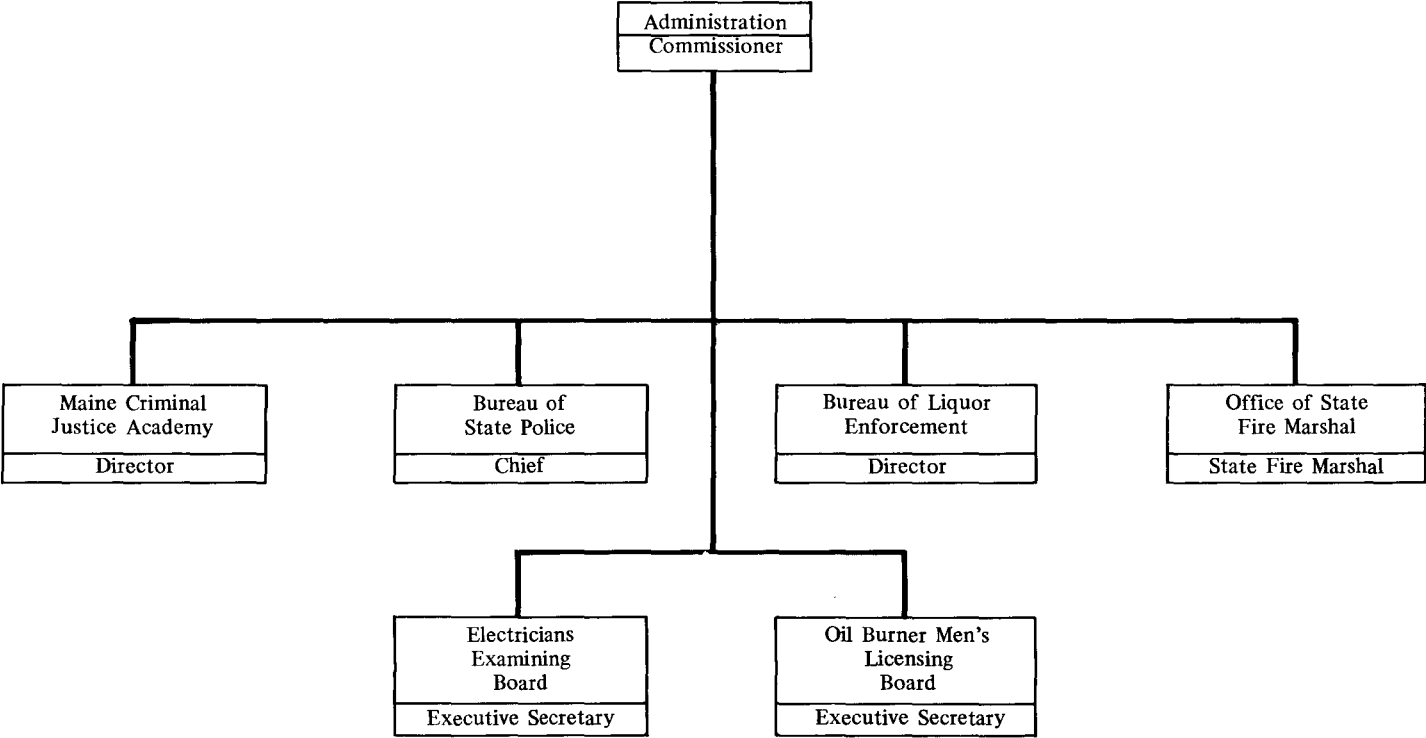
Administration and Budget Control: The addition of a new \$735,000 wing to the present Headquarters at Augusta is perhaps the primary goal of the Bureau of State Police, although it is still in the planning stages. This expansion would help solve the Bureau's spacial problems and create an atmosphere conducive to greater efficiency. In behalf of the Department of Public Safety, the addition would also benefit all divisions of the Department.

Another future need is the renovation and enlargement of the antiquated barracks at Orono. During fiscal 1974, the garage in Augusta has been improved so that it can now service all motor vehicles except for paint and body work. Two new bays are also on request.

Another undertaking by the Bureau was the renting of the new Scarboro barracks on a fifteen-year basis. With the newly added complex, Troop A, Kittery; Troop B, West Scarboro; and Troop G, Interstate; may all be housed at the barracks, yet will remain separate entities.

Planning and Research: Coordination of Federal grants from the Maine Law Enforcement Planning and Assistance Agency and from the National Highway Traffic Safety Administration comprised a large part of the activities of the office during the fiscal year. Nine separate grants through MLEPPA and five through NHTSA for training equipment and programs were awarded during this period.

ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY



PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1974:

Department of PUBLIC SAFETY	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$1,893,518	\$ 17,244		\$6,450,038	\$ 8,360,800
Departmental Operations	1,854,685			4,832,227	6,686,912
Transfers	38,833	17,244		1,617,811	1,673,888
Federal Grants			\$636,939	76,373	713,312
County & Municipal		4,182			4,182
Private Contributions					
Sales		2,693		10,236	12,929
Services & Fees		55,898		40,398	96,296
Other		367,844		25,956	393,800
Unexpended Balance Brought Forward	252	339,766	45,006	56,993	442,017
Adjustment of Balance Brought Forward		10	(2,524)		(2,514)
TOTAL FUNDS AVAILABLE	1,893,770	787,637	679,421	6,659,994	10,020,822

Monies received and deposited to credit of the State		430,617		242,291	672,908
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EXPENDITURES					
Personal Services, Total:	202,175	250,722	136,006	4,427,960	5,016,863
Wages & Salaries	181,548	229,959	126,836	3,546,024	4,084,367
Retirement	20,627	20,763	9,170	881,936	932,496
All Other, Total:	1,653,751	80,961	295,403	1,440,291	3,470,406
Commodities	2,570	16,156	58,845	127,677	205,248
Grants, Subsidies, Pensions			7,445	403,861	411,306
Contractual Services, Total:	60,311	64,805	229,113	897,881	1,252,110
Rents	75	615		11,430	12,120
Computer Services	5	116		45,272	45,393
Transfers to Other Funds	1,590,870			10,872	1,601,742
Other					
Capital Expenditures, Total:	536	625	176,081	433,096	610,338
Buildings & Improvements			5,020	13,000	18,020
Equipment	536	625	171,061	420,096	592,318
Purchases of Land					
TOTAL EXPENDITURES	1,856,462	332,308	607,490	6,301,347	9,097,607

SUMMARY

Total Funds Available*	1,862,700	766,212	743,279	6,648,631	10,020,822
Total Expenditures	1,856,462	332,308	607,490	6,301,347	9,097,607
NET	6,238	433,904	135,789	347,284	923,215
Unexpended Balance Forward	2,584	433,904	128,097	331,894	896,479
Unexpended Balance Lapsed	3,654		7,692	15,390	26,736

*Other Special Revenue Funds, Federal column includes \$31,070 from General Fund, \$21,426 from Other Special Revenue Funds, Non-Federal, and \$11,362 from Other Funds, for which expenditure detail is not available since these monies are combined with federal funds.

PUBLIC PROTECTION

Coordination of the Department's Records Management Program, through the Maine State Archives, was initiated by the office, and a project was undertaken to evaluate the use of synthetic motor oil in fleet vehicles which drew much attention from other State agencies. This project is presently nearing completion.

Statistics on traffic accidents, arrests and officer activity are also responsibilities of the office. In this regard, the prime enforcement activities for the 1974 fiscal year included 27,217 traffic arrests, 1,530 criminal arrests, 83,040 written warnings, 112,810 defective equipment warnings, 29,791 aids to motorists and \$1,521,677 in total fines.

Traffic Division: To insure better supervisory control and efficiency, the Division implemented a change which returned the Traffic Safety and Truck Weight Officers to the Troops for assignment by the individual Troop Commanders.

A Motor Vehicle Pilot Program was instituted concerning Instruction in Motorcycle Operation. The Traffic Division is working in conjunction with the Motor Vehicle Division in this program so that instruction in motorcycle operation is included in the process of examining and licensing.

A Pursuit Driving Training Program has been augmented for all officers, along with the training of other State Police agencies in Pursuit Driving, such as the Rhode Island State Police. Wardens and local police departments are also included in this program.

The Division continually evaluates the Motor Vehicle Inspection System in an effort to attain a better sticker filing method. At present, 1.5 million stickers are received annually, and long-range plans include the possibility of microfilming or computerizing the sticker system.

Each fiscal year, guidelines are sent to insurance companies, along with photostatic copies of traffic accident reports and any other statistics which might be of value. A traffic accident fatality sheet is published each year for the general public.

Also, a Fleet Safety Board rewards officers within the Bureau for outstanding safety.

State Bureau of Identification: The Maine Law Enforcement Planning and Assistance Agency is currently involved in planning for the automation of files under the On Base Tracking System for Computerized Criminal History. At this time, the Bureau is attempting to update its files in preparation for this automation by expunging all records of people over eighty years of age, or deceased.

If new facilities are made possible by the additional wing, all crime laboratory techniques may be improved, including expanded work in the fields of fingerprint analysis, footwear identification, bloodwork, photography, document examination, firearms, hair and fiber examination, and crime scene search techniques. Throughout the year, laboratory staff have been sent to various specialized schools throughout the country for extensive work in these areas.

In June of 1974, State, county, municipal and other designated law enforcement agencies were required to report certain criminal information to the State Bureau of Identification. These reports will be correlated by the Bureau and submitted to the Governor and Legislature as annual reports based on such information.

Bureau of Criminal Investigation: This Bureau is now directing its energy toward homicide and drug related cases rather than general crime. Thus, its primary purpose has been altered in fiscal 1974. Also, a Criminal Intelligence Unit has been created as a functioning arm of the Bureau. The polygraph facility has expanded, and new equipment, such as night vision viewing devices and video taperecorders, is being sought to increase the effectiveness of the Bureau.

Communications Division: In fiscal year 1974, activity in this Division increased by twenty percent over that of the previous year. Teletype activity increased to 32,331 items received.

The Maine State Police Teletype Network links fifty-four law enforcement agencies in Maine with fast efficient communications on a twenty-four hour day, seven days a week operating basis. This Network is also a significant part of the national system which includes access to the National Law Enforcement Teletype System with terminals in the fifty states and the National Crime Information Center. This year the Communications Division made 6,463 entries into the NCIC and has queried the System 56,576 times.

Long-range plans include replacing the present hand-carry tape method with an electronic switch located at the Augusta Headquarters, which will tie all machines to one another by means of electronic switching. This teletype system will allow much faster

PUBLIC PROTECTION

service and a much larger volume of traffic. High speed teletypewriter machines will replace the much slower machines.

Radio communications improved rapidly in fiscal 1974. There are seven base stations in the State, four of which are being combined: Kittery and Scarborough to the Scarborough barracks, and Thomaston and Skowhegan to the Augusta Headquarters. This is the beginning of a new \$1.2 million communications system which will be in operation within the next year. Presently on low band type communications, the new system will be high band. Each one of the six regional remote control centers will control most of the Department's radio communications traffic and will provide communications between all branches of law enforcement within the State under any emergency situation. The system will consist of eight channels, three of which will split the State into three operating districts. Each will be within itself, but will have the capability of going to one or all of the other regions. This will integrate with the new teletype system located at the six control centers.

Another communications improvement is the new statewide 10-Code Signal which enables all law enforcement agencies to communicate with the same common codes.

FINANCES, FISCAL YEAR 1974:

Bureau of State Police	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,599,929		\$232,877	\$6,648,631	\$8,481,437
Total Expenditures	1,598,569		135,773	6,301,348	8,035,690
NET	1,360		97,104	347,283	445,747
Unexpended Balance Forward			89,412	331,893	421,305
Unexpended Balance Lapsed	1,360		7,692	15,390	24,442

MAINE CRIMINAL JUSTICE ACADEMY

DAVID G. WALCHAK, DIRECTOR

Central Office: 93 Silver Street, Waterville 04901

Telephone: 289-2788

Established: 1969

Statutory Authority: M.R.S.A., Title 25, Chapter 341

Average Number of Full-Time Employees: 12

Authorized Employee Level: 15

Total Expenditure, Fiscal Year 1974: \$471,717

MAJOR GOAL: To provide programs to effectively meet the needs of criminal justice personnel, including personnel from police, courts, juvenile justice and allied agencies.

POWERS AND DUTIES: The Board of Trustees of the Maine Criminal Justice Academy is authorized to certify and set standards for certification of the graduates of the Academy; to promulgate the standards for recruitment of Academy students and prescribe the content of the curriculum; to certify and set standards for certification of sheriffs, Maine police chiefs and local law enforcement officers; and to establish reasonable fees for attendance to defray part of the costs of operating the Academy.

ORGANIZATIONAL BACKGROUND: The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy under a Board of Commissioners to provide a facility and training for Maine law enforcement officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Maine Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment. That same year, under State Government reorganization, the Board of Commissioners was redesignated Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provided an enforcement provision to the mandatory police training law.

PUBLIC PROTECTION

The Board of Trustees for the Academy consists of eleven members as follows: the Commissioner of Public Safety and the Attorney General, ex officio, and the following appointed by the Governor with the advice and consent of the Council, for terms of three years: a county sheriff, three officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative from a federal law enforcement agency, a citizen and a municipal officer.

PROGRAM: The Maine Criminal Justice Academy, during fiscal year 1974, provided 36 schools covering 81 weeks of programming in which 922 persons attended. These sessions were provided both at the Academy and at various locations throughout the State in outreach programs. In addition, the Academy was host to 59 other programs sponsored by outside groups in which 1,203 participants attended 9 weeks of programming.

There is a continued demand by all of the components of the criminal justice system on the Academy's resources, which include the expansion of the local mandatory basic program effective September 1, 1974, and the clarification of the in-service training requirements for local law enforcement officers. It is expected that in 1975, the local basic training requirement will be twelve weeks and that there will be a mandatory in-service training requirement of forty hours every three years for every full time local law enforcement officer in the State. It is also anticipated that there will be a tremendous increase in the training requirements for corrections personnel at both the pre-service and in-service level as well as added training interest in the court personnel and juvenile justice fields.

The Academy possesses the capability to provide criminal justice instructors and personnel with the most current audio-visual instruction equipment available. These resources include a criminal justice library and reference section, films and narrated training slide programs, a video-tape library, a duplication and graphic arts reproduction capability, and a variety of classroom demonstrations and instructional aides. It is the intent to expand this service in fiscal 1975 as the anticipated requests for services increase.

Since the Academy has responsibility for the certification of local law enforcement officers, started in 1974 with the certification of eligible police chiefs and sheriffs, the next step is to expand this program to include all 1,300 full-time local law enforcement officers in the State. It is expected that in 1975, this certification will become mandatory.

FINANCES, FISCAL YEAR 1974:

Maine Criminal Justice Academy	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*			\$510,404		\$510,404
Total Expenditures			471,717		471,717
NET			38,687		38,687
Unexpended Balance Forward			38,687		38,687
Unexpended Balance Lapsed					

*Includes \$31,070 from General Fund, \$4,183 from Other Special Revenue Funds, Non-Federal, and \$11,362 from Other Funds, for which expenditure detail is not available since these monies are combined with federal funds.

BUREAU OF LIQUOR ENFORCEMENT

ROBERT J. GRAHAM, JR., DIRECTOR

Central Office: 36 Hospital Street, Augusta 04330

Telephone: 289-3571

Established: 1933

Statutory Authority: M.R.S.A., Title 28, Chapter 3, § 55, Sub-section 14; Title 25, Chapter 351

Average Number of Full-Time Employees: 21

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1974: \$257,893

MAJOR GOAL: To regulate and enforce all liquor laws of the State of Maine and rules and regulations of the State Liquor Commission.

PUBLIC PROTECTION

POWERS AND DUTIES: The Bureau of Liquor Enforcement is authorized to enforce all Maine liquor laws, especially those related to licensed premises, including service of liquor to minors and intoxicated persons, credit sales, age of employees, enforcement of hours of operation relating to the sale of liquor, operations of licensed premises, investigations of liquor license applicants, and coordination of activities with other enforcement agencies; and to enforce public drinking laws and illegal importation of liquor into the State, where in the case of any illegal traffic in liquor, the Bureau may gather evidence for the prosecution of such violations.

ORGANIZATIONAL BACKGROUND: The State Liquor Commission was established in 1933. In 1947, the Commission's Liquor Inspectors were placed under the State Personnel Law, and in 1953, the Legislature created the Division of Liquor Licensing and Enforcement within the Commission. In State Government reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety where it was renamed the Bureau of Liquor Enforcement. In 1973, five field areas were established, in Portland, Lewiston, Augusta, Bangor and Presque Isle, each supervised by a Senior Inspector.

PROGRAM: In fiscal year 1974, the Bureau of Liquor Enforcement adopted a new system called the Premise Inspection Reporting System (PIRS) which is designed to record and transmit licensed premise information from the field to the files at Headquarters. The System will allow the dissemination and categorizing of gathered information in a manner which will create increased efficiency in the following areas:

Accountability. The PIR System will provide for accountability of time spent by inspectors working licensed premises.

Documentation. The System will provide the Bureau with documentation on licensed premises and their operation and will provide uniformity on a statewide basis, the end result being a system which will provide a constant, clear, numerical system of statewide performance.

Work Performance. All work regarding licensed premise inspections will be recorded in a business-like manner and will be counted in order to give a true picture of the activities of the Bureau.

Evaluation. The PIR System will permit all phases of licensed premise work to be readily evaluated.

Training. Information which is gathered through the PIR System can be used to design in-service training programs and provide educational benefits to inspectors of the Bureau through planned, organized, professional work.

Research. The System will allow the Bureau to conduct more efficient research for possible legislative programs.

Referrals to Other Agencies. The Bureau refers, from time to time, many cases to other agencies of government; however, these referrals have not been documented, thereby depriving the Bureau of work-performed statistics. The PIR System has a built-in system to allow for orderly, efficient, and professional referral of cases to other agencies, and will allow the documentation of types and numbers of referrals over a given span of time.

Problem Areas Defined. The System will assist in defining problem areas such as inadequate laws and rules and regulations, placement of manpower, budgetary needs, and in the direction of needs.

Communications. The System will allow increased communications within the Bureau and with liquor licensees and employees.

From the PIR System, records of the Bureau during fiscal 1974 reflect that 3,837 Licensed Premise inspections were completed, 7,168 Licensed Premises were checked for conditions, 2,339 corrections in operation and procedures of Licensed Premises were made during inspections, 38 violations on Licensed Premises were found as a result of inspections, which were forwarded for hearings before the Administrative Court, and 10 violations on Licensed Premises were forwarded to other State and federal agencies as a result of Licensed Premise inspections. Some 328 Licensed Premises were called before the Administrative Court for hearings concerning possible suspension or revocation of licenses, 15 of which were for sale of malt liquor on Sunday by retail stores; and 28 cases were investigated and prosecuted for illegal sales of intoxicating liquor without a license in full force and effect (Bootlegging).

PUBLIC PROTECTION

Among other activities of the Bureau during fiscal 1974 were training sessions at local police departments to school local officers in proper liquor law enforcement. Also, a new regulation was adopted by the Bureau requiring all inspectors to attend sessions at the Maine Criminal Justice Academy. A total of some 4,864 hours of schooling were received by Inspectors in fiscal 1974. All new Inspectors are required to complete the Basic Police Course at the Academy in addition to an intensive course in Liquor Enforcement.

FINANCES, FISCAL YEAR 1974:

Bureau of Liquor Enforcement	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$262,771				\$262,771
Total Expenditures	257,893				257,893
NET	4,878				4,878
Unexpended Balance Forward	2,584				2,584
Unexpended Balance Lapsed	2,294				2,294

OFFICE OF STATE FIRE MARSHAL

CHARLES F. ROGAN, STATE FIRE MARSHAL
HARRY B. ROLLINS, ASSISTANT STATE FIRE MARSHAL

Central Office: 36 Hospital Street, Augusta 04330

Telephone: 289-2481

Established: 1973

Statutory Authority: M.R.S.A., Title 25, Chapter 315

Average Number of Full-Time Employees: 18

Authorized Employee Level: 18

Total Expenditure, Fiscal Year 1974: \$215,567

MAJOR GOAL: To protect the lives and property of the citizens of the State of Maine through identification and correction of fire hazards.

POWERS AND DUTIES: The Office of State Fire Marshal is authorized to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the prevention of fires; the suppression of arson and investigation of cause, origin, and circumstance of fires; the storage, sale and use of combustibles, flammables, and explosives; the installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment; the construction, maintenance, and regulation of fire escapes; and the means and adequacy of exits in the case of fire from all buildings. The State Fire Marshal and his agents or employees have the authority to investigate or cause to be investigated any fire or explosion within the State.

ORGANIZATIONAL BACKGROUND: The Office of State Fire Marshal was originally the Division of State Fire Prevention of the Insurance Department, created in 1937 in an attempt to combat the increasing fraudulent insurance claims resulting from set fires. The last three decades have seen a substantial growth in the area of responsibility of the Division to include a host of activities oriented toward the life safety and fire prevention field. Until the last two years, fire and arson investigation occupied about 25% or less of the Division's time. Since, there has been a substantial increase in requests for investigations. To provide better coverage of fire investigation, the 104th Legislature transferred the responsibility for arson investigation from the Insurance Commissioner to a shared responsibility with the Attorney General, who would coordinate arson investigation by using men from both Fire Prevention and the State Police. On July 1, 1972, the Division was divorced from the Insurance Department and placed within the new Department of Public Safety. In 1973, the Division was renamed Office of State Fire Marshal.

PUBLIC PROTECTION

persons nominated by the State Electrical Associates. All members must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During fiscal year 1974, the Electricians Examining Board conducted 798 inspections and issued 2,976 licenses.

FINANCES, FISCAL YEAR 1974:

Office of State Fire Marshall	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$492,274			\$492,274
Total Expenditures		215,567			215,567
NET		276,707			276,707
Unexpended Balance Forward		276,707			276,707
Unexpended Balance Lapsed					

OIL BURNER MEN'S LICENSING BOARD

J. EDWARD MARKS, EXECUTIVE SECRETARY

Central Office: 36 Hospital Street, Augusta 04330

Telephone: 289-2237

Established: 1955

Statutory Authority: M.R.S.A., Title 32, Chapter 33

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1974: \$49,183

MAJOR GOAL: To protect life and property from fire hazards in the installation of oil burners and related equipment and to insure competency of oil burner installers.

POWERS AND DUTIES: The Oil Burner Men's Licensing Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil burners and related equipment; to ensure the competence of oil burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Man, Journey Oil Burner Man or Apprentice Oil Burner Man; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to suspend or revoke the license of any oil burner man found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATIONAL BACKGROUND: The Oil Burner Men's Licensing Board was created in 1955, administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety.

The Board consists of four members appointed by the Governor with the advice and consent of the Council, for terms of two years, and the Commissioner of Public Safety, ex officio, who also serves as Executive Secretary. Two members are appointed from a slate of three persons nominated by the Maine Oil Dealers Association. All appointive members must be oil burner men who are active in the trade. The Board annually elects its own chairman.

PROGRAM: During fiscal year 1974, the Oil Burner Men's Licensing Board conducted 266 inspections and issued 2,678 licenses.

PUBLIC PROTECTION

PROGRAM: During fiscal year 1974, the Office of State Fire Marshal completed a comprehensive review of attended self-service gasoline dispensing stations and drew up new regulations in conjunction with the Maine Association of Fire Chiefs' Flammable Liquid Committee. In cooperation with the Department's Public Information Office, the Office worked to establish an informational program concerning fire hazards relating to the current energy crisis. Also, the Office instituted a new permit and fee system for fireworks, flammable liquids, and explosives.

In association with the Department of Health and Welfare, it was decided that policies and procedures concerning administrative responsibility for fire prevention aspects of federally funded medical programs should be refined, and a new Fire Safety Supervisor, Patient Care Facilities unit was created to be concerned with inspecting and correcting all health care facilities to bring them into compliance with State and federal regulations.

Throughout the year, inspectors were sent to various specialized schools and conferences across the country in order to update the present system with new ideas and concepts.

In its inspection and investigative work, the Office conducted 3,345 inspections of buildings, 640 inspections of explosives, flammable liquids, etc., and 433 fire investigations. During the year, there were 40 deaths resulting from fires throughout the State.

FINANCES, FISCAL YEAR 1974:

Oil Burner Men's Licensing Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$126,187			\$126,187
Total Expenditures		49,183			49,183
NET		77,004			77,004
Unexpended Balance Forward		77,004			77,004
Unexpended Balance Lapsed					

ELECTRICIANS EXAMINING BOARD

J. EDWARD MARKS, EXECUTIVE SECRETARY

Central Office: 36 Hospital Street, Augusta 04330

Telephone: 289-2352

Established: 1953

Statutory Authority: M.R.S.A., Title 32, Chapter 17

Average Number of Full-Time Employees: 5

Authorized Employee Level: 5

Total Expenditure, Fiscal Year 1974: \$67,560

MAJOR GOAL: To protect life and property from hazards arising from the use of electricity for light, heat, power, radio, signaling and other purposes and to insure the competency of electricians.

POWERS AND DUTIES: The Electricians Examining Board is authorized to ensure the competence of electricians through examination; to issue licenses to those qualified to hold the title of Master Electrician, Journeyman Electrician or Apprentice or Helper Electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATIONAL BACKGROUND: The Electricians Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety.

The Board consists of five members appointed by the Governor with the advice and consent of the Council, for terms of five years, and the Commissioner of Public Safety who also serves as Executive Secretary. Two members are appointed from a slate of three

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1974:

Electricians Examining Board	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$147,752			\$147,752
Total Expenditures		67,560			67,560
NET		80,192			80,192
Unexpended Balance Forward		80,192			80,192
Unexpended Balance Lapsed					

PUBLIC PROTECTION

CIVIL AIR PATROL, MAINE WING

COL. RICHARD T. DAVIS, MAINE WING COMMANDER
LT. COL. JOSEPH R. MELROSE, JR., DEPUTY WING COMMANDER

Central Office: Augusta State Airport, Winthrop Street, Augusta *Telephone:* 622-7722
04330

Established: 1941

Statutory Authority: M.R.S.A., Title 6, § 16

Total Expenditure, Fiscal Year 1974: \$5,092 (State Funds)

Organizational Units:

Squadrons at fourteen Maine locations

MAJOR GOAL: To provide an organization to encourage and aid United States citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy, and to assist in meeting local and national emergencies.

POWERS AND DUTIES: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its Constitution and Bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. The Patrol is responsible for encouraging and developing, by example, the voluntary contribution of private citizens to the public welfare; providing aviation and aerospace education and training, especially to its senior and cadet members; encouraging and fostering civil aviation in local communities; and assisting in meeting local and national emergencies. The Director of the Civil Air Patrol allocates and supervises funds made available by the Maine Legislature, expending such funds in a way to most effectively carry out its purposes and objectives.

ORGANIZATIONAL BACKGROUND: The Civil Air Patrol was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation or make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force. The Corporate Field Organization consists of the National Headquarters, fifty-two wings and three types of squadrons. There are wings for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. The Maine Wing Headquarters is located in Augusta. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative, and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

PROGRAM: The year-round activities of the Maine Wing of the Civil Air Patrol are conducted by the following Squadrons: Auburn Composite Squadron, Augusta-Gardiner Composite Squadron located in Augusta, Bangor-Brewer Composite Squadron in Bangor, Border Senior Squadron in Houlton, Brunswick Composite Squadron, Caribou Composite Squadron, Dexter Senior Squadron, Down-East Patrol Composite Squadron in Ellsworth, Greater Portland Composite Squadron in South Portland, Greenville Composite Squadron, Northern Maine Composite Squadron in Frenchville, Oxford Composite Squadron in Rumford, Pinetree Senior Squadron in Bath, and Waterville Composite Squadron.

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1974:

Civil Air Patrol, Maine Wing	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available*				\$5,194	\$5,194
Total Expenditures				5,092	5,092
NET				102	102
Unexpended Balance Forward				102	102
Unexpended Balance Lapsed					

*Includes State funds only.

STATE
POLICY
AREA

13

Transportation

Department of Transportation



TRANSPORTATION

DEPARTMENT OF TRANSPORTATION

ROGER L. MALLAR, COMMISSIONER
RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-2551

Established: 1972

Statutory Authority: M.R.S.A., Title 6; Title 23; Private and Special Laws, 1929, Chapter 114, as amended, and 1973, Chapter 116

Average Number of Full-Time Employees: 2,999

Total Expenditure, Fiscal Year 1974: \$99,264,565

Organizational Units:

Bureau of Administrative Services

Bureau of Planning

Bureau of Highways

Bureau of Legal Affairs

Bureau of Safety

Bureau of Aeronautics

Bureau of Waterways

Maine Port Authority

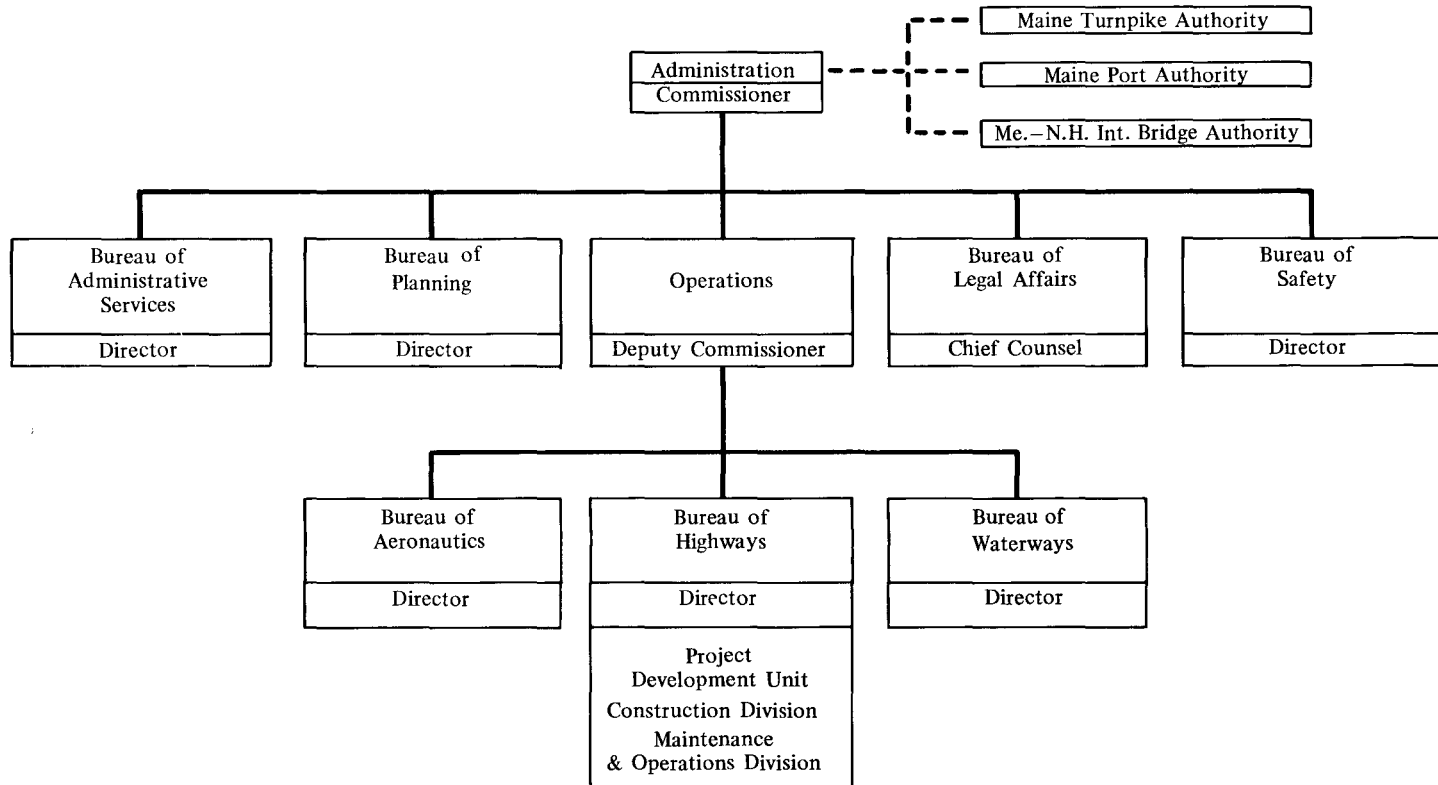
Committee to Study the Needs for a Traffic Court System
Maine Highway Safety Committee

MAJOR GOAL: To plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department of Transportation are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine; to assist in the development, operation and maintenance of such services and facilities; to stimulate active support for and develop, administer and promote transportation safety actions throughout the State; to plan or assist in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications, and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine; to acquire, construct, operate and maintain harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and to operate and maintain safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State; to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State; and to accept, receive and administer for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATIONAL BACKGROUND: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor and Council, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor with the advice and consent of the Council, two members of whom were to serve terms of three years and the third member, as chairman, a term of seven years. Appointment of a Chief Engineer of the State Highway

**ORGANIZATION CHART
DEPARTMENT OF TRANSPORTATION**



TRANSPORTATION

FINANCES, FISCAL YEAR 1974:

Department of TRANSPORTATION	General Fund	Other Special Revenue Funds Non-Federal	Federal	Other Funds	Total
RECEIPTS					
Legislative Appropriation/Allocation:	\$3,660,557	\$ 65,371,157			\$ 69,031,714
Departmental Operations	3,659,057	65,371,157			69,030,214
Transfers	1,500				1,500
Federal Grants			\$27,443,399		27,443,399
County & Municipal		3,681,300			3,681,300
Private Contributions		15,887			15,887
Sales		147,235			147,235
Services & Fees	52,598	749,930			802,528
Other		233,894	1,920	\$ 125	235,939
Unexpended Balance Brought Forward	137,285	35,601,216	25,592	1,130	35,765,223
Adjustment of Balance Brought Forward		57,848			57,848
TOTAL FUNDS AVAILABLE	3,850,440	105,858,467	27,470,911	1,255	137,181,073

Monies received and deposited to credit of the State	3,961				3,961
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EXPENDITURES					
Personal Services, Total:	131,148	26,761,800			26,892,948
Wages & Salaries	122,277	24,522,010			24,644,287
Retirement	8,621	2,239,790			2,248,411
All Other, Total:	1,087,833	37,703,306	36,790	342	38,828,271
Commodities	10,966	10,187,234			10,198,200
Grants, Subsidies, Pensions	212,337	4,765,141			4,977,478
Contractual Services, Total:	124,510	13,786,049	31,576	342	13,942,477
Rents		10,495,414	24,155		10,519,569
Computer Services					
Transfers to Other Funds	739,596	869,372			1,608,968
Other	424	8,095,510	5,214		8,101,148
Capital Expenditures, Total:	275,480	33,267,866			33,543,346
Buildings & Improvements		31,987,510			31,987,510
Equipment	395	191,995			192,390
Purchases of Land	275,085	1,088,361			1,363,446
TOTAL EXPENDITURES	1,494,461	97,732,972	36,790	342	99,264,565

SUMMARY

Total Funds Available*	3,850,440	133,250,766	78,612	1,255	137,181,073
Total Expenditures	1,494,461	97,723,972	36,790	342	99,264,565
NET	2,355,979	35,517,794	41,822	913	37,916,508
Unexpended Balance Forward	2,285,405	34,667,059	41,822	913	36,995,199
Unexpended Balance Lapsed	70,574	850,735			921,309

*Other Special Revenue Funds, Non-Federal includes \$27,392,299 of Federal Grants for which expenditure detail is not available.

Note: Approximately \$34.8 million of the Unexpended Balance Forward is held in reserve for authorized expenditures.

TRANSPORTATION

Commission was also authorized at this time as the officer in charge of the Commission's office and records and all highway construction and maintenance functions. The office of Chief Engineer was abolished in 1921 and restored in 1930. With the major expansion of the State's highway system since the 1930's and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics (established 1969), the Economic Advisory Board (established 1951), the Maine Port Authority (established 1929), the Advisory Committee of Ferry Service (established 1957), the Scenic Highway Board (established 1969), the Highway Safety Committee (established 1963) and the Vehicle Equipment Safety Commission (established 1963). Further, the legislation required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division (known as Bureau of Legal Affairs); and to organize such other bureaus, divisions and units as he deems necessary to fulfill the duties of the Department.

The Commissioner was authorized to retain members of the Economic Advisory Board, Advisory Committee of Ferry Service, Scenic Highway Board and Highway Safety Committee to serve in an advisory capacity for a period not to exceed two years, and to organize and create advisory committees for purposes and lengths of time as he deems necessary, subject to approval of the Governor and Council. Subsequently, various functional units have been established within the bureaus of the Department, and in 1974, transportation safety activities of the Department were consolidated in a new Bureau of Safety.

PROGRAM: At the close of fiscal year 1974, the Department of Transportation completed its first two years of operation. In January, 1974, several minor organizational changes within the departmental structure were implemented. The title of the Bureau of Planning and Services was changed to Bureau of Planning and all safety activities were transferred to a newly-created Bureau of Safety. Also, a Project Development Unit headed by the Deputy Chief Engineer was established in the Bureau of Highways, charged with responsibility for the development of proposed highway projects from the completion of systems planning through the contract advertising stage, and for the supervision and coordination of the Project Scheduling, Location and Survey, Right of Way, Design and the Materials and Research Divisions.

During the short period the Project Development Unit has been in existence, several major undertakings have been initiated and completed. The Federal Aid Highway Act of 1970 directed each state transportation department to fully consider all adverse social and economic effects which might be related to any proposed Federal Aid project. A State of Maine Action Plan, incorporating the provisions of this directive, was developed by the Department and approved by both the Governor and the Federal Highway Administration. This Action Plan is scheduled for full implementation by November, 1974. The Unit also has been assigned responsibility for developing a Certificate of Acceptance Program as authorized by the Federal Aid Highway Act of 1973. Work is progressing on this program.

During the period January 1 through June 30, 1974, the Project Development Unit developed projects which generated Public Land Funds in the amount of \$447,000 for the widening of Eagle Lake Bridge in Bar Harbor, and Landscaping and Scenic Enhancement Funds in the amount of \$43,500 for a Safety Rest Area on Route 11 in Eagle Lake. These projects are financed by the Federal Highway Administration and would have been withdrawn had the projects not been developed in a very short time period. In addition, claims were developed which brought to the State \$288,339 in additional revenue from the Federal Highway Administration Billboard Bonus Fund.

Construction and related programs of the Department were drastically curtailed during the fiscal year due to a reduction in available funds. The reduction in gasoline tax

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revenues due to the Energy Crisis; inflationary trends encountered in the purchase of materials, supplies, services and equipment; the delayed scheduling of a public referendum on the issue of \$7.8 million in highway bonds; the advancement by three months of the scheduled effective date of a general salary increase for Department employees; and the implementation of the federal Fair Labor Standards Act of 1974; have all contributed to the need for curtailment. This non-availability of funds has directly affected the Department's ability to obtain federal funds on a matching basis, bringing about a corresponding reduction in the Department's ability to initiate new and/or continuing construction projects.

During the fiscal year, the Bureau of Highways' Construction Division assumed responsibility for contract administration, construction engineering and construction inspection on forty-two highway and bridge projects carrying an estimated total cost of \$23,074,423. Contract administration responsibility for one airport improvement and six traffic signal contracts were also assumed, with a total cost amounting to \$195,588. Contract administration, construction engineering and construction inspection responsibility for seventy-six highway, bridge, traffic signal and roadside improvement contracts were completed during the fiscal year. Total funds involved in these contracts were estimated at \$26,559,410.

The task of constructing and maintaining approximately 4,000 miles of State highways and the 7,635 miles of State Aid roads has become increasingly demanding and expensive. During 1974, an estimated 500,000 tons of hot maintenance mulch will be applied to surface approximately 1,100 miles of the State highway system. Payment to contractors for the manufacture and placement of this mulch will be in excess of \$5 million. Department of Transportation trucks are used to move the materials from the mixing plant to the project site. Five million or more dollars will be expended on projects in the State Aid program in an effort to continue improving the State Aid highway system. Through the application of a new process of concrete deck refurbishment, a number of bridge surfaces have been returned to an "as good as new" condition at a substantially reduced cost. In this process, the existing wearing surface of the bridge deck is removed, together with enough of the concrete deck, to insure that all sub-standard material has been eliminated. An integral placement of cement is then made to return the deck and wearing surface to their original condition.

Recognizing the need for a single point of control and coordination, all safety and training activities of the Department have been centralized in the new Bureau of Safety. The continued emphasis on highway safety has been demonstrated in the sponsorship of a statewide contest to obtain a new highway safety slogan. A board of citizens selected "Your Life is on the Line" as the best of approximately 30,000 slogans entered in the contest. Federal funds have been obtained and major expenditures made in areas of alcohol control in relation to highway safety, police, traffic and emergency medical services.

In addition to a continuing program of safety training for departmental employees, the Highway Safety Program has made considerable progress in the field of public information, pupil transportation and defensive driving. Approximately 1,200 Maine residents completed the eight-hour National Safety Council Defensive Driving Course during the forty times the course was presented during the fiscal year. Throughout the year, the public information effort has been marked by a series of public speaking engagements, radio and television appearance, press releases and spot safety announcements on both radio and television. Over 1,000 requests for safety films for use of schools and civic organizations have been filled.

Emphasis has also been placed on bicycle, motorcycle, school bus and pedestrian safety. Members of the Bureau of Safety have worked closely with representatives of the State Police in preparing a course which will certify selected instructor personnel to present motorcycle operator training in high schools throughout the State. This course will be presented through University of Maine facilities in the fall of 1974.

The Bureau of Planning has been deeply involved at federal, State, county and municipality levels with civic and private organizations and with private land, water and air enterprises, both in and out-of-state, in studies calculated to determine and satisfy statewide transportation needs. Appearances have been made before federal agencies to present State of Maine views and needs and to advocate increases to or retention of

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existing facilities and services. The Environmental Services Division of this Bureau has been charged with the review of departmental projects and activities to insure that all factors of environmental impact are considered and that the highest standards are observed and preserved. The Airport Planning Division has worked closely with the Augusta State Airport and other in-State airports in developing projects which will up-grade their facilities, and in obtaining federal assistance.

The title of the Bureau of Administration was changed to Bureau of Administrative Services, effective June 28, 1974, by action of the Special Session of the 106th Legislature. This change was made in accordance with a recommendation made by the Maine Management and Cost Survey Commission.

This Bureau has initiated a series of studies to determine ways and means to improve the Department's budgetary processes and take full advantage of computer services available. In the past year, a full review of the Department's personnel recordkeeping function was instituted, with the primary objective of mechanizing many actions now performed manually. Although implementation of the federal Fair Labor Standards Act of 1974 and the projected advent of collective bargaining have delayed the progress of this project, they have also emphasized the need for such action and have expanded the overall scope of the project.

The responsibilities, powers and duties of the Maine Port Authority were amended in 1974. Membership of the Authority's Board of Directors was revised to specify the Commissioner of Transportation as president of the Board. Working closely with the Department and its Bureau of Waterways, the Authority has conducted preliminary negotiations on a project designed to provide a new cargo pier at Portland. This pier will provide cargo handling and serve as a terminal for the trans-shipment of petroleum from tanker vessels to an inland refinery. Authorization to issue revenue bonds to finance this project was granted to the Authority by the Legislature in amending its powers and duties.

As part of the development and expansion of the Portland Harbor port facilities, the Bureau of Waterways acquired title to the former Galt Block Warehouse, an area formerly used for the Grand Trunk Railroad wharves, and a small parcel of land adjoining this property. The warehouse was demolished and the entire area acquired was cleared to provide additional space for cargo and container handling, storage and parking. The five vessels of the Bureau of Waterways' Ferry Service transported 78,714 vehicles and 239,592 passengers between its three mainland and five island terminals during calendar year 1973.

The State's 1973 Capital Improvements Program, as approved by the 106th Legislature, appropriated \$98,000 for use at the Augusta State Airport. Among the eight projects to be completed by the Bureau of Aeronautics with these funds are the repaving and remarking of Runway 17-35, erection of a maintenance shed and repaving of the aircraft parking area.

During the fiscal year, representatives of the Bureau have performed sixty-eight airport inspections for compliance with State and federal standards. The Engineering Section assisted local, State and federal authorities in the development of airport improvement projects which have brought an additional \$500,000 of federal funds into the State. A total of \$157,267 in State funds has also been distributed to airport operators under the Snow Removal Assistance Program.

Rules and regulations governing operation of the Augusta State Airport were reviewed and updated during the year. A Fire and Crash Disaster Plan for the Airport and surrounding communities also was published and distributed. All contracts and agreements with tenants at the Airport were reviewed, standardized, and, in most cases, contract conditions were revised to benefit the State of Maine. During fiscal year 1974, a total of 33,000 passengers were processed through airline terminal facilities at the Airport.

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BUREAU OF ADMINISTRATIVE SERVICES

HENRY L. CRANSHAW, DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2641

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 80

Organizational Units:

Computer Services Group

Personnel Section

Finance and Accounting Section

Purchasing Unit

Audit, Internal and External

Central Stores and Reproduction

MAJOR GOAL: To provide technical assistance and administrative and financial management support and services necessary to the successful achievement of the goals and objectives of the Department of Transportation.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the Bureau of Administrative Services is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services; and departmental personnel functions.

ORGANIZATIONAL BACKGROUND: The Bureau of Administrative Services, originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Administration. Effective June 28, 1974, the Bureau was renamed to meet the statutory requirement for a Bureau of Administrative Services to be established within the Department.

PROGRAM: In July, 1973, the Bureau of Administrative Services initiated a progressive program intended to achieve maximum utilization of available automated systems and facilities in the area of budgeting, financial and property accounting and management, personnel and other support services. Although temporarily delayed by the requirement to implement the provisions of the federal Fair Labor Standards Act in May, 1974, automation of crew payroll systems was completed in June, 1974. Present planning calls for conversion of the remaining payrolls and certain personnel functions prior to July, 1975.

Systems and programs to automate the property management responsibility have been written and are in the process of being tested. Full implementation is anticipated during the first quarter of fiscal year 1975.

Considerable time and effort has been expended by the Bureau's Computer Services Group in writing systems and programs which will expand or upgrade existing systems to process, record, store and analyze operational and cost performance data relating to motorized equipment of the Department. This data is used to establish realistic and timely rental rates for automobiles and working equipment, utilizing automated systems and procedures approved by the Federal Highway Work Administration.

BUREAU OF PLANNING

DANIEL WEBSTER, JR., DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-3131

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 72

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Organizational Units:

Environmental Services Division
Highway Planning Division
Systems and Programming Division

Airport Planning Division
Transportation Services Division
Special Services Division

MAJOR GOAL: To ensure provision of adequate, safe and efficient transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.'

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the Bureau of Planning is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation; to assist in the development of transportation facilities and services in the State; to promote the coordinated and efficient use of all available and future modes of transportation; to appear as chief spokesman for the State, as the Commissioner's representative, before such national, regional, state and local agencies, groups or organizations, including regulatory agencies, as he deems necessary to enhance and promote the transportation interests of Maine; and to assist in the establishment of a system of scenic highways in the State and the development of procedures for the designation of that system of scenic highways with regard for other national, regional and local conservation plans.

ORGANIZATIONAL BACKGROUND: The Bureau of Planning evolved from the Division of Planning and Traffic of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and functions of the Division were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. In late 1973, the Bureau was reorganized under the abbreviated name of Bureau of Planning, other significant changes including the loss of the traffic section and the addition of three service divisions: Transportation Services, Environmental Services and Special Services.

PROGRAM: The changes which have evolved in the Bureau of Planning represent recognition of the need for realignment of responsibilities in the light of broader and all-inclusive modal considerations. Not only are all modes examined separately, but the inter-relationships with one another are being evaluated. Similarly, as the individual areas are examined separately, their inter-relationships are examined as the Bureau moves toward a comprehensive, statewide transportation plan. Impacting on this is the 1973 Federal Aid Highway Act which provides funding for planning purposes at the local level for the first time.

During the past fiscal year, a major activity of the Bureau was participation in the 1974 National Transportation Study, accomplished with the cooperation of some of the larger cities and towns in the State.

A significant activity that was transferred to the newly-formed Bureau of Safety was the analysis of accident records. Highway Safety Programs supervised by the Bureau also were transferred to the Bureau of Safety.

The Bureau is scheduling its summer work to utilize personnel of the Construction Division of the Department. Normally, this work involves hiring seasonal help during June, July and August; however, by changing the work schedule by a number of weeks, it will allow the Bureau to take up the slack during a slow season for the Construction Division. Additionally, some construction personnel are being used to fill other vacancies in the Bureau both on a temporary and a permanent basis.

The Bureau's Environmental Services Division is responsible for encouraging the interest and concern of the Department in relation to activities oriented to the environment; establishing a continual reviewing process for all departmental activities associated with the environment; assuring that proper coordinative efforts are maintained in activities of environmental impact as related to the Department's operating divisions and other State, federal and private agencies and individuals; encouraging improved public informa-

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tion programs associated with environmental factors; and recommending to the Department changes in policies and procedures in the area of environmental activities.

The Highway Planning Division of the Bureau is responsible for transportation planning in the urban areas of the State and specifically, for continuing transportation planning efforts in Portland and Lewiston-Auburn and conducting special transportation studies.

One of the major activities of the Bureau is provided by its Systems and Programming Division relating to highway data resources, including traffic counting, vehicle classification, sufficiency rating, truck weighing and travel data collections.

The Airport Planning Division is responsible for conducting statewide airport planning, coordinated with all federal, State, county, town and city governmental bodies and, at times, with private industries, businesses and citizens; establishing needs in an order of priority and developing appropriate airport construction programs; advising and cooperating with the Bureau of Aeronautics on airport operational problems; supervising the development and partial funding of airport master plans throughout the State, either on-going or proposed; and responding to all requests for aviation information from other State departments and agencies.

The Bureau's Transportation Services Division is responsible for providing an initial overview of Maine's transportation problems and suggesting priorities for response to these problems in such modes of travel as highway, air, water and rail. The Division engages in three basic types of activities: proceedings before federal regulatory agencies involving the State of Maine, transportation studies and the development of transportation service and rate information.

The Special Services Division provides four basic services, including mapping, publicity, providing information to citizens of Maine regarding policies and activities of the Department of Transportation, and provision of photographic services to bureaus of the Department. To these basic duties can be added numerous miscellaneous activities peculiar to the category of special services.

BUREAU OF HIGHWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-2551

Established: 1972

Statutory Authority: M.R.S.A., Title 23

Average Number of Full-Time Employees: 2,728

Organizational Units:

Project Development Unit

Construction Division

Maintenance and Operations Division

MAJOR GOAL: To provide for present and future needs for adequate, safe and efficient highway transportation facilities and services in the State of Maine through the design, construction, maintenance and operation of State and State Aid highway systems.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the Bureau of Highways is authorized to establish highway locations, develop plans and conduct hearings relating to highway construction; to develop necessary environmental information and construct or reconstruct highway facilities; to purchase necessary rights-of-way for highway purposes and assist other bureaus within the Department of Transportation as required in obtaining rights-of-way for other modes of transportation; to provide assistance to other bureaus of the Department in relation to materials and research activities; to administer State and town aid highway programs and provide assistance to counties and communities in connection with traffic engineering and traffic signs, signals and markings; to administer the Motor Transport Service and provide motor transport services to other bureaus of the Department and to other State agencies as required or requested; and to administer railroad-highway crossing programs on all ways of the State of Maine.

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ORGANIZATIONAL BACKGROUND: The Bureau of Highways originated in 1905 with the establishment of a Commissioner of Highways who, in 1907, became supervisor of a new State Highway Department. Both the office of Commissioner and the Department was abolished in 1913 and their duties assumed by the newly-created State Highway Commission, consisting of three members appointed by the Governor with the advice and consent of the Council, with operations supervised by a Chief Engineer. While the office of Chief Engineer was abolished in 1921 and reestablished in 1930, the Commission endured until 1972 when it was abolished by State Government reorganization legislation and its functions transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Highways.

In late 1973, a Project Development Unit and a sub-unit, Environmental Analysis, were established within the Bureau. Supervisory responsibility for the Project Scheduling, Location and Survey, Engineering Design, Right-of-Way and the Materials and Research Divisions was assigned to the Engineer of Project Development who was also designated as Deputy Chief Engineer. Supervisory responsibility for the Construction, and Maintenance and Operations Divisions was retained by the Deputy Commissioner of Transportation who is also designated as Director, Bureau of Highways, and Chief Engineer.

PROGRAM:

Project Development Unit. During fiscal year 1974, a major effort was initiated to improve the efficiency of the Bureau of Highways. On December 19, 1973, major divisions involved in project development were reorganized into a Project Development Unit, consisting of the Location and Survey Division, the Design Division, the Right-of-Way Division and the Materials and Research Division, supplemented by two staff groups, Project Scheduling and Environmental Services. The Unit has the major responsibility for the development of proposed highway projects from the completion of system planning through to contract advertising.

The completion and acceptance of Maine's Action Plan by both the Governor and the Federal Highway Administration has been accomplished. The Action Plan was approved by the Governor on December 18, and by the Federal Highway Administration on December 27, 1973, thus avoiding any delays in project development. Action Plans were developed by each state of the United States, representing a positive response to a Congressional mandate set forth under the Federal Aid Highway Act of 1970 which directed the Federal Highway Administration to develop guidelines to insure that transportation departments fully consider all adverse social and economic effects related to any proposed Federal Aid project, and that decisions are being made in the best overall public interest.

Public Lands Funds in the amount of \$447,000 were allotted to the State of Maine in January of 1974 for the widening of the Eagle Lake Bridge in Bar Harbor. These funds would have lapsed had they not been obligated prior to June 30, 1974. Through the coordinated effort of the Project Development Unit, this complex task was accomplished in four months.

Landscaping and Scenic Enhancement Funds were allotted to the State of Maine in the amount of \$43,500 and were subject to lapsing if a project could not be developed and obligated prior to June 30, 1974. This also represented a challenge, for in a short time-frame of approximately two months, a Safety Rest Area on Route 11 in Eagle Lake was developed and the funds obligated. These projects, developed with Public Land Funds and Landscaping and Scenic Enhancement Funds, are fully financed by the Federal Highway Administration.

The Unit was also able to develop claims providing additional revenue in the amount of \$288,339 from the Federal Highway Administration in the form of Billboard Bonus Funds. This represented a tremendous boost in the Department's ability to proceed with project development.

Currently, the Unit is beginning to implement the Action Plan which should be fully implemented by November of 1974. The Unit is also developing a combination monitoring and scheduling program which, when fully operational, will result not only in increased efficiency throughout project development, but also will serve as a valuable tool in reducing preliminary engineering costs.

The Unit also has been assigned responsibility for developing the Certification Accep-

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tance Program authorized by the Federal Aid Highway Act of 1973. A major effort will be conducted during the coming fiscal year in the development of this program.

Construction Division. During fiscal year 1974, the Construction Division assumed contract administration, construction engineering and construction inspection responsibilities for forty-two contracts amounting to an estimated \$23,074,423, as follows:

- 14 Complete highway construction contracts (including bridges)
 - 4 Highway grading contracts
 - 4 Highway paving contracts
 - 1 Highway lighting contract
 - 2 Highway signing contracts
- 14 Bridge construction contracts (including approaches)
 - 2 Bridge deck replacement contracts (including approaches)
 - 1 Guard rail contract

In addition, the Division assumed contract administration responsibilities for 7 contracts, six traffic signal contracts and one airport improvement contract amounting to an estimated total of \$195,588.

During the fiscal year, the Division completed contract administration, construction engineering and construction inspection responsibilities for fifty-eight contracts amounting to a final total of \$25,738,606, as follows:

- 23 Complete highway construction contracts (including bridges)
 - 6 Highway grading contracts
 - 3 Highway paving contracts
 - 1 Highway lighting contract
 - 3 Highway signing contracts
- 20 Bridge construction contracts (including approaches)
 - 1 Traffic signal and channelization contract
 - 1 Toll booth contract

In addition, the Division completed contract administration responsibilities for eighteen contracts, eleven traffic signal contracts and seven roadside improvement contracts amounting to a final total of \$821,342.

Maintenance and Operations Division. In the area of highway maintenance, the program which has received the widest public acceptance and enthusiasm has been the so-called Hot Maintenance Mulch Program. This is a system whereby contracts are let for the manufacture and placing of the material, with the Department providing hauling and all other incidental services. It is estimated that over 500,000 tons of plant mixed material were placed on Maine's State and State Aid highways in 1974, covering a distance of almost 1,100 miles. This will result in contractor payments of over \$5 million.

In the area of winter maintenance, salt reduction has been and will continue to be a major effort of the Division. To date, this program has resulted in a salt reduction of between 20,000 and 25,000 tons per year when compared with previous levels of use.

In bridge maintenance, the Division's most interesting program is the refurbishing of concrete decks. In this system, the existing wearing surface is removed and enough of the concrete is very carefully taken off to remove only the poor and leave the good. An integral placement of concrete is then made to replace the deteriorated concrete on the deck and the wearing surface. This has resulted in the restoration of a number of bridges to a new condition at a substantially reduced cost and causing no more of a problem than created by one-way traffic during the repair.

The State Aid program continues to be one of the more popular governmental efforts. Hundreds of small projects built throughout the State each year at a total cost of over \$5 million continue to improve the State Aid system of highways.

The Motor Transport Service is continuing to provide leadership to other states in the development of truck specifications and types. Maine was the first state with a program to entirely dieselize its heavy trucks. The Division is now replacing patrol trucks with diesel trucks, and these have received wide acceptance.

In the area of Traffic Services, the major change has been administrative. Traffic Engineers are now being assigned to Division Offices to provide more rapid solutions and better response to the public for traffic operational problems.

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BUREAU OF LEGAL AFFAIRS

ASA C. RICHARDSON, CHIEF COUNSEL

Central Office: State Office Building, Augusta 04330

Telephone: 289-2251

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 20

MAJOR GOAL: To provide all legal services required by the Department of Transportation.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the Bureau of Legal Affairs is authorized to prepare title reports and resolve problems arising from title reports, negotiation contact, appraiser investigation and engineering and construction activities; to prepare and present cases before the Land Damage Board, appeal cases before the Superior Court, and other cases arising in the courts; to provide counselling and opinions on outdoor advertising, condemnation, contracts, bonds and bidding, interpretation of statutory law, documents and case law, and on other legal aspects of departmental activities as requested or required; to coordinate and enforce control over encroachment of rights-of-way; to investigate, review, research and provide opinions related to claims before the Department; to resolve or collect overdue accounts; and to perform legal research and provide other services and duties as requested or assigned by the Commissioner of Transportation.

ORGANIZATIONAL BACKGROUND: The Bureau of Legal Affairs originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in State Government reorganization of 1972. In the reorganization legislation, the Commissioner of Transportation was directed to establish within the Department a Legal Services Division among other specific bureaus. This Division operates as the Bureau of Legal Affairs under the direction of the Chief Counsel who also holds appointment as an Assistant Attorney General.

PROGRAM: During fiscal year 1974, the Bureau of Legal Affairs completed 624 and updated 67 title abstracts. Before condemnation, 831 title abstracts were brought to date; another 220 were brought to date after condemnation; 10 project condemnations were checked; and 26 condemnations were recorded.

The Bureau processed 37 Land Damage Board petitions, presented 150 cases to the Board and settled 12 Land Damage Board cases before going to trial. The Bureau also settled 5 cases before going to trial in Superior Court. It was involved in 11 jury trials in Superior Court, and has 5 cases pending before the Superior Court which are unrelated to the Land Damage Board. Forty-five cases were presented to the Industrial Accident Commission. Seven collection cases were processed.

Also during the year, the Bureau verified fourteen mailing lists and rendered usual advice and counsel services, wrote opinions and performed research in connection with activities of the Department.

BUREAU OF SAFETY

FRED A. CAMPBELL, JR., DIRECTOR

Central Office: State Office Building, Augusta 04330

Telephone: 289-2581

Established: 1973

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 18

Organizational Units:

Maine Highway Safety Committee

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MAJOR GOAL: To minimize deaths and injuries occurring on Maine highways by stimulating active support for and developing, administering and promoting transportation safety action programs throughout the State.

POWERS AND DUTIES: The primary responsibilities of the Bureau of Safety are to develop and implement a statewide highway safety program which encompasses highway standards as promulgated by the U.S. Secretary of Transportation under the authority of the federal Highway Safety Act of 1966; to conduct and coordinate safety training programs for Department of Transportation employees; to review, investigate and process accident and damage claims received by the Department; and to review and process Workman's Compensation claims.

ORGANIZATIONAL BACKGROUND: The Bureau of Safety was established administratively in December, 1973, to bring together those units within the Department of Transportation having objectives directly involving programs to make the traveling public aware of highway safety as well as programs concerned with training and on-the-job safety of departmental employees.

The Maine Highway Safety Committee was established in 1957 as the Highway Safety Committee with fifteen to twenty-five members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create new advisory committees as he deems necessary, subject to approval of the Governor and Council. The Maine Highway Safety Committee was reestablished administratively in 1974 and consists of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner.

PROGRAM: Highway safety programs have been developed for implementation at the State and local level, and have contributed to a reduction in highway fatalities each year since 1970. These programs have been supported by federal funds, with major expenditures in the areas of alcohol control in relation to highway safety, police traffic services for the enforcement of Maine law and emergency medical services. In addition to these highway safety programs, the Bureau of Safety expended considerable effort in the area of public information, pupil transportation and defensive driving during the last fiscal year.

The Bureau's Public Information Program consisted of approximately twenty-five speaking engagements with civic groups and schools and fifteen radio and television interviews, plus radio and television spot announcements and press coverage, with major emphasis on bicycle, motorcycle, school bus and pedestrian safety. In addition, the Bureau's film library processed over 1,000 requests from various schools and agencies for the loan of safety films.

The eight-hour National Safety Council Defensive Driving Course was publicized on a statewide basis, and forty courses were programmed by the Bureau; approximately 1,200 people completed the courses. A statewide Highway Safety Slogan contest was also conducted, with approximately 30,000 slogans submitted. The winning slogan was "Your Life is on the Line."

BUREAU OF AERONAUTICS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-3185

Established: 1972

Statutory Authority: M.R.S.A., Title 6; Title 23, Chapter 410

Average Number of Full-Time Employees: 12

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1974: \$749,068

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Organizational Units:

Augusta State Airport

MAJOR GOAL: To promote public safety and advance the interests of aeronautics within the State of Maine by studying aviation needs, assisting and advising political subdivisions in the development of aeronautics and by cooperating and coordinating with State, local, regional and federal agencies working toward the development of aeronautics within the State.

POWERS AND DUTIES: The Bureau of Aeronautics is authorized generally to administer laws relating to Aeronautics and to make rules and regulations concerning aeronautical activity in the State; to enforce and administer laws requiring the registration of aircraft, aircraft dealers, aircraft manufacturers and commercial and non-commercial airports and heliports; to inspect said airports and heliports for compliance with State and federal laws and regulations; to supervise and control all airports and aircraft owned by the State for the use of its departments and agencies; to exercise general supervision, direction and control over matters pertaining to the location, construction and maintenance of all airports supported in whole or in part, by State monies; to approve the firing of rocket models; to further education in Aeronautics in the public school system; to aid in the snow removal, repair and maintenance of airports statewide; and to investigate all aircraft accidents and incidents in the State.

ORGANIZATIONAL BACKGROUND: The Bureau of Aeronautics originated in 1939 with the establishment of a three-member Maine Aeronautical Committee which was renamed Aeronautics Commission in 1941 and authorized to appoint an Aeronautical Director to serve as executive officer and administer aeronautical laws and enforce rules and regulations of the Commission. In 1949, the Commission became the Maine Aeronautics Commission with an expanded membership and authorization to elect its own chairman. In 1969, appointment of the Aeronautical Director was vested in the Governor with the advice and consent of the Council, when the Commission was abolished and replaced with a Department of Aeronautics. In State Government reorganization of 1972, the Department was transferred to the new Department of Transportation as the Bureau of Aeronautics under the administrative direction of the Commissioner of Transportation.

PROGRAM: During the last fiscal year, the Bureau of Aeronautics inspected sixty-eight airports in the State, and prepared written reports for submission to the Department and the Federal Aviation Administration. The Bureau's Engineering Section was instrumental, in cooperation with the FAA and State and local planners, in securing \$500,000 in additional federal funds for twelve projects at eight airports throughout the State.

The State's Capital Improvements Program appropriated \$98,000 for the Augusta State Airport, to be spent as follows:

Revamping of terminal parking lot	\$ 3,500
Erection of a maintenance shed	15,000
Repaving aircraft parking area	15,000
Repaving and remarking Runway 17-35 (first federal project at the Airport since 1951)	30,000
Erection of a security and safety fence	9,000
Relocating service road and Adjutant General's fence; possible preliminary engineering for a taxiway	18,000
Locating boundaries, surveying and locating additional lands for purchase	1,500
Engineering Technician on loan from the Construction Division, Department of Transportation	4,000
Contingency Fund	2,000

In addition, the Bureau published rules and regulations and a fire and crash plan for the Augusta State Airport and surrounding communities in case of a disaster, worked on possibilities of bringing a Class-A restaurant to the Airport, and added new and more

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modern maintenance equipment at the Airport as a result of placement within the Department of Transportation.

During the year, the Augusta State Airport lost the services of Executive Airlines, but gained the services of Air New England's DC-3's and of Budget Car Rental. The holding of periodical tenants' meetings was established to iron out problems. Total passenger traffic processed through the Airport's terminal facilities amounted to 33,000 persons last year.

FINANCES, FISCAL YEAR 1974:

Bureau of Aeronautics	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,288,991	\$1,294,794	\$25,592	\$1,255	\$3,610,632
Total Expenditures	441,331	307,395	0	342	749,068
NET	1,847,660	987,399	25,592	913	2,861,564
Unexpended Balance Forward	1,795,471	987,399	25,592	913	2,809,375
Unexpended Balance Lapsed	52,189				52,189

BUREAU OF WATERWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04330

Telephone: 289-2641

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410; Private and Special Laws, 1929, Chapter 114, as amended

Average Number of Full-Time Employees: 63

Authorized Employee Level: 70

Total Expenditure, Fiscal Year 1974: \$2,205,131

Organizational Units:

Maine State Pier

State Ferry Service

MAJOR GOAL: To implement the planned development of coastal resources, ports and harbors in the State of Maine by acquiring, constructing, operating and maintaining harbor facilities as may be necessary, and by operating and maintaining port facilities within the jurisdiction of the Department of Transportation.

POWERS AND DUTIES: Through the authority vested in the Commissioner of Transportation, the Bureau of Waterways is authorized to generally foster the development of maritime activities in the State; to provide for the construction of public wharves and the establishment of adequate port facilities; to supervise harbor development and the making of comprehensive surveys and plans for the use of port facilities, including piers and storage yards; to consult with and advise representatives of port communities and districts in the State as may desire to institute proceedings for local maritime and port development; to operate the Maine State Pier in Portland and maintain adequate piers in Casco Bay for the use of the authorized carrier to transport passengers and freight; to operate the State Ferry Service which provides for the transportation of passengers and vehicles between three mainland points and five islands off the coast of Maine, and maintain certain wharves in Casco Bay for such ferry service; to promote the advancement of waterborne commerce; and to keep informed as to present and future requirements of ocean shipping.

ORGANIZATIONAL BACKGROUND: The Bureau of Waterways was established by statute in 1972 as an administrative unit of the newly-created Department of Transportation. The Bureau assumed responsibility for all operations of the Maine Port Authority, which originated in 1929 and was made a unit of the Department also in 1972, except certain powers and duties relating to the development of Maine ports and facilities and the conduct of allied activities which remained with the Authority.

TRANSPORTATION

PROGRAM: During fiscal year 1974, the Bureau of Waterways acquired title to the former Galt Block Warehouse in Portland which was then demolished to provide additional space for the handling and parking of cargo and containers, and acquired the space formerly used for the Grand Trunk wharves, along with some land area, to be used for parking and storage. Plans and specifications were prepared for the updating of the sprinkler system at the Maine State Pier to meet current insurance standards. The contract for the actual work will be let early in fiscal year 1975. The Bureau also promoted the shipment of additional containers through the port of Portland.

During calendar year 1973, the State Ferry Service, operated by the Bureau, transported 78,714 vehicles and 239,582 passengers between the three mainland and five island terminals. A consulting engineer was retained to develop plans for the disposal of sewerage aboard the ferries so as to meet all State and federal requirements.

FINANCES, FISCAL YEAR 1974:

Bureau of Waterways	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,356,415	\$ 623,953	\$33,020		\$2,013,388
Total Expenditures	1,013,358	1,162,704	29,069		2,205,131
NET	343,057	(538,751)	3,951		(191,743)
Unexpended Balance Forward	343,057	(538,751)	3,951		(191,743)
Unexpended Balance Lapsed					

MAINE PORT AUTHORITY

ROGER L. MALLER, PRESIDENT

DAVID H. STEVENS, SECRETARY

Central Office: State Office Building, Augusta 04330

Telephone: 289-2551

Established: 1951

Statutory Authority: M.R.S.A., Title 23, Chapter 410; Private and Special Laws, 1929, Chapter 114, as amended

Total Expenditure, Fiscal Year 1974: \$8,395

MAJOR GOAL: To initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine.

POWERS AND DUTIES: The Maine Port Authority is authorized to acquire, construct and operate piers and terminal facilities within the State of Maine, through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATIONAL BACKGROUND: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Isleboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor with the advice and consent of the Council. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied

TRANSPORTATION

activities, directly to the Department under a new Bureau of Waterways. The Commissioner of Transportation was authorized to retain as advisors the members of the former Advisory Committee of Ferry Service, to serve at his pleasure for a period of not more than two years.

The present Maine Port Authority consists of a board of five directors, including two appointed by the Governor with the advice and consent of the Council, for terms of three years; one appointed by the City Council of Portland; and one appointed by the City Council of South Portland. The Commissioner of Transportation serves ex officio as the fifth member and president of the board. The directors elect a treasurer and such other officers as deemed necessary from among their number.

PROGRAM: During fiscal year 1974, the Maine Port Authority signed a Memorandum of Intent and Understanding with the New England Energy Company, and worked closely with the Company in the development of data and information necessary to sign a joint application for the necessary licenses from the Department of Environmental Protection for the construction of proposed port facilities in Portland. On April 1, 1974, the Authority signed jointly with the Company an application to the U.S. Army Corps of Engineers for a permit to construct the proposed facilities.

The services of Fay, Spofford, and Thorndike, Consulting Engineers, Boston, Massachusetts, were used to make an overall engineering review of the engineering plans and estimates as prepared by the New England Energy Company for the port facilities.

The Authority is presently considering retaining legal counsel to develop terms and conditions of a possible lease of port facilities to the New England Energy Company. The terms of the lease would be such that payments thereon would guarantee amortization of the revenue bond issue. The Authority expects to sign the joint application with the Company to the Department of Environmental Protection in July, 1974, but only after the Authority has reached an agreement with the Company regarding the design and construction of the proposed cargo pier.

FINANCES, FISCAL YEAR 1974:

Maine Port Authority	General Fund	Other Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$4,000		\$20,000		\$24,000
Total Expenditures	674		7,721		8,395
NET	3,326		12,279		15,605
Unexpended Balance Forward			12,279		12,279
Unexpended Balance Lapsed	3,326				3,326

COMMITTEE TO STUDY THE NEEDS FOR A TRAFFIC COURT SYSTEM

ROGER L. MALLAR, CHAIRMAN

Central Office: c/o Department of Transportation, State Office Building, Augusta 04330 *Telephone:* 289-2551

Established: 1973 *Statutory Authority:* Private and Special Laws, 1973, Chapter 116

MAJOR GOAL: To determine the need for a traffic court system and other methods of handling traffic violations in the State of Maine.

POWERS AND DUTIES: The Committee to Study the Needs for a Traffic Court System was established as an ad hoc committee to serve in an advisory capacity to the Department of Transportation in determining the need for a traffic court system and other methods of handling traffic violations. The Department is to report its findings, together with any necessary recommendations or implementing legislation, at the next regular session of the Legislature, at which time the Committee is to be terminated.

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ORGANIZATIONAL BACKGROUND: The Committee to Study the Needs for a Traffic Court System was established in late 1973 by Private and Special Law. The Committee consists of the Chief Judge of the Maine District Court, the Attorney General, the Secretary of State and the Commissioner of Public Safety or their delegated representatives and six additional representatives appointed by the Commissioner of Transportation who serves as chairman.

PROGRAM: The Committee has held one organizational meeting since it was established.

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