

MAINE STATE LEGISLATURE

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MAINE STATE GOVERNMENT ANNUAL REPORT 1974-1975



A Compilation of
Annual Administrative Reports of
State Departments and Agencies

*Published at
Augusta, Maine*

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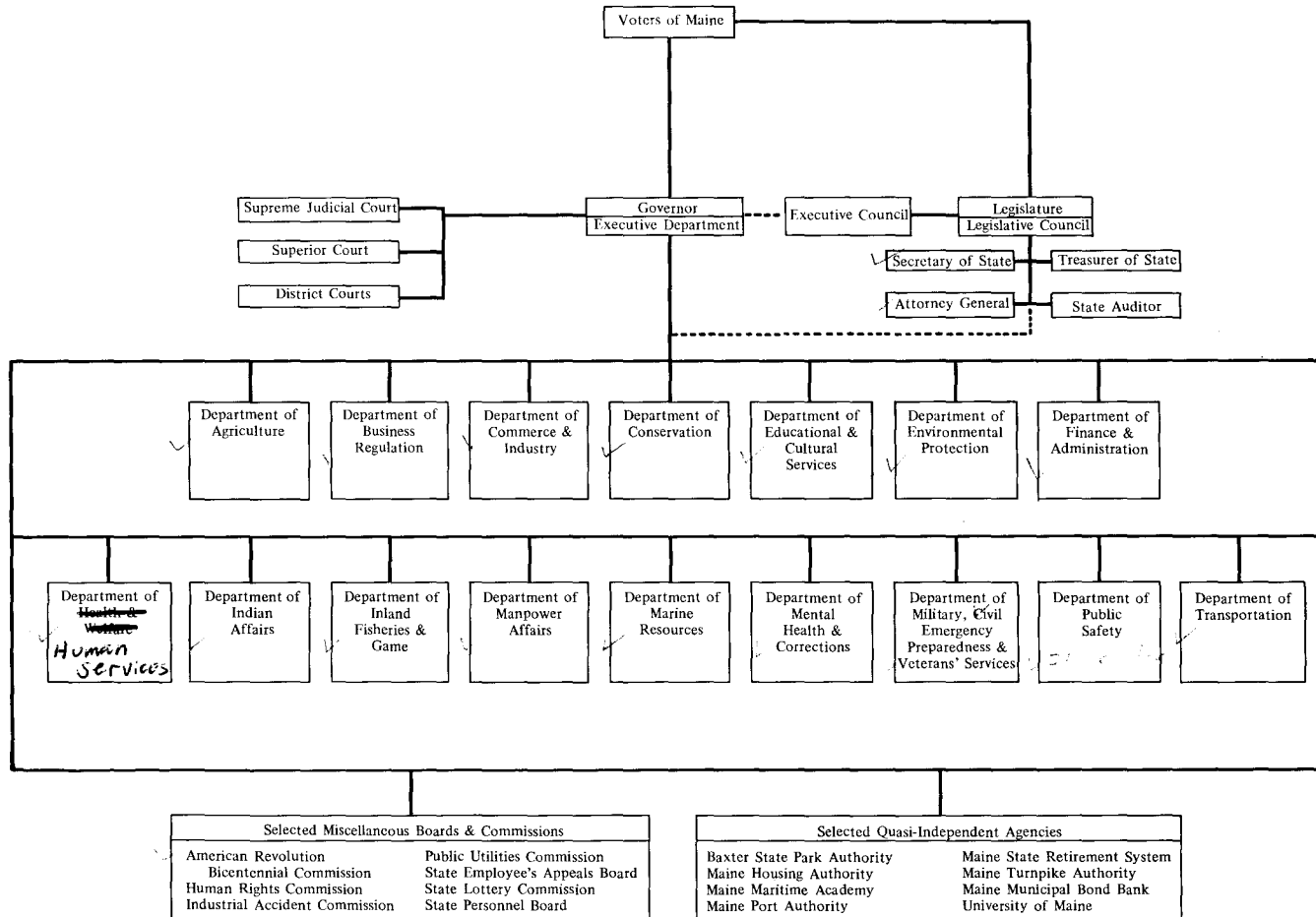
Printed Under Appropriation Number 75060-0000-9011

**MAINE STATE
GOVERNMENT
ANNUAL REPORT
1974–1975**



James B. Longley
Governor of Maine

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



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FOREWORD

This *Maine State Government Annual 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. It is the second 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 *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the 1974-1975 fiscal period.

Implementation of the so-called Consolidated Annual Report Act cited above was delegated to the Bureau of the Budget, 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 Bureau of the Budget have been 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 Bureau of the Budget 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 five basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Finances, Fiscal Year 1975

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 1975. 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.

PURPOSE. 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. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt 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 subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational

background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It 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 1975. 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 *Maine State Government Annual Report* is the culmination of a joint effort to produce a 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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Treasurer of State
Executive Department
Department of Finance and Administration
Legislature
State Personnel Board—Department of Personnel
Other Independent Agencies, Boards and Commissions



DEPARTMENT OF THE ATTORNEY GENERAL

JOSEPH E. BRENNAN, ATTORNEY GENERAL

JOHN W. BENOIT, JR, Deputy Attorney General

RICHARD S. COHEN, Deputy Attorney General

MARTIN L. WILK, Deputy Attorney General

Central Office: State Capitol, Augusta 04333

Telephone: 289-3661

Established: 1820

Statutory Authority: Maine Constitution, Article IX, § 11;
M.R.S.A., Title 5, Chapters 9, 10; Title 22, Chapter 711

Average Number of Full-Time Employees: 79

Authorized Employee Level: 81

Total Expenditure, Fiscal Year 1975: \$1,623,775

Organizational Units:

Civil Division

Office of Chief Medical Examiner

Criminal Division

PURPOSE: The primary responsibilities of the Attorney General are 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.

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, and to administer and enforce the State's Unfair Trade Practices Act.

The statutory duty of the Criminal Division as set out in 5 M.R.S.A. §200-A is "to coordinate all criminal investigation and prosecution for the purpose of improving law enforcement within the State of Maine." The Criminal Division also acts for the Attorney General in carrying out his responsibility "for the direction and control of all investigation and prosecution of homicides and such other major crimes as the Attorney General may deem necessary for the peace and good order of the State of Maine,"

ORGANIZATION: The Attorney General, an officer established by the Constitution of the State of Maine in 1920, 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. Its Civil Division comprises 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 and certain other branch offices with major agencies of State Government: Taxation Division, Mental Health and Corrections Division, Health and Welfare Division and Employment Security Division.

GENERAL GOVERNMENT

At its origin in 1967, the Criminal Division consisted of one Assistant Attorney General and one criminal investigator. Since that time, the Division has expanded in size to meet the needs of the State of Maine in the area of criminal investigation and prosecution. One of the Assistant Attorneys General in the Division is denominated "Chief", with responsibility of assigning cases, coordinating the work load, and evaluating the efforts of the other attorneys in the Division. He in turn is answerable to the Deputy Attorney General in Charge of Law Enforcement, who also actively engages in a supervisory and evaluative role within the Division as well as over the Investigation Section and the Law Enforcement Education Section. The Deputy Attorney General answers to the Attorney General, who is the Chief Law Officer of the State.

The investigative complement of the Criminal Division has also increased in size. The Criminal Investigation Section now consists of a Chief Inspector, three Maine State Police Detectives, a law clerk and a secretary.

In 1970, the Law Enforcement Education Section was established by the Attorney General and attached to the Criminal Division. At that time, the Education Section consisted of one attorney and one secretary. It now consists of three Assistant Attorneys General and one secretary. Its assignment is the continuing legal education of criminal justice personnel in Maine.

In 1973, the Office of the Chief Medical Examiner for the State of Maine was placed within the Department of the Attorney General by statute. The Office has been placed under the supervision of the Deputy Attorney General in Charge of Law Enforcement.

Presently, the Attorney General has three deputies (two civil and one criminal) and a staff of attorneys entitled either Assistant Attorney General or Staff Attorney.

PROGRAM:

Civil Division

During fiscal year 1975, the Civil Division represented the State in more than 1,250 civil court proceedings in the United States Supreme Court, the U.S. Court of Appeals for the District of Columbia and the First Circuit, the Maine Supreme Judicial Court, Maine Superior Court, Maine District Court, Administrative Court, United States District Courts in Maine and the District of Columbia, and the Bankruptcy Court in Maine and Texas, among other courts. A more precise breakdown is as follows:

Division	Type	Number
Main office — Civil:	General	50
	Motor Vehicle Appeals	15
	Post-conviction cases	34
	Industrial Accident Commission cases	70
Environmental:	General	18
Employment Security:	General	13
	Collection matters	354
Consumer Protection:	General	16
Taxation:	General	10
Health and Welfare:	General	46
	Protective Custody	122
	Support Petitions	104
	URES A Petitions	450
Mental Health and Corrections:	General	4
	Involuntary Commitment Proceedings	122
	Public Guardianship Proceedings	15

Among the more significant court cases was an action, together with other New England States and their Governors, challenging the President's oil import fee system, which resulted in a favorable ruling by the United States Court of Appeals for the District of Columbia. Other important proceedings included the filing of an action in the United States Supreme Court to recover the proceeds of a "commuters tax" collected by New Hampshire from Maine residents, a petition to remove a Maine District Attorney from office and securing injunctive relief requiring compliance with the Maine School Finance Act of 1975.

In addition to the day-to-day advice rendered to all departments of the State, legal services are rendered to the Legislature and to the State departments, commissions, boards, etc. in the

GENERAL GOVERNMENT

form of written opinions. During the fiscal year, 23 formal opinions and 194 informal opinions were provided to State agencies and 206 opinions were provided to the 107th Legislature during its regular session. The Division performed legal services concerning four questions propounded to the Law Court for Advisory Opinions by either the Governor or the Legislature.

The Consumer Fraud Division is responsible for the enforcement of Maine's Unfair Trade Practices Act, 5 M.R.S.A. §§ 205-213, and related legislation regulating the business practices of commercial enterprises. Enforcement activity thus includes various statutes violation of which has been declared to be a violation of the Unfair Trade Practices Act, such as certain provisions of the Maine Commercial Code and statutes regulating mobile home parks, the large array of deceptive, unfair or repressive practices that violate Section 5 (a) (1) of the Federal Trade Commission Act, on which Maine's Unfair Trade Practices Act was patterned, and Maine's antitrust laws.

Enforcement action may be initiated on the basis of the Division's continuing surveillance of commercial activity in the State through examination of news and advertising media, complaints received at the Division, and other sources of information such as other State agencies, trade associations and individual business firms. Much of the Division's enforcement activity occurs by encouraging voluntary compliance with the Unfair Trade Practices Act. The Division receives approximately one thousand complaints per year from individuals and firms who believe they have observed or been injured by an unfair trade practice. These complaints arrive by letter and on forms made available for this purpose to the general public from the Division and through various cooperating local agencies, such as the Chamber of Commerce. For the most part, these are resolved either through voluntary action of the parties or by a determination that no enforcement action is warranted.

Each complaint is reviewed to determine whether the incident on which it is based could possibly be the basis for a finding that the Unfair Trade Practices Act has been violated. If that possibility is present, the complaint is forwarded to the firm complained of, along with a firm letter requesting it to respond in writing within twenty days. Upon receiving that response, the Division evaluates the complaint and the need for enforcement action. Based on that evaluation, a wide range of further action is possible. The Division may attempt to mediate the dispute through correspondence or personal contact, or it may conduct further informal investigation, or it may institute a formal investigation using its subpoena powers, or in unusual cases, it may immediately send notice of intent to file suit to the firm involved, or refer the matter to another State or federal enforcement agency.

In some instances, review of the complaint or other information indicates a need for enforcement proceedings without any attempt to secure voluntary compliance. Thus, when a complaint indicates the presence of substantial intentional fraud, the mediation process is short-circuited, and either suit is filed, the matter is referred to another enforcement agency, or an investigation with compulsory process is undertaken. Typical of such cases was a report last January that residential siding was being sold using representations that its cost would be subsidized by the Federal Government.

Although a civil action under the Unfair Trade Practices Act is the enforcement tool most commonly used by the Consumer Fraud Division, the Division this past year began a new policy of instituting criminal proceedings in appropriate cases. The Division intends in the future to proceed criminally in all cases involving the alteration of motor vehicle odometers. In all cases involving intentional failure to deliver merchandise or services as agreed, and in cases involving a significant misrepresentation of value, charges of cheating by false pretenses will be seriously considered.

Two years ago the Division began a limited program of enforcement of Maine's antitrust laws. Personnel limitations have kept this program on a modest scale, consisting thus far of the investigation of possible violations and obtaining voluntary compliance when actionable conduct has been detected. This program will be expanded as resources become available.

Criminal Division

During fiscal year 1975, the Criminal Division and its various components conducted the following specific activities:

Homicides and Other Deaths. Working with the Maine State Police and various local police departments, the Division investigated 36 homicides, including three double homicides, which occurred from July 1, 1974, to June 30, 1975, and continued the investigation of 17 homicides, including one double homicide, which preceded July 1, 1974. Of these 53 cases, 22 were either

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tried or disposed of; 20 cases are still being investigated with either no arrest or solution; and 7 cases are awaiting trial.

During the year, the Division investigated 33 death cases as possible homicides. These investigations included unattended deaths, questionable deaths, accidental deaths, suicides, deaths of unidentified persons, etc. The Division also received and processed 717 death report cards sent in by various law enforcement agencies. These cards represent deaths which those agencies have attended and which the Division checks for suspicious circumstances.

General Criminal Complaints. The Division investigated or prosecuted 205 felonies other than homicides in fiscal year 1975. These investigations and prosecutions concerned such crimes as assault and battery, breaking and entering, sex crimes, robbery, larceny, embezzlement, conspiracy, etc.

The Division investigated and prosecuted innumerable misdemeanor cases throughout the State during the year, involving matters ranging from petty traffic violations to night hunting to technical banking law violations. The lack of statistics in this area is a product of the short notice given prior to trial of these cases as well as the relative unimportance of some of these cases. Furthermore, the majority of these misdemeanors are cases referred to the Attorney General by local prosecutors because of conflict-of-interest or excessive work load.

Non-Criminal Investigations or Litigation. The Division conducted non-criminal investigations for other State agencies and departments such as the Departments of Health and Welfare, Inland Fisheries and Game, and Marine Resources, the State Lottery Commission and the Board of Registration in Medicine. Other non-criminal activities in which investigations were conducted concerned discrimination, missing persons, and illegal activities of public officials and State employees. Approximately 47 investigations were conducted in these areas during the fiscal year. The Division also handled 11 attorney disciplinary cases and 42 extraditions during this period.

In recent years, the Criminal Division has become increasingly involved in psychiatric hearings to determine whether certain inmates of institutions for the mentally ill or retarded should be released or discharged. The Division becomes involved when there is a release or discharge hearing involving an inmate who has been committed to the institution because he was acquitted of a crime by reason of mental disease or defect under 15 M.R.S.A. § 103. It is the duty of the Division to oppose such release or discharge if there is a question as to whether or not the inmate is sufficiently restored or adjusted so that he will not cause injury to himself or others. In fiscal year 1975, the Division participated in fifty such hearings.

Maine's witness immunity statute (15 M.R.S.A. §1314-A) provides that any person who refuses to answer questions or produce evidence in a criminal proceeding on the ground that he may be incriminated thereby, may be compelled by the court to give such evidence. After complying, the witness may not be prosecuted or penalized for any matter for which he gave evidence if, but for the statute, he would have had the right to withhold the evidence given. The Criminal Division has become increasingly active in moving for and conducting examinations of witnesses under the witness immunity statute since its passage. In fiscal year 1975, the Division participated in sixteen such proceedings in connection with cases under investigation or prosecution by the Attorney General or the District Attorneys.

It should be stressed that the Attorney General petitions for immunity of witnesses only in cases where it is clearly demonstrated that without the testimony of such witnesses, a case would not be successfully prosecuted. Each request by a District Attorney for witness immunity is intensely reviewed by the Criminal Division to determine whether it would be in the public interest for immunity to be granted by the court. Only then will the Division recommend that the Attorney General request the court to grant such immunity.

Appeals. A heavy load of litigation yielded a large number of appeals and post-conviction matters in fiscal year 1975. During the year, the Criminal Division handled 54 direct appeals and 3 cases on report to the Maine Supreme Judicial Court. The Division also handled 18 post-conviction habeas corpus matters, 14 State and 3 federal, and one appeal to the United States Supreme Court.

Other Agencies and Departments. Besides handling various non-criminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies. For example, as legal counsel to the Department of Public Safety, the Division provided legal advice on a day-to-day basis and represented the divisions, bureaus and boards of the Department in the Administrative Court. The Division handled 326 liquor hearings and appeals and 31 motor vehicle inspection cases in fiscal year 1975. Also, the

GENERAL GOVERNMENT

Criminal Investigation Section of the Division reviewed every investigation (148) conducted by the State Fire Marshal to see if criminal action was pending or warranted and to give permission for release by the State Fire Marshal of information requested by insurance companies and others.

Another function closely allied with providing legal advice to the Department of Public Safety, is the Criminal Division's participation in the program at the Maine Criminal Justice Academy. Assistant Attorneys General in the Division are called upon to teach classes on such legal topics as arrest, search and seizure, and interrogations to the various classes at the Academy in Waterville. In addition, this teaching role is extended to the in-service training of police officers throughout the State. As a result, a number of Assistants have been called upon to lecture to various law enforcement groups throughout the State on a wide variety of topics. One Assistant Attorney General in the Division handled the internal legal affairs of the Academy during fiscal year 1975.

Lastly, it should be noted that the Criminal Division provides supportive service to the District Attorneys, rendering advice and trial and appellate assistance when requested. The Division, through its Law Enforcement Education Section, provides continuing legal education and training to the District Attorneys through publications and training seminars.

Opinions. The Department of the Attorney General is frequently called upon to render opinions on various questions of law. The Criminal Division is assigned to research and write opinions in answer to some of the requests made. During fiscal year 1975, the attorneys in the Division researched and wrote thirty-one opinions for the Legislature and various State agencies.

Investigations. During fiscal year 1975, the Criminal Investigation Section of the Criminal Division worked on 189 cases of the total case load in the Division. Some of these cases were carried over from the previous fiscal year. The wide variety of matters investigated by the Investigation Section is illustrated in the previous discussion of cases investigated and processed by the Division.

Law Enforcement Education. The Law Enforcement Education Section, attached to the Criminal Division, is responsible for maintaining a program of continuing legal education for criminal justice personnel in Maine. In fulfilling this responsibility, it issues various publications and provides other needed services.

Services Provided to Law Enforcement Officers: The *Alert Bulletin* which was first issued in October, 1970, has continued to be published monthly during fiscal year 1975. *Alert* is a criminal procedure bulletin designed for the training and education of Maine law enforcement officers. Over the years, *Alert* has maintained its basic format which includes a message from the Attorney General; a comprehensive article on some legal aspect of law enforcement; a Forum section for questions and answers, announcements and legal advice; and a section for summaries of court decisions. Also, at appropriate times, monthly issues are devoted to recently-passed criminal legislation and a yearly index of case summaries. The *Alert* is used as text material at the Maine Criminal Justice Academy and is used as an in-service training tool in many law enforcement agencies. It is mailed to the homes of all law enforcement personnel in Maine by means of a computerized mailing list now containing over 3,500 names.

Law Enforcement Officer's Manual: The Section published a *Law Enforcement Officer's Manual* in December, 1974, which is designed to be used both as a text and as a ready reference for legal questions relating to the law enforcement officer's duties. The *Manual* is divided into ten chapters, each separated by a divider tab. Chapter I is a directory of governmental, judicial and social service officials, which includes the names, addresses and telephone numbers of all local, State and federal officials whom a law enforcement officer may need to contact for assistance. Chapters II through VI, the main body of the *Manual*, deal with the law of criminal procedure and other law enforcement procedures. Many of the sections in these chapters are updated versions of articles which have previously appeared in the *Alert Bulletin*. Chapter VII is devoted to a compilation of criminal laws in Titles 17, 22 and 29 of the Maine Revised Statutes. The more important or more frequently violated laws are broken down into their separate elements for easy understanding and quick reference. Chapter VIII is a catchall section containing blank sheets to be used for the officer's notes and memoranda. Chapter IX is a glossary consisting of definitions of legal and non-legal terms commonly confronted by law enforcement officers in reading statutes and court decisions. Chapter X consists of two separate indexes, one for Chapters II through VI and one for Chapter VII. The other chapters do not require indexes.

GENERAL GOVERNMENT

The *Manual* will be updated regularly by loose-leaf replacement and supplement pages to enable officers to keep abreast of continual legislative and judicial changes in criminal law and criminal procedure and continual turnover of government officials. The *Manual* is being used for in-service training and as a text at the Maine Criminal Justice Academy. It has been distributed to all full-time law enforcement officers in Maine.

Lecturing and Teaching: Attorneys in the Section participated, along with other Criminal Division attorneys, as lecturers and teachers in the training programs at the Maine Criminal Justice Academy during the year. They also lectured at local law enforcement agencies and at law enforcement conferences throughout the State.

Services Provided to Prosecutors and Judges: During fiscal year 1975, the Section continued publishing educational materials for prosecuting attorneys and judges under a series entitled *The Maine Prosecutor* which consists of a Bulletin published monthly and Manuals on various topics published as they are prepared. The Bulletin consists of recent case summaries of Maine courts, the First Circuit Court of Appeals and the U.S. Supreme Court; a Bulletin Board for announcements and notices; articles reprinted from other publications or prepared by Assistant Attorneys General; Attorney General formal opinion resumes; and Points on Appeal of cases pending before the Law Court. The Section published two Manuals during fiscal 1974-1975 on the subjects of Bail and 1974 Criminal Legislation. The Section also researched, wrote and published a handbook for Maine's Medical Examiners. The Manuals are designed as permanent reference works and will be updated at regular intervals.

District Attorney Conferences: The Section helped plan and coordinate conferences between the Attorney General's staff and the District Attorneys. The purpose of these conferences was to enable discussion of mutual problems, dissemination of information and discussion of new developments in the law. Three such conferences were conducted in fiscal year 1975.

Prosecutor Training Seminar: In December, 1975, the Attorney General's office held a four-day training seminar for the newly-elected District Attorneys. Speakers from Maine and other parts of the country discussed the practical and legal aspects of the District Attorney's job. The seminar was funded by a Law Enforcement Assistance Administration (LEAA) grant from the Maine Law Enforcement Planning and Assistance Agency. The seminar was planned and coordinated by the Law Enforcement Education Section. The Attorney General's office plans to hold such training seminars annually in the future.

Library Services: Over the past four years, the Section has been purchasing books on criminal justice topics for a research and reference library. The books have been used by attorneys in the Attorney General's office and have been lent to criminal justice personnel throughout the State. At present, the Law Enforcement Education Library comprises from 250 to 300 books and pamphlets. The Library continued to be maintained in fiscal year 1975.

Criminal Research Information Bank: The Section has established and maintains the Criminal Research Information Bank (CRIB) which is a centralized index system for quickly retrieving current interpretive information on criminal law and procedure and making it immediately available to all criminal justice personnel. The index categories for the CRIB are the same as the categories in *Nedrud the Criminal Law*, a nationally recognized criminal law and procedure index. Memos, articles, cases, briefs and other interpretive material on criminal law and procedure are filed in the CRIB regularly. When these materials are needed by criminal justice personnel, the materials are made available to them by the Section. The CRIB has proved very useful as a research tool and as a quick reference for current information on criminal justice topics.

Office of Chief Medical Examiner

This agency, by act of the 106th Legislature in 1973, was placed under the authority of the Department of the Attorney General. The Chief Medical Examiner appoints Medical Examiners who have statewide jurisdiction, serve at his pleasure and are subject to regulations promulgated by him. His duties are to direct and advise Medical Examiners throughout the State on problems confronting them in medico-legal investigations. The Medical Examiners must investigate and file a Report of Investigation by a Medical Examiner with the Office of Chief Medical Examiner when any death occurs within the following categories:

- a) Sudden Death of a Patient or Inmate
- b) Violent Deaths
- c) Deaths by Chemical, Thermal or Electric Means
- d) Death Following Abortion
- e) Sudden Death When Not Disabled by a Recognizable Disease

GENERAL GOVERNMENT

f) Death by Unexplained Means

g) Victims of Crimes

h) Deaths Unattended by Physicians

The following table illustrates the number and kinds of deaths investigated by Medical Examiners and reported to the Chief Medical Examiner during fiscal year 1975.

TRAUMATIC DEATHS IN THE STATE OF MAINE July 1, 1974 to June 30, 1975

	Number	Cause	Number	Cause
Homicide: 35 Cases	22	Gun	5	Beating
	4	Stabbing	2	Strangulation
	2	Run over		
Suicide: 155 Cases	18	Carbon Monoxide	89	Gun
	1	Knife	24	Overdose
	3	Drowning	1	Car Accident
	14	Hanging	2	Asphyxiation
	1	Slashed wrist	2	Jumped in front of car
Other: 477 Cases	5	Accident, Plane	16	Carbon Monoxide
	149	Accident, Auto (50 w/alcohol)	16	Motorcycle
	58	Drowning	7	Snowmobile Accident
	29	Burning	4	Industrial Accident
	8	Electrocution	6	Crushed
	28	Crib Deaths	2	Lightning
	18	Alcoholism	3	Boating Accident
	45	Run over	7	Tractor Accident
	16	Gunshot wound	3	Overdose of Drugs
	34	Asphyxia	15	Falling or Reject falling causing Death
	4	Cold & Exposure	4	Other Accident
Total Traumatic Deaths:	667			
Total Autopsies on Traumatic Deaths:	273			

NATURAL DEATHS IN THE STATE OF MAINE July 1, 1974 to June 30, 1975

Number	Cause	Number	Cause
56	Cerebral	3	Peptic Ulcer
1,066	Heart	10	Pulmonary Embolism
2	Lungs	2	Emphysema
3	Gastrointestinal	2	Asthma
42	Cancer	2	Parkinson's Disease
11	Epilepsy	1	Abdominal Hemorrhage
11	Liver	1	Hypertension
1	Viral Infection	1	Tuberculosis
9	Natural Deaths	1	Flu
4	Diabetes	1	Waterhouse
1	Leukemia		Frederickson
12	Pneumonia		Syndrome
26	Puliedema	2	Born Dead
1	Muscular Dystrophy	1	Malignancy Unknown
		1	Ruptured Appendix
Total Causes Natural Deaths:	1,274	Total Cases	1,941
Total Natural Autopsies:	371	Total Autopsies	371

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF THE ATTORNEY GENERAL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,448,581	\$	\$		\$1,448,581
Departmental Operations	1,421,039				1,421,039
Transfers	28,377		14,697		43,074
Federal Grants			135,242		135,242
County & Municipal					
Private Contributions					
Sales					
Services & Fees		250			250
Other					
Unexpended Balance Brought Forward	12,651	11,582	25,500		49,733
Adjustment of Balance Brought Forward	(250)	206			(44)
TOTAL FUNDS AVAILABLE	1,461,817	12,028	175,439		1,649,284
Monies received and deposited to the credit of the State	10,454				10,454
EXPENDITURES					
Total Personal Services	1,177,788	4,590	100,339		1,282,717
Wages & Salaries	1,117,534	4,129	99,665		1,221,328
Retirement	60,254	461	674		61,389
Total All Other	272,897	4,886	47,944		325,727
Contractual Services	251,950	4,689	45,315		301,954
Rents	1,400				1,400
Computer Services			385		385
Commodities	20,947	197	2,629		23,773
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	7,752	357	7,221		15,330
Buildings & Improvements					
Equipment	7,752	357	7,221		15,330
Purchases of Land					
TOTAL EXPENDITURE	1,458,438	9,833	155,504		1,623,775
SUMMARY					
Total Funds Available	1,461,817	12,028	175,439		1,649,284
Total Expenditure	1,458,438	9,833	155,504		1,623,775
NET	3,377	2,195	19,935		25,507
Unexpended Balance Forward	2,346	2,195	19,935		24,476
Unexpended Balance Lapsed	1,031				1,031

DEPARTMENT OF AUDIT

RAYMOND M. RIDEOUT, JR., STATE AUDITOR

LESLIE J. HANN, Deputy State Auditor

Central Office: State Office Building, Augusta 04333

Telephone: 289-2201

Established: 1907

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

Average Number of Full-Time Employees: 39

Authorized Employee Level: 44

Total Expenditure, Fiscal Year 1975: \$582,058

Organizational Units:

Departmental Division

Program Review and Evaluation Division

Fraud Investigation Division

Municipal Division

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State Government or any department or agency thereof, and to report annually on this audit and at such other times as the Legislature may require. The Department is authorized 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, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State Government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities. Also, the State Auditor, through the Program Review and Evaluation Division, reviews and analyzes the results of government programs and activities carried on under existing law, including the making of cost benefit studies, when ordered by both Houses of the Legislature, or upon his own initiative, or by order of the Legislative Council, or when requested by the Joint Standing Committee on Performance Audit.

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

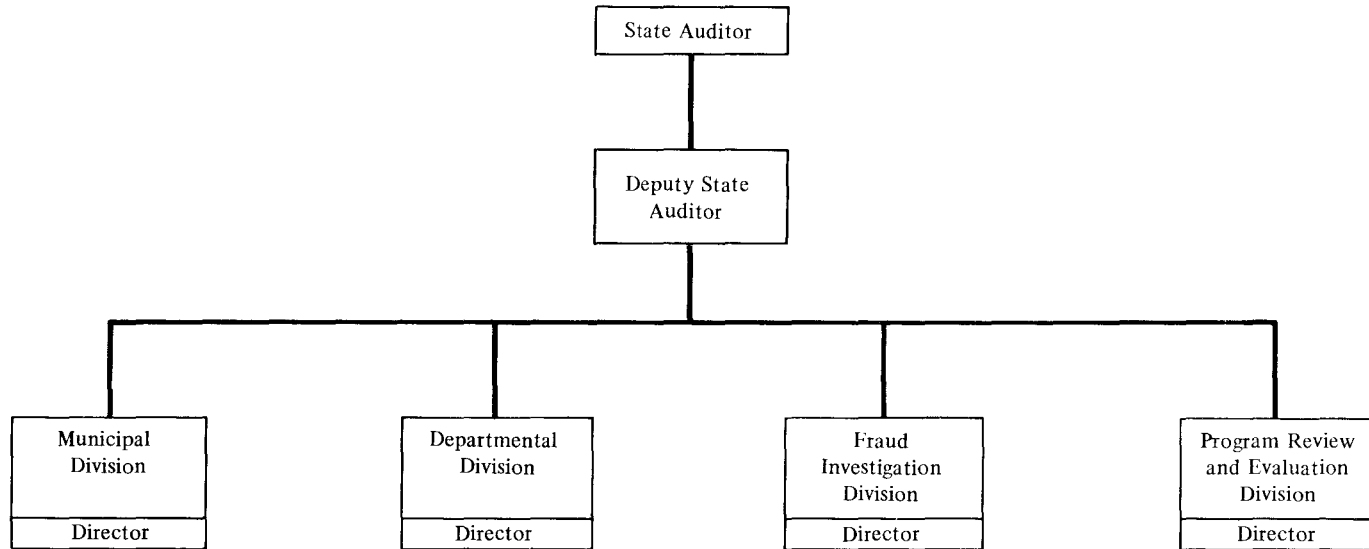
In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records,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

PROGRAM:

Departmental Division

This division performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for the 1974-75 fiscal year totaled 158 or a 7% decrease over the 1973-74 fiscal year. These 158 audits consisted of 84 departments,

ORGANIZATION CHART
DEPARTMENT OF AUDIT



GENERAL GOVERNMENT

agencies and/or commissions, 12 institutions, 39 examining boards, 16 public administrators, 6 vocational-technical institutes and one school of practical nursing. The major reason for the decrease of 7% in audits was that several audits were incorporated into other audits or eliminated due to discontinuation of financial activity. In addition to the above audits, one auditor performs Federal Disaster Relief audits for approximately nine 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 adjustments, it is anticipated that a corresponding increase in revenue from this source will be realized.

Expenditures for personal services is the major type of disbursement for this division and represented 95% of the 1974-75 expenses.

Program Review and Evaluation Division

This is a new division which started 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 the

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF AUDIT	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$400,318	\$			\$400,318
Departmental Operations	400,318				400,318
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		264,352			264,352
Other		9,884			9,884
Unexpended Balance Brought Forward		238,427			238,427
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	400,318	512,663			912,981

Monies received and deposited to the credit of the State	12,348				12,348
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EXPENDITURES					
Total Personal Services	308,906	206,460			515,366
Wages & Salaries	280,798	187,675			468,473
Retirement	28,108	18,785			46,893
Total All Other	23,786	39,356			63,142
Contractual Services	19,118	36,400			55,518
Rents		371			371
Computer Services					
Commodities	4,668	2,956			7,624
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	2,500	1,050			3,550
Building & Improvements					
Equipment	2,500	1,050			3,550
Purchases of Land					
TOTAL EXPENDITURE	335,192	246,866			582,058

SUMMARY

Total Funds Available	400,318	512,663			912,981
Total Expenditure	335,192	246,866			582,058
NET	65,126	265,797			330,923
Unexpended Balance Forward	477	265,797			266,274
Unexpended Balance Lapsed	64,649				64,649

GENERAL GOVERNMENT

making of cost benefit studies when ordered by both Houses of the Legislature, by the State Auditor or by order of the Legislative Council, or when requested by the Joint Standing Committee on Performance Audit.

Fraud Investigation Division

The function of this Division is to investigate reported incidents or acts of fraud, attempted fraud, commingling or misapplication in connection with, but not limited to, the requesting, obtaining, receiving, withholding, recording, reporting, expending or handling of funds of the State. The Division has been in operation for three fiscal years starting July 1, 1972, with its functions being performed by one director, two investigators and one clerk typist.

The investigators are revealing welfare recipients who are receiving Aid to Families with Dependent Children (AFDC) and other types of aid erroneously, and therefore are making restitution to the Department of Health and Welfare through this division. At June 30, 1975, the pending case count totaled 522 compared with 386 for the previous year.

According to the Maine Management and Cost Survey, 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. The 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.

The total amount of cash recovered in fiscal year 1975 was \$62,703 compared to \$18,924 and \$24,154 recovered in the first two fiscal years respectively. In addition to the actual cash recovered, restitution indebtedness consisting primarily of monthly restitution agreements amounted to \$72,970 for this fiscal year as compared to \$80,460 in the previous fiscal year.

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.

GENERAL GOVERNMENT

**DEPARTMENT OF THE
SECRETARY OF STATE**

MARKHAM L. GARTLEY, SECRETARY OF STATE

DORIS HAYES, Deputy Secretary Of State

LINWOOD F. ROSS, Deputy Secretary of State

Central Office: State Capitol, Augusta 04333

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 1975: \$432,872

Organizational Units:

Election Division

Corporation and UCC Division

Motor Vehicle Division

Maine State Archives

Archives Advisory Board

Medical Advisory Committee

Advisory and Review Board (on Driver Licensing)

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to preserve all records of the State; to retain custody of the State Seal; 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.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections 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 Corporation 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 and administered by the State Archivist, was made a bureau of 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 examine more closely election campaign practices and expenditures, it is the prime objective of the Division to formulate the

GENERAL GOVERNMENT

best possible procedures to insure honest, efficient and fair elections in which there will be a maximum of citizen participation.

Corporation 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 State's 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.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF THE SECRETARY OF STATE*	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$361,770				\$361,770
Departmental Operations	341,884				341,884
Transfers	19,886				19,886
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	23,978				23,978
Unexpended Balance Brought Forward	50,520				50,520
Adjustment of Balance Brought Forward	(654)				(654)
TOTAL FUNDS AVAILABLE	435,614				435,614

Monies received and deposited to the credit of the State	805,000				805,000
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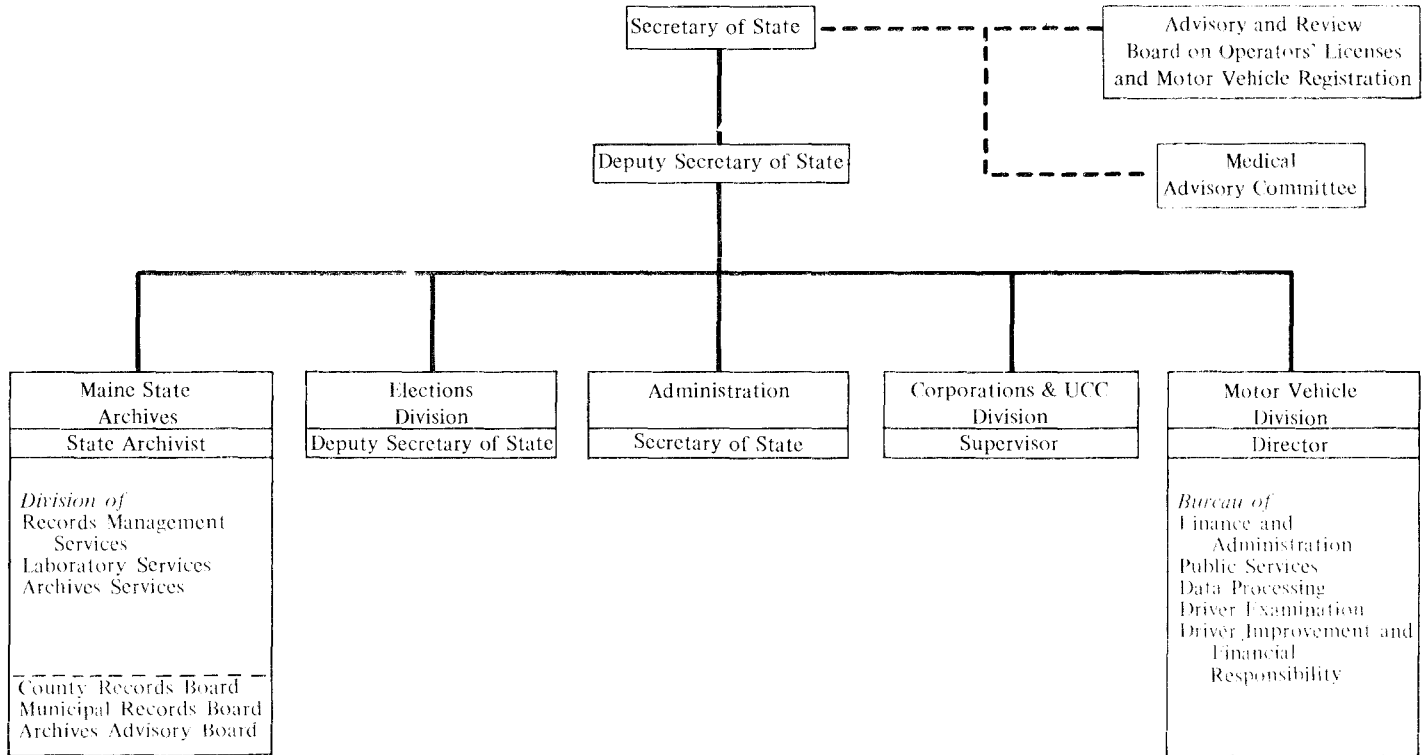
EXPENDITURES					
Total Personal Services	214,743				214,743
Wages & Salaries	195,803				195,803
Retirement	18,940				18,940
Total All Other	215,022				215,022
Contractual Services	61,224				61,224
Rents	5,409				5,409
Computer Services	126				126
Commodities	153,798				153,798
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	3,107				3,107
Buildings & Improvements					
Equipment	3,107				3,107
Purchases of Land					
TOTAL EXPENDITURE	432,872				432,872

SUMMARY

Total Funds Available	435,614				435,614
Total Expenditure	432,872				432,872
NET	2,742				2,742
Unexpended Balance Forward	2,737				2,737
Unexpended Balance Lapsed	5				5

*Financial data does not include the Motor Vehicle Division, Maine State Archives, and related units, which are reported separately.

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



GENERAL GOVERNMENT

ELECTION DIVISION

MARKHAM L. GARTLEY, SECRETARY OF STATE

Central Office: State Capitol, Augusta 04333

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

Total Expenditure, Fiscal Year 1975: \$235,588

PURPOSE: The Election Division was established to ensure that elections in the State of Maine are conducted in accordance with the State's Election Laws. The Division is authorized to administer such Laws; 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.

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

PROGRAM: Significant activities of the Election Division during the past fiscal year included the addition of a field representative to instruct, assist and advise local election officials, Registrars and Boards of Registration of their statutory duties and responsibilities and to act as an administrative liaison between the municipal clerks and the Secretary of State. Also, the Division maintained a closer, more active working relationship with the Joint Legislative Committee on Election Laws and conducted a program evaluation directed at improving election procedures and departmental services.

Within the next twelve months, the Division will be compiling a revised Election Law booklet, studying the effects on Maine elections of proposed federal legislation dealing with postcard voter registration, and improving methods of training municipal election officials.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Election Division are not maintained separately, but are included with those of the Department of the Secretary of State.

CORPORATION AND UCC DIVISION

DORIS HAYES, DEPUTY SECRETARY OF STATE

Central Office: State Capitol, Augusta 04333

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

Total Expenditure, Fiscal Year 1975: \$111,146

Organizational Units:

Corporation Section

UCC Section

Commission Section

PURPOSE: The Corporation and UCC Division serves the public by filing and dispensing corporate, commission, Uniform Commercial Code and licensing information. It is basically a service agency established to act as a repository for corporations, credit transactions and miscellaneous filings by other State departments and was recently given the more responsible task of administering the Maine Business Corporation Act. In addition, the Division is responsible for preparing and maintaining a complete record of all commissions by the Governor and Council, issuing renewals of justice of the peace and notary public commissions and various licenses.

GENERAL GOVERNMENT

ORGANIZATION: The Corporation and UCC Division was established to accommodate the requirement for filings of certificates of incorporation with the Secretary of State, beginning in 1870, and for the preparation of commissions for the Governor and Council and related record retention. The filing and recording of trademarks was 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 in 1965.

PROGRAM:

Corporation Section. The volume of new corporation processed by the Corporation and UCC Division decreased 18% over the last fiscal year; however, the increased filing fees help to compensate the loss in revenues. The revenue received on Annual Reports met and exceeded the \$360,000 estimate. This is the first year that a \$25 penalty has been invoked for late filing of Annual Reports (1,187 penalties were paid through August 30th).

Commission Section. The volume of commissions handled is relatively stable. A major change made possible by passage of a constitutional amendment is the direct issuance of renewal commissions for notaries public and justices of the peace by the Secretary of State.

UCC Section. The volume of secured transaction filings decreased 18½%, attributable in part to Titles now being filed with the Motor Vehicle Division and to the economy generally. The volume of terminations filed increased 14.4%.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Corporation and UCC Division are not maintained separately, but are included with those of the Department of the Secretary of State.

MOTOR VEHICLE DIVISION

CHARLES E. WYMAN, DIRECTOR

Central Office: 242 State Street, Augusta 04333

Telephone: 289-2761

Established: 1905

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

Average Number of Full-Time Employees: 238

Authorized Employee Level: 286

Total Expenditure, Fiscal Year 1975: \$3,851,457

Organizational Units:

Bureau of Finance and Administration

Bureau of Driver Examination

Bureau of Public Services

Alcohol Safety Action Program

Bureau of Data Processing

Medical Advisory Committee

Bureau of Driver Improvement and Financial Responsibility

Advisory and Review Board (on Driver Licensing)

PURPOSE: The Motor Vehicle Division was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated, and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years; provides a method of titling new vehicles; and establishes and operates a Driver Rehabilitation Program for individuals convicted of a first offense of Operating Under the Influence.

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ORGANIZATION: the Motor Vehicle Division was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing; and the Bureau of Driver Licenses. Subsequently, the Bureau of Driver Licensing 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 an Alcohol Safety Action Program in Cumberland and York Counties for a four-year period. This program, as originally founded, ended June 30, 1975; however, a two-year evaluation project has been approved by the National Highway Traffic Safety Administration.

PROGRAM: Fiscal year 1975 was highlighted by the implementation of several new programs authorized by the 106th Legislature, the first being the implementation of the stagger registration system. This innovation was, in itself, the most significant change affecting vehicle registration procedures in the history of this State. The purpose of the stagger registration is to distribute the expiration date of registrations throughout the year so as to eliminate the annual rush, with attendant long waiting lines, that occurred each February. The method selected to implement the stagger system was to determine the month of expiration by the last digit or letter of a registrant's license plate, a system used with good success by several other states. Considerable publicity was needed to explain and sell this system to the public, because the annual registration cycle, although recognized as having shortcomings, had become traditional. Generally, the public accepted the transition to the new system better than anticipated and with a minimum of confusion and resistance. Since both excise tax and registration fees were based upon the month of expiration, a rather complicated fee schedule was necessary. The cooperation on the part of both the public and on those municipal officials charged with the task of collecting the excise tax was outstanding.

The Maine Municipal Association, under contract with the Division, provided invaluable assistance in the area of training, educating and advising tax collectors on the intricacies of the new system. Now that the stagger system has been implemented, all registrants will once again pay a common registration fee for the next registration year, and their registration will remain valid for a full twelve-month period. This system, although somewhat awkward to implement, now can well accommodate future population growth and related increases in the volume of vehicles registered annually.

Computer programming provided video-display update inquiry; enter and delete capabilities; multi-information retrieval capabilities of driver license record and driver history information; registration and title information, with access by different means; name and date of birth; registration number; and vehicle identification number or title number. Also provided was a monthly computer extract and registration print program and file updates for printing in distribution order and registration by stagger months for all municipal excise tax collectors throughout Maine.

The 106th Legislature passed the Motor Vehicle Title and Anti-Theft Act which requires that the Motor Vehicle Division issue Titles on all 1975 model year and subsequently-manufactured vehicles that are registered in the State. Maine has the perhaps dubious distinction of being the last state in the Union to adopt a title law, having earned that distinction by the fact that the Alabama Title Law became effective three days prior to Maine's Title Law. Maine has long served as a haven for organized car thieves who took advantage of the absence of a title law and registered stolen vehicles in this State without having to produce prior title or proof of ownership. This unsavory situation has been remedied by the implementation of the Title Act, which has been generally well accepted by registrants and is serving good purpose both as a means of determining vehicle theft and providing owners with a formal document of ownership. The Title Law also identifies the Secretary of State as the exclusive agency for securing a lien of a titled vehicle. The title document is issued and

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delivered to the lienholder, not the owner, and is passed to the owner if and when the lien is satisfied. The computer programming for this system provides for printing the title document utilizing remote terminal hardware: Remote Job Entry, computer video-display, update, inquiry, and capability for title data accessible by title number or in multi-key fashion.

During the year, the Classified License Program was in its first full year of operation and the Division processed for the classification of operator's licenses in excess of 50,000 "affidavits of operating experience" for operator license update under the license classification law.

Habitual Offender Review Function, although programmed for fiscal year 1974, was placed into operation in fiscal year 1975. This program, using the Motor Vehicle Driver History Data Base, identifies and lists Maine drivers that fall into the categorical guidelines set forth by law as possible habitual offenders. This list, thus identifying the candidate, eliminates the need for overall screening and greatly expedites the review and processing of habitual offender candidates. An updated review list is produced monthly.

In the area of public safety and driver education, the Division completed the development of a 45-hour, three-credit motorcycle driver education course, and through the University of Maine at Portland, Farmington, Orono and Presque Isle, trained over 80 driver education teachers and licensed them as instructors in motorcycle safety education. In addition, the Division developed a 22-hour motorcycle education course to be taught in public schools and commercial driving schools to meet the need of potential cyclists who are required to complete such a course prior to learners permit issuance or operator's license endorsement.

Two individuals from the Driver License Examining Force attended a course at Northwestern University's Traffic Institute, Evanston, Illinois, in Driver Licensing Administration. This is the only course in the country that offers specialization in training for driver license personnel.

To serve the public and utilize information stored in the Motor Vehicle Data Systems more efficiently, cathode-ray tubes have been installed in all of our Division's branch offices, providing information instantaneously without need of telephone calls to the main office. The past year also saw the change in the manufacture of vehicle license plates from six-inch aluminum to twelve-inch aluminum. This involved the replacement of old outmoded blanking line, and now permits the manufacturer of license plates blanks at a phenomenal rate. Maine is the next to the last state to utilize six-inch aluminum in the manufacture of license plates.

In the area of personnel administration, during the period January, 1975, through June 30, 1975, the Division processed personnel requisitions to fill sixty-eight vacancies. Of these, six were filled two times. This is a turnover rate of 25% in the Division.

Revenues for automobile registrations increased 17% while the total number of registrations increased only 2%. This was a result of the fee differential caused by stagger registration.

A Driver Rehabilitation Program was implemented July 1, 1974, as a result of legislation enacted at the Special Session of the 106th Legislature. The law provided for the issuance of restricted licenses to first offenders for operating under the influence of liquor after satisfactory completion of a Driver Rehabilitation Course under the auspices of the Secretary of State, a thirty-day suspension period and payment of a ten-dollar reinstatement fee. The course, which is not compulsory and carries a fee of thirty dollars, is offered statewide by eight instructors under an education coordinator. It is a ten-hour educational course consisting of films, lectures and group discussions. A basic goal of the Program is to identify the individual with a drinking problem and furnish him the help necessary to prevent subsequent convictions. This is accomplished through the administering of a screening type test for identification, and upon completion of the course, referral to agencies throughout the State for counselling to provide the help needed to return the individual eventually to the highway safely and without further violations.

A pilot study utilizing the Defensive Driving Course as a driver improvement tool was initiated in July, 1974, by referral, through hearings, a selected group with varying records, ages and backgrounds. This group is being studied for effectiveness of the course and future use on a statewide basis. A letter has also been developed for use in referring an individual to a Defensive Driving Course upon desk review of his driver history records. This would be used as a probation-type action and would eliminate the time involved in assignments through hearings.

In December, 1974, a central file of Court Record Driver Improvement Cases and Accident Information was established to create a single file containing complete driving

GENERAL GOVERNMENT

records of individuals. At the same time, all records of convictions and accidents as well as suspensions and other related history were entered into a data processing system. This conversion from a multi-file to a single central file began in March, 1969, and all such information was entered into the data systems and converted to a central file by the end of 1974, except major convictions and suspensions still in effect from 1965 to March, 1969, for the letters "T" through "Z". That portion is now in the process of being completed in preparation for total microfilming of the central files. In the near future, the Division plans to link the Maine State Police and selected municipal police organizations to the Motor Vehicle Data Systems, providing instantaneous response to questions concerning license status, registration data and stolen vehicle information.

A federal project is pending to obtain six specially constructed, mobile, driver examination units to complete the original program developed for the testing of operators of large trucks and buses under the license classification law.

A system is under development to computerize the driver license examination program in the interest of both efficiency in document control and public services. A method is being developed for implementing a change in the current appointment system of scheduling

FINANCES, FISCAL YEAR 1975:

DETAIL

Motor Vehicle Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$2,574,821	\$		\$2,574,821
Departmental Operations					
Transfers		248,475			248,475
Federal Grants		11,969	495,077		507,046
County & Municipal					
Private Contributions					
Sales					
Services & Fees		566,796			566,796
Other					
Unexpended Balance Brought Forward		205,611	37,113		242,724
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE		3,607,672	532,190		4,139,862

Monies received and deposited to the credit of the State		18,931,636			18,931,636
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EXPENDITURES					
Total Personal Services		1,948,080	200,610		2,148,698
Wages & Salaries		1,773,056	185,980		1,959,036
Retirement		175,024	14,630		189,654
Total All Other		1,293,229	314,944		1,608,173
Contractual Services		884,198	307,531		1,191,729
Rents		124,416	11,127		135,543
Computer Services		273,027			273,027
Commodities		409,031	7,413		416,444
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures		93,649	945		94,594
Buildings & Improvements		390			390
Equipment		93,259	945		94,204
Purchases of Land					
TOTAL EXPENDITURE		3,334,958	516,499		3,851,457

SUMMARY

Total Funds Available		3,607,672	532,190		4,139,862
Total Expenditure		3,334,958	516,499		3,851,457
NET		272,714	15,691		288,405
Unexpended Balance Forward		121,962	15,691		137,653
Unexpended Balance Lapsed		150,752			150,752

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appointments for the driver license examination to a "walk-in" type system, with a long-range goal of automation to expedite services of the driver examination program.

Issuance of registrations by municipalities is an innovation passed by the 107th Legislature, which authorizes the Secretary of State to appoint municipal agents for the purpose of issuing re-registrations of motor vehicles. Communities desiring that privilege may request appointment of one or more of their municipal officials. To date, some one-hundred and fifty communities have so requested. Since this Act will not become effective until October 1, 1975, it is impossible at this time to judge that percentage of the public who will take the option of registering their vehicle at the same time and at the same location where the excise tax is paid. This privilege of local registration is in furtherance of, and in accord with, the principle of getting municipal government more involved in the functions of government that can be administered locally, and by doing so, provide better service to the public.

MEDICAL ADVISORY COMMITTEE

CHARLES E. WYMAN, DIRECTOR, MOTOR VEHICLE DIVISION

Central Office: 242 State Street, Augusta 04333

Telephone: 289-2761

Established: 1971

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: 0

PURPOSE: The Medical Advisory committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the 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.

ORGANIZATION: 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.

FINANCES, FISCAL YEAR 1975: The Medical Advisory Committee received and expended no funds during the fiscal year.

ADVISORY AND REVIEW BOARD (ON DRIVER LICENSING)

CHARLES E. WYMAN, DIRECTOR, MOTOR VEHICLE DIVISION

Central Office: 242 State Street, Augusta 04333

Telephone: 289-2761

Established: 1966

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: 0

PURPOSE: The Advisory and Review Board (on Driver Licensing) was established 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. The Board is authorized to assist

GENERAL GOVERNMENT

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 of suggested changes for the purpose of promoting safety on the highways.

ORGANIZATION: 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 year 1975.

FINANCES, FISCAL YEAR 1975: The Advisory and Review Board received and expended no funds during the fiscal year.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

SYLVIA J. SHERMAN, Director, Archives Services

Central Office: Library-Museum-Archives Building, Augusta 04333 *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; Supreme Judicial Court, Order 337A, 2d 7; 107th Legislature, Joint Order (S.P. 537)

Average Number of Full-Time Employees: 22

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1975: \$325,375

Organizational Units:

Office of the State Archivist

Division of Archives Services

Division of Laboratory Services

Division of Records Management Services

Archives Advisory Board

Advisory Committee on Judicial Records

County Records Board

Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing regulations, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State Government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, directives, correspondence and mail management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

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The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives regulations. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis; and both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975, directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The first two divisions are subdivided into appropriate specialized or professional branches for specific program activities. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

The Archives Advisory Board was established in 1965 to advise the State Archivist in his administration of the Archives and Records Management Law. The Board consists of nine members 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.

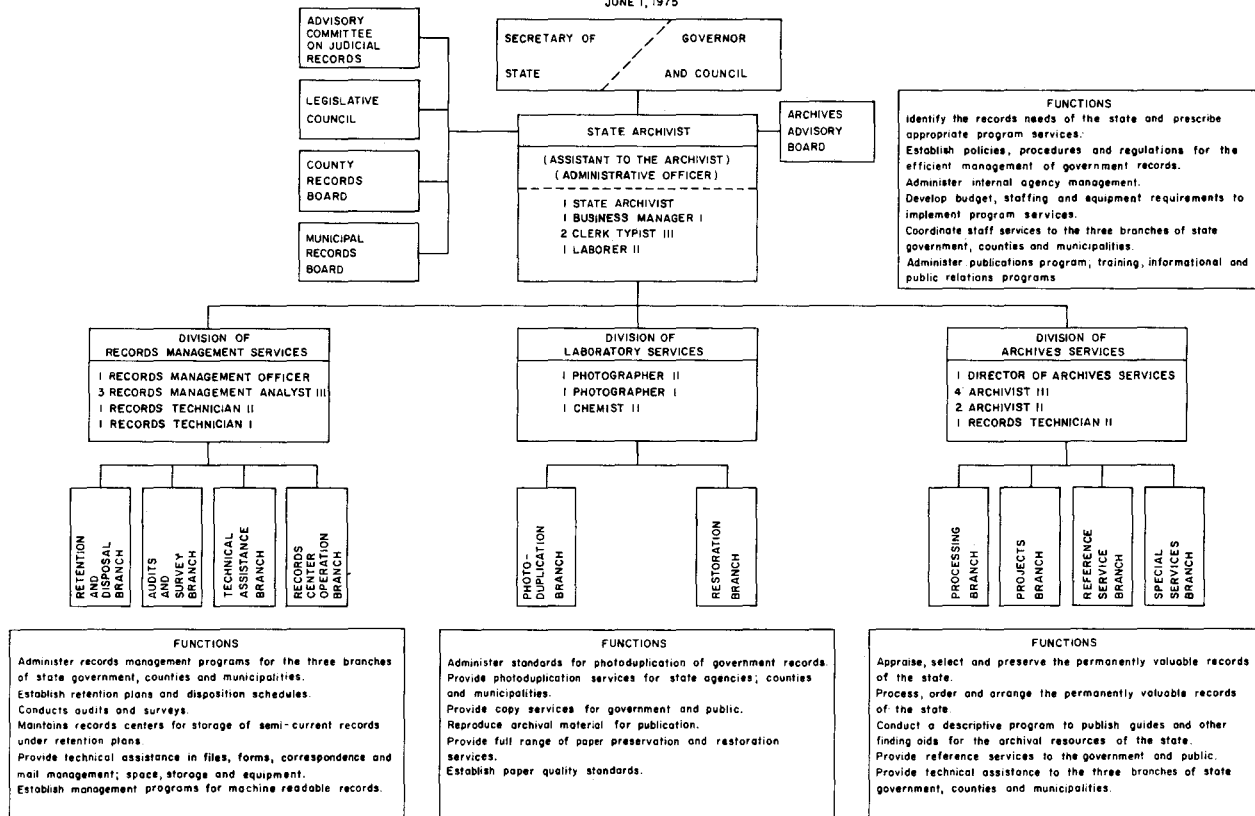
PROGRAM: Maine State Archives activities and accomplishments during fiscal year 1975 may be summarized under the following program areas:

Division of Records Management Services. A major Divisional accomplishment has been the establishment of 8 general retention-disposition schedules covering 35 classes of facilitative records common to all agencies in the Executive Branch. These records, relating to departmental purchasing, accounting, payrolls and payroll authorizations, income, property inventories, budgetary activity and the like account for the greatest volume of State record keeping; and the general schedules will permit a consistent and enforceable framework for their timely destruction at the expiration of prescribed retention periods. In addition, every department but one in the Executive Branch has partially completed special schedules that prescribe retention-disposition plans for records unique to each agency. A total of 6,165 cubic feet of records were authorized for destruction from the Records Center by the State Archivist and the Archives Advisory Board during fiscal year 1975. Maine State Archives regulations governing agency retention-disposition schedules are being revised so that agencies will be required to report the actual volume of records destroyed through scheduling activity.

MAINE STATE ARCHIVES

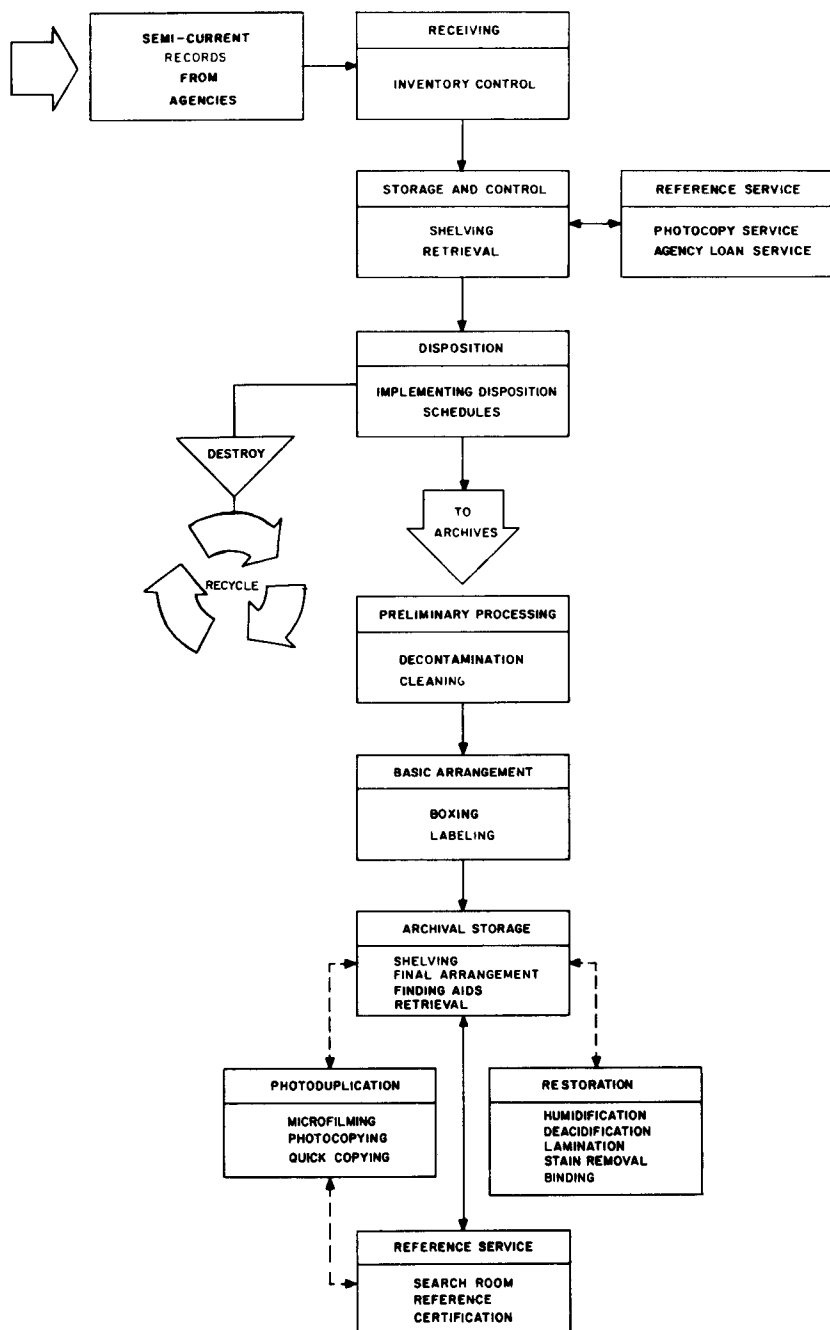
ORGANIZATIONAL CHART

JUNE 1, 1975



GENERAL GOVERNMENT

MAINE STATE ARCHIVES WORK FLOW AND OPERATIONS



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The Maine State Archives sponsored a series of workshops in cooperation with the National Archives and Records Service in November, 1974, and March and April, 1975, focused on records disposition scheduling, files improvement and reports management. Approximately 50 Records Officers and records personnel representing most agencies in the Executive Branch attended one or more of these workshops; and one agency reported savings in excess of 1,500 man hours as a result of the reports management workshop. The Division of Records Management Services has maintained a continuous follow-up for these training programs and plans to conduct an ongoing series of similar workshops. Direct technical assistance was provided to all major departments in specialized forms and files management techniques; while feasibility studies were conducted to determine the practicality and economy of Computer Output Microfilm and other microform applications by various State agencies. Technical assistance was also provided on a limited basis to local government agencies.

Division of Archives Services. Reference services for permanently valuable State records were provided to 2,457 in-person visitors to the Archives Search Room; 1,472 requests for research information were received by mail.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists. Particular emphasis was placed on the records of the Maine Land Office from which an extensive volume of material was made available to the government and public for the first time as a result of comprehensive processing and indexing. Improved control was established over the records of Maine Municipal Courts to meet the needs of juvenile officers and welfare case workers. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, Restoration Laboratory work or publication and are reported under those respective program areas.

Technical assistance was provided by Division specialists to local government agencies as Maine State Archives resources permitted. The Division also provided extensive research for the Department of the Attorney General in the preparation of materials for court cases in which the State was involved, and to various agencies on issues relating to public lands within the State.

Division of Laboratory Services. The Photoduplication Laboratory provided centralized microfilm and photographic services for government records at the request of twenty-three State agencies. Such service frequently involved direct service to the public at an established fee rate. Diazo print copies of State Property Tax Division maps were provided to some 500 individuals over a two-month period.

Completed microfilm projects to reproduce the archival holdings of the State included the Graves Registration Index, a register of the burial places of Maine Veterans of 17th, 18th, and 19th Century wars; the U.S. Industrial, Social and Agricultural Censuses, 1850-1880; and partially completed at the end of the fiscal year were: Regimental Rolls of Maine Volunteer Infantry, Cavalry, and Artillery Units, 1861-1865; Delayed Returns of Maine Vital Statistics; Maps and Plans of the Maine Land Office, and the House and Senate Journals of the Maine Legislature, 1820-1975. Also completed was the filming of the Black Papers, undertaken in cooperation with the Maine League of Historical Societies and Museums, the Maine Historical Society and the Hancock County Trustees of Public Reservations, to provide a readily available supportive resource relating to the Bingham Purchase and other public lands within the State.

The Photoduplication Laboratory tested and accepted for storage 279 reels of security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory began active operations in the fall of 1974, assuming responsibility for environmental standards in Maine State Archives facilities. A priority restoration project on some 5,000 unique maps and plans of the Maine Land Office was begun, and is expected to be the major effort of the Laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

County Records Program. The County Records Board adopted in draft form interim policies and procedures for disposition of county records, a manual for county records, and a preliminary program statement initiating a comprehensive county records program for Maine. Projects pending implementation include the development of model retention-disposition schedules for various county offices; study of the feasibility of developing a uniform indexing

GENERAL GOVERNMENT

system for Registers of Deeds; and the adoption of a technical manual to assist county officers in the preservation of their records.

Municipal Records Program. The Municipal Records Board held its first meeting on January 31, 1975. The Board has adopted a general records disposition schedule for selected municipal records which was published through the cooperation of the Maine Municipal Association in the *Maine Townsman*. Projects in the process of implementation by the Board and the Maine State Archives include the development of a model inventory and disposition schedule in cooperation with the Office of the Town Clerk of Belfast; the development of a comprehensive records program for the Town of Old Orchard Beach; and the development of technical manuals for the use of municipal officials. The Maine State Archives provided cleaning and fumigation services for the town records of several communities; and in cooperation with the Board is studying the feasibility of providing records storage for small towns and plantations that have no facilities for this purpose.

FINANCES, FISCAL YEAR 1975:

DETAIL

Maine State Archives	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$327,636	\$			\$327,636
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		4,520			4,520
Other		6,000			6,000
Unexpended Balance Brought Forward	6,595	13,442			20,037
Adjustment of Balance Brought Forward	(106)	7			(99)
TOTAL FUNDS AVAILABLE	334,125	23,969			358,094

Monies received and deposited to the credit of the State*	147				147
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EXPENDITURES					
Total Personal Services	250,567				250,567
Wages & Salaries	228,185				228,185
Retirement	22,382				22,382
Total All Other	57,412	7,985			65,397
Contractual Services	42,526	1,985			44,511
Rents	1,678				1,678
Computer Services					
Commodities	14,886				14,886
Grants, Subsidies, Pensions		6,000			6,000
Transfers to Other Funds					
Other					
Total Capital Expenditures	8,749	662			9,411
Buildings & Improvements					
Equipment	8,749	662			9,411
Purchases of Land					
TOTAL EXPENDITURE	316,728	8,647			325,375

SUMMARY

Total Funds Available	334,125	23,969			358,094
Total Expenditure	316,728	8,647			325,375
NET	17,397	15,322			32,719
Unexpended Balance Forward	14,066	15,322			29,388
Unexpended Balance Lapsed	3,331				3,331

*Sales of scrap paper

GENERAL GOVERNMENT

Publications Program. Maine State Archives publications completed during the reporting period include: Informational brochures *Military Records in the Maine State Archives*, *Records Available for Genealogical Research in the Maine State Archives*, *Land Office Records in the Maine State Archives*, *Records Relating to Local History in the Maine State Archives*; the first agency documentary publication *Dubros Times: Selected Depositions of Maine Revolutionary Veterans*; *Index-Digest to State Records Provision; Agencies of Government, State of Maine, 1820-1971, Part 2 (Private and Special and Resolve Agencies)*. Other publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives*, a technical assistance manual on records storage and preservation for use by local government agencies; various special lists and finding aids. Microfilm publications completed or in progress during fiscal year 1975 are reported under the activities of the Photoduplication Laboratory.

Professional and Development 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 the agency has engaged in a highly successful cooperative exhibit program with the League. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

GENERAL GOVERNMENT

TREASURER OF STATE

RODNEY L. SCRIBNER, TREASURER OF STATE

MAURICE F. STICKNEY, Deputy Treasurer of State

Central Office: State Office Building, Augusta 04333

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: 11

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1975: \$31,595,303

PURPOSE: The Treasurer of State serves to update operating procedures within the State Treasury to accelerate collection of checks payable to the Treasurer, to maximize investment earnings and streamline clerical procedures, thus allowing more staff time for important fiscal matters. A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM: The Treasurer of State is responsible for the receipt of all monies paid over to the State processed by the various departments, institutions, agencies or examining boards, and of funds deposited with the various depository banks within the State. The Treasurer may under the law deposit monies, including trust funds of the State in any of the banking institutions, trust companies and savings banks organized under the laws of this State, or in any of the national banks located therein.

All disbursements by the State are processed through the Treasurer's office, and the mailing and or distribution of these checks as well as the reconciliation of these items are responsibilities of the Treasurer of State. Check extensions beyond the valid period, deletes and make-over items concerning disbursements are also effected in the office of the Treasurer.

The investment of idle funds with the concurrence of the State Controller of the Commissioner of Finance and Administration and with the consent of the Governor and Council is handled by the State Treasurer. He may invest in United States Treasury bills, bonds, notes, commercial paper or certificates of deposit which mature not more than twenty-four months from the date of investment. The Treasurer shall invest the principal of the trust funds of the State, collecting, recording and distributing interest earnings on such trust funds. Interest earnings on guarantee deposits and securities held by legal requirement are either remitted to the depositors or added to the original deposits as provided by statute.

The Treasurer maintains control records for taxes assessed and reported to his department by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are distributed by the Treasurer, and their returns certifying to the assessment are filed by his office.

The Treasurer's office performs all acts and duties necessary for the issuance and sale of bonds or the long-term borrowings of the State, preparing the Council Orders for each issue

GENERAL GOVERNMENT

proposed, printing of bid forms, receipt of bids, publishing notice of sale, printing of bonds, bond closings and settlements all being routine functions of his office. Records controlling maturities and interest payments of outstanding bond issues are kept in his office, and the publishing of annual statements of bonded indebtedness are his responsibility. Paid bond cremations and the preparation of the certificates necessary are handled as well as the verification of all bonds and coupons paid monthly by the State's paying agents. The Treasurer cremates paid bonds and coupons biannually.

The Treasurer's office controls the records concerning the securities held by the State for various contracts and projects in process. The retents paid by various contractors are released on each project as progress is made on said projects and as collateral for each cash release is recorded. All earnings on these contractor retainages are paid out to the contractors quarterly.

The Treasurer records and maintains records concerning unclaimed and liquidating dividends of various businesses and of individuals within the State. The court orders which direct these payments are filed in his office, and records denoting their origin are kept by his personnel. Estates of Maine individuals having no heirs are kept by the Treasurer and are turned over to the State of Maine after the appropriate duration of time has elapsed.

FINANCES, FISCAL YEAR 1975:

DETAIL

TREASURER OF STATE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$18,833,342	\$4,272,994		\$	\$23,106,336
Departmental Operations	197,546				197,546
Transfers	10,983				10,983
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	500,000	8,008,504			8,508,504
Unexpended Balance Brought Forward	269	8			277
Adjustment of Balance Brought Forward		850			850
TOTAL FUNDS AVAILABLE	19,542,140	12,282,356			31,824,496

Monies received and deposited to the credit of the State	5,576,215			2,122,373	7,698,588
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EXPENDITURES					
Total Personal Services	126,338				126,338
Wages & Salaries	114,844				114,844
Retirement	11,494				11,494
Total All Other	19,187,459	12,281,506			31,468,965
Contractual Services					
Rents					
Computer Services					
Commodities	82,018	12,281,506			12,363,524
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other	19,105,441				19,105,441
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURE	19,313,797	12,281,506			31,595,303

SUMMARY

Total Funds Available	19,542,140	12,282,356			31,824,496
Total Expenditure	19,313,797	12,281,506			31,595,303
NET	228,343	850			229,193
Unexpended Balance Forward	228,000	850			228,850
Unexpended Balance Lapsed	343				343

GENERAL GOVERNMENT

Protested checks or checks returned by banks for insufficient funds or stop payments, etc., are policed by the Treasurer's office. Bank balances are reconciled; check forgeries and the affidavits certifying to these forgeries are processed by the Treasurer. The legal proceedings connected with such incidences are handled by the Treasurer of State in conjunction with the Attorney General's office.

The Treasurer also processes all letters of credit processed by the various departments applying for federal funds. District court records are also processed here, and the Treasurer's office is in the process of accepting and processing all records dealing with the Superior Courts of the State of Maine.

GENERAL GOVERNMENT

THE LEGISLATURE OF THE STATE OF MAINE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: State House, Augusta, Maine

Telephone: Senate 289-3604

House 289-3384

Established: 1830

Statutory Authority: Maine Constitution, Article IV

Total expenditure, fiscal year 1975: \$2,758,253 (Legislative Account)

Organizational Units:

The Senate

The Legislative Information Office

The House

The Legislative Finance Office

The Legislative Council

The Law and Legislative Reference Library

The Legislative Research Office

The Office of Legislative Staff Assistants

The Office of Constituent Services (inactive)

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

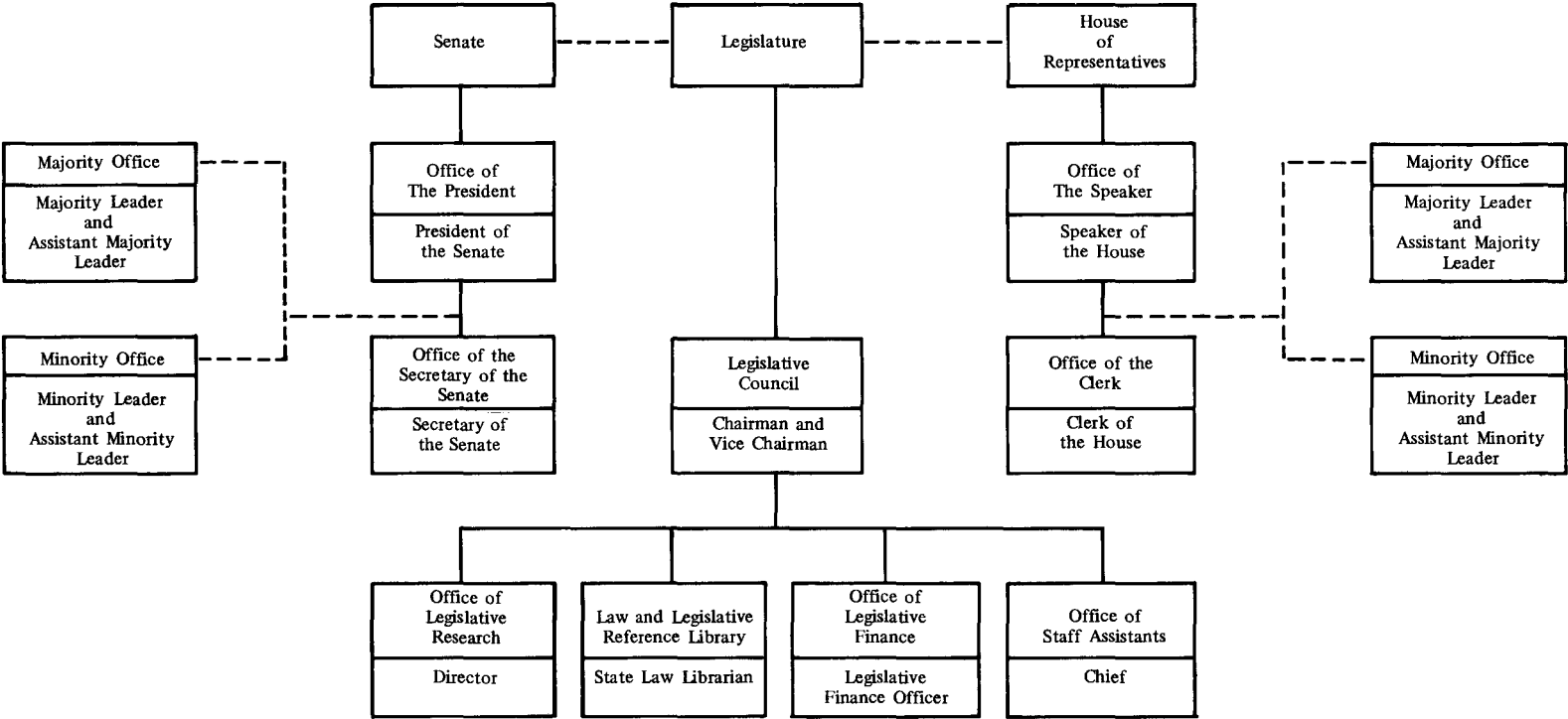
ORGANIZATION: The Legislature of Maine was established in basically its present constitutional form by the Constitution of Maine, which was accepted by the citizens of the District of Maine by an election held on December 6, 1819. At its inception, the Legislature consisted, as it does now, of a Senate and a House of Representatives, each having a negative on the other. The Legislature was established as one of 3 distinct departments: The Legislative Department, the Judicial Department and the Executive Department.

The Legislature originally convened in Portland, the Senate in a 2-story building which was on the present site of the Portland City Hall and the House of Representatives in the Cumberland County Court House. In 1832, the Legislature convened in Augusta in the new capitol building designed by the eminent Boston architect, Charles Bulfinch. This building was extensively altered and modified in 1909-1910 and has remained the same since that time.

In 1820, the Senate was established at not less than 20 nor more than 31 Senators, to be elected from Senate Districts, and the House of Representatives was established at not less than 100 nor more than 200 Representatives, to be elected from House districts. Both Senate and House districts were patterned on county and town lines. By constitutional provision the Senators and Representatives were to increase from the minimum number to the maximum in proportion to the increase in Maine's population. In 1842, an amendment to the Constitution provided for a 151-member House of Representatives, and this 151-member size has remained constant up to the present time. In 1931, an amendment to the Constitution provided that the number of Senators was to be established by a formula based upon the population of each of Maine's counties, with no set maximum number of Senators provided. In 1966, the Constitution was further amended to provide for a Senate of from 30 to 40 members, and in 1969, amended again to establish the Senate at an uneven number to be no less than 31 nor more than 35 members. This last amendment continues in force today.

From 1820 until 1880 Legislators were elected annually and the Legislature met every year. From 1880 until the present, Legislators have been elected every 2 years and the Legislature has convened for a regular session in each odd-numbered year and frequently has met in special session during the even-numbered years. The regular session of the 107th Legislature recommended for adoption a constitutional amendment providing for a first and second regular

**ORGANIZATION CHART
MAINE STATE LEGISLATURE**



GENERAL GOVERNMENT

session to be held beginning in January of each year of the legislative biennium. As this amendment was adopted by the people in November, 1975, the Legislature will, beginning in 1977, meet annually for a period of time to be set forth by statute.

At the present time, Senators are elected from single member districts, while Representatives are elected from both single and multi-member districts. However, by a constitutional amendment proposed by the 107th Legislature and adopted by the People in November, 1975, every Representative, as well as every Senator, is to be elected from a single member House or Senate District. The House is to be first reapportioned into single member districts in 1977, and the first election from those districts is to be held in 1978. In 1983 and every 10th year thereafter, the election district boundaries of both the Senate and the House are to be reapportioned by a constitutional commission, or, if the recommendations of that commission are not enacted by the Legislature within a specified time, by the Supreme Judicial Court.

The Legislature, during the regular session held from January 1, 1975, to July 2, 1975, organized itself into the following joint committees to consider proposed legislation and other legislative matters:

Joint Standing Committees

- Agriculture
- Appropriations and Financial Affairs
- Business Legislation
- Education
- Election Laws
- Energy
- Fisheries and Wildlife
- Health and Institutional Services
- Human Resources
- Judiciary
- Labor
- Legal Affairs
- Liquor Control
- Local and County Government
- Marine Resources
- Natural Resources
- Performance Audit
- Public Utilities
- Reference of Bills
- State Government
- Taxation
- Transportation
- Veterans and Retirement

Special Committees

- Joint Select Committee on Public Lands
- Joint Select Committee on Jobs

PROGRAM: The 106th Legislature did not meet in special session during the first half of fiscal year 1975. The 106th Legislature did hold, however, a Pre-legislative Conference for newly elected members of the 107th Legislature, which acquainted those members with the opportunities and support services available to them during the 107th Legislature.

The 107th Legislature met in regular session on New Year's Day, January 1, 1975, and remained in session until July 2, 1975, a total of 109 legislative days. Fulfilling its constitutional duties, it elected Joseph Brennan as Attorney General, Markham Gartley as Secretary of State, Rodney Scribner as State Treasurer and the following persons as Executive Councillors: David E. Redmond, First District, John Clemente, Second District, Charles Abbott, Third District, Carl E. Cianchette, Fourth District, Richard S. Webber, Fifth District, Charles A. Jacobs, Sixth District and Nathan Cohen, Seventh District. During that period, the 107th Legislature considered 1948 legislative documents and 1245 amendments to those documents and enacted 623 public laws, 105 private and special laws and 42 resolves. Among these enacted laws were major revisions of the criminal statutes, the banking code and the statutes governing the trial court and traffic court system.

GENERAL GOVERNMENT

The Legislature, before adjourning, assigned to the joint standing and select committees, through the Legislative Council, a total of 66 legislative studies, 62 to joint standing committees and 4 to joint select committees, to be accomplished during the remainder of the 107th legislative biennium.

During the regular session, the 107th Legislature provided its members and the public, through the Legislative Information Office, an unprecedented amount of information on the legislative process, including a list of pending legislation by subject, legislative document number, sponsor and committee of reference, as well as a publicly available list of biographical information on each Legislator. This information was made available by computer printout, by responses to inquiries made at the Legislative Information Office and computer terminal operation, all of which were accessible to the public.

FINANCES, FISCAL YEAR 1975:

DETAIL

LEGISLATIVE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$2,882,824				\$2,882,824
Departmental Operations					
Transfers	(7,750)				(7,750)
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Contingent Account	22,900				22,900
Unexpended Balance Brought Forward	71,865				71,865
Adjustment of Balance Brought Forward	318				318
TOTAL FUNDS AVAILABLE	2,970,157				2,970,157

Monies received and deposited to the credit of the State	25,634				25,634
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EXPENDITURES					
Total Personal Services	1,341,444				1,341,444
Wages & Salaries	1,258,293				1,258,293
Retirement	83,151				83,151
Total All Other	1,377,001				1,377,001
Contractual Services	1,319,956				1,319,956
Rents	10,415				10,415
Computer Services	23,464				23,464
Commodities	57,045				57,045
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	39,809				39,809
Buildings & Improvements					
Equipment	39,809				39,809
Purchases of Land					
TOTAL EXPENDITURE	2,758,253				2,758,253

SUMMARY

Total Funds Available	2,970,157				2,970,157
Total Expenditure	2,758,253				2,758,253
NET	211,904				211,904
Unexpended Balance Forward	211,904				211,904
Unexpended Balance Lapsed					

Fiscal Note: This Legislative Account reports all Legislative fiscal detail not covered separately in the following units: Office of Legislative Research, Law and Legislative Reference Library, and the Commission on Interstate Cooperation.

GENERAL GOVERNMENT

SENATE OF THE STATE OF MAINE JOSEPH SEWALL, PRESIDENT OF THE SENATE HARRY N. STARBRANCH, Secretary of the Senate

Central Office: State House, Augusta, Maine 04333

Telephone: 289-3601

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part Second

Average Number of Full-Time Employees: 2

Authorized Employee Level: 2

Total Expenditure, Fiscal Year 1975: Included in Legislative Account

PURPOSE: The Senate may originate all bills except bills for the raising of revenue (Maine Constitution, Article IV, Part Third, Section 9) and may amend bills for the raising of revenues providing that the amendment is not in fact used to introduce a new bill for the raising of revenue.

The Senate is the upper House of the Maine Legislature and passed bills are usually acted upon by the Senate last before they are sent to the Governor.

The Senate, by the Constitution of Maine, Article IV, Part Second, Section 7, has the sole power to try all impeachments under the Constitution of the State of Maine.

The Senate is the sole judge of the qualifications of its own members, determines its own rules for Senate proceedings, may alone punish its own members, keeps a journal of its proceedings and has the power to imprison persons who are not Senators for contempt.

By Constitutional Resolution, passed during the regular session of the 107th Legislature and adopted by the people in November, 1975, the Senate will be the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional Body has remained constant in its form of organization since its establishment in 1820.

The Senate consists of no less than 31 nor more than 35 members, each one elected from a Senatorial District for a term of 2 years with no limitation upon the number of terms which a Senator can serve. A Senator must be a citizen of the United States for at least 5 years prior to his election, be a resident of Maine for at least one year prior to his election, be a resident of his Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

The Constitution of Maine requires that the Senate be reapportioned every 10 years, by the Senate itself, or if the Senate fails to act within the required time, by the Supreme Judicial Court. The Supreme Judicial Court in March, 1972, reapportioned the Senate.

The Senate elects a President, who presides over its proceedings, a Secretary, and an Assistant Secretary of the Senate. The individual political parties in the Senate elect their own leaders and assistant leaders. By statute, (3 MRSA 168), the leadership of the Senate is permitted to hire its own assistants.

PROGRAM: No session of the Legislature was held during the first half of fiscal year 1975 and consequently the Senate did not meet during that period.

The 107th Legislature convened for the regular session on January 1, 1975. The political makeup of the Senate of the 107th Legislature consisted of 19 Republicans and 14 Democrats. During the first legislative day the Senate elected Joseph Sewall as Senate President, Harry N. Starbranch as Secretary of the Senate and May M. Ross as Assistant Secretary of the Senate. The Republican Caucus elected Jerrold B. Speers as Senate Majority Leader and Minnette H. Cummings as Senate Assistant Majority Leader and the Democratic Caucus elected Gerard P. Conley as Senate Minority Leader and Peter W. Danton as Assistant Senate Minority Leader.

During the regular session there were 448 legislative documents sponsored by the Senate and 616 Senate papers introduced. The Legislature adjourned its regular session on July 2, 1975.

GENERAL GOVERNMENT

HOUSE OF REPRESENTATIVES OF MAINE

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Central Office: State House, Augusta, Maine 04333

Telephone: 289-2866

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part First

Average Number of Full Time Employees: 2

Authorized Employee Level: 2

Total Expenditure Fiscal Year 1975: Included in Legislative Account

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from either single or multi-member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

By Constitutional Resolution, passed during the regular session of the 107th Legislature and approved by the people in November, 1975, the House, beginning in the 109th Legislature, will be elected from single member districts only.

PROGRAM: No legislative session was held during the first half of fiscal year 1975 and consequently the House of Representatives did not meet during that period.

The 107th Legislature convened for the regular session on January 1, 1975. The political makeup of the House of Representatives of the 107th Legislature consisted of 91 Democrats, 59 Republicans and one Independent.

During the first legislative day, the House elected John L. Martin of Eagle Lake as its Speaker, Edwin H. Pert as the Clerk of the House and Norman Whitzell as the Assistant Clerk of the House. The Democratic Caucus elected Representative Neil Rolde as House Majority Leader and Representative Mary Najarian as House Assistant Majority Leader and the Republican Caucus elected Representative Linwood Palmer as House Minority Leader and Representative John J. McKernan, Jr. as House Assistant Minority Leader.

During the regular session there were 1550 legislative documents sponsored by Representatives and 1798 House Papers were introduced. The Legislature adjourned its regular session on July 2, 1975.

GENERAL GOVERNMENT

LEGISLATIVE COUNCIL
SENATOR JERROLD B. SPEERS, CHAIRMAN
REPRESENTATIVE MARY NAJARIAN,
Vice-Chairman

Central Office: State House, Augusta, Maine 04333

Telephone: 289-2101

Established: 1973

Statutory Authority: T3 MRSA c.7

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

Total Expenditure, Fiscal Year 1975: Included in Legislative Account†

PURPOSE: The Legislative Council, by T3 MRSA §162, exercises those powers and duties delegated to it by law or by rule of the Legislature. At present, the Legislative Council has the following authority:

1. To prepare and approve all legislative budgets;
2. To establish salary schedules for all employees of legislative service agencies, departments and agencies and to develop relatively uniform salary schedules for House and Senate employees and officers;
3. When the Legislature is not in session to assign bills, resolves and studies for consideration by the joint standing committees and joint select committees of the Legislature, to request reports, studies and legislation from said joint standing committees and to convene meetings of said joint standing committees and joint select committees and to exercise supervision over them;
4. To administer oaths, issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and testimony and to cause the deposition of witnesses whether residing within or without the State to be taken in the manner prescribed by law for taking depositions in civil actions in the Superior Court. In case of disobedience on the part of any person to comply with any subpoena issued in behalf of a committee or on the refusal of any witness to testify to any matters regarding which he may be lawfully interrogated, it shall be the duty of the Superior Court of any county, on application of a member of a committee, to compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Each witness, other than a state officer or employee, shall receive for his attendance the fees and mileage provided for witnesses in civil cases in courts of record, which shall be audited and paid upon the presentation of proper vouchers sworn to by such witness and approved by the chairman of the council;
5. To assess ways and means to improve the legislative operation and to make improvements in the legislative organization, procedures, facilities and working conditions and to make periodic reports to the Legislature concerning its findings;
6. To appoint a Legislative Administrative Director, a Director of Legislative Research, a Finance Officer, a Constituent Service Officer and a State Law Librarian, each of whom shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office;
7. To establish operating policies for each legislative agency and office;
8. To oversee the appropriations and other financial accounts of the Legislature and of all legislative agencies, departments and offices. Appropriations for carrying out the purposes of this chapter shall be made annually by the Legislature. All appropriations or allocations by the Legislature for specific studies to be carried out by the joint standing committees or joint select committees shall not lapse but shall be carried forward and expended for the purpose for which the appropriation or allocation was made. The balance of any appropriation or allocation for such studies that is not fully expended shall be refunded to the Legislature;
9. To see that an independent annual post-audit of all appropriations to the Legislature is prepared and distributed to each member of the Legislature, such document to become a matter of public record;
10. To coordinate and oversee intergovernmental relations programs on behalf of the Legislature and to recommend to the Legislature participation by the Legislature and its members in interstate and inter-legislative organizations; and to apply for, receive and administer all grants and appropriations for these purposes;

GENERAL GOVERNMENT

11. To provide necessary furniture, stationery and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;
12. To insure that adequate physical facilities are provided for the efficient operation of the Legislature and to provide for and determine the utilization of legislatively controlled facilities both within and without the State House;
13. To approve all transfers between divisions of the legislative appropriation and within the appropriations for all joint appropriations or legislative agency appropriations;
14. To establish published rules of procedure for the conduct of the business of the council; and
15. To perform such other duties and responsibilities as may be assigned to the council from time to time by the two houses.

ORGANIZATION: The Legislative Council, which replaced the former Legislative Research Committee, was established in 1973 in its current form. At present the Legislative Council consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senators are the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

PROGRAM: During the first half of fiscal year 1975 the Legislative Council, supervising the joint standing and select committees, completed approximately 36 legislative studies. In addition, the Council made extensive preparations for the beginning of the 107th Legislature, which included authorization for the drafting of legislation well in advance of the opening of the regular session of the 107th Legislature and the planning and supervision of the Pre-legislative Conference held in the late fall of 1974.

The Legislative Council, during the regular session of the 107th Legislature, oversaw the operation of the legislative staff agencies serving the Legislature. It approved salary changes for legislative employees, appointed legislative staff aides to the joint standing committees, authorized later hours for the Law and Legislative Reference Library, authorized a schedule of fees for legislative document and information distribution, authorized a computer terminal for the Law and Legislative Reference Library, authorized, interviewed and hired an additional legislative assistant, established rules for the distribution of material from the legislative retrieval system and approved staff travel requests for attendance at regional legislative conferences and study meetings.

The Council also conducted investigations into the provision of mental health services in Maine, into possible excessive travel expenses provided for persons serving on Maine boards and commissions and into proposed executive changes to the legislative budget.

In addition, the Legislative Council accepted interim reports from joint standing and select committees and recommended an amendment to the Joint Rules to provide that reports of committees making recommendations be drafted and introduced as legislation.

OFFICE OF LEGISLATIVE FINANCE WILLIAM GARSIDE, LEGISLATIVE FINANCE OFFICER

RONALD LORD, Asst. Legislative Finance Officer

Central Office: State House, Augusta 04333

Telephone: 289-2491

Established: 1962

Statutory Authority: 3 M.R.S.A., 162, 3 M.R.S.A., 167

Average Number of Full-Time Employees: 5

Authorized Employee Level: 5

Total Expenditure, Fiscal Year 1975: Included in Legislative Account

PURPOSE: The Office of Legislative Finance gathers factual information concerning the fiscal affairs of the State for the Joint Appropriations and Financial Affairs Committee of the Legislature to use in formulating appropriations proposals; examines appropriation requests

GENERAL GOVERNMENT

made by state government executive agencies and others; and aids the Legislative Council in helping the Legislature or any committee of the Legislature in making independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. His duties were essentially the same as they are at present, except that he was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes have provided for a 7-year term for the Legislative Finance Officer, have provided for the appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, to assist him in carrying out his duties, and have made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs a budget analyst and 2 secretaries.

PROGRAM: During the first half of fiscal year 1975, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations in completing 6 studies which had been assigned to it by the Legislative Council. In addition to providing this staff assistance, the Legislative Finance Office continued its routine duties of processing and paying joint committee and Legislator expenses involved in carrying out legislative studies. The Legislative Finance Office also continued the annual publication of its Compendium of State Fiscal Information.

During the 107th Legislature, the Legislative Finance Office performed 3 main functions: First, a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Second, the provision to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs of carefully evaluated estimates of present and future revenues of the State, combined with present and expected expenditures and third, the initial preparation of many of the appropriations bills submitted for introduction into the 107th Legislature. This financial review of proposed legislation was manifested in the fiscal notes attached to many proposed bills, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and in the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the 1975-1977 biennium. The provision of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee.

In addition to these functions, the Legislative Finance Office continued providing staff services for the payment of legislative salaries and for the checking and reimbursement of legislative expenses of the joint committees and of individual Legislators while the Legislature was in session.

OFFICE OF LEGISLATIVE STAFF ASSISTANTS

SUZANNE S. HAVENS,
CHIEF OF LEGISLATIVE STAFF ASSISTANTS

Central Office: Room 427, State House, Augusta 04333

Telephone: 289-2486

Established: 1973

Statutory Authority: T3 M.R.S.A., 166

Average Number of Full-Time Employees: 11

Authorized Employee Level: 11

Total Expenditure, Fiscal Year 1975: Included in Legislative Account

PURPOSE: The Office of Legislative Staff Assistants, under the control of the Legislative Council, employs staff assistants to assist the Joint Standing or Select Committees to work as

GENERAL GOVERNMENT

directed by the committee chairmen and to such other tasks as the Legislative Council from time to time directs.

In addition, the Legislative Staff Assistants carry out independent research projects as directed by the Legislative Council and provide limited research or constituent service at the request of legislators.

ORGANIZATION: As part of the creation of the Legislative Council by PL 1973 c. 590, the Office of Legislative Assistants was established with the chief function of providing assistance to legislative committees under the direction of the Legislative Council acting through a Legislative Administrative Director. The Council, in lieu of appointing a Legislative Administrative Director, has since 1973 conducted the assignment of Legislative Staff Assistants itself. The Legislative Council has also appointed a Chief of Legislative Assistants, who plans and coordinates the work of staff assistants, screens applicants for positions as staff assistants, recommends applicants for interviews and appointment by the Legislative Council and hires clerical employees.

PROGRAM: During the first half of the 1975 fiscal year, the Office of Legislative Staff Assistants aided the Joint and Select Committees of the 106th Legislature in completing legislative studies on the following subjects:

Business Legislation:

1. The Consumer Credit Code
2. No-fault Insurance
3. Assigned Risk Insurance
4. State Purchases from Small Businesses.

Special Committee:

1. Municipal Employees Collective Bargaining.

Education:

1. Regional Frozen Food Production Centers for School Lunch Programs
2. State Board of Education
3. Post Secondary Educational Services by the University of Maine.

Liquor Control:

1. Operations of State Liquor Stores.

Natural Resources:

1. Spruce Budworm Control.

Public Utilities:

1. Cable Television.

State Government:

1. State Telecommunications
2. Data Processing
3. Criminal Justice Academy Funding
4. Maine State Housing Authority
5. Women's Correctional Center
6. The State Personnel System.

Transportation:

1. Commuter-type Tickets on the Maine Turnpike
2. Rail Passenger Service
3. The Trucking Industry in Maine

Health and Institutional Services:

1. Needs and Health Care of the Mentally Retarded
2. Health Maintenance Organizations.

In addition, the Office of Legislative Assistants completed an interim report on disaster planning. The office also participated in the drafting of prefiled legislation intended for introduction into the regular session of the 107th Legislature.

During the regular session of the 107th Legislature, the Office of Legislative Assistants staffed most of the Joint Standing Committees, providing research assistance for those committees on matters involving legislation heard before them and drafting committee amendments and new drafts of acts heard by those committees.

In addition, the Office of Legislative Assistants provided a limited amount of bill drafting for individual legislators during the session and for the Office of Legislative Research.

GENERAL GOVERNMENT

The Legislative Council, acting on behalf of the Legislature, assigned the Joint Standing and Select Committees of the 107th Legislature approximately 66 studies to be conducted before the end of the 107th legislative biennium and it is expected that much of the effort of the Office of Legislative Assistants will be concentrated in providing staff assistance for the committees in carrying out these studies.

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN

Central Office: State House, Augusta 04333

Telephone: 289-2648

Established: 1971

Statutory Authority: M.R.S.A., Title 3, Chapter 7 (Subchapter II)

Average Number of Full-Time Employees: 5

Authorized Employee Level: 5

Total Expenditure, Fiscal Year 1975: \$102,111

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main functions: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications, the Maine Revised Statutes, supplements thereto, the Session Laws, and the Reports of the Supreme Judicial Court.

The State Law Librarian provides a comprehensive reference service on legislative problems for the Legislature, its committees and staff, and collects and maintains numerous publications and files relative to legislative problems. In addition to being available to the Legislature, these services and facilities are available to state, county and local officials and to the general public.

The State Law Librarian also maintains an extensive law library for the use of state agencies, the judiciary, attorneys and the general public. This library includes copies of the statutes of the United States, of all 50 states, of England, of Canada and of the Canadian provinces. In addition, the library possesses current and past court reports of the federal judiciary, the several states, England and Canada, a sizable collection of legal treatises and of legal periodicals and many publications of state and national bar associations. As a selective depository for federal documents it receives the published legal decisions of various government agencies, bills introduced in Congress and related documents. Briefs and records of cases heard by the Maine Supreme Judicial Court are also available. Assistance is given to county law libraries and their associations in order to further their development.

The State Law Librarian distributes copies of the Maine Revised Statutes, up-dating supplements thereto, and copies of the session laws to the Legislature, legislative committees and state agencies, to the judiciary, and to county law libraries. Copies of these publications are sold to county and municipal officials and others enumerated by statute. Distribution of the copies of the printed decisions of the Maine Supreme Judicial Court to recipients enumerated by statute is also under the supervision of the librarian. Copies of all these publications are exchanged with other states for copies of their statutes, session laws, and court reports.

Finally, the State Law Librarian formulates policies for and administers the State Law and Legislative Reference Library.

ORGANIZATION: The Law and Legislative Reference Library, together with the position of State Law Librarian, who is the Director of the Law and Legislative Reference Library, was created in 1971 by PL 1971, c. 480, which transferred the functions formerly performed by the law section of the State Library into the Law and Legislative Reference Library. At the time of its creation, the Law and Legislative Reference Library was responsible, through the State Law Librarian, to the Legislature. At the present time the State Law Librarian is responsible to the Legislative Council. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed, under a statute enacted in 1973, by the Legislative Council to a term of 7 years. It should be noted that the incumbent State Law Librarian, who was appointed previous to the enactment of the 7-year term, was appointed to

GENERAL GOVERNMENT

and is currently serving a term of 6 years. The State Law Librarian is permitted to employ, subject to the Personnel Law, all necessary assistants.

PROGRAM: During the first 6 months of the 1975 fiscal year, the Law and Legislative Reference Library continued to provide legislative and legal research facilities to legislative committees, to legislative staff, to the Attorney General's Office, to other state agencies and to the public at large. In addition, it continued to maintain and circulate its publications collection and to distribute and sell copies of the Maine Revised Statutes, the supplements to those statutes, the Laws of Maine for the 1973 session and printed opinions of the Maine Supreme Judicial Court. The State Law Librarian also participated in a "Bridging the Gap" program to acquaint newly admitted members of the State Bar with the services and resources of the State Law and Legislative Reference Library and also helped conduct a 3-session familiarization seminar for state employees on the legislative process in Maine.

FINANCES, FISCAL YEAR 1975:

DETAIL

LAW & LEGISLATIVE REFERENCE LIBRARY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$93,709				\$93,709
Departmental Operations					
Transfers	7,301				7,301
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	3,315				3,315
Adjustment of Balance Brought Forward	(168)				(168)
TOTAL FUNDS AVAILABLE	104,157				104,157

Monies received and deposited to the credit of the State	12,804				12,804
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EXPENDITURES					
Total Personal Services	68,035				68,035
Wages & Salaries					
Retirement					
Total All Other	33,796				33,796
Contractual Services	11,588				11,588
Rents	917				917
Computer Services					
Commodities	22,208				22,208
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	280				280
Buildings & Improvements					
Equipment	280				280
Purchases of Land					
TOTAL EXPENDITURE	102,111				102,111

SUMMARY

Total Funds Available	104,157				104,157
Total Expenditure	102,111				102,111
NET	2,046				2,046
Unexpended Balance Forward	1,877				1,877
Unexpended Balance Lapsed	169				169

GENERAL GOVERNMENT

During the regular session of the 107th Legislature, the Law and Legislative Reference Library, in addition to carrying on its normal functions during the interim between legislative sessions, provided extensive information to researchers conducting studies for legislation, both in its drafting stage and while it was pending before the Legislature. The Library also published a bulletin for Legislators and legislative staff detailing pertinent information available in the library concerning current legislative proposals and problems.

The activities of related organizations have been supported by the distribution of their publications, bringing to the Law Library much material in exchange. During the year two Reports of the Attorney General, 29 legislative committee studies, the Biennial Report of the Judicial Council, and six issues of the *Maine Bar Bulletin* have been widely distributed.

Other statistics for the year include:

Circulation of items (exclusive of clippings) outside the Library	6,472
Cards added to the catalog	3,246
Books added (exclusive of supplementary materials, Congressional bills, etc.)	1,670
Legislative reference collection additions	1,186

OFFICE OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR OF LEGISLATIVE RESEARCH

CHARLES R. PRIEST, Assistant Director of Legislative Research

Central Office: State House, Augusta 04333

Telephone: 289-2101

Established: 1947

Statutory Authority: M.R.S.A., Title 3, § 164

Average Number of Full-Time Employees: 11

Authorized Employee Level: 11

Total Expenditure, Fiscal Year 1975: \$154,111

Organizational Units:

Office of Legislative Information

PURPOSE: Title 3 of the Maine Revised Statutes Annotated, section 164, requires the Director of Legislative Research to:

Provide a comprehensive research service on legislative problems;

Prepare reports setting forth the political, social and economic effects of legislation enacted, or proposed to be enacted, in this State or elsewhere, when so directed by the Legislative Council or by either or both branches of the Legislature;

Assist and cooperate with any interim legislative committee or other agency created by the Legislature or appointed by the Governor;

Upon request, assist any agency appointed to revise the statutes of the State or any portion thereof, and at the direction of such agency, to consolidate, revise and clarify the statutes of the State;

To furnish to the members of the Legislature the assistance of draftsmen qualified to aid the Legislature in the preparation of bills for introduction into the Legislature. During regular sessions of the Legislature the Director of Legislative Research shall perform such duties in addition to those provided for in the statutes as the Legislature shall direct;

Prepare and index for printing as promptly as possible after the adjournment of each session the session laws thereof, which compilation shall include all acts and resolves which the Legislature has adopted during the session and which have received the approval of the Governor when such approval is necessary, and any other material of a general nature that the committee may determine;

Immediately after each session of the Legislature to distinguish private and special laws from the public laws, and to cause cumulative tables to be prepared showing what general statutes have been affected by subsequent legislation in such manner as to furnish ready reference to all such changes in the statutes and in addition thereto shall make a complete index of the public laws of the State passed since the last revision of the statutes. The tables and index so prepared shall be printed in the official edition of the Laws of the State;

After each session of the Legislature, to cause the public laws enacted thereat to be printed on good paper and in suitable type and to distribute the same within the State to all citizens thereof making a request therefor;

After each session of the Legislature to cause to be published cumulative pocket supplements of the volumes of the Revised Statutes, and any replacement or uncompiled volumes thereof, which shall contain an accurate transcription of all public laws, the material contained in the next preceding pocket supplement, complete and accurate annotations to the statutes, appendix and other material accumulated since the publication of the next preceding pocket supplement and a cumulative index of said material;

After each session of the Legislature to prepare a report inserting in their proper places in the Revised Statutes public laws enacted since the last revision of the statutes, and after each subsequent session of the Legislature to prepare a report supplementing the report so that such reports and supplements thereto shall form the basis of the next revision of the statutes.

GENERAL GOVERNMENT

After each session of the Legislature to prepare a report to the Legislature recommending legislation that will keep the statutes continuously revised and to file this report with the Secretary of the Senate on or before January 1st immediately preceding each biennial session of the Legislature.

The offices of the director shall be kept open during the time provided for other state offices, and when the Legislature is in session at such hours, day and night, as are most convenient for Legislators;

The Director shall appoint, with the approval of the Legislative Council, an assistant director for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified, and such technical assistants, and shall appoint, subject to the Personnel Law, such clerical assistants as may be necessary to carry out this chapter.

The Office of Legislative Research also performs duties under the legislative rules which are in addition to its statutory duties. Foremost among these is the duty of serving as the final processing point for all legislation. After legislation is received by the office, it is checked as to form, after which it is titled, allocated, typed and jacketed for the sponsor's signature and eventual introduction.

In conjunction with these functions, the office also provides drafting and related services for Legislators. These services include not only original drafting, but also the preparation and processing of redrafts, amendments, memorials, resolutions and orders during the course of each session.

The office acts as a clerk to the Standing Committees on Bills in the Second Reading for both the House and Senate. In its capacity as clerk the office examines and corrects all legislation on matters of form prior to engrossment for final enactment.

The Legislative Information Office has been developed by the Legislative Council under the Office of Legislative Research to service the informational needs of the Legislature and general public by use of computer technology. A computerized bill status system is now operational and the Council has taken the first step toward a modern integrated system of computer-supported services to bring about a speedier, more informative legislative operation.

In response to the many indexing needs of the Legislature and to the related economies involved, the Legislative Council authorized the position of a legislative indexer in the Office of Legislative Research to consolidate and establish consistency in the classification of all legislative subject matter. The legislative indexer, who is assigned to the Legislative Research Office and aided by computer, has the earliest possible access to information and the means to speed its classification to consumers upon proper release.

ORGANIZATION: The Legislature created the Office of Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director was appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397).

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director were to be appointed to 7-year terms.

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes. In response to an increasingly heavy workload, the Legislative Council also authorized the addition of space above its present quarters and the establishment of additional clerical positions to enable a more efficient and speedier processing of legislative papers by the office.

PROGRAM: The Office of Legislative Research has concentrated its energies in 4 main areas during the 1974-1975 fiscal year: Bill drafting, serving as a control point for the introduction of

GENERAL GOVERNMENT

legislation, publishing of the statutes and supervision of the computerization of the bill status system.

The office does the majority of the bill drafting requested by individual legislators and routinely carries out spot research to aid in that drafting. During the regular session of the 107th Legislature, the office drafted a total of 2,394 bills and resolves, of which 1,948 were introduced. In addition, the office drafted 1,566 amendments to bills, of which 1,245 were introduced and further drafted 333 orders and 46 resolutions. The office also cooperated with the Office of Legislative Assistants in drafting legislation prefiled with the Legislature before the regular session of the 107th Legislature began. Ultimately, 56 bills were prefiled with the Legislature.

The office further served as a control point for the introduction of legislation and for the maintenance of a standard form for legislation. The office, before the session, reminded legislators of the joint rule deadlines for requests for bill drafting by the Office of Legislative Research. The office accepted requests for bill drafting until the final deadline for those requests, which, for the regular session was January 31, 1975, and checked produced drafts in finished form in accordance with the style of the Maine Revised Statutes. These drafts were available for introduction by April 4, 1975, which was the deadline for the introduction of bills into the Legislature for that session. In addition, the office throughout the session produced drafts of proposed after-deadline bills and worked closely with the Reference of Bills Committee arranging for after-deadline introduction of bills.

During the interim period between legislative sessions, the office normally devotes the majority of its efforts to both publishing newly enacted statutes and revising the master setup of the Maine Statutes maintained in the office. Fiscal year 1974-75 was no exception. During the summer of 1974 the office published, at a cost of approximately \$7,000, the soft-bound edition of the Laws of Maine passed during the special session of the 106th Legislature and during the late summer and fall distributed free to the Legislators, the public and State Government, approximately 7,500 copies of this edition. After completing revision of the master set of Maine Revised Statutes maintained in the office, the office was the primary source for the commercial publication, at a cost of \$38,350, of the updating 1974-75 pocket parts for the Maine Revised Statutes Annotated.

The office also was the primary source for the republication of Volumes 6 and 6A of the Maine Revised Statutes Annotated, a republication which combined into Volume 6, Title 12 as enacted in 1964 with the changes to that Title since 1964 and which combined into volume 6A, Title 13 as enacted in 1964 with changes to that Title enacted since 1964 and with Title 13A.

The office was also the primary source for the republication of Volume 13 of the Maine Revised Statutes Annotated, which contained Titles 24 to 28, as 2 volumes of the Maine Revised Statutes Annotated, containing Titles 24 through 28 as enacted in 1964 at the last general revision, with Title 24-A, the Insurance Code, and all changes up to March 29, 1974 which had been made to those titles. The effect of this republication of volumes 6 and 13 was to take volumes which had become bulky and difficult to use and to replace them with smaller, more convenient volumes.

During the session of the 107th Legislature, the office kept the commercial publisher of the Maine Revised Statutes Annotated abreast of all public laws passed by that Legislature so that the Maine Legislative Service could be published, and continuously sent in proofs of the passed public laws of Maine to the publisher of the soft-bound volume of the Public Laws of the 107th Legislature so as to aid in early publication of those laws.

During the entire fiscal year 1974-75, the Office of Legislative Research supervised the development of the legislative bill status system on computer. This system, located in the Legislative Information Office, provided during the regular session of the 107th Legislature continuously updated information on bills introduced into the 107th Legislature, including an index file of all introduced legislation by subject, committee of reference, sponsor and legislative document number.

In addition to these main functions, the office also performed a number of minor ones. The amending clauses which indicate the way in which a proposed legislative document will affect the Maine Revised Statutes was simplified and clarified so as to make them easily understandable by the public. During the interim between the special session of the 106th and the regular session of the 107th, the office made presentations at 3 workshops on the legislative process for Maine state employees. The office also converted the subject and cross reference

GENERAL GOVERNMENT

indexes to the Laws of Maine into cumulative form preparatory to entering these indexes on computer for more efficient access and correction. In a supporting function, the office provided secretarial services to both the Legislative Council and to the Legislative Ethics Committee, acted as clerk of the Committee on Bills in the Second Reading, and worked closely with the Judiciary Committee in the preparation of the errors and omissions bill for the regular session of the 107th Legislature and took an active part in the Pre-legislative Conference.

With the addition of a legislative indexer during the fiscal year 1974-75, the office was able to consolidate and standardize over 9 separate legislative indexes being maintained by various legislative offices into 2 indexes capable of being maintained on computer, the first being an index of legislation before the 107th Legislature, from which the various indexes of the laws passed during the regular session of the 107th Legislature was developed and the second being an index to the journals of the House and the Senate.

The Legislative Information Office, established by the Legislative Council and placed under the Office of Legislative Research during the 1974-75 fiscal year, participated in the development of the computerized legislative bill status system and maintained and updated that system, in addition to the updating and maintenance of the manual legislative bill status system, during the regular session of the 107th Legislature. The Legislative Information Office also answered innumerable queries about legislation before the 106th and 107th Legislatures and published and distributed 600 copies of the History and Disposition of Legislative Documents and Papers which was printed from a computerized printout of the various status of bills indexes kept in the Legislative Information Office during the regular session.

Among the immediate goals of the Office of Legislative Research are the computerization of all indexes kept by the office and of the cross reference table of the Maine Revised Statutes, as well as the establishment of a computerized index by title and section of all sections of the Maine Revised Statutes which are affected by legislation pending or passed by a Legislature in regular or special session. This last index, under development for a number of months, will enable a great reduction in the amount of conflicting legislation passed by any one Legislature. In addition, the office plans to eliminate the manual system of the legislative bill status system in the Office of Legislative Information as soon as it can be replaced by a reliable computerized backup system.

The 2 long-range goals of the Legislative Research Office are first to establish computer enhancements which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in extensive statutory revision and second to revise, either volume by volume as is currently being done, or by a bulk revision, the entire Maine Revised Statutes, which will enable changes to be clearly and readily adopted into a comprehensive and comprehensive statutory system.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1975:

DETAIL

OFFICE OF LEGISLATIVE RESEARCH	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$129,761				\$129,761
Departmental Operations					
Transfers	16,081				16,081
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	10,160				10,160
Adjustment of Balance Brought Forward	(196)				(196)
TOTAL FUNDS AVAILABLE	155,806				155,806
Monies received and deposited to the credit of the State					
EXPENDITURES					
Total Personal Services	103,220				103,220
Wages & Salaries	93,946				93,946
Retirement	9,274				9,274
Total All Other	47,691				47,691
Contractual Services	37,843				37,843
Rents	1,527				1,527
Computer Services					
Commodities	9,848				9,848
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	3,201				3,201
Buildings & Improvements					
Equipment	3,201				3,201
Purchases of Land					
TOTAL EXPENDITURE	154,112				154,112
SUMMARY					
Total Funds Available	155,806				155,806
Total Expenditure	154,112				154,112
NET	1,694				1,694
Unexpended Balance Forward	122				122
Unexpended Balance Lapsed	1,572				1,572

MAINE COMMISSION ON INTERSTATE COOPERATION

SENATOR THEODORE S. CURTIS, JR., CHAIRMAN

REPRESENTATIVE JAMES DUDLEY, Secretary

Central Office: State House, Augusta 04333

Telephone: 289-2101

Established: 1939

Statutory Authority: M.R.S.A., Title 3, Chapter 9; Title 12, §4652

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

Total Expenditure, Fiscal Year 1975: \$22,523

PURPOSE: The Maine Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments; to encourage and assist the legislative, executive, administrative and judicial officials and employees of this State to develop and maintain friendly contact by correspondence, by conference and otherwise, with officials and employees of the other states, of the Federal Government and of local units of government; to endeavor to advance cooperation between this State and other units of government whenever it seems advisable to do so by formulating proposals for and by facilitating the enactment of uniform or reciprocal statutes, the adoption of uniform or reciprocal administrative rules and regulations, the informal cooperation of governmental offices with one another, the personal cooperation of governmental officials and employees with one another, individually, the interchange and clearance of research and information, and any other suitable process; and in short, to do all such acts as will, in the opinion of the Commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and in developing the Council of State Governments for that purpose. The Commission is also required to designate a legislator who is also a member of the Commission to serve as a commissioner from the State of Maine on the Atlantic States Marine Fisheries Commission.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission. The Commission is required to report to the Governor within 15 days after the convening of each regular legislative session, which report the Governor transmits to the Legislature. The Commission may report to the Governor at any other time it deems it appropriate.

PROGRAM: During fiscal year 1975 the Maine Commission on Interstate Cooperation encouraged cooperation among states by representatives of Maine State Government. The Commission, through a subcommittee, sponsored the first Interparliamentary Conference of State and Provincial Legislators ever held. This unique meeting was conducted, in cooperation with the University of Maine at Orono, on the UMO Campus during August of 1974. Legislators from New England, New York, the Atlantic Marine Provinces and Quebec discussed problems of mutual concern during the three day meeting. The proceedings of the conference have been published. Copies are available by writing the Commission.

In accordance with the statutory requirement, the Commission chose one of its members to represent the Maine Legislature on the Atlantic States Marine Fisheries Commission.

GENERAL GOVERNMENT

The major expenditures of the Commission during fiscal year 1975 were \$17,720 for State of Maine dues to the Council of State Governments and \$3,504 for the Interparliamentary Conference of State and Provincial Legislators.

FINANCES, FISCAL YEAR 1975:

DETAIL

MAINE COMMISSION ON INTERSTATE COOPERATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$20,630				\$20,630
Departmental Operations					
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward	9,671				9,671
TOTAL FUNDS AVAILABLE	30,301				30,301

Monies received and deposited to
the credit of the State

EXPENDITURES					
Total Personal Services					
Wages & Salaries					
Retirement					
Total All Other	22,523				22,523
Contractual Services	4,803				4,803
Rents					
Computer Services					
Commodities					
Grants, Subsidies, Pensions	17,720				17,720
Transfers to Other Funds					
Other					
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURE	22,523				22,523

SUMMARY

Total Funds Available	30,301				30,301
Total Expenditure	22,523				22,523
NET	7,778				7,778
Unexpended Balance Forward					
Unexpended Balance Lapsed	*7,778				7,778

* \$5,766 lapsed in error, corrected in August '75

EXECUTIVE DEPARTMENT

JAMES B. LONGLEY, GOVERNOR

Central Office: State House, Augusta 04333

Telephone: 289-3531

Established: 1820

Statutory Authority: Maine Constitution, Article V, Title 2, Sec. 1;

M.R.S.A., Title 2

Organizational Units:

Executive Council	Division of Economic Opportunity
Administrative Office of the Governor	Maine Criminal Justice Planning and Assistance Agency
Blaine House	Children and Youth Services Planning Project
Office of Federal-State Coordinator	Office of Manpower Planning and Coordination
Office of Canadian Relations	Office of Energy Resources
State Planning Office	Office of State Employee Relations

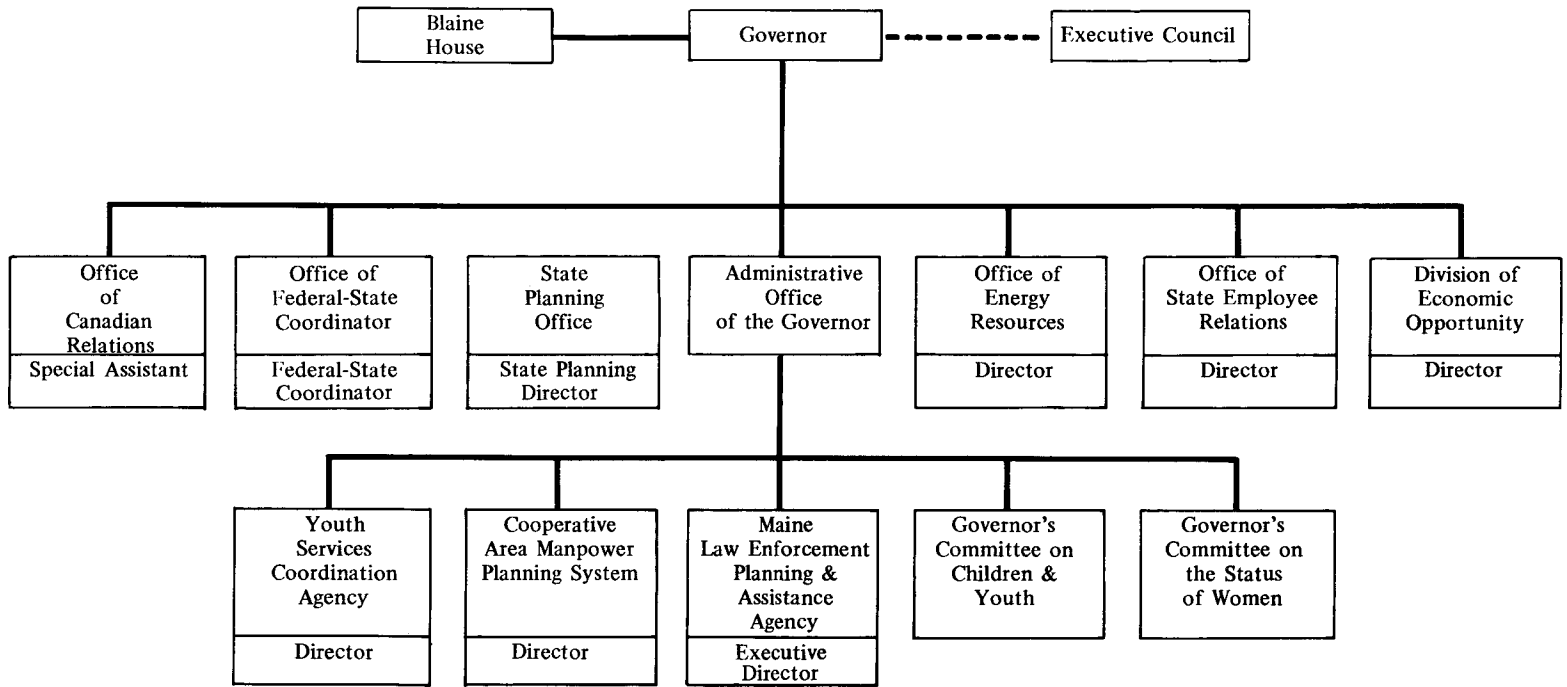
PURPOSE: The Governor, with the advice and consent of the Executive Council as specified by the Constitution of the State of Maine, serves to order and direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition 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 the 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.

ORGANIZATION: 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 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 the 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

ORGANIZATION CHART
EXECUTIVE DEPARTMENT



GENERAL GOVERNMENT

Governor, elected by vote of the people 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: The programs of the Executive Department—with the following exceptions—are outlined as follows in the reports of its individual units.

FINANCES, FISCAL YEAR 1975:

DETAIL

EXECUTIVE DEPARTMENT	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,474,009	\$	\$		\$1,474,009
Departmental Operations	408,877				408,877
Transfers	(3,462)				(3,462)
Federal Grants			21,267,735		21,267,735
County & Municipal		93,916	(2,456,246)		(2,362,330)
Private Contributions		10,000			10,000
Sales					
Services & Fees					
Other	2,173		807		2,980
Unexpended Balance Brought Forward	171,912	95,226	508,758		775,896
Adjustment of Balance Brought Forward	(4,584)		490,361		485,777
TOTAL FUNDS AVAILABLE	1,640,048	199,142	19,811,415		21,650,605

Monies received and deposited to the credit of the State

EXPENDITURES					
Total Personal Services	906,334	29,097	2,133,626		3,069,057
Wages & Salaries	467,031	28,379	2,026,137		2,521,547
Retirement	39,303	718	107,488		147,509
Total All Other	725,549	(28,057)	13,468,594		14,166,086
Contractual Services	439,450	4,401	1,999,097		2,442,948
Rents	55,206		36,948		92,154
Computer Services	11,149		12,227		23,376
Commodities	51,234	1,164	28,695		81,093
Grants, Subsidies, Pensions	310,698	(33,622)	11,427,725		11,704,801
Transfers to Other Funds	123,665		1,134,423		1,258,088
Other	41,900		31,532		73,432
Total Capital Expenditures	21,599	1,116	9,443		32,158
Buildings & Improvements					
Equipment	21,599	1,116	9,443		32,158
Purchases of Land					
TOTAL EXPENDITURE	1,334,045	2,156	15,615,589		16,951,790

SUMMARY

Total Funds Available	1,640,048	199,142	19,811,415		21,650,605
Total Expenditure	1,334,045	2,156	15,615,589		16,951,790
NET	306,003	196,986	4,195,826		4,698,815
Unexpended Balance Forward	266,847	196,986	4,195,826		4,659,659
Unexpended Balance Lapsed	39,156				39,156

GENERAL GOVERNMENT

Office of Federal-State Coordinator. As an aid to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources development 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.

Office of Energy Resources: This office was created by statute in the regular session of the 107th legislature. The office is primarily engaged in encouraging research and planning to help ensure that Maine citizens and industries have adequate supplies of energy at reasonable cost.

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. This agency terminated its operations on December 31, 1974 due to lack of funds.

ADMINISTRATIVE OFFICE OF GOVERNOR JAMES B. LONGLEY, GOVERNOR

Central Office: State Capitol, Augusta 04333

Telephone: 289-3531

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

Average Number of Full-Time Employees: 10

Authorized Employee Level: 10

Total Expenditure, Fiscal Year 1975: \$295,574

PURPOSE: 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.

ORGANIZATION: 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, a new administration has taken over the office of the Governor. Governor James B. Longley was inaugurated as the 52nd Governor of the State of Maine on January 2, 1975. The first six months of the new administration were dedicated to the 107th Legislature, continued government reorganization, establishment of a management structure within the Governor's cabinet and definition of a policy of fiscal restraint and cost management. The Governor's staff was organized to assist the Governor in carrying out his statutory and constitutional duties to appoint, finance and otherwise direct State Government.

FINANCES, FISCAL YEAR 1975:

Administrative Office of Governor	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$301,275				\$301,275
Total Expenditure	295,574				295,574
NET	5,701				5,701
Unexpended Balance Forward					
Unexpended Balance Lapsed	5,866				5,866

GENERAL GOVERNMENT

BLAINE HOUSE JAMES B. LONGLEY, GOVERNOR

Central Office: 192 State Street, Augusta 04333

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 1975: \$73,416

PURPOSE: To operate, maintain and ensure the preservation of the Blaine House as the official residence of the incumbent Governor of the State of Maine and the Governor's family and as a National Historic Landmark.

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

ORGANIZATION: 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 undistinguished, 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, the Governor's family and their guests, is operated under the direction of the Governor.

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 has an adjoining office from which she may answer correspondence, direct the staff, and plan the numerous social events at the Blaine House. 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.

FINANCES, FISCAL YEAR 1975:

Blaine House	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$79,322				\$79,322
Total Expenditure	73,416				73,416
NET	5,906				5,906
Unexpended Balance Forward	6,861				6,861
Unexpended Balance Lapsed	3,616				3,616

GENERAL GOVERNMENT

OFFICE OF CANADIAN RELATIONS
MAURICE BEAUPARLANT, SPECIAL ASSISTANT

Central Office: State Capitol, Augusta 04333

Telephone: 289-3138

Established: 1973

Statutory Authority: Executive Order No. 8

Average Number of Full-Time Employees: 2

Total Expenditure, Fiscal Year 1975: \$14,091

PURPOSE: 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.

ORGANIZATION: 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, this Office established the Office of Canadian Relations in January, 1973.

PROGRAM: In the spring of 1975, Governor Longley issued an Executive Order to emphasize the following: Tourism, Fisheries, Transportation, Industrial and Economic Development, Environment, Agriculture and Forestry, Cultural Affairs, and Banking and Finance.

The activities and coordination of this Office have included help in implementing the projects designated by the New England Governors' and Premiers' Conference in St. Andrews, New Brunswick last June. These include an International Heritage Trail, trade barrier studies, and energy programs.

The promotion of a secondary level student exchange by Maine high schools and their Quebec counterparts is ready to be implemented. This office has also been instrumental in planning the enlarging of the Skowhegan State Fair to an International Fair for the Bicentennial Year. Two separate pipeline proposals are being studied and plans being coordinated for implementation. French programs are being promoted and radio stations placed in contact with advisors for program development.

In Agriculture and Forestry this Office has acted as a referral center and coordinator for mutual cooperation and exchange by Provincial and State officials. This Office is also acting as coordinator for new improved routes between Quebec and Maritime Provinces and New England.

Studies and means of implementation for air traffic and corridor routes are being coordinated as well as planning of workshops for Maine craftspeople with their Canadian counterparts.

This Office is also serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens. Acts as coordinator between the State of Maine Governor's Office and the Provincial Premiers' Offices.

STATE PLANNING OFFICE
ALLEN G. PEASE, DIRECTOR

Central Office: 184 State Street, Augusta 04333

Telephone: 289-3261

Established: 1968

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

Average Number of Full-Time Employees: 34

Authorized Employee Level: 40

Total Expenditure, Fiscal Year 1975: \$1,015,963

GENERAL GOVERNMENT

Organizational Units:

Technical Services Division
Coastal Planning Division
Water Resources Planning Division
Local and Regional Planning Division
Economic Planning and Research

A-95 Review
Land Use Tax Committee
Critical Areas Advisory Board
Commission on Maine's Future
New England River Basins Commission

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, 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.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of 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.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and Planning and A-95 Project Notification and Review, in 1970; Maine Informational Display Analysis System (MIDAS) and Coordination of Shoreland 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 1975, over 685 projects were submitted for review under the provisions of the Federal Office of Management and Budget (OMB) Circular A-95. Projects included grant applications from State and non-State applicants, federally required state plans, and direct federal development projects, including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to 75 State agency contacts and to 30 non-State contacts (11 Regional Planning Commissions, University of Maine, 314(b) agencies, etc.) for their review and comment by means of the Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies.

During the next fiscal year, the A-95 review process will be strengthened by a new Executive Order which will place priority on a quality planning and budgetary review from the State Planning Office and the Bureau of the Budget. The State Clearinghouse will also work closely with the Bureau of the Budget in the development of a federal funds information system.

Maine Informational Display Analysis System (MIDAS). MIDAS is an electronic data processing system consisting of a series of programs that permit storage and maintenance of data pertinent to State planning in the system. Another series of programs called SCORE IV are

GENERAL GOVERNMENT

used to retrieve and printout data from the MIDAS system. During the past year, MIDAS has been operational, producing information for State agencies. The MIDAS data bank consists of departmental and State Planning Office data files. The Departments of Military, Civil Emergency Preparedness and Veterans' Services; Marine Resources; Inland Fisheries and Game; and Conservation; and the Maine Law Enforcement Planning and Assistance Agency are inputting data and maintaining it in MIDAS. The State Planning Office has the responsibility and authority of maintaining the System. In addition, the Office is developing a number of summary data files in MIDAS, consisting of data summarized by city, town or township. Census of Population and Housing data for 1970 and 1960 are in MIDAS. Selected data obtained from State agencies are also filed in the system.

During the past fiscal year, the following publications have been completed in conjunction with the MIDAS System: *Standard Classification System For Land Use Coding in Maine*, *Standard Classification System For Land Cover in Maine*, *Index of State Agency Data Files*, and *The Standard Geographic Code for Moosehead Lake Islands*. In fiscal year 1976, more summary data files will be completed; a layman's pamphlet explaining MIDAS will be written and distributed; the Maine Indian Census data will be placed in MIDAS; and the State Planning Office personnel related to MIDAS will work closely with other agencies and the U.S. Census Bureau on State data needs for the 1980 Census.

State Policies Plan. The annual edition was updated and published in January, 1975. The previous edition had been limited to a statement of policies of cabinet level departments and agencies; however, this newly-published version was expanded to include all State agencies. At present, plans are being considered to review the stated programs and policies for each department to ensure conformance with those of all other State agencies and with the programs and policies of the Governor. The objective of such an effort would be to develop a comprehensive policy planning capability within the State Planning Office.

Shoreland Zoning. The State Planning Office, in carrying out its responsibility to coordinate the activities of the Board of Environmental Protection and Land Use Regulation Commission on shoreland zoning, held numerous workshops and meetings with municipalities throughout the State. Of the 201 municipalities placed under the State's Imposition Ordinance on August 7, 1974, 78 passed acceptable local ordinances prior to the adoption of permanent Shoreland Zoning Ordinances by the Board and Commission on August 7, 1975 for 126 municipalities. The State Planning Office, assisted by a Department of Environmental Protection staff member, prepared zoning maps for all municipalities for which a State ordinance was adopted.

Comprehensive Planning. The State Planning Office has continued to administrate, coordinate and assist the planning activities of Maine's eleven Regional Planning Commissions and two of the three Maine Indian Housing Authorities to meet State and federal "701" planning requirements. Regional activities related to the Coastal Zone Management Act were also assisted and coordinated. The State Planning Office, the Maine State Housing Authority and the Regional Planning Commissions are cooperating in a statewide housing plan. The Office is also represented on two regional transportation studies and is assisting in the coordination of statewide land use planning with State and regional agencies. The Office provides assistance, on request, directly to municipalities and individuals on planning-related matters. With the passage of legislation, the Office is now engaged in overall economic development planning and energy-related planning in coordination with State and regional agencies.

State Planning Office Library. A State Planning Office librarian was hired in fiscal year 1974. With the assistance of the Maine State Library, a basic planning library for the Office has been created. In fiscal year 1975, the Office library will assimilate former Department of Commerce and Industry books and other materials and develop a planning library program of greater assistance to planners and planning interests in the State.

Coastal Planning. In March, 1975, the State Planning Office received a program development grant in the amount of \$328,000 from the Office of Coastal Zone Management for the second year. Using a portion of this grant and the grant for the previous year, the Office has completed more than half of the resource inventory and analysis work for the area within the coastal zone. This includes inventories of surficial geology, soils, slopes, wildlife and fish, archaeological areas, cover types, and numerous others. The information gathered for the mid-coast area has been analyzed to 1) identify areas needing special planning and management consideration, and 2) differentiate between areas which are suitable for large scale development and those which are not.

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A large number of public meetings have been held to explain Coastal Zone Management and solicit reaction to Maine's emerging Coastal Zone Management Program and to the inventory and mapping program.

An application which would have qualified the mid-coast area for the administrative phase of the Coastal Zone Management Program was prepared and submitted to the Office of Coastal Zone Management but subsequently withdrawn. The Program is continuing in the development phase, with the intent of completing the resource inventory and analysis work and developing an administrative program for Coastal Zone Management which is broadly supported.

Outer Continental Shelf Oil and Gas Development. Under the auspices of the Governor's Advisory Committee on Coastal Development and Conservation, which was created by Executive Order Number Six on March 25, 1975, work began in the latter part of the fiscal year to determine the opportunities and problems of offshore oil and gas development for Maine. Initial activities focused on organizing the State's outer Continental Shelf capabilities and preparing recommendations on federal legislation and the oil and gas leasing process. Major objectives over the coming year will be to (a) secure improvements in the Federal Government's management of offshore oil and gas exploration and production; (b) identify the onshore and offshore activities necessary to develop oil and gas fields and the facilities needed to support these activities; (c) assess the potential benefits and negative impacts of offshore oil and gas development on Maine, with emphasis on existing coastal industries, social structure and municipal finances; and (d) prepare recommended policies and plans regarding offshore petroleum development and its related onshore activities.

Critical Areas Program. The Critical Areas Advisory Board was appointed in the early fall of 1974. It has met monthly, elected a chairman, and established policy and procedures for how the Critical Areas Program should be conducted. A pilot project on the registration of Critical Areas has been conducted to test the procedures developed. A contract with a private consulting firm was entered into for the preparation of reports which will be part of the plan for carrying out the Critical Areas Program.

State Planning Council. Although authorized by statute, this Council has been replaced by the new Cabinet as a policy advisor to the State Planning Office. The new Commission on Maine's Future and other task forces and citizen's advisory groups are expected to supply citizen input for the several programs.

Commission on Maine's Future. The 107th Legislature established the Commission on Maine's Future and charged it with the preparation of a growth and development policy for the State of Maine by June 30, 1977. The legislation particularly charges the Commission with studying the probable effects of changing population and immigration patterns, available energy supplies, natural resources and governmental activities upon the State's future social, cultural and economic life.

The Commission consists of forty members (twenty-seven gubernatorial appointees, six Representatives, six Senators and the Director of the State Planning Office), with staffing, research and technical assistance provided by the State Planning Office. The Commission organized in March, 1975, and is holding monthly meetings, gathering data and analyzing information on various subject areas of critical concern to Maine's future growth, e.g., demography, labor force, economic conditions, etc. The Commission expects to have an interim report available by November 30, 1976.

Land Use Tax Committee. This Committee is now under the jurisdiction of the economist in the State Planning Office.

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.

Water Resources Guide Plan. An initial phase of Maine's part of the Northern New England Water Resources Guide Plan program, conducted jointly by the States of Maine, New Hampshire and Vermont and the New England River Basins Commission, was completed with publication of a report outlining in broad view the nature of the State's water resources, problems of concern in planning and management of these resources, and recommendations for improving related institutional arrangements in order to develop a more comprehensive, coordinated and concerted attack on these problems.

Economic Planning and Research. In June, 1975, the functions of the Department of Commerce and Industry's Research and Analysis Division were transferred to the State Planning Office. The Office is now responsible for compiling, analyzing, and maintaining economic

GENERAL GOVERNMENT

information relative to the development of industry in the State. Studies undertaken by the Office will emphasize better utilization of Maine's natural resources and new and improved products and techniques economically suited to the needs of Maine. Long-range research projects will be coordinated by the Office in conjunction with existing private and State agencies.

FINANCES, FISCAL YEAR 1975:

State Planning Office	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$431,638	\$10,960	\$836,484		\$1,279,082
Total Expenditure	377,731	9,385	628,846		1,015,962
NET	53,907	1,575	207,638		263,120
Unexpended Balance Forward	52,183	1,575	207,638		261,396
Unexpended Balance Lapsed	1,724				1,724

DIVISION OF ECONOMIC OPPORTUNITY

TIMOTHY P. WILSON, DIRECTOR

Central Office: 193 State Street, Augusta 04333

Telephone: 289-3771

Established: 1964

Statutory Authority: Council Order No. 1388

Average Number of Full-Time Employees: 13

Authorized Employee Level: 14

Total Expenditure, Fiscal Year 1975: \$701,085

PURPOSE: The Division of Economic Opportunity was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, the Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Community Services Administration and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Division is authorized 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.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. More recently, a staff reorganization occurred in January, 1975, with the change of Administration. Effective September 19, 1975, the Division is to be renamed Division of Community Services.

PROGRAM: After going through a two-year period of indefinite funding and commitment on the part of the Congress regarding continuation of federal Office of Economic Opportunity (OEO) programs, the Maine Division of Economic Opportunity has emerged with a somewhat firmer commitment regarding its future funding. The Community Services Act of 1974 was signed into law on January 4, 1975, by the President, which selectively continued and amended the various programs authorized under the OEO Act of 1964. The Division went through a very difficult period prior to this, with little or no direction from the national and regional offices of OEO. The internal direction of the Division also changed directions with the appointment of a new director in February of 1975.

Effective September 19, 1975, the name of the Division of Economic Opportunity officially became:

Division of Community Services.

GENERAL GOVERNMENT

In carrying out its responsibilities and functions, the Division has continued to provide technical assistance to Maine's thirteen Community Action Agencies and to provide information and advice to the Governor. Specific areas of activity include the following:

Publications. *The Profile of Poverty-Maine, a Data Source*, 190 pages, 3rd edition, was released in July of 1975. Work on this study of poverty in Maine had been in progress since the early part of 1974.

A second publication released was entitled *Community Action Programs and the Poor People of Maine-A History*, 100 pages. This report was the result of numerous interviews conducted throughout the State and presented a more subjective analysis of Community Action Agencies and various OEO programs as they have been operating in the State over the past eight or nine years. This report contrasts sharply with the *Profile of Poverty* in that opinions and feelings are presented rather than hard data.

Winterization. Activity in the winterization and rehabilitation of substandard homes occupied by low-income citizens in Maine continued in earnest over the past year. The Division developed and submitted a proposal to the national OEO last year for a research and demonstration grant in the amount of \$478,000 to determine if a program could be designed and implemented that would be effective in assisting low-income individuals to cope with the energy crisis and would also result in significant fuel savings. The highly successful Project FUEL I has since been copied in practically all fifty states and has served as a model for subsequent projects. The Division was successful in receiving in December of 1974 a \$150,000 grant to continue this effort under Project FUEL II from the Community Services Administration, successor agency to the Office of Economic Opportunity. In April of 1975, a \$75,000 grant was received to continue essentially this same effort from the Federal Energy Administration. These efforts jointly will result in an estimated 2,500 substandard homes being insulated and winterized, resulting in significant energy savings and immeasurable benefits to the low-income residents of those substandard dwellings.

Youth Conservation Corps (YCC). The Division was successful in developing a program designed to give a summer camping experience and provide conservation and environmental education to 150 youths in Maine at three different camp locations. The YCC project has been successful in providing a camping experience and conservation education to Maine youth which may not otherwise have had the opportunity. Possibility exists for expansion of this project into a year-round camping-conservation education project.

Citizens Assistance Line. Over the past year, the previously operating and successful Poor People's Help Line has been expanded and publicized to include a wider range of services to Maine citizens. Additional staff was hired and the toll-free, incoming WATS lines were publicized statewide to Maine's citizens having difficulties of any sort in areas dealing with State or federal agencies. The results of this Help Line open to Maine citizens, free of bureaucratic red tape, have been very gratifying and provide a badly needed channel of communication to those citizens unable to deal effectively or otherwise have their needs satisfied in dealing with State and federal agencies.

Other Activities and Projects.

Fryeburg Project: This economic development project is aimed at helping Fryeburg citizens to continue operation of a monetarily distressed shoe manufacturing plant. Through the use of innovative funding and other novel management approaches, the Fryeburg plant was able to continue operation and to provide badly needed jobs for the Fryeburg area.

Federal of Cooperatives, Inc.: The Division has provided assistance in the establishment of a federation of cooperatives' group. Among the activities of the Federation are development of food cooperatives for citizens, enabling the purchase of foods at lower costs, and various educational seminars held throughout the State.

East Stoneham, Oxford County Manpower Project: This project involves the possible application of a \$412,000 NERCOM grant for the winterization and operation of Camp Susan L. Curtis for underprivileged youth. The estimated start date on this project is October 15, 1975.

Establishment of a Volunteer Coordinator: The Coordinator will serve the Division as a facilitator and coordinating agent for volunteer activities throughout the State on an "as needed basis".

Reactivation of the Head Start State Coordination Function: Reactivation of this function will provide technical assistance to various Head Start grantees throughout the State and provide program monitoring and evaluation.

GENERAL GOVERNMENT

Active Promotion and Seeking of Sponsors for the University Year for ACTION Program: Possible applications of this program are being explored with the vocational-technical schools and health related fields. The program provides for educational credit for work performed in the public sector for the good of low-income citizens.

Reactivation of the Elderly Coordinator Position: This will provide for renewed and expanded activity in providing technical assistance to elderly groups and coordinating services for the elderly.

Vietnamese Resettlement Program: On short notice and under considerable pressure, the Division was given the responsibility of monitoring and directing the resettlement of approximately 174 Vietnamese refugees. This short-fuse requirement and unforeseen work load was handled expeditiously and efficiently by the staff, and sponsors were found for all of the 174 Vietnamese being resettled in Maine.

FINANCES, FISCAL YEAR 1975:

Division of Economic Opportunity	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$828,873		\$828,873
Total Expenditure			701,085		701,085
NET			127,788		127,788
Unexpended Balance Forward			149,277		149,277
Unexpended Balance Lapsed					

MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

JOHN B. LEET, EXECUTIVE DIRECTOR

THEODORE T. TROTT, JR., Deputy Director

Central Office: 295 Water Street, Augusta 04333

Telephone: 289-3361

Established: 1969

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

Average Number of Full-Time Employees: 33

Authorized Employee Level: 33

Total Expenditure, Fiscal Year 1975: \$3,849,933

Organizational Units:

Financial, Management and Systems Development

Planning and Program Development

Maine Advisory Committee on State Communications

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established 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. The MCJPAA 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.

ORGANIZATION: The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. 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

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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. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: The major annual effort of the Maine Criminal Justice Planning and Assistance Agency (MCJPAA) 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. In 1975, 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 matching 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.

In addition to the comprehensive action plan, the MCJPAA was the recipient of \$388,000 of federal funds, known as Part B planning funds. These funds, in company with authorized state match, constitute the funding available for the internal operation of the agency. A 40% pass-through supports local regional criminal justice planning authorized by agreements between this agency and regional planning commissions.

The total objective of implementing the Safe Streets Act through MCJPAA within the State of Maine is to provide comprehensive planning and assistance as needed over a long period of time to improve and upgrade various elements of Maine's criminal justice system.

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 being installed.

Several major projects are operating, such as the Children and Youth Services Planning Project which will survey all juvenile services currently being operated and will result in an assessment of needs in pursuit of a statewide delivery system for children and youth services.

Revision of Criminal Laws. The Maine Criminal Code Commission was funded a three-year grant from MCJPAA in order to completely revise, redraft, and rearrange the Maine Criminal Statutes. The end result of this project was passage by the 107th Legislature of the new Maine Criminal Code.

A two-year evidence rules project, carried out under the auspices of the Maine Judicial Council, was also undertaken by MCJPAA. The purpose of this project was to codify all existing evidence law and procedure into a complete and systematic set of rules, patterned after the federal Rules of Evidence. Recently, this very successful project culminated with the promulgation by the Maine Supreme Judicial Court of the Maine Rules of Evidence.

Court Unification. Efforts by MCJPAA to unify and improve the general administration of the Maine court system have continued now for several years. In 1969, support from MCJPAA was instrumental in initiating a comprehensive report of the Supreme Judicial and Superior Courts in Maine. The Institute for Judicial Administration undertook this task. While few immediate changes in the structure and administration of the court system took place as a result of this work, the study did provide the necessary groundwork and background for the Maine Trial Court Revision in 1974. This commission, also supported by MCJPAA, was tremendously successful in preparing and getting adopted significant court reform legislation. State financing of the courts, regionalization of the courts, venue changes, appointment of clerks, and the creation of an administrative office were among the major legislative changes made. In order to support these reforms, MCJPAA was funded a grant which provides funds for professional administrative personnel in the courts.

General Court Improvements. Among the MCJPAA supported projects which have generally improved the operation of the courts have been a law clerk program at the Supreme Judicial Court (since made a permanent part of the judicial budget), the provision of the Superior Court research assistants, summer interns for all courts, clerk of court training seminars, judicial training, and/or electronic recording program and a juvenile intake program in the District Court.

Public Defense. MCJPAA efforts in the area of the provision of defense services to indigents have centered around the funding of the Cumberland Legal Aid Clinic, a project of the University of Maine Law School, and the funding of a Public Defender Feasibility Study. In the very near future, the results of this latter project will be public.

GENERAL GOVERNMENT

Prosecution. The Department of the Attorney General and the Maine District Attorney System (formerly the County Attorney system) have both benefited from MCJPAA funds. The creation of the Law Enforcement Education Section within the Criminal Division of the department of the Attorney General has been one of the most successful of all the MCJPAA-supported projects. Other important Attorney General grants have included additional staffing and training projects. The locally elected prosecutors (District Attorneys) have benefited from the use of MCJPAA funds through increased training and education opportunities. Not only have numerous District Attorneys attended important nationally-recognized training seminars, but many in-state sessions have also been funded.

Plans for the Reorganization of the Maine Correctional System. In an effort to provide the Department of Mental Health and Corrections with tools with which to redirect the present correctional system away from its present reliance on institutionalization and toward greater utilization of community based activities, MCJPAA sponsored the Maine Correctional Study (1971-72), The Governor's Task Force on Corrections (1974) and Maine Correctional Cost/Effectiveness Study by the Maine Bar Association (1975). In addition, LEAA technical assistance has been provided the Department of Mental Health and Corrections in the development of a final implementation plan for many of the proposed recommendations contained in these studies.

Community-Based Correctional Problems For Adults. In order to provide community residential facilities for pre-releasees from the Maine State Prison, Men's Correctional Center and county jails, MCJPAA has created three adult Halfway Houses and one pre-release center. To help meet the need for evaluative/diagnostic services for probation and parole officers and for crisis counseling services for law enforcement personnel, four correctional specialists (psychologists) positions have been provided through the Division of Probation and Parole and through community mental health centers. A small correctional volunteer program has been provided to the Bureau of Corrections; most recently, MCJPAA has funded the Community Justice Project, a comprehensive psycho-social service demonstration project in Kennebec County. It is planned that this pilot project will become the model "area center" as proposed in the Maine Correctional Study.

Institutional Programs. In order to provide greater treatment resources for the adult institutions, MCJPAA has funded several treatment-oriented programs at the Maine State Prison and the Men's Correctional Center. Most notable has been the creation of a Community Program Coordinator position for the Maine State Prison, the function of which is to arrange work releases and furloughs. Similarly, a work-release coordinator has been established for the Men's Correctional Center in order to help clients obtain jobs prior to their release. A paraprofessional mental health training program has been realized for Maine State Prison clients, allowing qualified inmates to obtain classroom instruction and on-the-job counseling training at the Augusta Mental Health Institute. Having tremendous bearing on the future development of treatment programs at the Maine State Prison and Men's Correctional Center is the LEAA Discretionary Grant made to the Prison in 1975 to establish a uniform classification system. Such a classification system will more effectively assist institutional staff to develop individualized treatment programs.

Juvenile Delinquency Prevention. In 1975, under a discretionary grant to the Governor's Office, MCJPAA established the Children and Youth Services Planning Project, with the mandate that it would review all existing State as well as private services for children and youth in Maine and formulate recommendations to rectify any duplication of service and to provide on the premise that if delinquency is to be prevented, a wholistic approach to the solving of youth problems must be adopted.

Another innovative concept introduced in 1975 was the Youth Service Bureau (YSB). Because Aroostook County was sending more of its youth proportionately, to the State institutions than any other county, it seemed a good area to attempt to establish a youth service bureau. Another YSB was created for the towns of Freeport and Pownal. The concept behind the creation of these two projects is that in order to reach and successfully assist Maine youth in the solving of their problems, agencies equipped to act as service brokers and as catalysts for a better environment for youth need to service, in some areas, large geographic regions such as counties, and in others, only a cluster of several towns.

Also, in 1975, the Agency continued its policy of funding juvenile police officers for local departments by creating eight new Youth Aid Bureaus. Similarly, three new juvenile Halfway Houses were created in Waterville, Bangor and Camden in addition to the nine on-going juvenile facilities receiving second and third-year funding.

GENERAL GOVERNMENT

Finally, one new diagnostic-evaluation unit was created to provide probationers and juveniles in court with the evaluations needed to fairly adjudge each case individually.

Development of Statewide Police Communications Plans. The State of Maine is presently in the process of establishing a statewide voice and data communications system for all 133 police agencies in the State. The State has been broken down into nine regional communications networks. Each one of these nine networks has a regional communications center and an emergency frequency which is used by all local departments within each specific region. The nine communication networks in the State comprise the communications system for the State.

All police agencies at the State, county and local levels are being provided with 8-channel VHF communications equipment. This equipment will permit each police agency to converse directly car-to-car with all other police agencies in close proximity throughout the State, and will permit on a second frequency all departments within a given network to communicate with each other car-to-car, base-to-base and base-to-car.

Coordination Between State and Local Criminal Justice Agencies in Developing Information Systems. As a tie-in to the voice communications system presently being developed in the State, the capability for a statewide information system is presently in the planning process. Throughout the State, strategically located, are regional communication centers which will be equipped with the most updated computer capability available to enable all police agencies to tie directly in with State, regional and national data banks.

In addition to this criminal information of interest to police agencies, it is also anticipated that these regional communication centers will be equipped with computer capability for transmission of uniform crime reports and an offender base tracking system which will provide an updated status report of any individual in the criminal justice process. The work in the information system area within the State is progressing concurrently with the development of the statewide police voice communications system already discussed.

Projects have been and are being funded at the county level using the contract concept to enable small municipalities to acquire police services through the sheriffs on a contract basis.

In other areas of the State, the communications function of a number of smaller departments have been consolidated into one dispatching center serving a given geographic area.

Although the total consolidation of police agencies is only in the planning stage, it is anticipated that a number of presently existing small police agencies soon will have, in fact, totally consolidated administration and police functions into a larger entity serving a number of present jurisdictions.

Maine Advisory Committee on State Communications. In accordance with Executive Order No. 13, July 2, 1973, this statewide committee, working closely with MCJPAA, fulfilled its responsibility to study, evaluate and make recommendations to the Legislature, no later than January 1, 1974, concerning the establishment of a consolidated State communications system. This activity resulted in: the drafting of legislation which was enacted in 1975 by the 107th Legislature, creating an Advisory Committee on State Telecommunications to assist the Department of Finance and Administration in providing for the coordination of State telecommunications services.

FINANCES, FISCAL YEAR 1975:

Maine Criminal Justice Planning and Assistance Agency	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$506,682	\$188,182	\$3,908,377		\$4,603,241
Total Expenditure	320,205	(7,229)	3,536,957		3,849,933
NET	186,477	195,411	371,420		753,308
Unexpended Balance Forward	186,477	195,411	371,420		753,308
Unexpended Balance Lapsed					

GENERAL GOVERNMENT

CHILDREN AND YOUTH SERVICES PLANNING PROJECT

CHARLES SHARPE, DIRECTOR

POLLY DEBLOIS, Administrative Assistant

Central Office: 6 Wabon Street, Augusta 04333

Telephone: 289-3006

Established: 1974

Statutory Authority: Council Order No. 1955

Average Number of Full-Time Employees: 8

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$52,524.

Organizational Units:
State Advisory Board.

PURPOSE: The Children and Youth Services Planning Project (CYSPP) was established to identify in a systematic manner the problems and conditions influencing the development of Maine children and youth from birth to age eighteen, and to make recommendations to the Governor, Legislature and other appropriate branches of State Government for a comprehensive delivery system of human services to children, and as to how the State's resources, present and future, should be invested in short-term and long-term goals designed to improve the quality of life for Maine children and youth.

The CYSPP must comply with the terms and special conditions set forth in the federal Law Enforcement Assistance Administration Grant Award which provides funds for retention of a staff to do research, evaluation and planning to develop and implement a comprehensive and continuing plan for coordinated children and youth services. The Director is empowered to employ full-time staff to carry out the work of the agency and has the authority to establish subcommittees and task forces as he deems necessary to carry out additional duties.

At the conclusion of the Project, the CYSPP is responsible for the submission of a detailed report, including findings of a two-year study and comprehensive administrative, organizational and statutory recommendations designed to improve both the quality of children's services and the State's delivery of these services, to be submitted to the Governor and the 108th Legislature.

ORGANIZATION: The Children and Youth Services Planning Project resulted because of the concern over the lack of a comprehensive coordinated delivery of services for children and youth throughout the State of Maine by the Governor and the many agencies, including those in the criminal justice system, who are either providers or recipients. A two-year project was authorized, with funding in the amount of \$349,590 provided by a grant from the Law Enforcement Assistance Administration. It is the first time the State has had funding for staff to evaluate, recommend and design services for children and youth in a coordinated planned manner.

A twelve-member State Advisory Board acts in an advisory capacity to the Director of the CYSPP and is appointed by the Governor. The Board is comprised of commissioners of relevant agencies (Departments of Mental Health and Corrections, Health and Welfare, Educational and Cultural Services), planners representing non-profit organizations, a member representing the Governor's Committee on Children and Youth, a parent representative and a youth representative.

PROGRAM: Because the Children and Youth Services Planning Project is a two-year planning and research project which was not in operation until October, 1974, the staff is still in the research and planning stages.

FINANCES, FISCAL YEAR 1975:

Children and Youth Services Planning Project	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$172,750		\$172,750
Total Expenditure			52,524		52,524
NET			120,226		120,226
Unexpended Balance Forward			120,226		120,226
Unexpended Balance Lapsed					

Note: Data reflects the first 14 months of operation; Unexpended Balance Forward will extend the project through its second year, to October 31, 1976. Federal Funds Available includes \$17,864 of Non-Federal funds for which separate expenditure detail is not maintained.

GENERAL GOVERNMENT

OFFICE OF MANPOWER PLANNING AND COORDINATION PETER DAMBORG, DIRECTOR

Central Office: 295 Water Street, Augusta 04333

Telephone: 289-3511

Established: 1969

Statutory Authority: Executive Order No. 5

Average Number of Full-Time Employees: 36

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$10,470,214

Organizational Units:

State Manpower Services Council

State Manpower Planning Council

PURPOSE: The Office of Manpower Planning and Coordination was established to plan and coordinate manpower programs designed to provide employment training and/or employment opportunities for unemployed Maine citizens. The Office serves as the administrative arm for federal grants available to the Governor under the Comprehensive Employment and Training Act (CETA). These include grants under Titles I, II, III and VI of the Act as well as the Special Grant to the Governor. The Governor and the Office are advised on statewide manpower policy by the State Manpower Services Council and, as Balance of State Prime Sponsor, by the Balance of State Manpower Planning Council. Both councils are constituted in accordance with the Act.

The Office is responsible for formulating a comprehensive manpower plan which details the scope and nature of manpower programs for the areas within the geographical jurisdiction of the Prime Sponsor. The Office provides such services both directly and through subcontracts. Typically, manpower services provided fall within four categories: On-the-Job Training, Classroom Training, Work Experience and Public Service Employment.

ORGANIZATION: The Office of Manpower Planning and Coordination, in late 1973, succeeded the Cooperative Area Manpower Planning System (CAMPS) which was established by Executive Order of the Governor in January, 1969, to reduce duplication of activities conducted by various State agencies involved in manpower services. The Office was designated CETA Prime Sponsor and administrative arm for the Special Grant to the Governor in July of 1974.

PROGRAM: During fiscal year 1975, the Office of Manpower Planning and Coordination administered five CETA grants, primarily subcontracting the actual delivery of services to experienced manpower operators. Funds available under these grants totaled \$20,334,673. Additional funds available to the Office under the Cooperative Area Manpower Planning System (CAMPS) and the Emergency Employment Act (EEA) brought the total budget level to \$21,898,160.

FINANCES, FISCAL YEAR 1975:

Office of Manpower Planning and Coordination	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$13,811,586		\$13,811,586
Total Expenditure			10,470,214		10,470,214
NET			3,341,372		3,341,372
Unexpended Balance Forward			7,669,915		7,669,915
Unexpended Balance Lapsed			— 0 —		— 0 —

OFFICE OF STATE EMPLOYEE RELATIONS LANNING S. MOSHER, DIRECTOR

Central Office: State Office Building, Augusta 04333.

Telephone: 289-3941

Established: 1974

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

Average Number of Full-Time Employees: 4

Authorized Employee Level: 7

Total Expenditure, Fiscal Year 1975: \$79,433

GENERAL GOVERNMENT

PURPOSE: The Office of State Employee Relations was established to promote the improvement of the relationship between the State of Maine and its employees by providing a uniform basis for recognizing the right of State employees to join labor organizations of their own choosing and to be represented by such organizations in collective bargaining for terms and conditions of employment. The Office assists the Governor in developing and executing employee relations programs for State employees and, through the Director as the Governor's designee, fulfills the Governor's obligation to bargain collectively with State employees pursuant to the provisions of the State Employees Labor Relations Act. The varied functional responsibilities of the Office include preparing for, negotiating and administering collective bargaining agreements; representing the State in proceedings before the Public Employees Labor Relations Board; and counseling the Governor and State management in employee relations matters.

ORGANIZATION: The Office of State Employee Relations was established by the Governor in 1974 as an agency of the Executive Department following the passage of the State Employees Labor Relations Act by the 106th Legislature. The Director of the Office is the Governor's designee for collective bargaining matters under the Act. With the objective of developing a small, professional team which can coordinate the resources available throughout State Government to meet the State's management responsibilities in the collective bargaining process, the Office has used employees on loan from other departments while building a permanent staff.

PROGRAM:

Determination of Bargaining Units. The Office of State Employee Relations consulted with members of State management in developing proposals for collective bargaining units which were presented to interested employee organizations. Discussions with employee organizations did not result in agreement on appropriate collective bargaining units and the State has petitioned the Public Employees Labor Relations Board (PELRB) for unit determination. At the close of the fiscal year, the State was waiting for the PELRB to hold hearings to determine appropriate bargaining units for State employees.

Management Development. At the request of department and agency heads, an orientation program in the collective bargaining process was developed and executed for State management and supervisors. This program, which included executive seminars and orientation for supervisors throughout State departments, was completed in January of 1975. Another program in the techniques of preparing for collective bargaining was developed and conducted for members of State management who will be assisting the Office in assembling information needed for collective bargaining. The Office will continue to work with State management in developing training programs in other aspects of collective bargaining and employee relations as the State progresses through the various stages of the collective bargaining process.

As part of its management communications program, an *Employee Relations Manual* covering policies, procedures and instructions has been developed and distributed to State managers and supervisors. Following the execution of collective bargaining agreements, this manual will be used as a vehicle for disseminating necessary interpretive bulletins and instructions for contract implementation and administration.

Employee Relations Research. The Office is coordinating necessary programs to assemble the information that will be needed for collective bargaining and to analyze existing employee relations policies and practices in order to assist the Governor, Department of Personnel and State management in developing sound employee relations practices. The Office is also working with other State agencies to improve the State's data processing capabilities in the personnel and employee relations areas.

Administration and Agency Support. The Office has also been involved in many day-to-day employee relations activities. Its objective in these areas is to help State agencies develop and implement policies which will promote mutually beneficial employee relations. As part of doing this, the Office has tried to facilitate communications, bringing employee groups and management together as necessary in ways which minimize any friction as a result of change or unrest which frequently grows from incomplete communications. The Office has also been providing staff assistance and support to legislative study committees, the Governor's Committee on Management Improvement and the Department of Personnel.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1975:

Office of State Employee Relations	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$85,500		\$10,000		\$95,500
Total Expenditure	74,524		4,910		79,434
NET	10,976		5,090		16,066
Unexpended Balance Forward	699		5,090		5,789
Unexpended Balance Lapsed	10,277		0		10,277

DEPARTMENT OF FINANCE AND ADMINISTRATION

JOHN P. O'SULLIVAN, COMMISSIONER

OTTO W. SIEBERT, Deputy Commissioner

Central Office: State Office Building, Augusta 04333

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: 851

Total Expenditure, Fiscal Year 1975: \$20,803,360

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

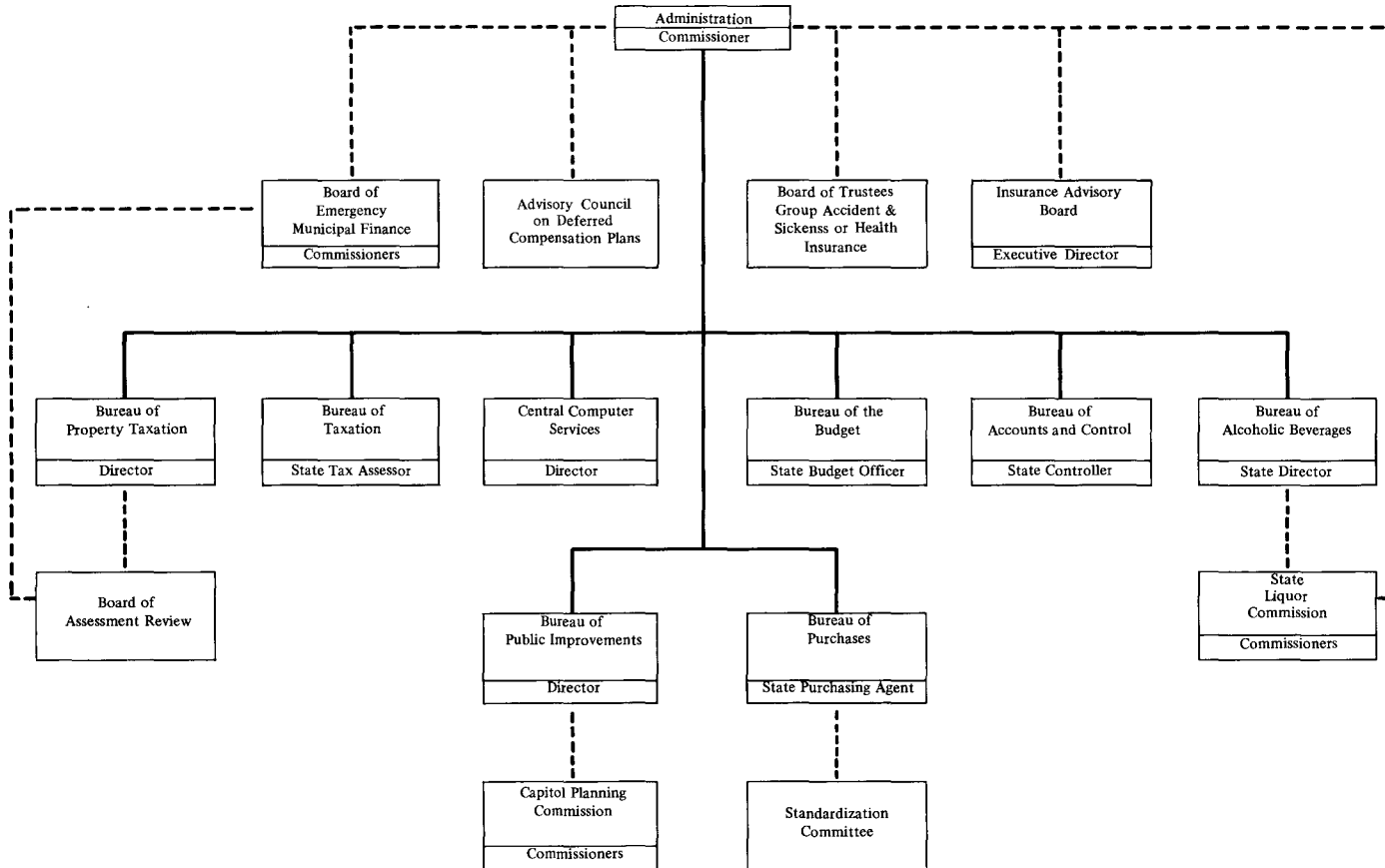
Advisory Council on Deferred Compensation Plans

Advisory Committee on State Communications

PURPOSE: 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 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.

ORGANIZATION CHART
DEPARTMENT
OF
FINANCE AND ADMINISTRATION



GENERAL GOVERNMENT

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.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF FINANCE AND ADMINISTRATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation					
Departmental Operations	\$9,915,500			\$3,871,786	\$13,787,286
Transfers	(129,722)				(129,722)
Federal Grants					
County & Municipal					
Private Contributions					
Gross Profit				553,256	553,256
Services & Fees				2,109,051	2,109,051
Other				209,492	209,492
Unexpended Balance Brought Forward	8,943,698			1,044,555	9,988,253
Adjustment of Balance Brought Forward				(48,748)	(48,748)
TOTAL FUNDS AVAILABLE	18,729,476			7,739,392	26,468,868

Monies received and deposited to the credit of the State	267,227,366				267,227,366
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EXPENDITURES					
Total Personal Services	4,714,959			3,437,520	8,152,479
Wages & Salaries	4,289,035			3,145,125	7,434,160
Retirement	425,926			292,395	718,321
Total All Other	5,543,600			2,610,180	8,153,780
Contractual Services	2,018,576			1,326,716	3,345,292
Rents	216,767			382,544	599,311
Computer Services	406,093			24,353	430,446
Commodities	355,555			956,361	1,311,916
Grants, Subsidies, Pensions	3,166,619			3,717	3,170,336
Transfers to Other Funds	2,850			94,379	97,229
Other				229,007	229,007
Total Capital Expenditures	4,497,105				4,497,105
Buildings & Improvements	4,264,646				4,264,646
Equipment	99,651				99,651
Purchases of Land	132,808				132,808
TOTAL EXPENDITURE	14,755,658			6,047,702	20,803,360

SUMMARY

Total Funds Available	18,729,476			7,739,392	26,468,868
Total Expenditure	14,755,658			6,047,702	20,803,360
NET	3,973,818			1,691,690	5,665,508
Unexpended Balance Forward	3,886,315			1,632,401	5,518,716
Unexpended Balance Lapsed	87,499			59,289	146,788

GENERAL GOVERNMENT

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JOHN P. O'SULLIVAN, CHAIRMAN

Central Office: State Office Building, Augusta 04333

Telephone: 289-3446

Established: 1973

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

PURPOSE: The Council ensures 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. It provides that 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.

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, Chapter 13, 149

Average Number of Full-Time Employees: 11

Authorized Employee Level: 16

Total Expenditure, Fiscal Year 1975: \$314,513

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

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

GENERAL GOVERNMENT

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 subclassified 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. 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.

Program-Oriented Budget. 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 it 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.

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

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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 developed guidelines to assist departments and agencies in the transition to program-oriented budgeting and designed procedures and systems necessary to preparation to the 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, 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.

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 1975.

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 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.

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

GENERAL GOVERNMENT

Maine and a successful effort by State agencies to maximize use of available federal dollars. The third report was issued on June 11, 1975.

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" which was made available in November, 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, designed the format for, gathered the data from State agencies, edited, assembled and produced Maine State Government Annual Report in accordance with the statutory mandate of the 106th Legislature.

Computerization of Personnel System. In cooperation with the State Personnel Department and Central Computer Services, the Bureau participated in a joint effort to further the 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 years 1974 and 1975 consisted of the identification of personnel classifications and of persons currently filling 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 1975:

Bureau of the Budget	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$314,607				\$314,607
Total Expenditure	314,513				314,513
NET	94				94
Unexpended Balance Forward	6,185				6,185
Unexpended Balance Lapsed	1,500				1,500

BUREAU OF ACCOUNTS AND CONTROL

MARIE H. MITCHELL, STATE CONTROLLER

DONALD A. BROWN, Deputy State Controller

Central Office: State Office Building, Augusta 04333

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 1975: \$867,150

Organizational Units:

Administration

Alcoholic Beverages Accounting Division

Control Center

General Accounting and Records Management Division

Payroll - Pre-Audit Division

Accounts Payable - Pre-Audit Division

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PURPOSE: The Bureau of Accounts and Control was established 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.

The Bureau 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.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance, also established that year. The Bureau was placed under the administrative direction of the State Controller who was then appointed by the Commissioner of Finance (designated 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. A revised general ledger chart of accounts will be implemented July 1, 1975. New codes have been assigned to operating account allocations in accordance with the Program Budget format of the ensuing biennium.

Administration also 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

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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.

A computer-stored accounting data system has been 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 Exception Payroll has been completed. 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. The Control Center was established 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 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 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 is replacing the accounting file ledger cards with a computer-stored accounting data system which is presently operating parallel to the manual system. Inquiries will be transmitted via terminals. Eventually additional terminals can be connected to the system, allowing direct inquiries of account status by other agencies.

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

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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.

Programming of the disk stored Exception Payroll system has been completed and implementation is scheduled for October, 1975.

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 maintains the official file of all contracts entered into by State agencies with outside firms and compiles earnings of individuals and prepares Federal Form 1099. A year to date computer stored file is being implemented for that purpose, which will replace the manual system. 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.

FINANCES, FISCAL YEAR 1975:

Bureau of Accounts and Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$879,356				\$879,356
Total Expenditure	867,150				867,150
NET	12,206				12,206
Unexpended Balance Forward	618				618
Unexpended Balance Lapsed	11,588				11,588

CENTRAL COMPUTER SERVICES

DAVID E. SMITH, DIRECTOR

(to Feb. 26, 1975)

STEPHEN W. LOCKE, SR., Deputy Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-3631

Established: 1971

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 143, §1541

Average Number of Full-Time Employees: 41

Authorized Employee Level: 57

Total Expenditure, Fiscal Year 1975: \$1,847,864

Organizational Units:

Division of Computer Operations

Division of Systems and Programming

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives.

Through the authority vested in the Commissioner of Finance and Administration, Central Computer Services is authorized to provide computer hardware services to all State Government agencies and data entry, systems analysis and design and computer programming services to smaller State agencies that cannot cost justify full-time data processing staff. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the purchase and rental of data processing equipment by all State agencies and rendering advisory opinions to the Bureau of Purchases.

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

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Legislation enacted by the 107th Legislature during the 1975 regular session will establish Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Advisory Board to assist and advise the Bureau in meeting its responsibilities.

PROGRAM:

Computer Services. During fiscal year 1975, installation of additional equipment has significantly upgraded the HIS-6060 at the central site, and has greatly increased the users' ability to serve the public. During September, 1974, the central site added Extended Memory, increasing core capacity from 256K words to 384K words (384,000 instructions of 2,304,000 character storage).

A second Datanet 355 front-end processor was installed to better handle the communications systems, and six DSS 181 disk drives were replaced by six DSS 191 drives, bringing the number of DSS 191 disk drives to twenty-two with a capacity of 2,956,000,000 characters. Also during September, the third 1,100 line/minute printer was installed to meet the growing needs for hardcopy output. During March of 1975, six more DSS 191 disk drives were installed, bringing the total to twenty-eight drives with 3,304,000,000 characters stored on line.

Installation of additional terminals in the Motor Vehicle Communication System has made computer access to motor vehicle licensing, registration, title and court records possible by Motor Vehicle Division branch offices. Previously, only the Augusta office had access. During the winter months, the Motor Vehicle Division doubled the size of its data base by the addition of registration and 'Title' information. During December 1974, and again in early spring of 1975, the Legislative Information System was upgraded by the addition of "double" screen size terminals. Terminals for the 1975 Legislative Session were available in the Legislative Docket Room, the Rotunda of the State House, and the Governor's Office. Another "double" screen size terminal was installed in the Department of Environmental Protection for use with an on-line application that is updating waste discharge licenses for industry, government and individuals. During February, 1975, a Remote Job Entry (RJE) Computer was installed in the Department of Educational and Cultural Services for use by Education and Environmental Improvement. Terminal and RJE installations during fiscal year 1975 brought Central Computer Services' communications network totals to 150 terminals and three RJE stations.

During November, 1974, Central Computer Services and the Department of Transportation entered into an agreement that will allow Central Computer Services to gradually assume the operation of the Department's computer. Since November, 1974, the IBM 370/135 has been significantly upgraded to allow for multi-shift use by many users and thereby reduce the per unit cost of computing. The core size of the 270/135 has grown from 144K bytes to 384K bytes (393,216 character storage); disk capacity has quadrupled; tape drive speeds have been increased; and the printer has been replaced by an 1100 line/minute printer. In early spring, full operating system and virtual machine capability was realized through the implementation of VM/370. During the same period, IBM 2741 terminals were installed in Central Computer Services and the Department of Transportation to permit real-time software modification, and an IBM 2922 remote job entry computer was installed in Transportation to enable the gradual conversion to the primary mode of operation the Department will experience when it moves to a new location.

In December of 1974, the first State of Maine Data Processing Standard was published. Through a voluntary cooperative effort among Central Computer Services, the Employment Security Commission's Data Processing Division and the Department of Transportation's Computer Services Group, agreement was reached on a Computer Operations Documentation Standard after several months of research and development effort. The emphasis was on developing a clear, concise, easy-to-modify standard that will serve as a model for future standards.

Fiscal year 1975 was a time of rapid growth for Central Computer Services. The overall work load increased significantly (overall average of 18.27%) to the point where in May, 1975, it was necessary to contract for the services of a hardware monitor. Reports from the monitor showed extended periods during May and June where the processor was being utilized more than 99%. For the entire four weeks of monitoring, 24 hrs/day, 7 days/week, the processor was found to be 88% busy. There were several other key findings and observations in the final report of the hardware monitoring firm. Central Computer Services' version of GCOS, the operating system

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of the HIS 6060, was found to be much more efficient than the average industry version, primarily due to site modifications. Central Computer Services peripheral equipment was found to be properly configured for maximum through-put, and the monitor showed that the data flow for 10M (Input-Output Multiplexor), the device that controls peripherals, had more than ample capacity.

As a result of the monitoring, Central Computer Services confirmed an agreement with Honeywell to purchase another processor and either cancelled or deferred installation of equipment costing \$650,000. The direct cost of monitoring was less than \$12,000.

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 1975:

Personnel: Analyst/Programmers with assistance from Department of Personnel, Bureau of the Budget and Departments of Health and Welfare. Transportation personnel implemented an automated position file which replaced the manual system that the Department of Personnel has been using for many years. The automated system offers the capability of more up-to-date information as well as updating ability that was never available before. A great deal of groundwork in data base conversion and systems design has been accomplished for the establishment of an automated employee file during fiscal year 1976.

Teleprocessing Applications: An Analyst/Programmer with assistance from Honeywell developed a consolidated on-line system. This system combines four small on-line systems (Health and Welfare Budget, Accounts and Control, Watercraft, and Legislative) in one consolidated system, resulting in a decrease in each users response time, less computer costs for each participant and approximately 20% of the core memory being freed for other computer work during the first shift. This system also provides for anticipated growth of four more on-lines without any substantial increase in resources utilized.

Bureau of the Budget: A computer system to aid in the budgeting process was implemented. This system performed arithmetic functions that previously required several man-days' effort to accomplish. The system was utilized during budget preparation and reduced the amount of overtime required to complete this important task as well as provided printouts that were reproduced to become part of the budget report.

State Lottery Commission: Central Computer Services assumed all maintenance responsibilities of the State Lottery Computer System. Enhancements to the system, such as an agent-bonus system and validation changes for the "Bulls Eye" overlay game, were implemented. The Downeast Sweepstakes game was designed, coded, and implemented utilizing Central Computer Services and State Lottery Commission personnel rather than contracting with a consulting firm. It has been estimated that the State saved \$100,000 on this project by using its own personnel.

Maine State Retirement System: Work was completed on the creation of an automated "Survivors Benefits" file. The file will give the Retirement System more flexibility in working with Survivors Benefits information. The valuation programs were modified to produce difficult reports for the actuary. The "Valuation Reporting System" was also modified to provide the agency with the capability of producing "special" valuation reports by use of control cards. This modification will make reporting quicker and less expensive because the work can be set up by Retirement System personnel rather than data processing personnel.

Department of Inland Fisheries and Game: An information system for the Department's Information and Education Division was implemented, providing the agency with far greater reporting and statistical analysis capability.

State Planning Office (MIDAS-Maine Information Display Analysis System): Central Computer Services continued to provide technical support for MIDAS and its associated report package, SCORE IV. The number of MIDAS users grew to thirteen, and the number of files presently being supported showed a similar pattern of growth. Programmers from Central Computer Services were trained in SCORE IV and have assumed the report writing responsibilities associated with this system.

Legislative Bill Status System: The majority of the computer programs in this system were rewritten to provide the capability of displaying 2,000 characters on some fideos as well as 1,000 characters on others. More display units were also added to provide greater access to this system.

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FINANCES, FISCAL YEAR 1975:

Central Computer Services	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$2,015,777	\$2,015,777
Total Expenditure				1,847,864	1,847,864
NET				167,913	167,913
Unexpended Balance Forward*				332,410	332,410
Unexpended Balance**				89,540	89,540

*Cash

**Accounts Receivable

BUREAU OF PURCHASES

JOSEPH E. STEPHENSON, STATE PURCHASING AGENT

Central Office: State Office Building, Augusta 04333

Telephone: 289-3521

Established: 1931

Statutory Authority: M.R.S.A., Title 5, Chapters 13, 155

Average Number of Full-Time Employees: 50

Authorized Employee Level: 62

Total Expenditure, Fiscal Year 1975: \$3,058,155

Organizational Units:

Purchasing Division
Public Printing Division
Surplus Division
Materials Testing

Central Mail Service
Central Warehouse
Central Photo Laboratory
Standardization Committee

Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State Government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State Government; to purchase or contract for all postal service required for the use of the State Government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

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.

A Blind Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Purchasing Agent who 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.

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The advisory Standardization Committee was also established in 1931 in conjunction with the Bureau. The Committee consists of the Governor or his representative, the 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 his pleasure. The State Purchasing Agent acts as the recording secretary of the Committee which must meet at least semi-annually.

PROGRAM: During fiscal year 1975, the Bureau of Purchases added a new division which is responsible for all State surplus. This innovation is proving valuable in conservation by restoring useful materials to the channel of productivity and by deriving additional funds to the State through surplus sales.

The Central Warehouse has installed a walk-in refrigeration unit to broaden Bureau capabilities in warehouse services to include perishable foods, thereby saving additional monies and improving service to the State institutions.

FINANCES, FISCAL YEAR 1975:

Bureau of Purchases	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$256,402			\$3,129,861	\$3,386,263
Total Expenditure	252,755			2,805,400	3,058,155
NET	3,647			324,461	328,108
Unexpended Balance Forward				324,461	324,461
Unexpended Balance Lapsed	3,647				3,647

BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, DIRECTOR

HOWARD R. MCCARTNEY, Assistant Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-3881

Established: 1957

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

Average Number of Full-Time Employees: 217

Authorized Employee Level: 220

Total Expenditure, Fiscal Year 1975: \$7,285,237

Organizational Units:

Planning and Development Division

Property Records Division

Construction Division

Property Management Division

Capitol Planning Commission

PURPOSE: The Bureau of Public Improvements was established 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. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction 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

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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.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. 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 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. The new State Parking Garage opened in February of 1975, proving to be an efficient structure and greatly relieving the parking situation in the complex. The new Maintenance and Service Building was also completed and has been an asset in the Bureau of Public Improvement's operation. A contract was awarded and construction begun on the new State Office Building and this project is progressing on schedule. Renovation of the Ray Building at Augusta Mental Health Institute for office facilities was also under construction during the year.

Planning and Construction of State-Owned Facilities. The Bureau was involved in the planning and development process for approximately 14 projects with an estimated construction cost of \$10,654,000. During the year, the Bureau monitored the construction of 39 projects with a total cost of approximately \$22,112,560.

Planning and Construction of Public School Facilities. The Bureau was involved in the planning process for 64 school projects with an estimated cost of \$96,340,000 and is now monitoring the construction of 39 public school projects with a total construction cost of approximately \$47,164,502.

Statewide Maintenance and Repair Program. The Bureau is responsible for the implementation of this program with an appropriation amounting to \$600,000 for various agencies.

The Bureau is continuing its function of reviewing agencies' space needs outside the Capitol Complex and has, during the 1975 fiscal year, reviewed and approved 140 leases, statewide.

A major program has been initiated to restudy space needs in connection with completion of the new State Office Building and renovation of the Ray Building. Many State agencies will be moved back into the Complex, thereby reducing the need for leased space.

A Capital Improvement Program was developed for submission to the Governor and the 107th Legislature. The program contained requests from various agencies for projects totaling \$39,000,000.

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As secretariat to the Capitol Planning Commission, the Bureau and the Commission have been active in approval of present and proposed projects within the Capitol Complex, both State and private.

FINANCES, FISCAL YEAR 1975:

Bureau of Public Improvements	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$10,985,469	\$1,800	\$6,237	\$205,915	\$11,199,421
Total Expenditure	7,101,236			184,001	7,285,237
NET	3,884,233	1,800	6,237	21,914	3,914,184
Unexpended Balance Forward	3,857,596	1,800	6,237	21,833	3,887,466
Unexpended Balance Lapsed	26,637			81	26,718

PROPERTY MANAGEMENT DIVISION

C. RICHARD LACASSE,

ADMINISTRATOR OF PHYSICAL PLANT

CECIL E. SAWTELLE, Assistant Superintendent of Buildings

Office: State Office Building, Augusta 04333

Telephone: 289-3151

Established: 1957

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

Average Number of Full-Time Employees: 201

Authorized Employee Level: 201

Total Expenditure, Fiscal Year 1975: \$6,211,688

Organizational Units:

Building Maintenance Section

Housekeeping Section

Grounds Maintenance Section

Security Section

Supplies and Equipment Storeroom

Telephone Office

PURPOSE: The Property Management Division was established to ensure a functional and pleasant working environment for the seat of Maine State Government. 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.

ORGANIZATION: The Property Management Division of the Bureau of Public Improvements evolved from the original office of 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 since has 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 1975, the Property Management Division was involved in the moving of various agencies due to reorganization and relocation. Considerable rearrangement, modification and refurbishing kept all crews busy. Craft and housekeeping personnel were extremely busy finishing and cleaning up the State heating contract. The Division was again called upon to perform as a subcontractor in much of the work that was accomplished. A storm window project for the State Office Building was completed, which is expected to result in a great saving of fuel.

The State Parking Garage has been completed and is open to the public. The reaction has been very favorable and a great deal of relief has been felt in the parking problem area. The Legislature acquired more parking space for its use from the newly acquired one and two-hour parking spaces adjacent to the State Office Building.

Many months of work has been given to the State Police Barracks as major changes have been accomplished in lieu of having a general contractor bid on the work. Considerable savings have been realized by having State employees do the work rather than going out to bid.

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A great deal of time and money has been spent on trying to regulate the heat in the various buildings of the Complex. Continual vandalism to the thermostats and controls continues to plague the Division, with resulting high costs for replacement parts.

Completion of and moving into the Division's Maintenance and Service Building occupied many of the grounds and craft employees until late fall. Moving projects and winter maintenance problems kept grounds crews busy.

Planning for the Ray Building, the new Department of Transportation Building and the Honeywell Control System has required considerable man-hours of time to accomplish. Security continues to be a problem. Broken windows, light poles and damage to the park grounds head the list of problem areas. Inflation continues to plague budgets, with the greatest problems being fuel, utilities and repair materials.

FINANCES, FISCAL YEAR 1975:

Property Management Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,613,109	\$1,800	\$6,237	\$197,169	\$9,818,315
Total Expenditure	6,028,618			183,070	6,211,688
NET	3,584,491	1,800	6,237	14,099	3,606,627
Unexpended Balance Forward	3,560,159	1,800	6,237	14,018	3,582,214
Unexpended Balance Lapsed	24,332			81	24,413

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

JOHN T. SINGER, Deputy State Tax Assessor

Central Office: State Office Building, Augusta 04330

Telephone: 289-2011

Established: 1931

Statutory Authority: M.R.S.A., Title 5, Chapter 13; Title 36, Chapters 3, 4, 105-109

Average Number of Full-time Employees: 201

Authorized Employee Level: 215

Total Expenditure, Fiscal Year 1975: \$5,976,713

Organizational Units:

Administrative Services Division
Property Tax Division (reinstated 7/1/75)
Sales Tax Division

Inheritance Tax Division
Income Tax Division
Excise Tax Division

PURPOSE: The Bureau of Taxation was established to provide revenues necessary to support Maine State Government through the assessment and collection of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, 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, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory (transferred back to the Bureau of Taxation effective July 1, 1975). In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, and exercises general supervision of local assessing officials (transferred back to the Bureau of Taxation effective July 1, 1975).

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized

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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, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished.

PROGRAM:

Property Tax Division (formerly Bureau of Property Taxation). A major effort to computerize the real property tax system for the unorganized territory, sales-ratio analysis, municipal officials listing and the municipal valuation return systems is underway.

A significant amount of time and manpower was invested in developing material for and responding to legislative inquiries. A multitude of legislation was considered and many bills were enacted, including:

1. Revision of the Real Estate Transfer Tax.
2. Revision of the Veteran's Exemption.
3. Revision of Assessment District Legislation.
4. Revision of Maine Tree Growth Tax Law Reimbursement.
5. Revision of State Property Tax.
6. Implementation of The Spruce Budworm Excise Tax.

Property tax assessment in the Unorganized Territory for the year ending June 30, 1975, totaled \$6,317,099; the Forest Land Excise Tax assessment in the Unorganized Territory totaled \$2,264,188; and the Real Estate Transfer Tax returned \$461,129 to the State.

Sales Tax Division. The assessments for sales, rental, use tax, interest and penalties of the fiscal year ending June 30, 1975 was \$137,839,727.59. The budgeted figure for the same period was \$135,854,915.00.

Motor Vehicle Section: Collections by the Motor Vehicle Section, resulting from billings for 5% use tax on the casual sales of motor vehicles and out-of-state purchase of motor vehicles, was approximately \$2,400,000.

Audit Section: The audit section performed 1,535 audits during the year, resulting in misplaced tax of \$2,626,923. Included in the above figures are 216 audits made on accounts located outside the State of Maine. The out-of-state audits represented misplaced tax in the amount of \$823,918. As can be noted, the return per audit is much greater on auditing out-of-state accounts than Maine accounts. During the next year, it is intended to place greater emphasis on the out-of-state audit activities, insofar as budget limitations will permit, and on the method of audit selection, with the objective to increase the audit return per audit.

Inheritance Tax Division. During the fiscal year ended June 30, 1975, the Division completed the shift from a 15-month tax due date to a 12-month due date. This shift required the processing of approximately 20% more work during the fiscal year and resulted in total assessments of approximately \$8,500,000 during the year, a total which exceeds any one year's revenue for inheritance tax by more than \$1,000,000.

Income Tax Division. In fiscal year 1975, a great deal of time and effort was spent in working with the 107th Legislature. Many legislators apparently felt that an increase in the income tax rates would be necessary and many different schedules were worked up for their use. None of these were passed; however, the Division now has quite a background for the Special Session.

Only four bills affecting the Income Tax Division were passed. Two of these were housekeeping bills which have very little effect on the Divisional operation. A bill making lobster boat sternmen self-employed persons was passed over the Governor's veto. This does not affect very many taxpayers and, therefore, should not affect revenue or procedure to any great extent. The most important bill passed pertains to the estimating of corporations. This brings corporations in line with individuals as far as estimating and should improve operation of the Division.

The 106th Legislature authorized five new positions for our Division and during the fiscal year 1974-75, these positions were filled which gave us a larger working force to cope with many

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projects which had been put off in the past.

During the fiscal year, the Division has brought the withholding section (941's and 942's) into focus. This section is in good shape and much more reliable.

Both corporate and individual income tax revenues were well over estimates, with corporate tax revenues exceeding estimates by roughly 33 1/3%. The only explanation appears to be that larger corporations had a tremendous year.

One of the major happenings during the 1975 fiscal year was the U.S. Supreme Court ruling in the case, "Carl N. Austin v. State of New Hampshire", decided March 19, 1975. The Court ruled that New Hampshire's commuters income tax violates the Privileges and Immunities Clause, since the tax falls exclusively on nonresidents' income. Mr. Austin, a Maine resident working in New Hampshire, had challenged this tax. The outcome means additional revenue in the 1975 tax year, as previously, credit was given to Maine residents for income tax paid to New Hampshire. Also, it is understood that the State of Maine will try to recover back taxes paid to New Hampshire.

Excise Tax Division. The Use Fuel Tax law which covers both users and dealers has had the user part, which involved the actual trucking companies' tax returns, put on computer operation. The setting up and testing of the program is nearly complete and already has increased available time for the employees that work with these taxes over the prior manual system.

There was also a major change in the insurance taxes effective in July, 1974, whereby Insurance Premium Taxes were changed to quarterly payments from annual payments. This expedited the receipt of revenue into the State as payment was required to accompany the returns.

Telephone Tax remittance was also revised, with an advanced date of payment being required. This also expedited receipt of the revenue to the State and, like insurance taxes payment, was required with the return.

It should also be noted that the Corporate Franchise Tax Law was repealed as of December 31, 1975.

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. Again in 1975, the Legislature modified the fall, 1975, program to reach more individuals; recipients of Supplemental Security Income benefits who are otherwise qualified can now receive a refund.

ELDERLY HOUSEHOLDERS TAX AND RENT REFUND ACTIVITY

Year Ending June 30:	1973	1975	1975
Number of Applications Filed	17,597	17,778	17,615
Number of Applications Approved	15,943	13,468	15,074
Total Payments	\$1,658,589	\$1,973,793	\$3,119,341.62
Average Payment	\$ 104.03	\$ 146.55	\$ 206.94

FINANCES, FISCAL YEAR 1975:

Bureau of Taxation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,061,402				\$6,061,402
Total Expenditure	5,976,713				5,976,713
NET	84,689				84,689
Unexpended Balance Forward	26,563				26,563
Unexpended Balance Lapsed	58,126				58,126

GENERAL GOVERNMENT

BUREAU OF ALCOHOLIC BEVERAGES

KEITH H. INGRAHAM, STATE DIRECTOR

FRANK H. ROBIE, Administrative Assistant

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: 296

Authorized Employee Level: 316

Total Expenditure, Fiscal Year 1975: \$3,812,497

Organizational Units:

General Administration

Store Supervision

Store Operations

Merchandising

Malt Beverage and Wine Excise Tax Division

Licensing Division

Warehousing

Maintenance

State Liquor Commission

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

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 to administer, clarify, carry out, enforce and prevent violations 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.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing stores to a self-service type of operation was continued, and three more stores were converted during the fiscal year. The Bureau now has twenty-three self-service outlets, and the program will be continued within available funds and at suitable premises.

As a cost saving venture, the Bureau closed one of the Portland stores. Customers can obtain service at other not-too distant stores in Portland or Westbrook. In the previous fiscal year, the Bureau closed one of the two Waterville stores and plans to close several more in the next fiscal year for the same reason without impairing public service to any great extent.

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The 107th Legislature enacted a measure which will permit the Bureau to establish agency stores after October 1, 1975. This will make it possible to have liquor sold by agents who now operate other retail stores in small towns that do not have a State liquor store, and in some instances, State stores now in small towns may be closed and an agency store established in that town. Rules and regulations to supplement the new law are presently being prepared.

FINANCES, FISCAL YEAR 1975:

Bureau of Alcoholic Beverages	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,821,786				\$3,821,786
Total Expenditure	3,812,497				3,812,497
NET	9,289				9,289
Unexpended Balance Forward					
Unexpended Balance Lapsed	9,289				9,289

MAINE INSURANCE ADVISORY BOARD

WILLARD W. LEHR, JR., CHAIRMAN

H. W. MCKOWEN, Executive Secretary

Central Office: 31 Western Avenue, Augusta 04333

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 1975: \$232,858

PURPOSE: The Maine Insurance Advisory Board was established to provide insurance advice to the State Government and administer all State insurance and self-insurance plans and programs. The 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, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen-member committee established by the Governor and Council to make a comprehensive study of the State's methods and 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.

GENERAL GOVERNMENT

STATE FIRE INSURANCE

Term: July 1, 1974, to July 1, 1975
Company: National Union Fire Ins. Co.
Agency: Bradish-Young, Inc., Portland

The current policy insures real and personal property in the amount of \$369,209,710 with a \$500,000 Deductible. Paid premiums for the term were \$101,665. During the past fiscal year, there were no insured losses exceeding the deductible amount. Losses paid from the Reserve Fund for Self-Insured Losses were \$22,837.

Ten-Year Experience

Total Premiums \$1,877,052
Total Losses* 582,975
Loss Ratio 31.0%

*Does not include losses paid from Reserve Fund.

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

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

RESERVE FUND FOR SELF-INSURED LOSSES

Balance on hand by statute, 7/1/74	\$1,957,841.41
Premium Savings Deposited	267,571.00
Investment Income	196,832.36
Total	\$2,422,244.77
Withdrawn During Fiscal Year	22,836.95
Balance 6/30/75	\$2,399,407.82

STATE AUTOMOBILE FLEET LIABILITY*

Term: September 8, 1974, to September 8, 1975
Company: Continental Insurance Company
Agency: Morse, Payson & Noyes, Portland
Limits: 100/300/351

Premiums (subject to audit)	\$149,432
Total Number of Units	4,021
Total Number of Reported Accidents	481
Losses Paid and Incurred to date	\$115,000
Loss Ratio	76.9%
Premium Cost Per Unit	\$37.16
Dollar Loss Per Unit	\$28.59

*Figures applicable as of 8/29/75

Ten-Year Experience

Total Premiums	\$1,262,559
Losses Paid and Incurred	859,403
Loss Ratio	68.0%

The Board maintains records by department of the causes of accidents and drivers involved, and encourages defensive driving programs in an attempt to reduce both the frequency and severity of accidents.

STATE COMPREHENSIVE COMMERCIAL BLANKET BOND

Term: July 9, 1972, to July 9, 1975
Company: Maine Bonding & Casualty Company
Agency: John C. Paige Company, Portland
Limit: \$1,000,000

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Number of Employees	14,960
Total Three-Year Premium (1972-1975)*	\$50,663
Number of Losses (1972-1975)	1
Losses Paid or Incurred (1972-1975)	\$700
Loss Ratio (1972-1975)	01.3%

*Bond is written on a retrospective rating plan, thereby enabling the State to Realize premium savings developed in accordance with a schedule of permissible losses subject to a return premium percentage factor scale.

Bond coverages include fidelity, faithful performance, dishonesty, destruction and disappearance of money and securities, robbery and burglary and forgery, subject to a \$500 Deductible.

STATE AIRCRAFT FLEET

Term:	August 6, 1974, to August 6, 1975
Company:	International Aviation Underwriters
Agency:	Turner, Barker & Company, Inc., Portland
Limits:	Various

Premium	\$15,976
Total Number of Units	25
Total Number of Losses	1
Losses Paid or Incurred	\$9,945
Loss Ratio	62.2%

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	\$175,460
Losses Paid	\$20,065
Loss Ratio	11.4%

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, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; University of Maine; and Department of Educational and Cultural Services, vocational-technical schools. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

It is anticipated that in fiscal year 1975 the Board will file with the U.S. Department of Housing and Urban Development a flood insurance program in accordance with Flood Disaster Protection Act of 1973.

It is further anticipated that most State buildings will be insured for their replacement cost rather than insured on a sound value basis. Although this will substantially increase insurable values, the Board believes this can be accomplished with no additional cost to the State.

FINANCES, FISCAL YEAR 1975:

Maine Insurance Advisory Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$236,214				\$236,214
Total Expenditure	232,858				232,858
NET	3,356				3,356
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,356				3,356

STATE PERSONNEL BOARD
KENNETH D. ROBINSON, CHAIRMAN
DEPARTMENT OF PERSONNEL
NICHOLAS L. CARAGANIS, DIRECTOR OF PERSONNEL
RICHARD W. TRIPP, Assistant Director of Personnel

Central Office: State Office Building, Augusta 04333

Telephone: 289-2821

Established: 1937

Statutory Authority: M.R.S.A., Title 5, Chapters 51-61

Average Number of Full-Time Employees: 30

Authorized Employee Level: 30

Total Expenditure, Fiscal Year 1975: \$340,986

Organizational Units:

Classification and Compensation Division

Public Service Careers

Career Management Division

Educational Leave Advisory Board

Records and Authorization Division

State Advisory Council on Personnel

PURPOSE: The State Personnel Board and Department of Personnel were established to promote effective service and economy in the offices and employment of the State 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.

Through the authority vested in the State Personnel Board and the 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 plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, 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.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel 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

GENERAL GOVERNMENT

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.

Functionally, the Department is divided into three major divisions through which it administers its statutory responsibilities; namely, the Classification and Compensation Division; the Career Management Division; and the Records and Authorization Division. In addition, two staff-level positions responsible for Equal Employment Opportunity and Labor Relations complement the administrative functions.

Public Service Careers, a federally funded project designed to assist low income and disadvantaged persons in securing public service employment, became operational as a separate entity within the Department in June, 1972, and continues to provide service in keeping with its original charter.

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: During fiscal year 1975, the Department of Personnel completed its 28th year of operation. Since their inception, the State Personnel Board and the Department have worked towards realization of merit system goals; fair and equal opportunity for public service; efficiency and economy in government; equal pay for equal work; and tenure and advancement based upon merit.

The ultimate purpose of the Merit System is to select, examine, appoint, train and develop a competent and efficient working force to carry out the business of the State of Maine. Job classification, salary administration, recruitment, examination, certification and career management are the basic means by which to attain this goal.

During the past fiscal year, a number of events and issues have had or have the potential for having a most significant impact upon Merit System administration in Maine. While it would be difficult to identify one as being of greater consequence than the other, each of the following, singularly or in combination, is cited for special attention:

Convention of Legislature. The regular session of the 107th Legislature convened on January 1, 1975, and adjourned on July 2, 1975, after considering action upon more than 1,900 legislative documents. During the session, Maine's lawmakers considered an unprecedented number of documents directly or indirectly affecting the State's Civil Service Law and personnel administration. Among the more significant were those enacted to:

- ... Reorganize the State Personnel Board
- ... Provide funds for review of the State's Civil Service System and the Classification and Compensation Plan
- ... Establish a Code of Fair Practices and Affirmative Action
- ... Promote neutrality in State hiring and promotional practices
- ... Restrict armed forces preference in State employment to veterans who were not career officers or career enlisted personnel and to remove a barrier to Affirmative Action programs
- ... Clarify certain provisions of the Maine Right to Know Law
- ... Correct certain inequities relating to compensation and benefits under the State Classified Service
- ... Establish a Cooperative Education Support Program
- ... Redefine the political activity rights of classified employees of the State
- ... Change the participation of employees in the classified service in political campaigns.

Salary Administration. The April signing into law by the President of the United States of the "Fair Labor Standards Amendments of 1974" (FLSA) marked the beginning of a "new era" in wage administration in Maine's Classified Service. This action by the President extended FLSA provisions to state governmental jurisdictions. Immediately, the Department, working cooperatively with the Bureau of the Budget, implemented procedures to comply with the provisions of this Act. A consultant was hired by the Department, and well before the close of the

GENERAL GOVERNMENT

fiscal year, all positions and position classifications were reviewed for a determination of coverage or exemption under the Act's provisions. While seemingly merely a matter of pay administration, the Act does have management considerations beyond the mere eligibility for time and one-half pay for overtime. As managers consider the budgetary implications of this requirement alone, greater attention will necessarily be given to work schedules and employee utilization with the result of better management. The Act's "equal pay provisions" has and will continue to point out inequities in pay rates received by employees performing essentially the same kinds of duties and having the same kinds of responsibilities. This is expected not only to reinforce the merit system principle of "equal pay for equal work" but should also give greater emphasis and support to Equal Employment Opportunity and Affirmative Action ideals as they relate to equality and opportunity in employment for women and minorities.

Employee Relations. The close of this fiscal year marks the first anniversary of the enactment of the State Employees Labor Relations Act. While formal negotiations are still some months away, considerable accomplishments have been achieved. The Office of State Employee Relations has been created within the Executive Department, and a cooperative working arrangement has been achieved and is maintained through the assignment of a Personnel Technician who serves as a liaison person between the two agencies. The State's unit proposals have been made and the extensive research necessary to successful negotiations is underway. Departmental staff are working members on each of the Resource Sub-Committees.

Coincidental with this activity, the year has also shown an increasing number of formal grievances and appeals being submitted to the State Employees Appeals Board.

Automation of Records. Despite the lack of specific funding for this activity, considerable progress has been made in the area of computerization of the Department's manual records. These results would not have been possible without the cooperation of the Bureau of the Budget, Central Computer Services and the Department of Health and Welfare, to name but a few. At the close of this year, a full conversion of the so-called position file to an automated method has been achieved. With this achievement, greater position control, budget efficiency, etc., is anticipated.

Conversion of the employee history file currently is dependent upon supportive funding. Basic key-punching of the payroll records of the approximately 13,000 current employees has been accomplished. Funding is now necessary to update these records and develop the programs and systems necessary to making this a working system. Various sources of funding are being explored, including federal funding and/or per capita charges to State departments utilizing this system.

Personnel Rule Changes. In keeping with its objective of providing responsive personnel services, the State Personnel Board has, throughout the past year, approved changes in the Personnel Rules designed to:

- ... Provide a more flexible policy with respect to filing of applications for "open" examinations
- ... Shorten the time interval for retaking examinations
- ... Increase the number of certifiable eligibles from three to six
- ... Permit the transfer of vacation credits from one department to another upon the transfer of employment
- ... Recognize unclassified service employment as creditable towards computation of longevity vacation credits
- ... Provide a limited "bumping right" in the instances of layoff actions and thereby provide for greater continuity of employment

In addition, an up-to-date printing of the Personnel Law and Rule Book was accomplished, with changes effective through April, 1975.

Equal Employment Opportunity and Affirmative Action. With the issuance of Executive Order No. 24 during the previous Administration, the Department appointed an Equal Employment Opportunity Specialist, who began on July 29, 1975. At this time, the Department began the process of monitoring the development and implementation of Affirmative Action Plans in each of the departments in the Executive Branch of State Government. Under the present Executive Order No. 1 issued by the Governor and dealing with Affirmative Action, the Department's Equal Employment Opportunity Specialist was appointed the State Affirmative Action Officer. With this added impetus, the Department succeeded in this year to assist in the completion of all of the Affirmative Action Plans in these departments. This portion of the process was completed on March 31, 1975. Guidelines for developing Plans were written and

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revised during this time and an analysis of the State work force was prepared. The Statewide Program was also written during fiscal year 1974. An outline of the Compliance Review process was prepared and, on June 1, 1975, the Equal Employment Opportunity Compliance Reviews were begun. Departments are being reviewed under this procedure in order to determine the degree of implementation of their respective plans. The anticipated completion of this project is December 31, 1975.

A goal in the coming year is to have continued positive action in the area of Fair Employment Practice and Equal Pay for Equal Work for all present and prospective State employees.

Administrative Studies. Responsive personnel administration requires flexibility and change if it is to keep pace with the rapidity of growth in and complexity of government that is so evident in Maine. In keeping with this need, the Committee on State Government, responding to several legislative orders, accomplished a study of various aspects of the State Personnel System. The final report of this committee was delivered to the Legislative Council of the 106th Legislature on December 30, 1974. Throughout the period of the study, staff of the Department participated in working sessions with the Committee and other meetings with staff aides. Much of the legislation submitted to and enacted by the 107th Legislature is an outgrowth of this study. In the main, the Department supported the majority of the Committee recommendations and is optimistic that these changes will ultimately result in a more effective personnel system.

At the invitation of the Governor and through the Council of State Governments, a further review of the State's personnel progress and practices was undertaken in late April, 1975. The recommendations of the review team composed of three state personnel practitioners from the States of Virginia, Wisconsin and Minnesota are now under study by the Department as well as the members of the Governor's Management Improvement Advisory Committee on Personnel. Many of the suggestions are provocative and worthy of serious consideration. Of particular interest are the recommendations for de-centralization of function, and to this end, procedures are currently underway to accomplish this objective to the maximum degree possible and practical.

Finances/Staffing. A major initiative cited in the Department's 1974 Administrative Report was "... to secure the resources to accomplish job and task analysis; continue 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. To this end, the Department submitted for Legislative consideration its most ambitious supplemental budget request in its history, amounting to \$735,000 and \$885,000 respectively for the fiscal years of 1975 and 1976. Costly though it was, the request represented a totally new organization and approach to the business of personnel administration. In addition, it contemplated automation of records and the accomplishment of a comprehensive classification and pay survey. Regrettably, the general economic picture precluded funding. Despite this fact and the reality that its Current Services Budget was also reduced, it is felt that significant progress had and will continue to be made in achieving these cited goals.

In the area of staffing needs, the Department's accomplishments have been attributable in large measure to the availability of Comprehensive Employment and Training Act (CETA) funds which have made twelve additional temporary workers available during the major portion of the fiscal year.

Goals and Objectives. The long-range goal of the State Personnel Board and Department of Personnel continues to be to administer an efficient, complete and modern system of personnel administration for State service based upon merit.

Immediate specific goals for the coming year are to:

- 1) continue to evaluate the system to the end that it contributes to effective management systems in the State service agencies;
- 2) continue to provide any needed assistance to agencies for problem solving (grievance) procedures to improve employee relations and general personnel administration;
- 3) continue employee supervisory training programs;
- 4) continue the maintenance and improvement of the classification program;
- 5) continue the review and improvement of the salary plan;
- 6) continue the efforts of the public service careers program;

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- 7) continue to pursue a fully effective use of electronic data processing in position and employee records systems;
- 8) continue to work at improving communications with the public, State service agencies and State employees;
- 9) continue the progress that has been made in the area of Affirmative Action;
- 10) continue the exploration and implementation of a maximally decentralized personnel system;
- 11) continue the efforts being made in examination research and analysis which, utilizing a functional job analysis approach, will result in more valid examinations; and
- 12) initiate an internal evaluation of current management practices designed to achieve a more effective administration of the Personnel Law and Rules.

Classification and Compensation Division

During the reporting year, the Classification and Compensation Division received 1,954 personnel action requests. Of this number, 920 were requests for the establishment of new positions (all types), and 50 new classifications were created. In addition, more than 14,000 promotion, employment, separation and transfer actions were processed.

A procedural change in processing reclassification requests was brought about as a result of revised wording of the Preamble to the Appropriations Act passed by the Special Session, 106th Legislature. Previously, all reclassification requests were reviewed by the Division, and final determination was made by the Director of Personnel based on the recommendations of the Division. Under the revised procedure, all recommendations of the Department were presented to the State Personnel Board for approval, and those which were approved were submitted to the Legislature in an Omnibus Bill for final determination. This new procedure added two new steps to the reclassification process, resulting in a significant increase in the divisional workload. During the year, 544 requests for reclassification and/or range change were processed and included in an Omnibus Bill presented to the 107th Legislature.

With the application of the Fair Labor Standards Act to the public service and increased emphasis on Affirmative Action and equal employment opportunity, the Division has increased its activity in the area of equal pay, qualifications validity and discriminatory classification practices. During the year, the Division investigated several instances of possible violation of the Equal Pay provisions of the Fair Labor Standards Act which prohibits sexual discrimination in employment. Subsequent field audits were performed to determine the validity of these allegations. The results of the audits clearly showed that males predominately occupied certain positions of higher classification/pay than did females performing substantially the same duties. As a result of these findings, 118 females received upward reclassification(s) and/or range change(s). In addition, division technicians discovered and spent considerable time and effort researching and correcting misclassifications throughout State service.

The Division continued to improve and enhance the computerization of the Personnel system. Two files were planned: 1) The position file, which is now 100% operational and 99% accurate, accounts for all classified and some unclassified positions. It includes positions by class, fund source, whether filled or vacant, and salary information. Future plans envisage inclusion of all unclassified positions and an automated update system. 2) The employee file includes employee history, personal data and collective bargaining information as well as current incumbents, agency, class, pay, vacation, sick leave and longevity information. The file also includes data essential to Fair Labor Standards and Equal Opportunity. All of the foregoing are included in module 1. Future modules will include training and experience data, exam validation and scoring and application flow and disposition. The employee file has progressed to the initial test phase. Draft instructions have been prepared and a six-part turn around form has been designed and is ready to be produced in quantity. The update program is currently being designed and will be ready for implementation by mid-September. Funds for full implementation of the file (for personal services, computer and programmer services and essential equipment) have not yet been made available.

Career Management Division

Open Competitive and Promotional Examinations were conducted for 221 different classifications during this fiscal year. Of this number, 125 classifications were continuously open to general application and 96 were open to general application for limited periods of time (two to three weeks). Notifications released for Agency Promotional Examinations numbered 137. Fourteen of these promotional examinations were conducted on a continuous basis.

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The total number of applications received and processed was 11,775. Of this number, 10,585 were directed to competitive classifications, 973 to non-competitive classifications and 217 were associated with project or emergency appointments and reclassification actions.

Of the total number of applications accepted for processing (2,102 applications were not accepted), 6,911 were directed to classifications requiring a written test, 181 were directed to classifications requiring oral board interviews, 1,391 were directed to classifications where the examination process involved numerical evaluations of training and experience and/or departmental service ratings, and 1,190 were directed to non-competitive and/or non-status classifications involving unstructured examinations. Applications accepted for classifications requiring a typing, stenographic or key-punch performance test totaled 2,082. Certifications made during the year numbered 1,509.

As guests of the New England Public Personnel Council, members of the Department's administrative and line staff were afforded the opportunity to meet with representatives of other New England states in an effort to resolve mutual problems. Active participation in several meetings throughout the fiscal year provided the Department with assistance in all areas of personnel management. In particular, significant accomplishments have been made in the area of test validation, with a shared validation project planned for the very near future. Information and directions obtained from these meetings provided examination staff with fresh ideas and techniques for creating written examinations with inherent content validity. Many of these approaches have already been successfully employed in this section's continuous review and updating of examinations. During fiscal year 1975, thirty-two written examinations were revised to assure job-related content and appropriate levels of difficulty. Agency incumbents and supervisors supported and assisted in the process to a substantial degree.

Several significant internal changes which have served to improve the overall program of examination administration were also accomplished during the past fiscal year. First and foremost, efforts were directed toward improving examination security. Secure storage space was obtained for all written examinations and control procedures established to account for those examinations in use. Secondly, a program was initiated which will, upon its completion, provide outlines by subject matter content for each written examination. The availability of this information should be beneficial to both test monitors and examinees. Applicants can utilize the content outline as an advance study guide and test monitors will be provided with a more organized approach to test administration and will be able to furnish more specific information to examinees regarding their performance. Efforts are also underway to provide more uniform guidelines for test administrators at outlying testing centers (branch offices of the Maine Employment Security Commission). Accomplishment of these changes is due, in large part, to the support provided by CETA employees.

An informational brochure was assembled which describes the application procedure in common terminology. These pamphlets are made available to applicants to assist with their efforts in obtaining State employment.

Preliminary arrangements have been made to participate in two major projects initiated by the United States Civil Service Commission. One project will involve a functional job analysis of accounting/auditing classifications utilized in State service. The other study relates to the entrance-level social worker classification. Both studies are expected to provide updated examination material as well as documentation regarding the appropriateness of those dimensions selected for measurement.

As a result of studies and proposals to the State Personnel Board, through changes in the Personnel Rules and operating policy, the Division has been able to reflect an increased responsiveness to the needs of State agencies, employees and the general public.

Previously, the life of a particular Register (appointment list) was three years. Experience has shown that keeping a candidate on the Register for this period of time resulted in undue lost time in the certification process. It was determined that many candidates, upon certification to an agency, were no longer available for employment for various reasons, such as relocation, currently employed, etc. This resulted in excessive time in the selection process to fill vacant positions as a result of providing additional candidates until the agency had the required number from which to choose. Under the new rule a candidate remains on the Register for only eighteen months, thus increasing the probability of their continued interest in State service due to the shorter time span from entry on the Register to actual interview.

In the past, candidates have been referred to an agency in groups of three individuals on one certification. For various reasons, such as those just cited, an agency might have to return to the

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Department for additional certifications. Now, six candidates are referred to an agency on the same certification. This provides the agency with a broader selection, within the appropriate priorities established by the Personnel Law and Rules, and in most instances, obviates the necessity for the agency to request additional certifications. The savings effected and the improved service to both agency and candidate are obvious.

A more definitive procedure of establishing priority of candidate referral to agencies has been implemented as follows:

1. Layoff Registers
2. Agency Promotional Registers
3. Statewide Promotional Registers
4. Re-employment Registers
5. Open Competitive Registers

These priorities are consistent with the philosophy of promotion from within to encourage career Public Service employees to achieve goals which will contribute to the effectiveness and responsiveness of Maine State Government to the public.

Particular emphasis has been directed toward those employees in layoff status to assure that they are returned to appropriate positions as they occur. A special order of referral of candidates in this status has been constructed and placed in operation. This procedure guarantees State employees every possible opportunity to return to their particular classification or to comparable positions.

Other Changes Implemented. Also included in changes of the Personnel Law and Rules were provisions governing vacation leave. Under the new provisions, an employee in probationary status may use accrued vacation. Also, when an employee transfers to work under the jurisdiction of an appointing authority different from his current agency, without interruption of State service, accrued vacation credits may be carried to the new agency rather than liquidated.

An employee may utilize accrued vacation credits immediately prior to separation in lieu of a lump sum payment. No additional accrual of vacation, sick leave or holiday credits shall be earned during terminal leave.

Demotion. An appointing authority, with the consent of the affected employee, shall demote a permanent or probationary employee in lieu of layoff. In such an instance, the employee shall have his/her name placed on the layoff register and upon written request may be placed on the re-employment register for the class from which he/she was demoted.

Promotional Examinations. This rule was changed to allow employees to be certified from the promotional register although they have not completed a probationary period in the lower classification.

Admission to Examinations. The Director of Personnel may accept late applications at his discretion, if such acceptance does not impede the progress of establishment of an eligible register.

Open-Continuous Examinations. The stipulation that the written portion of examinations could not be retaken for a minimum period of six months from the date of the original examination has been lowered to three months.

Re-Examination. Candidates who fail to achieve a passing score on an examination may be rescheduled, if the classification is open to application and examination, after the time span indicated:

1. Written—three months from the date of the original exam.
2. Performance: typing, stenography, data processing—one month from date of original exam.
3. Physical aptitude and oral boards—the next succeeding series of the examination.

Statewide Promotional Register. Changed to read "all persons employed by the state . . ." Previously read "all permanent persons employed by the state . . .". This rule deals with the establishment of the statewide promotional register.

Records and Authorization Division

During fiscal year 1975, the Records and Authorization Division sent all of the records of active State employees to be put on computer. This has given some useful information, and hopefully, in the future, records will be completely computerized.

Working with the Maine State Archives Records Center, the Division is maintaining a more efficient filing system. All records that have been inactive for ten years or more are being segregated for storage at the Records Center. This will give more space within the office and files will be more accurate and up-to-date.

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In cooperation with the Bureau of Accounts and Control, the Division has requested agencies to submit personnel forms with one name to a form. This procedure will establish a system of maintaining files by employee name. This change is expected ultimately to reduce the number of filing systems.

Public Service Careers

The Public Service Careers program is a federally funded job training and placement program for disadvantaged persons. In addition, it provides the entire training effort of the Department of Personnel.

In fiscal year 1975, Public Service Careers met and exceeded its objective by placing 31 people in its employment program for disadvantaged individuals, an increase of 24% over the previous year. Of those placed, 29 are still employed and performing satisfactorily. This rate of retention is far greater than that associated with the normal competitive hiring system and demonstrates the viability of a selective placement method of hiring in certain cases. This method of placement does not significantly interfere with merit principles and practices since it affects relatively few positions and only those at the entry level.

In addition to the placement and training of disadvantaged people, Public Service Careers provided refresher and advanced courses in clerical skills to approximately 400 State employees at a nominal cost to the employing agencies. These courses average 50 classroom hours each.

During the year, Public Service Careers developed a training course in basic supervision techniques for first-line supervisors. This course is specifically intended for Maine State Service and addresses relevant problems. Forty people participated in its first offering in the spring, and more offerings are scheduled for fiscal year 1976.

The program for fiscal year 1976 includes the placement of 40 disadvantaged people in State service, training 400 State employees in clerical skills and training 200 first-line supervisors in basic supervision.

In addition to their normal placement and training duties, the Public Service Careers staff provided assistance to the Department of Personnel as needed in such other areas as examination review, collective bargaining and fair labor standards.

Educational Leave Advisory Board

An Act to establish a Uniform Program for Educational Leave for State Employees was passed by the Legislature and subsequently approved June 13, 1973, by the Governor. Procedures were then established by the Board delineating the appropriate rules and regulations governing application for Educational Leave and the appropriate processing thereof.

All Educational Leaves in excess of one week which involve expenditure of State funds must be reviewed by the Board and approved if the candidate satisfies the criteria established in the Educational Leave Guidelines. Leaves in excess of twelve months not involving expenditure of State funds must also be approved by the Board. Leave for less than twelve months, with no expenditure of State funds, may be processed in accordance with Rule 11.14 of the Personnel Law and Rules governing Leaves of Absence.

During this fiscal year, forty-six applications for Educational Leave were approved by the Board. Of this number, fifteen were approved, involving no expenditure of State funds; twenty-two were approved with partial financial assistance, (either salary or tuition); and nine were approved authorizing payment of both salary and tuition. Periods of leave range from weeks to the maximum two full academic years. Type of study involved courses appropriate to both vocational and professional career advancement in State service. This is in consonance with the philosophy of the Educational Leave Act to encourage State employees to improve their skills, thereby providing more efficient and effective services to the public.

The Board encountered some difficulty in administration as a result of the loss of two members. The employee representative left State service on November 29, 1974; also, there was the brief period between the departure of the Commissioner of Education and Cultural Services and the appointment of a successor. However, a quorum was maintained, with the exception of this brief period, thereby processing Educational Leave Applications prudently and expeditiously.

The Board looks forward to continued effort in fiscal year 1976 in administering the Educational Leave Act to assure optimum utilization of this legislation to benefit all concerned.

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FINANCES, FISCAL YEAR 1975:

DETAIL

STATE PERSONNEL BOARD DEPARTMENT OF PERSONNEL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$334,425			\$5,000	\$339,425
Departmental Operations	327,197				327,197
Transfers	7,228				7,228
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	4,405				4,405
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	338,830			5,000	343,830

Monies received and deposited to the credit of the State					
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EXPENDITURES					
Total Personal Services	292,393				292,393
Wages & Salaries	265,888				265,888
Retirement	26,505				26,505
Total All Other	39,962			4,769	44,731
Contractual Services	31,287			4,769	36,056
Rents					
Computer Services	12,089				12,089
Commodities	8,675				8,675
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	3,862				3,862
Buildings & Improvements					
Equipment	3,862				3,862
Purchases of Land					
TOTAL EXPENDITURE	336,217			4,769	340,986

SUMMARY

Total Funds Available	338,830			5,000	343,830
Total Expenditure	336,217			4,769	340,986
NET	2,613			231	2,844
Unexpended Balance Forward	192				192
Unexpended Balance Lapsed	2,421			231	2,652

STATE EMPLOYEES APPEALS BOARD

RICHARD G. SAWYER, CHAIRMAN

Central Office: 10 Elm Street, Augusta 04333

Telephone: 622-3188

Established: 1967

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

Average Number of Full-time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$9,197

PURPOSE: The State Employees Appeals Board was established to resolve grievances of employees of Maine State Government with their departments and agencies. Its primary responsibilities are 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.

ORGANIZATION: The State Employees Appeals Board was established in 1967 as an impartial board of arbitration consisting 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 Appeals Board appoints a chairman from its members and employs such assistants as it may deem necessary.

PROGRAM: During fiscal year 1975, the State Employees Appeals Board increased its case load by 167% over the previous year. After collective bargaining is implemented, it is anticipated that its case load will increase by 400%.

In the past six 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 1975:

STATE EMPLOYEES APPEALS BOARD	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,200				\$9,200
Total Expenditure	9,197				9,197
NET	3				3
Unexpended Balance Forward					
Unexpended Balance Lapsed	3				3

BOARD OF TRUSTEES, MAINE STATE RETIREMENT SYSTEM

JOHN E. MENARIO, CHAIRMAN
WILLIAM G. BLODGETT, Executive Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-3461

Established: 1941

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

Average Number of Full-Time Employees: 34

Authorized Employee Level: 37

Total Expenditure, Fiscal Year 1975: \$544,205

Organizational Units:

Accounting Division
Group Life Insurance Division
Social Security Division

Retirement Claims Division
Actuarial Division
Medical Board

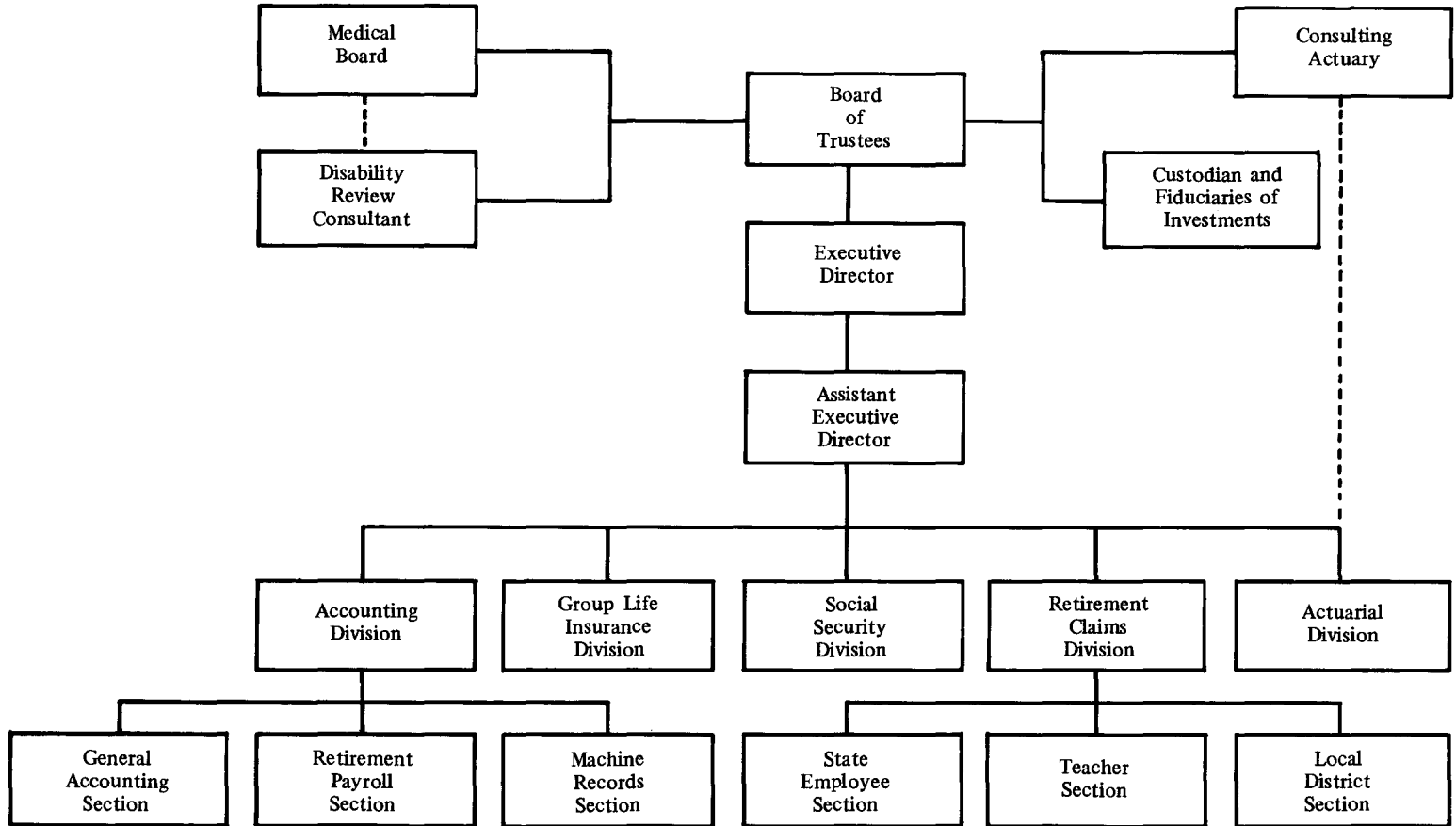
PURPOSE: The Board of Trustees, Maine State Retirement System, was established to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to operate the State's Group Life Insurance plan. The Board of Trustees 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.

ORGANIZATION: 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 were 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 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. Consultants are retained by the Board of Trustees for investment custody and management, and for the investigation of disability retirement benefits.

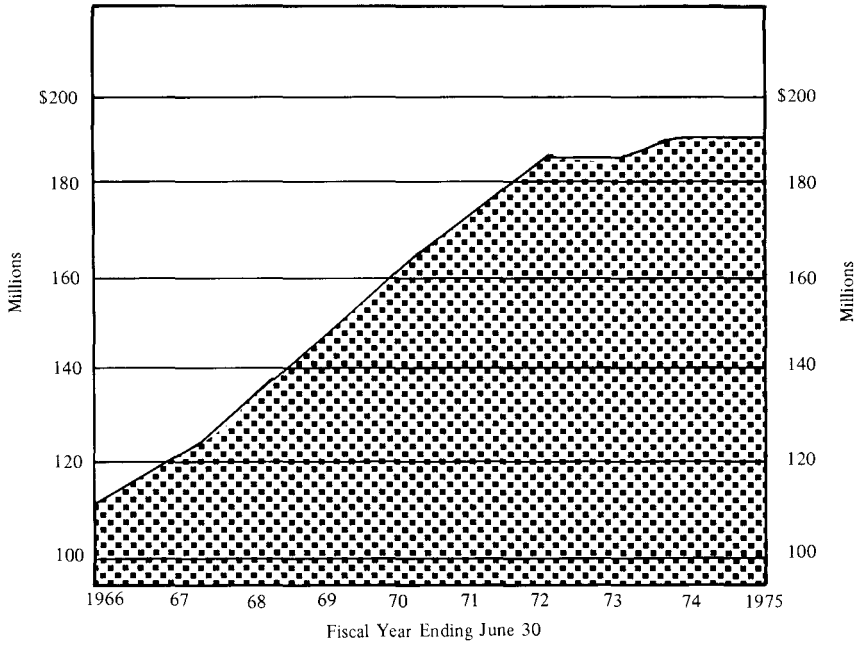
PROGRAM: During the fiscal year ending June 30, 1975, there were 1,069 retirement allowances processed under the Maine State Retirement System, as follows: State employees, 305; teachers, 513; local districts, 251. On the June 30, 1975, retirement allowance payroll, 12,070 individuals were paid retirement benefits (State employees, 4,471; teachers, 5,761; local districts, 1,838). Total amount of benefits paid on this payroll were \$3,776,451.54.

**ORGANIZATION CHART
MAINE STATE RETIREMENT SYSTEM**

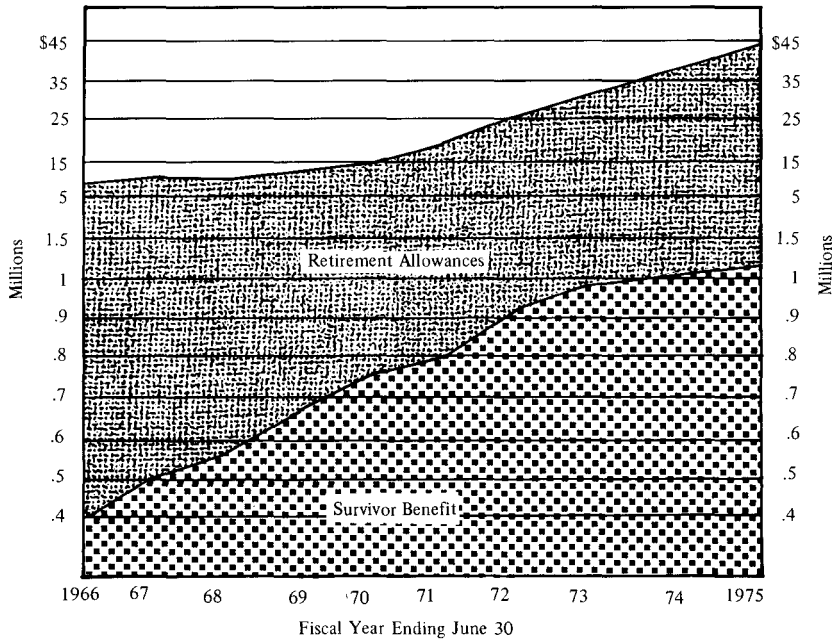


GENERAL GOVERNMENT

MAINE STATE RETIREMENT SYSTEM ASSETS OF FUND

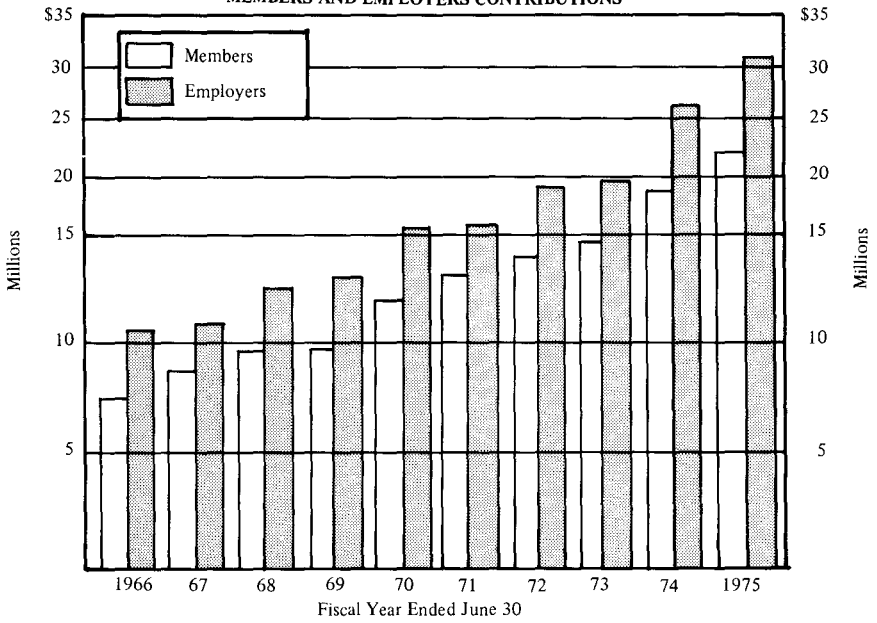


RETIREMENT AND SURVIVOR PAYMENTS

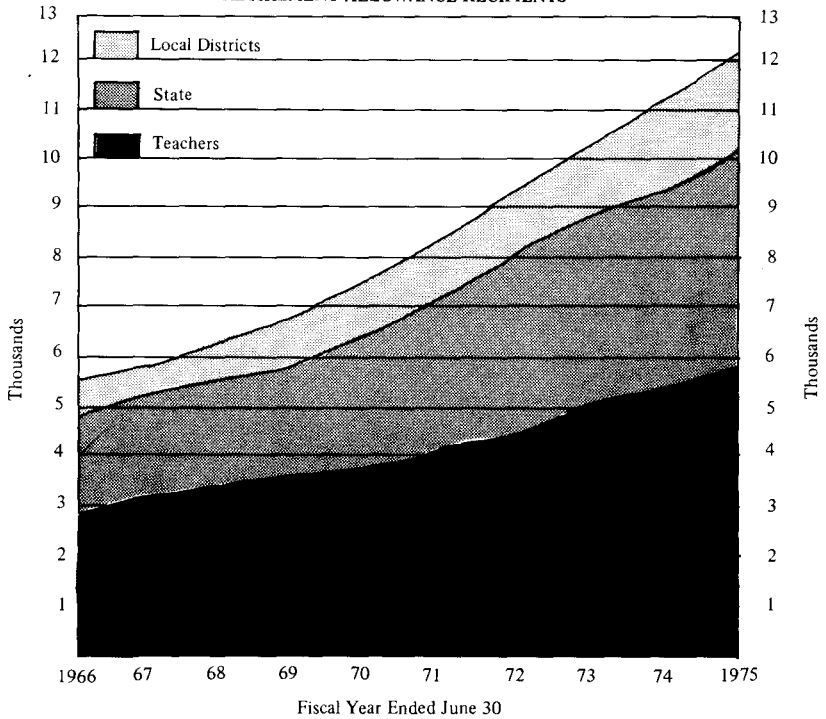


GENERAL GOVERNMENT

MAINE STATE RETIREMENT SYSTEM MEMBERS' AND EMPLOYERS CONTRIBUTIONS



RETIREMENT ALLOWANCE RECIPIENTS



GENERAL GOVERNMENT

Survivor benefit claims processed during the year totaled 37 (State employees, 22; teachers, 7; local districts, 8). As of June 30, 1975, there were 627 individuals paid on the survivor benefit payroll (State employees, 363; teachers, 143; local districts, 121).

Total reserves of the System as of June 30, 1975, were \$190,474,230.17, an increase of \$86,842.01 during the fiscal year. Contributions to the System by the State of Maine on account of State employees and teachers totaled \$25,123,515.01, of which \$12,365,095.00 was for teachers and \$12,758,420.01 was on account of State employees. Of the State contribution for State employees, \$739,163 was appropriated in addition to normal costs for those groups with special retirement plans, such as the State Police, Inland Fisheries and Game Wardens, Marine Resources Wardens, Forest Rangers, Prison Guards, and Liquor Inspectors.

Participating local districts made contributions of \$6,080,308.26 on behalf of their employees.

Members of the System contributed \$22,241,103.87 during the year, of which \$10,180,391.20 was contributed by teachers; \$7,973,553.02 was contributed by State employees; and \$4,087,159.65 was contributed by employees of local participating districts.

Retirement benefits paid during the year totaled \$44,817,112.17, including retirement allowance adjustment payments (cost-of-living) of \$9,802,983.18. These retirement benefits were paid to the following groups: State employees, \$14,965,339.42; teachers, \$25,242,469.65; participating districts, \$4,609,303.10.

Payments to retired persons increased \$6,815,823.36 as compared with the previous fiscal year, due in part to a 5½% cost-of-living increase granted to retired State employees, teachers and certain retired employees of participating districts, and in part to an increase in the number of retired persons.

Benefits paid during the year to survivors of deceased members totaled \$1,165,766.45.

In October of 1974, the Board of Trustees engaged Northeast Bank N.A. of Lewiston and Auburn to provide custodial services for the System's investments. Contracts are in effect for investment management services with three firms: Putnam Advisory Company, Inc. of Boston; Alliance Capital Management Corporation; and Massachusetts Financial Services, Inc. Investment performance measurement services and fiduciary advice is rendered to the Board by the Corporate Financial Services Division of Paine Webber Jackson & Curtis, Inc.

The time weighted rate of return on investments during the fiscal year ending June 30, 1975, was 11.9%, which compared with a return of -11.8% during the previous year. Following is a report from the firm of Paine Webber Jackson & Curtis, Inc. which provides data on performance measurement during the past three years.

MAINE STATE RETIREMENT SYSTEM INVESTMENT PERFORMANCE Time Weighted Rates of Return on a Fiscal Year Basis, Year Ending June 30

	1975	1974	1973	Annual Compound 6/30/72-6/30/75
Alliance Capital				
Equity	10.12%	-11.92%	0.29%	-0.92%
Fixed	11.47%	-5.71%	4.51%	3.18%
Total	10.65%	-9.78%	1.70%	0.50%
Putnam Advisory Co.				
Equity	19.61%	-13.85%	-8.09%	-1.79%
Fixed	9.96%	-1.00%	5.21%	4.62%
Total	16.47%	-10.00%	-3.89%	0.25%
S&P/Alliance/Putnam				
Equity	10.41%	-19.40%	-3.45%	-4.93%
Fixed	5.00%	-7.97%	4.18%	0.22%
Total	8.42%	-15.57%	-1.02%	-3.24%
Total Maine State	11.88%	-11.80%	-1.10%	-0.81%

GENERAL GOVERNMENT

S&P 500	16.10%	-14.53%	0.12%	-0.22%
S&P 425	14.67%	-13.80%	-0.09%	-0.42%
Dow Jones	15.49%	-6.26%	-0.75%	2.43%
NYSE Comp	18.80%	-15.17%	-4.87%	-1.39%
Treasury Bills	6.80%	7.83%	5.18%	6.60%
Moody's	3.17%	-4.87%	7.48%	1.80%
Salomon	14.97%	-7.25%	4.67%	3.73%
Wies. Max. Cap. G.	25.10%	-15.92%	-30.74%	-10.02%
Wies. Balanced	15.08%	-9.81%	-5.32%	-0.58%
Wies. G&CI	19.65%	-12.69%	-8.86%	-1.63%

The 107th Legislature enacted major legislation revising the Retirement System's administrative procedures and benefit programs which applied uniformly to all State employees and public school teachers in the System. Certain areas of this legislation apply to the participating districts under the System in a mandatory or optional respect. The following points are considered to be the major provisions of this legislation as enacted by Chapter 622, Public Laws of 1975:

Earnable compensation, in the form of sick leave, vacation, etc., would be limited to thirty days which could be included in the salary base in computing the retirement benefit. At the present time, there is no limit to the amount of paid vacation, sick leave, etc. that can be included in this computation (Effective July 1, 1978).

Vacation and sick leave time not compensated at point of retirement will be added to member's service in determining retirement benefit (Effective January 1, 1976).

All retirement benefits would be computed under an "average final compensation" (highest three years salary averaged) rather than current annual salary or final years earnings as at present for certain law enforcement and protective forces. Police and other law enforcement members would be granted time credit for service rendered after eligibility for retirement (Effective July 1, 1977).

A retired teacher would be named to the Board of Trustees by the Governor from a list of three retired teachers submitted by the Retired Teachers' Association, in lieu of one of the three public members presently appointed by the Governor (Effective January 1, 1976).

Participating local districts have been redefined to include an incorporated association of employees of a state or local district, or an incorporated association of such local district (Effective January 1, 1976).

The priority on distribution of assets in the event of the cessation of a participating local district as an employing unit has been spelled out; whereas the present statute does not address itself to this problem (Effective January 1, 1976).

The interest penalty on back contributions for any purpose has been strengthened to encourage faster paybacks and to discourage withdrawals from the System (Effective January 1, 1976).

Persons becoming members of the System after the effective date of this legislation would not be allowed to purchase credits for military service performed prior to employment or out-of-state service (Effective January 1, 1976).

Extensions of service for persons attaining age seventy would be subject to approval by the Governor and Council or Executive Body of the School System, as opposed to requiring Board of Trustee approval at the present time (Effective January 1, 1976).

Disability applications acted on by the Executive Director, and any member aggrieved by a decision may appeal to the Board of Trustees within thirty days (Effective July 1, 1977).

All disability retirement allowances would be based on two-thirds average final compensation, eligibility to start at date of employment, as opposed to a present benefit of two-thirds for occupational disability and one quarter pay, ten years of service required, for ordinary disability (Effective July 1, 1977).

All members would be entitled to protection under the Survivor Benefit Plan for spouse, children and parents upon employment, as opposed to the present requirement of eighteen months of service within the last forty-two month period before eligibility (Effective July 1, 1976).

Accidental death benefits for survivors are made uniform for all employees; whereas under the present law this was only available to survivors of members who were State Police, law enforcement officers of the Departments of Inland Fisheries and Game and Marine Resources (Effective July 1, 1976).

GENERAL GOVERNMENT

Members must be separated sixty days before eligibility for a refund of contributions, as compared to immediate eligibility at present (Effective January 1, 1976).

Numerous administrative changes were made which would place these responsibilities under the Executive Director; whereas the present law now places these responsibilities with the Board of Trustees. This legislation also would provide that a person aggrieved by a decision of the Executive Director could request a hearing before the Board of Trustees (Effective January 1, 1976 and July 1, 1977).

This legislation schedules a phase-in for the effective operation of different sections, taking into consideration the existence of numerous wage contracts which have been negotiated by local districts and teachers, the intent being to allow adequate time to renegotiate these contracts.

Chapter 622 further schedules the costs to phase-in in the 1976-1977 fiscal year, and which will result in 1) an added assessment to payrolls of .07% beginning July 1, 1976; and 2) an added assessment to payrolls of .42% beginning July 1, 1977. This would result in costs to the General Fund estimated at \$161,000 for the year ended June 30, 1977, and \$1,151,000 for the year ended June 30, 1978.

FINANCES, FISCAL YEAR 1975:

MAINE STATE RETIREMENT SYSTEM (Administration Only)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				*\$600,786	\$600,786
Total Expenditure				544,205	544,205
NET				56,581	56,581
Unexpended Balance Forward				56,581	56,581
Unexpended Balance Lapsed					

*Includes \$299,729 transferred from the General Fund and \$65,057 from Special Revenue Funds.

MAINE STATE RETIREMENT SYSTEM FINANCIAL HIGHLIGHTS

	1975	1974
Assets of the Fund at Year End	\$190,677,889	\$190,690,633
Earned Income on Investments	\$ 9,386,916	\$ 8,344,366
Year End Investments (Cost)	\$188,397,103	\$188,846,484
Year End Investments (Market)	\$193,791,992	\$170,627,572
Corporate Stock in Portfolio (Cost)	\$102,961,423	\$ 94,879,611
Percent of Portfolio	55%	50%
Bonds in Portfolio (Cost)	\$ 66,288,625	\$ 71,572,486
Percent of Portfolio	35%	38%
Mortgages in Portfolio (Cost)	\$ 11,793,055	\$ 13,104,386
Percent of Portfolio	6%	7%
Time Deposits in Portfolio (Cost)	\$ 7,354,000	\$ 9,290,000
Percent of Portfolio	4%	5%

Retirement Allowances paid — June, 1975	Value	Persons	Percent
State Employees	\$ 1,278,561.15	4,471	37.0%
Teachers	2,084,929.67	5,761	47.7%
Participating Local Districts	412,960.72	1,838	15.3%
Total	\$ 3,776,451.54	12,070	

Survivor Benefits paid — June, 1975	Value	Persons	Percent
State Employees	\$ 57,959.68	363	57.9%
Teachers	26,548.87	143	22.8%
Participating Local Districts	16,628.27	121	19.3%
Total	\$ 101,136.82	627	

GENERAL GOVERNMENT

MAINE STATE RETIREMENT SYSTEM
COMPARATIVE BALANCE SHEET

at June 30

ASSETS

	1975	1974	Increase or (Decrease)
Investments:			
Bonds (Note I)	\$ 66,288,625.14	\$ 71,572,486.94	\$ (5,283,861.80)
Stocks			
Common (Note II)	102,011,423.31	94,879,611.68	7,131,811.63
Preferred (Note II)	950,000.00	—	950,000.00
	<u>102,961,423.31</u>	<u>94,879,611.68</u>	<u>8,081,811.63</u>
Mortgages (Note III)	11,793,055.16	13,104,386.29	(1,311,331.13)
Cash — Time Deposits	7,354,000.00	9,290,000.00	(1,936,000.00)
Total Investments	<u>188,397,103.61</u>	<u>188,846,484.91</u>	<u>(449,381.30)</u>
Other Assets:			
Cash (Demand Deposit)	865,589.95	986,785.06	(121,195.11)
Cash (Fiduciary)	1,410,639.63	772,333.45	638,306.18
Emergency Refund Account	5,000.00	5,000.00	—
Accounts Receivable (Net)	(443.36)	80,030.53	(80,473.89)
Total Other Assets	<u>2,280,786.22</u>	<u>1,844,149.04</u>	<u>436,637.18</u>
Total Assets	<u>\$190,677,889.83</u>	<u>\$190,690,633.95</u>	<u>\$ (12,744.12)</u>

TRUST RESERVES AND LIABILITIES

Trust Reserves:			
Members Contribution Fund—Current	\$132,416,995.72	\$115,109,699.45	\$ 17,307,296.27
Members Contribution Fund—Prior	816,913.68	1,047,853.92	(230,940.24)
Retirement Allowance Fund	80,415,212.96	84,321,665.88	(3,906,452.92)
Survivor Benefit Fund	5,428,003.98	4,526,448.45	901,555.53
Retirement Allowance Adj. Fund	(1,779,009.74)	(1,037,805.13)	(741,204.61)
Reserve Against Future Losses (Net Loss)	<u>(26,823,886.43)</u>	<u>(13,580,474.41)</u>	<u>(13,243,412.02)</u>
Total Trust Reserves	<u>190,474,230.17</u>	<u>190,387,388.16</u>	<u>86,842.01</u>
Liabilities:			
Accounts Payable	147,010.57	231,103.91	(84,093.34)
Reserve for Expenditures	56,581.86	72,135.38	(15,553.52)
Blue Cross & Blue Shield	—	6.50	(6.50)
Due to other Funds	<u>67.23</u>	<u>—</u>	<u>67.23</u>
Total Liabilities	<u>203,659.66</u>	<u>303,245.79</u>	<u>(99,586.13)</u>
Total Trust Reserves and Liabilities	<u>\$190,677,889.83</u>	<u>\$190,690,633.95</u>	<u>\$ (12,744.12)</u>

Note I: Cost less ratable amortization

Note II: Cost

Note III: Cost less principal received and 1/15 discount

Book Value of Investments per Northeast Bank of Lewiston & Auburn, Maine	\$189,551,411.11
DEDUCT:	
Amortization of bond premiums	3,199.23
Trade-date Items not Settled	<u>1,151,108.27</u>
Book Value of Investments per Maine State Retirement System	<u>\$188,397,103.61</u>

GENERAL GOVERNMENT

Market Value of Securities, June 30, 1975

	Putnam	Alliance	Northeast Bank	Total
Bonds	\$39,299,438.55	\$20,278,898.75	\$ 5,206,000.00	\$ 64,784,337.30
Stocks—Common	40,432,225.00	68,411,250.12	—	108,843,475.12
Stocks—Preferred	1,017,125.00	—	—	1,017,125.00
Mortgages	—	—	*11,793,055.16	11,793,055.16
Cash—Time Deposits	—	4,450,000.00	2,904,000.00	7,354,000.00
Total	<u>\$80,748,788.55</u>	<u>\$93,140,148.87</u>	<u>\$19,903,055.16</u>	<u>\$193,791,992.58</u>

*Book Value — Market Value not Available/Custodial Service Only

BOARD OF TRUSTEES, ACCIDENT AND SICKNESS OR HEALTH INSURANCE PROGRAM

COLBURN W. JACKSON, CHAIRMAN

Central Office: c/o Department of Health and Welfare, Augusta 04333 *Telephone:* 289-2886

Established: 1968

Statutory Authority: M.R.S.A., Title 5, Chapter 13 (Subchapter II)

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$62

PURPOSE: 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.

ORGANIZATION: 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 1975, 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 and Blue Shield and the Union Mutual Insurance Co. 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, and investigated and considered ways and means to improve present coverage. The Program was expanded to provide coverage for spouses of deceased active employees. Consideration also has been given to engage a full-time employee to handle day-to-day responsibilities of the Program. The Board of Trustees did receive funds in the form of a dividend which had accumulated under the Major Medical portion of the coverage.

FINANCES, FISCAL YEAR 1975:

TRUSTEES, ACCIDENT AND SICKNESS OR HEALTH INSURANCE PROGRAM	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$28,894	\$28,894
Total Expenditure				62	62
NET				28,832	28,832
Unexpended Balance Forward				28,832	28,832
Unexpended Balance Lapsed					

MUNICIPAL VALUATION APPEALS BOARD

RAYNOR I. CROSMAN, CHAIRMAN

Central Office: Vickery-Hill Building, Chapel Street, Augusta 04333

Telephone: 289-2615

Established: 1969

Statutory Authority: M.R.S.A., Title 36, Chapter 101 (Subchapter III)

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$15,603

PURPOSE: 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 a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it.

ORGANIZATION: 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 of inter-related activities. 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 Taxation. Alternate years are designated as a time for review, study and planning for future hearings, and the activities of fiscal years 1974 and 1976 are, therefore, relative to the hearings of 1974. Fiscal year 1975 was largely dominated by the 1974 appeals hearings, with the balance of meetings used for the study of new legislation affecting the Board, and for conducting current business.

The Board provided hearings for thirty-four municipalities in 1974. 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 thirty-four municipalities heard, the Board voted to alter the valuation of eleven. As an added service in 1974, the Board traveled to Washington County to conduct hearings in that area, and to York County to view, first-hand, some of the geographic and economic problems cited in requests for appeals hearings.

With changes made by the 1975 Maine Legislature, the process of a valuation appeals hearing is as follows:

1. The town's notice of appeal must be received by the Board within forty-five days after notification of State valuation. The appeal must be in writing and signed by a majority of the municipal officers.

2. A hearing date is set; the Bureau of 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 Taxation, and members of the Board. Others, 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 Taxation may also bring one.

4. The town presents its case informally, and the State explains the reasons for the valuation, with the burden of proof on the State. Finally, the Board questions both the town and

GENERAL GOVERNMENT

State representatives and takes the case under advisement. If attorneys are present, they may or may not take an active part in the hearing.

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 industries, deterioration of buildings); 2) agricultural reverses (crop failures, spruce budworm devastation); 3) shoreline inconsistencies (high valuation on sometimes inaccessible property); and 4) poor local assessment (lack of trained assessors, need for revaluation).

Several meetings in fiscal year 1975 included representatives from the Bureau of Property Taxation for the purpose of keeping the Board informed of various aspects of State valuation and for discussion of new legislation relating to both State valuation and duties of the Board.

Because new legislation has transferred the burden of proof from the municipalities to the State and extended the period for filing notice of appeal, a substantial increase in the number of requests for hearings in 1976 is expected by the Board. Among factors which will be studied by the Board in anticipation of the 1976 hearings are various environmental problems which are having an increasing effect on municipal assessments.

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 1974 hearings year (1975 fiscal) were \$15,603.

Board members are available to discuss with 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 1975:

MUNICIPAL VALUATION APPEALS BOARD	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$18,702				\$18,702
Total Expenditure	15,603				15,603
NET	3,099				3,099
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,099				3,099

GENERAL GOVERNMENT

MAINE MUNICIPAL BOND BANK

LUCIEN GOSSELIN, CHAIRMAN

HENRY G. BOUCHARD, Executive Director

Central Office: Local Government Center, Community Drive,
Augusta 04330

Telephone: 622-9386

Established: 1972

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

Average Number of Full-Time Employees: 2

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$148,036

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor 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 Maine Municipal Bond Bank had two bond offerings during the fiscal year, one in October of 1974, rated Aa by Moody's and AA by Standard & Poor, for \$9,70,000 that helped ten local governmental units finance capital projects; and another issue in March of 1975 for \$13,700,000 that helped fifteen local governmental units finance their capital projects.

In addition, the Bond Bank assists such units, especially the smaller units, with their long-range financial plans and debt management problems.

FINANCES, FISCAL YEAR 1975:

MAINE MUNICIPAL BOND BANK	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$180,122	\$180,122
Total Expenditure				* 148,036	148,036
NET				32,086	32,086
Unexpended Balance Forward				32,086	32,086
Unexpended Balance Lapsed					

GENERAL GOVERNMENT

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

ROBERT STOLT, Assistant Attorney General

Central Office: c/o Department of the Attorney General,
State Capitol, Augusta 04333

Telephone: 289-3661

Established: 1971

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$427

PURPOSE: The Interstate Boundary Commission was established 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. The Commission is authorized to establish principles respecting the location of such 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.

ORGANIZATION: 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 were unable to reach agreement with the commissioners appointed by the State of New Hampshire. The Maine commissioners were reappointed for four year terms effective October 1, 1974.

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.

Retired United States Supreme Court Justice Tom Clark was appointed Master to study and report on the litigation to the full bench of the Court. His recommendations are being currently studied by the Interstate Boundary Commission and the Department of the Attorney General to determine if the boundary line proposed therein properly protects the interests of the State of Maine.

FINANCES, FISCAL YEAR 1975:

INTERSTATE BOUNDARY COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,289				\$7,289
Total Expenditure	427				427
NET	6,862				6,862
Unexpended Balance Forward	6,862				6,862
Unexpended Balance Lapsed					

STATE LOTTERY COMMISSION

PETER J. GORMAN, CHAIRMAN

GEORGE ORESTIS, Director of State Lotteries

Central Office: 11 Parkwood Drive, Augusta 04333

Telephone: 289-2081

Established: 1973

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

Average Number of Full-Time Employees: 38

Authorized Employee Level: 57

Total Expenditure, Fiscal Year 1975: \$1,113,565

Organizational Units:

Administration Division

Financial Division

Marketing Division

Production Division

Claim and Licensing Division

Ticket Accounting Division

Subscription Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State Government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes 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.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor 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: The State Lottery Commission in June, 1975, contracted with Scientific Games, Inc. of Atlanta, Georgia, to purchase two so-called Instant Games: "Great Outdoors" and "Big Double" With the assistance of the staff of the Central Computer Services, the Commission's current advertising agency, Chellis, Conwell, Gale & Poole, Inc. of Portland, Maine, and members of the Lottery staff, a new basic game called "Downeast Sweepstakes" was created, involving a 50c ticket. With the addition of one full-time Programmer-Analyst, the use of personnel resources from Central Computer Services and the Lottery staff, the Commission has been able to create its own games and programs, thus eliminating the need of outside consultants and thereby saving the State of Maine approximately \$190,000 annually. At the present time, the Lottery staff is in the process of implementing a subscription game which will go into effect for the drawing of October 2, 1975.

GENERAL GOVERNMENT

FINANCES, FISCAL YEAR 1975:

DETAIL

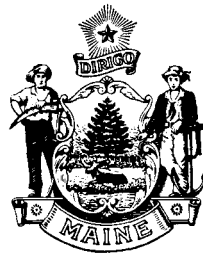
STATE LOTTERY COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation				\$1,154,250	\$1,154,250
Departmental Operations				1,154,250	1,154,250
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward				160,434	160,434
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE				1,314,684	1,314,684
Monies received and deposited to the credit of the State				5,239,773	5,239,773
EXPENDITURES					
Total Personal Services				346,466	346,466
Wages & Salaries				317,116	317,116
Retirement				29,350	29,350
Total All Other				767,099	767,099
Contractual Services				437,341	437,341
Rents				32,534	32,534
Computer Services				62,426	62,426
Commodities					
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other				234,798	234,798
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURE				1,113,565	1,113,565
SUMMARY					
Total Funds Available				1,314,684	1,314,684
Total Expenditure				1,113,565	1,113,565
NET				201,119	201,119
Unexpended Balance Forward				132,316	132,316
Unexpended Balance Lapsed				68,803	68,803

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



DEPARTMENT OF AGRICULTURE

MAYNARD C. DOLLOFF, COMMISSIONER

PAUL J. EASTMAN, Deputy Commissioner

Central Office: State Office Building, Augusta 04333

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: 307

Authorized Employee Level: 351

Total Expenditure, Fiscal Year 1975: \$6,359,307

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

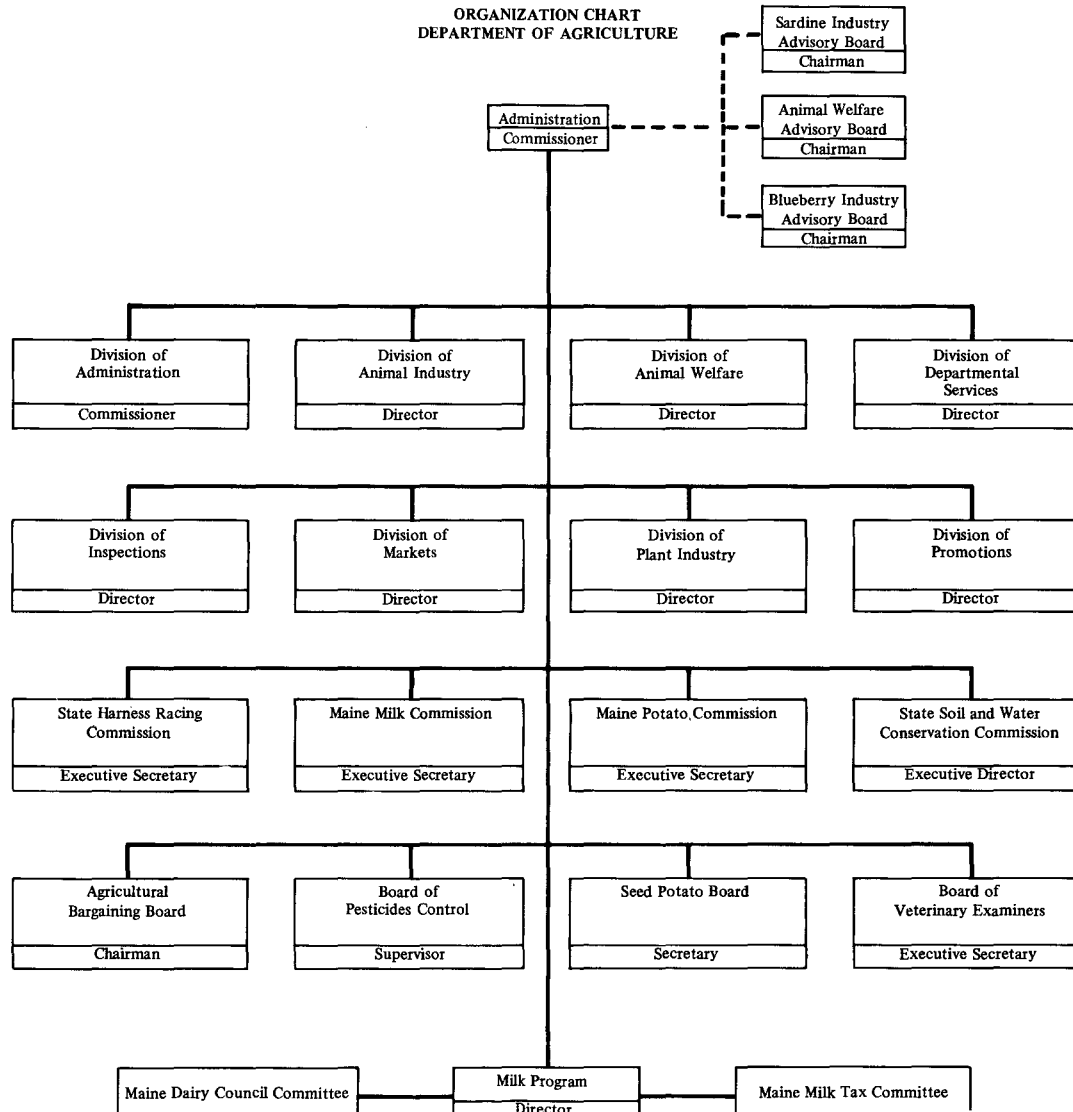
PURPOSE: The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the 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.

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.

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

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years

ORGANIZATION CHART
DEPARTMENT OF AGRICULTURE



ECONOMIC DEVELOPMENT

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 ten years old. The Milk Control Commission (now Maine Milk Commission) was created in 1935, the State Racing Commission (now State Harness Racing Commission) in 1935, Potato Tax Committee (now Maine Potato Commission) in 1941, Soil Conservation Committee and Districts (now State Soil and Water Conservation Commission) in 1941, Seed Potato Board in 1945, Maine Milk Advisory Committee (now Maine Dairy Council Committee) 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 Agricultural Bargaining Board was established in 1973. The above named boards, commissions and committees were placed under the Department by State Government reorganization Acts of 1972-1974.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF AGRICULTURE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,864,941	\$ 4,500	\$ 100	\$	\$1,869,541
Departmental Operations	1,843,109				1,843,109
Transfers	21,832	4,500	100		26,432
Federal Grants			76,835		76,835
County & Municipal					
Private Contributions		2,500		22,500	25,000
Sales		15,979		252,765	268,744
Services & Fees		2,579,137	752,706	37,495	3,369,338
Other		546,720		235,531	782,251
Unexpended Balance Brought Forward	41,145	1,042,291	46,982	314,621	1,445,039
Adjustment of Balance Brought Forward	(5,189)	2,226		2,932	(31)
TOTAL FUNDS AVAILABLE	1,900,897	4,193,353	876,623	865,844	7,836,717

Monies received and deposited to the credit of the State	1,104,449				1,104,449
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EXPENDITURES					
Total Personal Services	1,114,944	1,465,346	731,168	163,600	3,475,058
Wages & Salaries	1,016,801	1,337,350	664,700	148,744	3,167,595
Retirement	98,143	127,996	66,468	14,856	307,463
Total All Other	749,155	1,569,031	55,442	393,349	2,766,977
Contractual Services	588,858	808,483	55,207	92,501	1,545,049
Rents	38	13,142	306	688	14,174
Computer Services	1,125	1,670			2,795
Commodities	60,128	86,271	235	56,547	203,181
Grants, Subsidies, Pensions	100,168	663,577		29,338	793,083
Transfers to Other Funds		10,700		100	10,800
Other	1			214,863	214,864
Total Capital Expenditures	17,948	39,557	13,221	46,546	117,272
Buildings & Improvements	(151)			7,364	7,213
Equipment	18,099	39,557	13,221	39,182	110,059
Purchases of Land					
TOTAL EXPENDITURE	1,882,047	3,073,934	799,831	603,495	6,359,307

SUMMARY

Total Funds Available	1,900,897	4,193,353	876,623	865,844	7,836,717
Total Expenditure	1,882,047	3,073,934	799,831	603,495	6,359,307
NET	18,850	1,119,419	76,792	262,349	1,477,410
Unexpended Balance Forward	14,562	1,119,419	76,792	262,349	1,473,122
Unexpended Balance Lapsed	4,288				4,288

ECONOMIC DEVELOPMENT

PROGRAM: The work of the Department of Agriculture embraces eight divisions and more than a dozen agricultural agencies. As a consequence, its activities are often wide-ranging. Of particular importance during the 1974-1975 fiscal year were the continuing development of a State Plan for the training and certification of pesticide applicators (under a \$60,000 federal grant), completion of a full-time Animal Welfare staff, employment of a plant pathologist to work on the problem of leaf-roll plaguing seed potato growers, and expansion of the State's new colt stake racing program.

Much of the Department's responsibility is regulatory and consumer protection in nature. There was particular emphasis during the year on brucellosis control, with all cattle imported into the State required to test negative. The registration of economic poisons, fertilizer, seeds and animal feed included more than 5,500 products. The inspection of food processing plants and farm commodity shipments, as well as Branding Law enforcement, were the Department's major activities in insuring the public pure and properly graded products. Animal Welfare officials investigated 1,126 cruelty to animals complaints.

In the area of promotion, the Maine Potato Commission's advertising program concentrated on six major out-of-state markets. The milk message was carried to millions through radio, TV, newspapers and billboards, and all Maine farm products were highlighted through such other means as the Maine Maritime Academy ship, "State of Maine", the Eastern States Exposition, the State Agricultural Trades Show, local fairs and commodity festivals.

Service functions included nutrition education for school teachers (780 during the fiscal year), research grants for potatoes and blueberries, assistance in the development of conservation plans for Maine farms, and the market news service.

DIVISION OF ADMINISTRATION MAYNARD C. DOLLOFF, COMMISSIONER

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

ORGANIZATION: 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 administration of the Department of Agriculture completed the reorganization of fiscal and budgetary functions under the Division of Departmental Services.

FINANCES, FISCAL YEAR 1975:

Division of Administration	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$60,362	\$7,542	\$4,694	\$249,546	\$322,144
Total Expenditures	48,226	631	3,559	221,195	273,611
NET	12,136	6,911	1,135	28,351	48,533
Unexpended Balance Forward	12,024	6,911	1,135	28,351	48,421
Unexpended Balance Lapsed	112				112

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

ECONOMIC DEVELOPMENT

DIVISION OF DEPARTMENTAL SERVICES

MAYNARD C. DOLLOFF, COMMISSIONER

PURPOSE: The Division of Departmental Services provides services of management and budget, personnel services, information services and research. Its primary responsibilities 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.

ORGANIZATION: The Division of Departmental Services, established in 1973, is in the process of drawing together into one structure the activities indicated above. A section on management and budget (including personnel) was effectively organized during the fiscal year. Sections on motion picture services, publicity and research have been in operation for many years.

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. An accountant was employed and personnel from various other divisions were reassigned to the new division to "fill out" the section on management and budget. A departmental personnel unit was also established for the first time.

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, Maine Farm Days, Agriculture Trades Show, the Eastern States Exposition and poultry industry promotion.

During the year, films produced and distributed by the Motion Picture Service were shown more than 9,600 times in schools and 1,260 times as public service broadcasts on TV stations. The Department's own film library consists of fifteen agriculturally oriented motion pictures, and a new film, "Maine's Better Seed", was produced during the past year. Production was also started on a new film with the theme of "Weights and Measures", illustrating the Department's extensive work in this area. In addition, the service inspected and repaired 1,817 films for other State agencies.

The Research Section, as an adjunct to its ongoing work of monitoring and compiling statistics on agriculture and answering inquiries, was involved in legislative coordination, collective bargaining, animal welfare administration, State employee training, 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.

FINANCES, FISCAL YEAR 1975:

Division of Departmental Services	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$171,861	\$7,113			\$178,974
Total Expenditures	169,416	4,287			173,703
NET	2,445	2,826			5,271
Unexpended Balance Forward	2,445	2,826			5,271
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

PURPOSE: The Division of Animal Industry was established to protect the public from sick, injured, stray or dangerous domestic animals by providing the professional and technical

ECONOMIC DEVELOPMENT

direction necessary to safeguard animal health, prohibit the spread of disease, and control stray or abandoned animals within the State.

The Division's primary responsibilities 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.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of 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:

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All cattle imported from Canada will be tested for Brucellosis at the port of entry. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

Maine Production and Pullet Test. Production tests at the Monmouth Farm are run annually so that information may be obtained for the poultry industry on production, egg size, feed efficiency, mortality and disease, and to evaluate vaccine effectiveness. Currently, the purpose is to restrict light-days to determine if the production of eggs is curtailed. This is done on two different strains of birds in different size cages. Results will determine feed cost, production cost, overall profit evaluation, and an energy saving due to restricting light-days.

Dog License Administration. This Division provides each of the State's 498 municipal clerks with licenses and tags to license the more than 92,731 dogs and 1,073 kennels in the State. Supervision of payments of livestock and poultry damage claims, payments of dog boarding claims and providing the technical direction necessary to carry out rules and regulations relating to pet shops and shelters are a part of the Department's statutory responsibilities in addition to the promotion of animal husbandry within the State.

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 agricultural fairs receiving monies from stipend funds and facilities improvements funds.

FINANCES, FISCAL YEAR 1975:

Division of Animal Industry	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$422,742	\$52,387	\$27,563		\$502,692
Total Expenditures	422,742	31,935	17,186		471,863
NET	0	20,452	10,377		30,829
Unexpended Balance Forward		20,452	10,377		30,829
Unexpended Balance Lapsed					

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

ECONOMIC DEVELOPMENT

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

PURPOSE: The Division of Animal Welfare was established 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. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an Animal Welfare Advisory Board.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State. The twenty-seven 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. The complete staff was brought up to strength in fiscal year 1975.

PROGRAM: During fiscal year 1975, a Director and two District Agents were appointed to complete the filling of four full-time positions in the Division of Animal Welfare. A training program was established which included courses for the District Agents at the Maine Criminal Justice Academy. In addition, the Division held a series of one-day training sessions for the part-time Humane Agents. New report procedures were initiated and three administrative districts were established.

The Division cooperated with the Maine Federation of Humane Societies by serving as a member of the Humane Education Committee, by speaking to various animal related societies and clubs and by testifying before legislative committees on various bills involving animal welfare.

The staff investigated a total of 1,126 complaints of cruelty to animals or other related violations during fiscal year 1975, including 12 which involved court action. The amount expended for wages totaled \$42,913 and for travel, professional fees, supplies, etc., \$20,537.

Immediate goals include 1) the development of a manual of regulations and guidelines for agents, 2) the study of the pattern of violations and the areas of heaviest demand in order to more effectively locate the part-time agents, and 3) the securing of necessary legislation to facilitate emergency seizure of animals and to require licensing of all business enterprises which involve animals.

FINANCES, FISCAL YEAR 1975:

Division of Animal Welfare	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$63,450				\$63,450
Total Expenditure	63,450				63,450
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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

ECONOMIC DEVELOPMENT

DIVISION OF PLANT INDUSTRY

PAUL J. EASTMAN, DIRECTOR

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities 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.

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

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

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. Sixty thousand acres of potatoes were inspected in the field, and about 2,400,000 cwt's of seed potatoes were inspected prior to shipment in fiscal 1974-75.

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 were 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.

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

FINANCES, FISCAL YEAR 1975:

Division of Plant Industry	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$81,292	\$536,964			\$618,256
Total Expenditure	81,292	322,527			403,819
NET	0	214,437			214,437
Unexpended Balance Forward		214,437			214,437
Unexpended Balance Lapsed					

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

DIVISION OF INSPECTIONS

CLAYTON F. DAVIS, DIRECTOR

PURPOSE: The Division of Inspections was established 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. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other

ECONOMIC DEVELOPMENT

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 Measures.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State Government reorganization legislation.

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. The Board is composed of seven practical sardine packers appointed by the Commissioner for terms of three years, and meets with the Commissioner at regular intervals.

PROGRAM:

Weights and Measures. The Division of Inspection'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 its 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.

Two new activities were added by the 107th Legislature: (1) to establish uniform standards for the measurement of wood, and (2) verification of radar guns used by the State and local police to monitor excessive speeding.

Economic Poisons. A new law was passed by the 107th Legislature to be known as the Pesticide Control Act of 1975, and the term "economic poison" will now be defined as "pesticide." This law change was to update the Division's authority in line with federal Environmental Protection Agency (EPA) requirements for submitting a State Plan. The new law will become effective for the 1976 pesticide registration period. Barring possible extension of time, the scheduled implementation of the State Plan, including the certification of applicators, is October, 1976. Over 3,000 products are currently registered for distribution in the State by 371 companies.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and misbranding of products being distributed in the State. For 1975, 240 companies registered 1,889 products, with 1,480 samples submitted for laboratory analysis.

Fertilizer Program. This program involves control of the sale and distribution of plant food products. A registration and sampling program is maintained. For 1975, 107 companies registered 636 products, with 334 samples taken for analysis.

Seed Program. This is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis. For 1975, 261 samples were drawn for analysis.

Meat Inspection. In 1974, 47,077,649 pounds of meat product were processed or handled under inspection. Included were 4,837 animals slaughtered. Condemnations included 8 carcasses, 3 parts, 258 livers and 2,583 pounds of processed meats.

Milk Inspection. The milk inspection program is being carried on substantially the same as in the past. More dairies are now included on the Inter-state Milk Shippers list in order to sell their surplus milk.

Sardine Industry. The sardine industry ended its 1974 season with sixteen plants in operation and with a fairly good pack. Sales were slow through the winter so the start of the 1975 season found most factories with a large inventory on hand. At the beginning of the 1975 season, the B. H. Wilson sardine factory decided to close its doors because of the many requirements of the Environmental Protection Agency and other State and federal agencies that they found too expensive to be feasible to their operation. Six factories installed fish steak machines in order to pack large herring. Three factories are packing fish snacks and one factory is doing some experimenting with quick frozen herring to see if this process would be practical to pack during the slack season. The 1975 season started out slow, with most of the

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fish coming in from Canada, Rhode Island and Gloucester, Mass. The factories will be holding a large inventory again at the end of this calendar year.

The year 1976 will depend largely on how strict the Environmental Protection Agency will be in regard to the drainage of the plants' waste water back into the ocean. Too strict regulations could mean the demise of more sardine factories.

General Food Inspections. This past year the inspection program increased due to the fact that the Division is better organized, enabling inspectors to find stores that had not been inspected before or haven't seen an inspection for several years.

FINANCES, FISCAL YEAR 1975:

Division of Inspections	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$500,389	\$463,379	\$794,791	\$6,009	\$1,764,568
Total Expenditure	500,389	315,257	741,785	5,032	1,562,463
NET	0	148,122	53,006	977	202,105
Unexpended Balance Forward		148,122	53,006	977	202,105
Unexpended Balance Lapsed					

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

DIVISION OF MARKETS

CARL H. WATTS, DIRECTOR

PURPOSE: The Division of Markets was established 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. Its primary responsibilities 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.

ORGANIZATION: 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 forty-three 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 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 also is responsible for the inspection of apples which is carried out in much the same manner.

Poultry and Egg Grading. The Division has forty-three regular graders on the poultry and egg program plus five 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

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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. Seven men 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.

Bean and Pea Inspection. The Division uses one man on bean inspection at South Paris and four men on peas in Caribou during the processing season.

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

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 1975:

Division of Markets	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$194,642	\$1,502,325			\$1,696,967
Total Expenditure	194,642	1,092,566			1,287,208
NET	0	409,759			409,759
Unexpended Balance Forward		409,759			409,759
Unexpended Balance Lapsed					

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

DIVISION OF PROMOTIONS

WILLIAM P. CHARRON, DIRECTOR

PURPOSE: The Division of Promotions was established to provide general assistance to Maine agriculture in the promotion and marketing of the State's agricultural products and resources. Its primary responsibilities 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 agriculture-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 Eastern United States Agricultural Food and Export Council, Inc., with headquarters at the World Trade Center, New York City.

ORGANIZATION: 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.

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Responsibility for operation of the State of Maine Building at the Eastern States Exposition was transferred from the former Department of Commerce and Industry to the Department of Agriculture 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 during summer growing months, monthly apple storage reports of stock on hand, annual blueberry pack report, and daily price information to the news media on all commodities for the consumers. It cooperates with the U.S. Department of Agriculture (USDA) in funding the Market News Office in Presque Isle which issues the daily potato bulletin during the potato shipping season. It also cooperates with the USDA's New England Crop Reporting Service in Boston, which provides statistics pertaining to Maine agriculture.

The Division is active in providing Maine firms with leads and promotional work in exporting to foreign and international trade. Part of this promotional work is providing an all Maine products exhibit aboard the Maine Maritime Academy ship, "State of Maine," for its cruises into foreign ports; providing exhibits featuring all major Maine agricultural products at the Eastern States Exposition in West Springfield, Massachusetts; and participating with the Maine Broiler Industry with an exhibit and displaying Maine broilers during the New England Chicken Cooking Contest in Burlington, Massachusetts, in May, 1975. The Division is also responsible for coordinating the Maine Agricultural Trades Show held annually at the Augusta Civic Center, which has developed into the largest trades show held at this Center.

Promotional activities for Maine products has been on a limited basis due to lack of funds. The potato industry taxes itself, raises funds and conducts its own promotional and advertising programs. The broiler industry this year provided some funds to promote the industry during the New England Chicken Cooking Contest. At times, other industries such as the apple, blueberry and egg producers have discussed the possibility of designing similar programs to provide funds for the Division to promote their products. Promotional programs have been conducted in the past for various commodities, with results being beneficial to Maine processors and producers. To achieve these results, this work must be of a flexible nature to perform the public relations and publicity necessary for successful programs.

Hopefully, promotional services will expand in the future for the benefit of all Maine agricultural industries.

FINANCES, FISCAL YEAR 1975:

Division of Promotions	General Fund*	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$144,458	\$394,368			\$538,826
Total Expenditure	144,458	292,777			437,235
NET	0	101,591			101,591
Unexpended Balance Forward		101,591			101,591
Unexpended Balance Lapsed					

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

MAINE MILK COMMISSION

ANDRE G. CHABOT, CHAIRMAN

WALTER B. STEELE, JR., Executive Secretary

Central Office: 236 State Street, Augusta 04333

Telephone: 289-3741

Established: 1935

Statutory Authority: M.R.S.A., Title 7, Chapter 603

Average Number of Full-Time Employees: 5

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$77,787

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure

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and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: 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. 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: Unlike the previous fiscal year during which events required the Maine Milk Commission to announce unprecedented price increases for milk, the current year saw prices remain relatively stable at both the production and distribution levels. This had the positive affect of tempering consumer resistance to the purchase of their normal supply of dairy products, and milk sales have returned to near normal levels.

Efforts were expended by the Commission to comply with the recommendations of the Legislature through the amendments that were adopted at the Special Session. The practice of establishing prices by means of a mathematical formula was eliminated and, as a result, some six statewide public hearings were held during the fiscal year. In addition to evidence relating to the costs and returns in milk production and distribution, the Commission requested that testimony be given at the hearings on the cost relationship between types and sizes of containers. Prior to being given that power by the Legislature, the statutes did not permit the Commission to differentiate in the price of milk sold in paper and plastic containers. A paper-plastic price differential was established in favor of the lower priced paper and was immediately appealed. The Court has issued a temporary restraining order, and presently the Commission cannot enforce that portion of the price schedule.

In its continuing effort to up-date cost data as relates to milk processing and distribution, the Commission has again enlisted the aid of the Department of Agricultural and Resource Economics at the University of Maine. Only the preliminary preparations for conducting the cost study were made since the Legislature has defined certain criteria which may be used in future price determinations. Additionally, the composition of the Commission has been changed to an all consumer membership, and the study will be made under the direction of the new members.

Of fiscal note is the fact that the cost of the public hearings held during the year drained the Commission's small reserve of funds. A bill was enacted at the Regular Session of the 107th Legislature to increase the hundredweight fee assessment on the milk industry, and additional funds of some \$34,500 will be generated.

Commission plans again call for an updating of dealer cost studies; however, future studies must be somewhat more sophisticated than those in the past to enable the Commission to determine the lowest prices at which milk can be processed and distributed in Maine — that being one of the requirements set forth by the Legislature.

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FINANCES, FISCAL YEAR 1975:

Maine Milk Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$80,206			\$80,206
Total Expenditure		77,787			77,787
NET		2,419			2,419
Unexpended Balance Forward		2,419			2,419
Unexpended Balance lapsed					

MAINE DAIRY COUNCIL COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: Agriculture Building, Cony Road, Augusta 04333 *Telephone:* 289-3621

Established: 1949 *Statutory Authority:* M.R.S.A., Title 7, §§ 2957-2958

Average Number of Full-Time Employees: 4 *Authorized Employee Level:* N.A.

Total Expenditure, Fiscal Year 1975: \$90,639

PURPOSE: The Maine Dairy Council Committee was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Committee's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. 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 to determine the lowest prices at which milk can be processed and distributed in Maine — that being one of the requirements set forth by the Legislature.

ORGANIZATION: 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.

PROGRAM: The Maine Dairy Council Committee is concerned with statewide nutrition education in food selection and use. It is now training teachers through a series of workshops designed to make nutrition a very exciting subject. These workshops involve teachers of kindergarten through sixth grade. The minimum amount of teacher training is set at four hours, with a limit of twenty participants per staff nutritionist.

During the sessions, Committee 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 Committee teaching tools, into learning experiences. Teachers are then able to incorporate nutrition into lessons, such as science or social studies. Through these creative classroom activities, the students learn how to choose and eat balanced meals each day.

At the present time, Committee nutritionists are teaching specific units to Maine teachers. There is a "Little Ideas" workshop for early childhood, plus a "Big Ideas" workshop for fourth through sixth grades. This past year, 26 "Big Ideas" workshops were held in the State, with a total of 780 teachers being taught. Each teacher has since instructed 25 students using "Big

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Ideas" methods. As a result, the two Committee nutritionists were responsible for reaching 23,400 students and teachers with a nutrition education message.

Besides various workshops, the Committee provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Committee exhibits at several State functions such as conventions of the Maine Medical Association, Maine home economists, Maine nurses and the Maine Teachers Association as well as Maine Farm Days, Maine Agricultural Trades Show and several of the smaller community functions. Materials and programs used by the Committee 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 Committee 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.

New this year is a program designed to teach consumers the basics of nutrition and ability to select balanced diets. Consumers are taught to balance their diets with the four food groups (milk, meat, fruits and vegetables, and bread and cereals). This program is designed so that any consumer attending the class can put the information to practical experience. The consumers trained by the Committee staff are Extension Aides, Head Start cooks and staff, practical nurses, health department personnel and community leaders. These leaders can then go back to their communities and teach civic groups.

By action of the 107th Legislature, the name of the Maine Dairy Council Committee in the future will be the Maine Dairy and Nutrition Council.

FINANCES, FISCAL YEAR 1975:

Maine Dairy Council Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$132,468			\$132,468
Total Expenditure		90,639			90,639
NET		41,829			41,829
Unexpended Balance Forward		41,829			41,829
Unexpended Balance Lapsed					

MAINE MILK TAX COMMITTEE

NORMAN A. WING, DIRECTOR

Central Office: Agriculture Building, Cony Road, Augusta 04333 *Telephone:* 289-3621

Established: 1953 *Statutory Authority:* M.R.S.A., Title 36, Chapter 707

Average Number of Full-Time Employees: 1 *Authorized Employee Level:* N.A.

Total Expenditure, Fiscal Year 1975: \$286,781

PURPOSE: The Maine Milk Tax Committee was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The 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.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine - produced milk. As a result of a

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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: Every year, Coca-Cola and Pepsi Cola each spend, in Maine, over five times the budget of the Maine Milk Tax Committee — a sobering fact. And it means that reaching the end consumer with an effective milk-selling message is getting more and more important every day. In the past year, the Maine consumer received a constant message that, indeed, "Milk is a Natural." Five basic media were used by the Committee and the following is a brief look at what was done.

Radio: Utilizing 16 radio stations, a total of 3,775 radio spots were aired this past year. These 60 second announcements were run throughout the State, and the projected number of impressions (listeners times airings) exceeded 8 million.

Television: Six Maine T.V. stations ran a total of 662 milk commercials. These stations included WGAN, WMTW, WABI, WLBZ, WCSH and WAGM. Every time a commercial was aired, an average of over 13,000 consumers saw it, resulting in over 8.6 million impressions.

Outdoor Billboards: Last summer brought a two-month campaign to reach not only the Maine consumer but the traveling tourist. Fifty-six billboards concentrated in high-tourist areas were used. Billboards are an efficient way to reach Maine's tripled summer population.

Newspapers: Nine large circulation newspapers, with a total daily circulation of over 272,000, ran 138 ads. The possible impression rate was 4,151,723.

In-Store Merchandising: Point of Purchase materials were professionally placed in 195 major Maine supermarkets. Three separate promotions were run in August, January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind. Each Sunday, over 300,000 people read *Family Weekly* or *Parade* magazine supplements. Three times this past year, each one ran five-color, full-page ads. Each ad tied into the various themes of the in-store promotions. The American Dairy Association also ran full-page color ads in *Good Housekeeping*, *Redbook*, *Parent's* and *Family Circle* to help make in-store promotions more effective.

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

FINANCES, FISCAL YEAR 1975:

Maine Milk Tax Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$345,185			\$345,185
Total Expenditure		286,781			286,781
NET		58,404			58,404
Unexpended Balance Forward		58,404			58,404
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

MAINE POTATO COMMISSION

ARNOLD ROACH, CHAIRMAN

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

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$317,010

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

ORGANIZATION: 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 six cities outside of the State of Maine: Boston, Mass.; Pittsburgh, Pa.; Cleveland, Ohio; New York, N.Y.; Baltimore, Maryland; and Washington, D.C.; with a total expenditure of \$109,184. Potato tax funds amounting to \$67,224 were expended during the year to underwrite potato research projects of the Life Sciences and Agriculture Experiment Station, University of Maine; Agricultural Research Services of the U.S. Department of Agriculture; and the Seed Potato Board.

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 \$59,998. 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.

FINANCES, FISCAL YEAR 1975:

Maine Potato Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$338,181			\$338,181
Total Expenditure		317,010			317,010
NET		21,171			21,171
Unexpended Balance Forward		21,171			21,171
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

SEED POTATO BOARD

MAYNARD C. DOLLOFF, CHAIRMAN

PAUL J. EASTMAN, Secretary

Central Office: State Office Building, Augusta 04333

Telephone: 289-3891

Established: 1945

Statutory Authority: M.R.S.A., Title 7, Chapter 403

Average Number of Full-Time Employees: 11

Authorized Employment Level: N.A.

Total Expenditure, Fiscal Year 1975: \$377,268

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

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. 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: Fiscal year 1975 was a fairly successful year for Seed Potato Board programs. Costs of operation have increased so rapidly that financial success is soon absorbed.

At Porter Farm, about twenty-five acres of new land has been cleared which will add to Board capabilities for production.

Plans for construction of greenhouse and laboratory facilities were stymied by the austerity program in State Government. A plant pathologist was hired, but the plans for his work had to be changed. His thrust for the next three years will be added research on the leaf roll problem which continues to plague our seed growers. A cooperative agreement with the U.S. Department of Agriculture makes greenhouse and laboratory space available to him at Presque Isle.

FINANCES, FISCAL YEAR 1975:

Seed Potato Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$610,289	\$610,289
Total Expenditure				377,268	377,268
NET				233,021	233,021
Unexpended Balance Forward				233,021	233,021
Unexpended Balance Lapsed					

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BOARD OF PESTICIDES CONTROL

MAYNARD C. DOLLOFF, CHAIRMAN

DONALD MAIRS, Supervisor

Central Office: Vickery-Hill Building, Chapel Street, Augusta 04333 *Telephone:* 289-2215

Established: 1965

Statutory Authority: M.R.S.A., Title 22, Chapter 258

Average Number of Full-Time Employees: 2

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$65,458

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to 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.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed at its present level in 1970, and in 1973, 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 been extended to provide a biologist and chemist for an additional year. These personnel are shared with the Department of Agriculture's Division of Inspections.

PROGRAM: One of the primary tasks of the past fiscal year was the development of a State Plan for the training and certification of pesticide applicators. The certification procedure may well involve 4,000 farmers and 400 commercial applicators, all of whom will be required to pass examinations before they will be able to purchase or use chemicals classed as "restricted". The development of the plan is required by federal law, and at the end of the fiscal year, work was well along on the second draft of the document.

The Board's \$50,000 federal enforcement grant was continued, and a \$10,000 grant was received to aid in preparing the State Plan. Without the biologist-inspector and chemist funded by the enforcement grant, the Board could not have pursued ongoing functions and statutory obligations.

A change was made in the general regulations, to the effect that all spray pilots must now be licensed individually.

Enforcement activities included investigation of a major fish kill caused by railroad right-of-way spraying in Washington County. The responsible firm, having failed to request a hearing, received a two-year license revocation and subsequently reimbursed the Department of Inland Fisheries and Game for the loss of game fish. One other license was suspended on grounds of spraying over-height brush. Analytical costs for investigational samples continue to rise and bite deeply into the budget.

The spruce budworm project, a 2.2 million acre operation this year, required major effort in the planning and execution of licensing and environmental monitoring activities.

A severe blackfly problem has erupted in the Penobscot River Valley, requiring careful scrutiny and evaluation of possible benefits from fly control versus adverse environmental effects in the rivers involved. No chemical treatments were approved during fiscal year 1975.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975:

Board of Pesticides Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$28,697	\$2,763	\$49,575		\$81,035
Total Expenditure	27,965	192	37,301		65,458
NET	732	2,571	12,274		15,577
Unexpended Balance Forward		2,571	12,274		14,845
Unexpended Balance Lapsed	732				732

BLUEBERRY INDUSTRY ADVISORY BOARD
J. BURLEIGH CRANE, CHAIRMAN
BLUEBERRY INDUSTRY ADVISORY COMMITTEE
RICHARD MESERVE, CHAIRMAN
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, 4312-A, 4312-B
1946 (Committee)

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$44,969

PURPOSE: The Blueberry Industry Advisory Board and the Blueberry Industry Advisory Committee were established 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. The primary responsibilities of the 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 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).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture 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 the University of Maine Blueberry Industry Advisory Committee during fiscal year 1975 for the following programs and activities:

ECONOMIC DEVELOPMENT

Tax	Activity	Expenditure	
Growers' Tax:	Research Farm Operation	\$17,075	
	Extension Education	7,500	
	Total		\$24,575
Processors' Tax:	Research, Me. Agr. Exp. Station:		
	Integrated Blueberry Management	12,000	
	Insect Control	1,500	
	Mechanical Harvester	4,000	
	Total		\$17,500
Promotion:	North American Blueberry Council	5,000	
	Total		\$42,075

The chemical "ethephon" has been approved for federal registration for the thinning of barrenberries in blueberry fields, and the first commercial applications were made with apparently effective results.

Growers have shown enthusiastic response to the establishment of ten demonstration fields in various locations in the State.

It is expected that "terbacil" will be registered during the coming year for control of many grasses. If this can be accomplished, it will open the door for much more intensive cultural practices such as fertilization, irrigation, land smoothing and mechanical harvesting.

At the same time, research is continuing to look for new varieties that will have winter hardiness and be useful to the Maine industry in improving blueberry yields and total production.

FINANCES, FISCAL YEAR 1975:

Blueberry Industry Advisory Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$46,298			\$46,298
Total Expenditure		19,002			19,002
NET		27,296			27,296
Unexpended Balance Forward		27,296			27,296
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Blueberry Industry Advisory Committee	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$42,958			\$42,958
Total Expenditure		25,967			25,967
NET		16,991			16,991
Unexpended Balance Forward		16,991			16,991
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

STATE SOIL AND WATER CONSERVATION COMMISSION

LIONEL C. FERLAND, CHAIRMAN
CHARLES L. BOOTHBY, Executive Director

Central Office: 127 Sewall Street, Augusta 04333

Telephone: 289-2666

Established: 1941

Statutory Authority: M.R.S.A., Title 12, Chapter 1

Average Number of Full-Time Employees: 3

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$100,220

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

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio: Dean of the College of 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 II

Franklin County SWCD, Farmington
Kennebec County SWCD, Augusta
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area III

Androscoggin Valley SWCD, Auburn
Cumberland County SWCD, Portland
Oxford County SWCD, South Paris
York County SWCD, Sanford

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.

ECONOMIC DEVELOPMENT

PROGRAM: The accomplishments of the State Soil and Water Conservation Commission are reflected in the actual conservation work done on the lands of the 12,771 private landowners in cooperation with Maine's sixteen Soil and Water Conservation Districts; 5,364 landowners were assisted during fiscal year 1975; 303 developed complete conservation plans; and 2,535 landowners applied one or more conservation practices on their land.

The Commission and Districts reviewed and evaluated over 800 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, and Department of Inland Fisheries and Game during the year. 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.

The *Soil Suitability Guide for Land Use Planning in Maine*, originally published in 1967, has been computerized, revised, and was re-published during the year. Many hundreds of copies have been distributed statewide. The Soil Survey of Cumberland County was also published this fiscal year.

Applications for three floodplain information studies were received and approved by the Commission. Four such studies were completed and reports presented to the affected municipalities.

Five construction contracts were administered by the Commission for Districts during the year. To assist with the heavy construction workload of Districts, thirty-five work-study students were employed by the Commission and placed in District offices during the summer. Also, the Commission employed four Comprehensive Employment Training Act (CETA) employees for Districts. These employees were stationed at Fort Kent, Bangor, Rockland, and Sanford.

Rules and Regulations have been drafted for the conduct of hearings and for handling applications under the Abandoned Dams legislation passed by the 107th Legislature. Hearings will be held early in the next fiscal year prior to final adoption.

FINANCES, FISCAL YEAR 1975:

State Soil and Water Conservation Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$103,649				\$103,649
Total Expenditure	100,220				100,220
NET	3,429				3,429
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,429				3,429

BOARD OF VETERINARY EXAMINERS

BARRY FOSSETT, D.V.M., PRESIDENT

ROBERT R. MONAHAN, V.M.D., Secretary

Central Office: State Office Building, Augusta 04333

Telephone: 289-3701

Established: 1905

Statutory Authority: M.R.S.A., Title 32, Chapter 71

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$1,144

PURPOSE: The Board of Veterinary Examiners was established 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. The primary responsibilities of the Board are to administer State board examinations in veterinary medicine and issue licenses to qualified

ECONOMIC DEVELOPMENT

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.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of 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.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name will be changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years.

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 1975:

Board of Veterinary Examiners	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$2,775			\$2,775
Total Expenditure		1,144			1,144
NET		1,631			1,631
Unexpended Balance Forward		1,631			1,631
Unexpended Balance Lapsed					

STATE HARNESS RACING COMMISSION

ALLAN MOLLISON, CHAIRMAN

THOMAS WEBSTER, Executive Secretary

Central Office: State Office Building, Augusta 04333

Telephone: 289-3221

Established: 1935

Statutory Authority: M.R.S.A., Title 8, Chapter 11

Average Number of Full-Time Employees: 4

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$366,229

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for 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-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed \$10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$50 for minor violations of

ECONOMIC DEVELOPMENT

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.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of 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: During fiscal year 1975 the State Harness Racing Commission concentrated its efforts on drug control, Colt Stake Racing and racing date allocations to work in the best interests of the various raceways and produce the greatest income potential for the tracks, horsemen, concessioners and the State's General Fund.

Drug control has been continued, and every effort made to promote confidence among owners, trainers and bettors that racing in Maine is conducted honestly and participation can be pursued with assurance that race results are obtained without mechanical or scientific assistance.

The colt racing program launched by the Commission during the previous year was again promoted and expanded upon during fiscal year 1975. Purses are estimated to exceed last year by \$20,000. There has been a great deal of participation and enthusiasm by Maine horsemen. In the two-year program, nearly \$200,000 has been expended in purses — all generated within the industry.

The race date schedule assigned by the Commission in January, 1975, allowed for 293 racing days during the coming season. This will guarantee income to the State's General Fund in an amount comparable to the last fiscal year.

FINANCES, FISCAL YEAR 1975:

State Harness Racing Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$125,936	\$327,697			\$453,633
Total Expenditure	125,828	240,401			366,229
NET	108	87,296			87,404
Unexpended Balance Forward	93	87,296			87,389
Unexpended Balance Lapsed	15				15

DEPARTMENT OF BUSINESS REGULATION

ROBERTA M. WEIL, COMMISSIONER (To Dec. 31, 1974)

Central Office: Capitol Shopping Center, Augusta, 04333

Telephone: 289-3916

Established: 1973

Statutory Authority: M.R.S.A., Title 10, Chapter 901

Average Number of Full-Time Employees: N.A.

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$1,266,293

Organizational Units:

Special Services Division

Bureau of Banks and Banking

Bureau of Insurance

Bureau of Consumer Protection

Maine Real Estate Commission

Land Damage Board

Maine State Boxing Commission

Running Horse Racing Commission

Credit and Collection Board

Council of Advisors on Consumer Credit

Life Agents Examination Advisory Board

General Lines Agents Examination Advisory Board

Governor's Banking Study Advisory Committee

Savings Bank Advisory Committee

Trust Company Advisory Committee

Savings and Loan Association Advisory Committee

Credit Union Advisory Committee

Small Loan Agency Advisory Committee

Commission to Prepare a Revision of the Insurance Laws

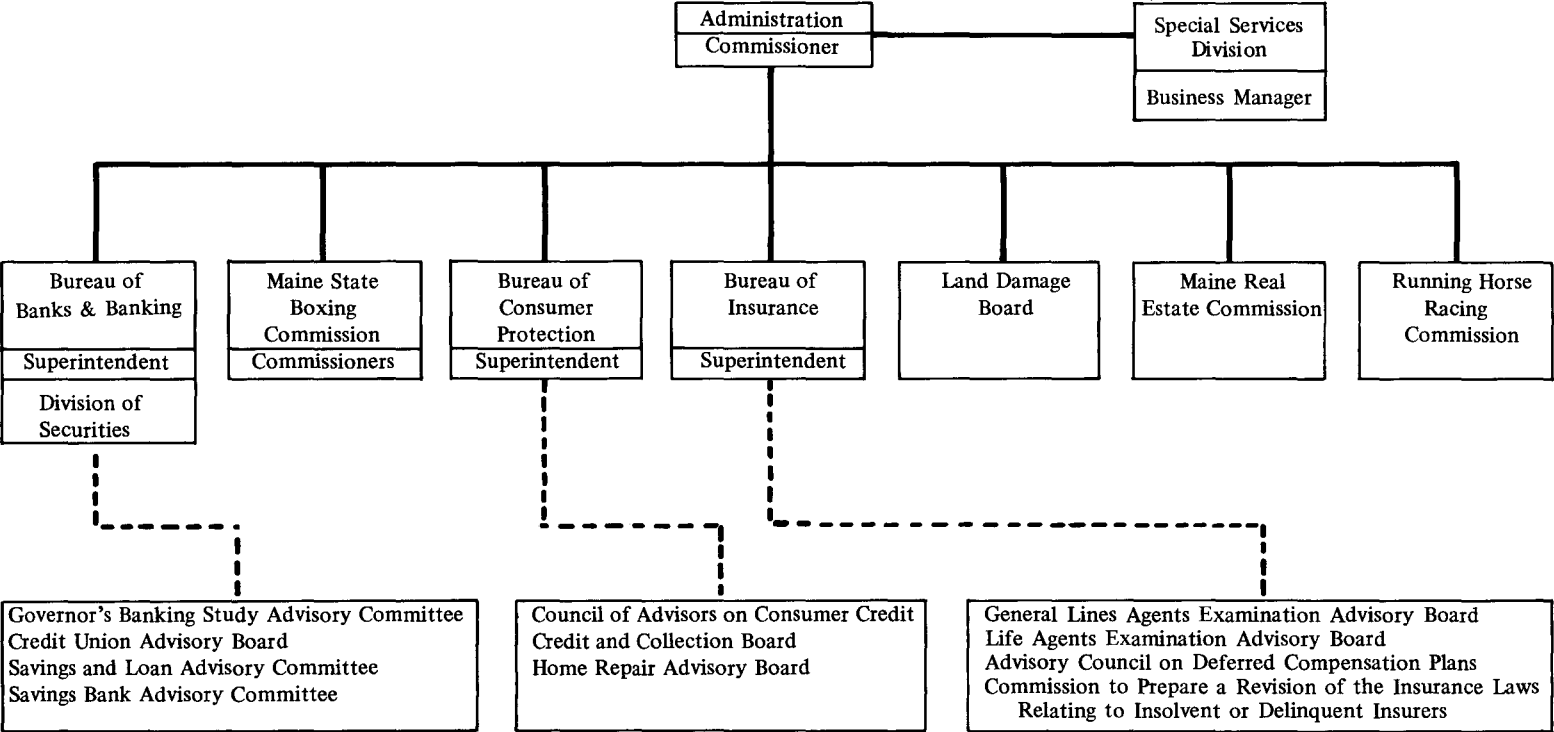
Relating to Insolvent or Delinquent Insurers

Home Repair Advisory Board

PURPOSE: The Department of Business Regulation was established 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. The primary responsibilities of the Department 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.

ORGANIZATION: 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 became effective on January 1, 1975. The Special Services Division was established by the Commissioner in late 1974 to provide for centralized administrative services which could not be justified on a single bureau, commission or board basis, leaving these agencies free to concentrate on regulatory functions.

**ORGANIZATION CHART
DEPARTMENT OF BUSINESS REGULATION**



ECONOMIC DEVELOPMENT

PROGRAM: Activities of the Department of Business Regulation during fiscal year 1975 are discussed in the following reports of its primary component agencies.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF BUSINESS REGULATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$187,312	\$		\$84,912	\$272,224
Departmental Operations					
Transfers	68,817	25,860			94,677
Federal Grants					
County & Municipal					
Private Contributions					
Sales		5,670			5,670
Services & Fees		1,030,792			1,030,792
Other	13,000	1,356			14,356
Unexpended Balance Brought Forward	1,251	502,640			503,891
Adjustment of Balance Brought Forward		21			21
TOTAL FUNDS AVAILABLE	270,380	1,566,339		84,912	1,921,631

Monies received and deposited to the credit of the State	142,137	— 0 —		— 0 —	142,137
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EXPENDITURES					
Total Personal Services	172,732	626,443		48,742	847,917
Wages & Salaries	157,340	569,997		46,374	773,711
Retirement	15,392	56,448		2,367	74,207
Total All Other	33,863	349,122		9,839	392,824
Contractual Services	4,042	229,848		7,006	240,896
Rents	290	29,253		2,400	31,943
Computer Services	488	— 0 —			488
Commodities	7,874	35,220		433	43,527
Grants, Subsidies, Pensions	105	738			843
Transfers to Other Funds					
Other	21,064	54,063			75,127
Total Capital Expenditures	6,608	8,475		170	15,253
Buildings & Improvements		1,363			1,363
Equipment	6,608	7,112		170	13,890
Purchases of Land					
TOTAL EXPENDITURE	213,203	984,040		58,750	1,255,993

SUMMARY

Total Funds Available	270,380	1,566,339		84,912	1,921,631
Total Expenditure	213,203	984,040		58,750	1,255,993
NET	57,177	582,299		26,162	665,638
Unexpended Balance Forward	1,060	582,299			583,359
Unexpended Balance Lapsed	56,117	— 0 —		26,162	82,279

COMMISSIONER'S OFFICE

ROBERTA M. WEIL, COMMISSIONER (To December 31, 1974)

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3916

Established: 1973

Statutory Authority: M.R.S.A., Title 10, Chapter 901

Average Number of Full-Time Employees: N.A.

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1975: \$69,875

PURPOSE: The Commissioner's Office serves as focal point for providing necessary planning, authorization, and administration for the department's various bureaus, boards, and committees.

ECONOMIC DEVELOPMENT

ORGANIZATION: The Commissioner's Office was established in October of 1973 as part of the statewide reorganization.

While 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, the Commissioner is responsible for the review of all Departmental functions and operations to eliminate duplications of effort. Establishment of the Special Services Division referred to in the summary section of this report is expected to contribute significantly in this regard.

PROGRAM: In addition to overall planning and administrative responsibilities, the Commissioner is responsible for departmental budget preparation, personnel administration, purchasing, and continuing functional and operational review.

A significant portion of time is necessarily devoted to follow-up on Bureau activities, in order to insure that regulatory matters are pursued, hearings are scheduled, etc. Each Bureau is encouraged to develop appropriate procedures to insure the speedy and impartial resolution of hearings, complaints, etc.

FINANCES, FISCAL YEAR 1975:

Commissioner's Office	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$39,029	\$30,846			\$69,875
Total Expenditure	29,763	8,008			37,771
NET	9,266	22,838			32,104
Unexpended Balance Forward	— 0 —	22,838			22,838
Unexpended Balance Lapsed	9,266	— 0 —			9,266

BUREAU OF BANKS AND BANKING

RALPH H. GELDER, SUPERINTENDENT

ROBERT A. BROWN, Deputy Superintendent

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3231

Established: 1827

Statutory Authority: M.R.S.A., Title 9

Average Number of Full-Time Employees: 23

Authorized Employee Level: 30

Total Expenditure, Fiscal Year 1975: \$487,528

Organizational Units:

Banking Division

Securities Division

Savings Bank Advisory Committee

Trust Company Advisory Committee

Savings and Loan Association Advisory Committee

Credit Union Advisory Committee

Small Loan Agency Advisory Committee

Governor's Banking Study Advisory Committee

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

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once 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 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

ECONOMIC DEVELOPMENT

Securities Act requiring registration of all non-exempt 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.

ORGANIZATION: 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 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 examinations were met for calendar year 1974 and by June 30, 1975, the Bureau of Banks and Banking was well along in its 1975 examinations. Of the eight branch applications pending June 30, 1974, and the twenty-seven applications received during fiscal year 1975, twenty-nine were approved, one denied, one withdrawn and three pending on June 30, 1975. Also, one new trust company commenced operation; two trust companies were merged into one; and one trust company purchased most of the assets and assumed the deposit liabilities of one industrial bank.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Eleven examiners completed courses of the American Institute of Banking on bank-related subjects. One examiner graduated from the Graduate Savings Bank School at Brown University (a 3-year course); a second completed his second year requirements at the Graduate School at the University of Wisconsin (a 3-year course); a third has started in the University of Wisconsin program; and a fourth has started in the Brown University program. All professional personnel have attended meetings, seminars, and work-shops as time permitted.

ECONOMIC DEVELOPMENT

Over the past two years, the Bureau 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. Last year, the Bureau worked closely with legal consultants hired by the Committee with Bureau funds to draft the revised banking statutes, and assumed responsibility for presenting the banking title to the 107th Legislature in February, 1975. The new banking code was enacted by the Legislature, with only minor changes from the bill presented by the Bureau and the Banking Study Advisory Committee. The legislation was signed into law by the Governor on June 18, 1975, to become effective October 1, 1975.

Short-term Bureau goals include acceleration of the training program; the development, in cooperation with the federal bank supervisory agencies, of joint examination procedures and reports and expanded research and data gathering capacity; and the upgrading of professional personnel pay scales. Long-term goals are directed toward the Bureau's becoming one of the most efficient and effective state bank supervisory agencies in the nation.

Securities Division. During the past fiscal year, the Securities Division processed 1,160 applications to register securities. Applicants included investment companies, churches, hospitals, bank holding companies, public utilities, pipeline companies, transportation companies, cooperatives, oil or gas drilling operators, various industrial companies, and out-of-state land or property companies. There were no applications involving local issuers exempt from federal registration requirements during the preceding fiscal year. Applications involving investment companies, out-of-state land or property and oil/gas drilling required the most attention.

Dealer and agent registrations are on a calendar year basis, renewable annually. In calendar year 1974, the Division registered 377 dealers and 1,649 agents or salesmen. Over the past fiscal year, the Division had various complaints, inquiries or information which required some form of investigation and/or response. These complaints involved allegations of fraudulent statements in the sale of securities, unauthorized purchase of securities for the account of a customer, offers or sales of unregistered securities, offers or sales of securities by unregistered dealers or agents, failure of a dealer to deliver securities to a customer, and errors in account information given to a customer. Inquiries included questions of non-profit corporations' fund-raising activities, investment advertisements or advertisements relating to novel or special schemes, scotch whiskey warehouse receipts purchased, advertisements or offers relating to out-of-state land or property, requirements of a shareholder to exchange securities in connection with a merger, a rescission offer relating to unregistered securities sold by a dealer, and an objection to a dealer applicant. The Division responded to the complaints, inquiries or information by corresponding with interested persons, and thereupon advising complainants or inquirers of facts. The Division's action, in at least one case, was instrumental in accomplishing a refund for an investor who alleged that he had been defrauded. In at least one other instance, case information was relayed to the Department of the Attorney General. The Division, where appropriate, issued letters of notification of prohibited activity to unregistered persons who have advertised or offered unregistered securities in Maine.

FINANCES, FISCAL YEAR 1975:

Bureau of Banks and Banking	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$39,175	\$490,975			\$530,150
Total Expenditure	39,056	448,472			487,528
NET	119	42,503			42,622
Unexpended Balance Forward		42,503			42,503
Unexpended Balance Lapsed	119				119

ECONOMIC DEVELOPMENT

BUREAU OF INSURANCE

FRANK M. HOGERTY, JR., SUPERINTENDENT

HAROLD E. TRAHEY, First Deputy Superintendent

Central Office: Capitol Shopping Center, Augusta 04333

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 1975: \$408,171

Organizational Units:

Examination Division

Licensing Division

Property and Casualty Division

Life and Health Division

Consumer Services Division

Life Agents Examination Advisory Board

General Lines Agents Examination Advisory Board

Commission to Prepare a Revision of the Insurance Laws Relating to
Insolvent or Delinquent Insurers

PURPOSE: The Bureau of Insurance was established 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. The Bureau 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.

ORGANIZATION: 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 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 1975, the Examination Division of the Bureau of Insurance conducted 14 domestic insurance company examinations. It reviewed from a financial aspect 1 merger, 3 proposed sales, 1 bulk re-insurance agreement and 4 policy reserve valuations.

The Licensing Division processed licenses for 15 new insurance companies, 1,002 new insurance agents, 17 new insurance adjusters and 14 brokers. The net gain in the number of agents licensed in Maine was 596.

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 1,845 cases.

The pamphlet *Automobile Insurance and You* was printed and distribution begun. Similar pamphlets entitled *Health Insurance and You* and *Life Insurance and You* had been previously printed and distributed. The Bureau plans to prepare a similar pamphlet on homeowners' insurance in the future, with appropriate time and budgetary means.

Eight of twelve recommendations made by the Bureau regarding the Maine Automobile Insurance Plan (formerly Assigned Risk Plan) have been implemented by the insurance

ECONOMIC DEVELOPMENT

companies writing automobile insurance in Maine. These changes in the Plan will provide more flexibility and accessibility of coverage for the insurance-buying public.

The Insurance Superintendent alleged that the Blue Cross financial statement of 1974 revealed excessive subscribers reserves. Subsequently, the Bureau engaged the services of an independent actuary to confirm this allegation, to study the entire situation and to make recommendations for corrective action.

The Bureau is working on three complex regulations for eventual promulgation after appropriate hearings. These regulations involve credit life and health insurance, health maintenance organizations and holding companies.

Malpractice insurance problems have increased due to the restriction of availability of this type of coverage for hospitals and doctors. The Bureau cooperated with the 107th Legislature in securing passage of legislation to relieve the problem. As a result, two laws were passed and signed by the Governor: An Act to Create a Commission to Revise the Laws Relating to Medical and Hospital Malpractice Insurance and An Act Providing for Temporary Interim Relief Relating to the Availability of Hospital and Medical Malpractice Insurance.

The following Bulletins were issued by the Bureau: Bulletin 115 (Limit of Investments to Income-Entitled Assets) clarifies the eligibility of investments held by insurance companies transacting business in Maine; Bulletin 116 (Policy Reserves to be Valued and Certified) requires policy reserves of licensed companies to be valued and certified that such reserves are at least in an amount equal to minimum valuation standards; Bulletin 117 (Sale of Variable Contracts by Licensed Agents) clarifies the licensing of agents to sell variable contracts for licensed insurers in the State of Maine; and Bulletin 118 (New Life and Health Examinations) announced a revised examination for a Permanent Life and Health Agent's license.

FINANCES, FISCAL YEAR 1975:

Bureau of Insurance	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$99,231	\$686,512			\$785,743
Total Expenditure	70,414	337,757			408,171
NET	28,817	348,755			377,572
Unexpended Balance Forward	1,060	348,755			349,815
Unexpended Balance Lapsed	27,757				27,757

BUREAU OF CONSUMER PROTECTION

JOHN E. QUINN, SUPERINTENDENT

HARRY W. GIDDINGE, Deputy Superintendent

Central Office: 51 Chapel Street, Augusta 04333

Telephone: 289-3732

Established: 1974

Statutory Authority: M.R.S.A., Title 9-A, Article VI

Average Number of Full-Time Employees: 9

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$70,054

Organizational Units:

Council of Advisors on Consumer Credit

Credit and Collection Board

Home Repair Advisory Board

PURPOSE: The Bureau of Consumer Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibilities of the Bureau 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, has been responsible 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

ECONOMIC DEVELOPMENT

Premium Finance Companies, which are under the purview of the Department of Business Regulation.

ORGANIZATION: 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, dating back prior to 1917 when its role was limited to the regulation of small loan agencies, 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 Maine Consumer Credit Code, enacted by the 106th Legislature, to become effective on January 1, 1975, provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance have been absorbed by the Bureau of Consumer Protection. Statutory amendments were 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: The Bureau of Consumer Protection, from January 1, 1975, to June 30, 1975, examined every major creditor in the State of Maine for compliance with the Maine Consumer Credit Code. The Bureau was engaged in a number of programs to educate both consumers and creditors concerning the Code. During this period, the Bureau drafted and participated in the enactment of more than twenty amendments to the Credit Code as enacted.

FINANCES, FISCAL YEAR 1975:

Bureau of Consumer Protection	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$81,817	\$95,177			\$176,994
Total Expenditure	66,405	70,054			136,459
NET	15,412	25,123			40,535
Unexpended Balance Forward		25,123			25,123
Unexpended Balance Lapsed	15,412				15,412

MAINE REAL ESTATE COMMISSION

RICHARD F. KILROY, CHAIRMAN

PAUL A. SAWYER, Administrative Officer

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3735

Established: 1937

Statutory Authority: M.R.S.A., Title 32, Chapter 59

Average Number of Full-Time Employees: 8

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$130,049

PURPOSE: The Maine Real Estate Commission was established to protect the public from incompetent or unscrupulous real estate brokers and salesmen and from adverse business practices, through regulation of the real estate profession. The primary responsibilities of the 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.

ORGANIZATION: 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 of real estate broker or salesman for a period of ten years. No more than one commissioner at any one time may be from any one county. The Commission selects its own

ECONOMIC DEVELOPMENT

chairman, and employs a secretary and other such clerical and technical assistants as may be necessary. In State Government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

PROGRAM: During fiscal year 1975, the Maine Real Estate Commission held twenty-five meetings at which four informal hearings for denial of a license were conducted; three meetings with real estate school instructors were held for discussion of education and examination of license applicants; a public hearing on license examinations was conducted; an alternate proposal for license examinations was presented by an instructor representative; public hearings were held on rule amendments; two meetings with the Realtor Legislative Committee were held to discuss legislation to be presented at the 1975 regular session; and six complaint hearings were held.

Education. In a continuing effort to upgrade the standards of licensees for improved consumer protection, the Commission conducted a survey of license applicants and real estate school instructors to evaluate the effectiveness of Educational Testing Service (E.T.S.) license examinations; the Administrative Officer represented the Commission of the E.T.S. Examination Advisory Committee; the Commission reviewed sample license examinations and entered into a second contract with the E.T.S. for preparation and administration of Maine's real estate broker and salesman license examinations; various real estate textbooks were reviewed by the Commission for possible use in approved real estate courses; and rules were promulgated for the regulation and certification of real estate schools. The Commission issued school certificates of approval to six University of Maine locations, to Beal College and four private schools, thereby offering convenient public access to real estate education on a statewide basis. The Commission published and is continually distributing a consumer information booklet; one newsletter was printed, and the annual roster of licensees were printed and mailed to licensed agencies. The printing and distribution of educational materials resulted in expenditure by the Commission of approximately \$12,000.

Enforcement. Enforcement by the Commission consists mainly of investigation. Cases deemed to warrant revocation or suspension of license are referred to the Attorney General for prosecution. Investigation by the Commission was completed on 45 complaints during the year and formal action before the Administrative Court was taken against one licensee. Two hundred fifty six real estate office examinations were conducted. Follow-up for correction was completed for 130 agencies found to be in violation. Twenty-one class sessions held by approved real estate schools were audited by the Commission for compliance with newly established rules and regulations. Staff salaries are the major expenses involved in enforcement activities.

Licensing. Implementation of biennial licensing for real estate brokers and salesmen was completed by June 30, 1975. The Commission, in conjunction with two-year licensing, adopted a revised record-keeping system which will improve the flow of work and eliminate the seasonal employees required to cope with peak licensing periods. During the fiscal year, applications were processed for approximately 991 license changes, 1,157 scheduled examinations, and 3,720 renewal licenses. License examinations resulted in expenditures of \$17,082 which includes the cost of some exams administered in the previous year.

During the next fiscal year, the Commission will be reorganizing to comply with the statutory amendment creating the Board of Real Estate Brokers and Salesmen and the Bureau of Real Estate. Besides maintaining present Commission programs, emphasis will be directed to the improvement of real estate education in the State of Maine for the benefit of the public and licensees.

FINANCES, FISCAL YEAR 1975:

Maine Real Estate Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$262,829			\$262,829
Total Expenditure		119,749			119,749
NET		143,080			143,080
Unexpended Balance Forward		143,080			143,080
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

LAND DAMAGE BOARD

WILLIAM E. MCKINLEY, CHAIRMAN

RONALD M. ROY, Chief Counsel

Central Office: 77 Winthrop Street, Augusta 04333

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

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$58,750

PURPOSE: The Land Damage Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway taking, relocation assistance, grading and well damage claims, outdoor advertising signs, and the relocation, removal or disposal of automobile graveyards and junkyards; and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings.

ORGANIZATION: 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, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

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: The Land Damage Board's hearing schedule during the 1975 fiscal year was reduced due to the great number of cases which were settled. The Board scheduled 93 cases and, in addition thereto, it was anticipated that there would be 57 cases pertaining to the awarding of just compensation in connection with the taking, removal and disposal of certain outdoor advertising signs. A total of 119 cases were settled, consisting of land takings and outdoor advertising signs.

The jurisdiction of the Board previously covered only highway condemnation proceedings. However, four pieces of legislation have increased the responsibilities of the 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, where either party may petition the Board for a determination as to awards.

The Board is continuing to review and study the need for revised legislation dealing with the award of just compensation as well as promulgating formal rules and regulations governing its hearings. The new Uniform Eminent Domain Code as drafted by the National Conference of Commissioners on Uniform State Laws is also being studied by the Board for possible adoption by the Legislature and which was submitted to the 107th Legislature but not enacted. The Uniform Eminent Domain Code is a response to widely felt concern for the potential injustices that may result from the diversities of eminent domain procedures now in existence in the State. There seems to be dissatisfaction with the present laws relating to the condemnation of private property for public purposes and with the procedure in effect

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thereunder for determining the amount of damages to be awarded in connection with such takings. This dissatisfaction appears to be increasing because of highway programs, suburban expansion, urban development, municipal growth and public authority activities. There are many different forms of condemnation procedure in the State, the application of which depends upon the identity of the condemnor, the purpose of the taking or the nature of the property being taken.

The Board will also discuss with the various State agencies the feasibility of referring cases to the Board for determination of just compensation where it is unable to negotiate a settlement with the landowners for properties acquired for public purposes.

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 according to statute.

FINANCES, FISCAL YEAR 1975:

Land Damage Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$84,912	\$84,912
Total Expenditure				58,750	58,750
NET				26,162	26,162
Unexpended Balance Forward					
Unexpended Balance Lapsed				26,162	26,162

MAINE STATE BOXING COMMISSION

JOAN M. SURAWSKI, EXECUTIVE SECRETARY

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3141

Established: 1939

Statutory Authority: M.R.S.A., Title 8, Chapter 5

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$7,565

PURPOSE: The Maine State Boxing Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and provide appropriate recreation and entertainment for the public. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to 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.

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

The Commission consists of 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 107th Legislature amended the laws relating to boxing and the Maine State Boxing Commission to include a Declaration of Policy and make most sections clearer for interpretation purposes.

A New England Association of Boxing Commissioners (NEABC) was formed during the fiscal year to establish consistency among the several New England states in determining New England boxing champions and to promote boxing in general. The NEABC is scheduled to meet quarterly, with the meeting sites rotating between the various states. However, with the economy the way it is, these meetings have not taken place. In lieu of this, the telephone has

ECONOMIC DEVELOPMENT

had to be put to use. A majority of the NEABC members must sanction a boxing match before it can be considered a New England Championship contest, and a champion must defend his title within six months, if there is a contender, or the title will be declared vacant.

A revised printing of rules and regulations was completed and distributed, which now contains separate sections for amateurs and professionals.

The Commission has actively encouraged the promotion of amateur boxing, which has resulted in more activity during the last four months. There has been more activity in professional boxing, and, hopefully, in 1975-76 activity will increase even more.

The Commission backed a bill before the Legislature calling for the regulation of wrestling to be under the jurisdiction of the Commission. However, even though there was no opposition at the legislative hearing, the bill was defeated. Other states in the New England area actively regulate wrestling and there is no reason why Maine should not do so. The General Fund receives monies from the regulation of boxing and should also receive monies from the regulation of wrestling. Wrestling flourishes; promoters and wrestlers are unlicensed; and there is no doctor on duty in case of injury.

FINANCES, FISCAL YEAR 1975:

Maine State Boxing Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$11,128				\$11,128
Total Expenditure	7,565				7,565
NET	3,563				3,563
Unexpended Balance Forward					
Unexpended Balance Lapsed	3,563				3,563

DEPARTMENT OF COMMERCE AND INDUSTRY

HADLEY P. ATCLASS, COMMISSIONER

Central Office: State Office Building, Augusta 04333

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 1975: \$1,122,219

Organizational Units:

Division of Development

Division of Promotion

Division of Research and Analysis

Division of Foreign Trade and Marketing

Commerce and Industry Advisory Council

PURPOSE: The Department of Commerce and Industry was established 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.

The primary responsibilities of the Department 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.

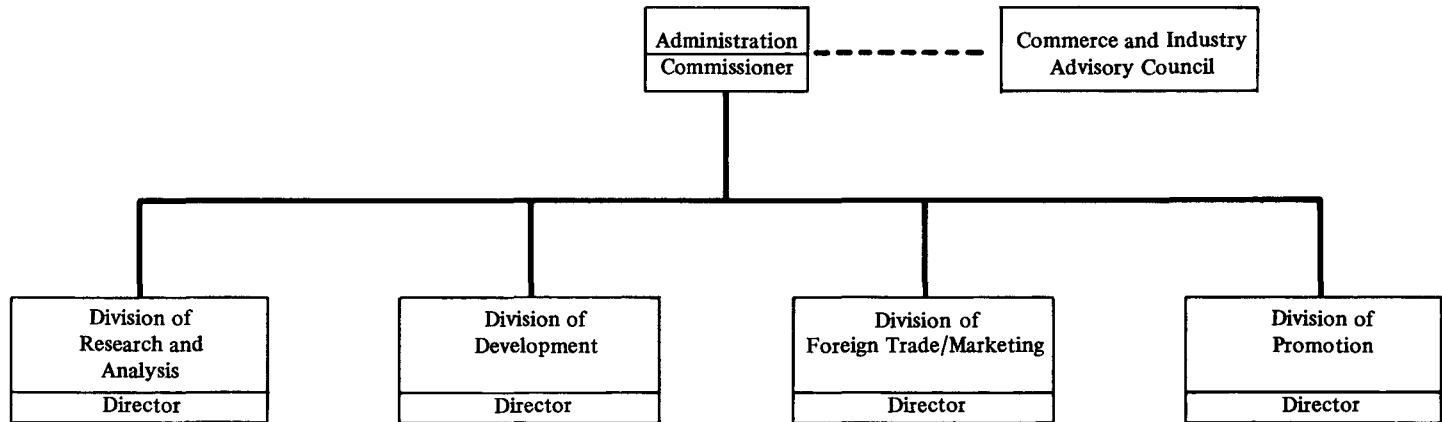
ORGANIZATION: The Department of Commerce and Industry was reorganized by statute in 1955 from the Maine Development Commission, established in 1933, to the Department of Development of Industry and Commerce which was comprised of three formal divisions: the Division of Development, the Division of Recreational Promotion, and the Division of Research and Planning. In 1957, the Department was redesignated 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.

A major reorganization of the Department occurred in 1971 under State Government reorganization legislation 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.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. Essentially, this legislation established a State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: As with the national economy, Maine's economy moved sharply downward starting during the fall of 1974. By June, 1975, Maine employment had dropped about 40,000 jobs; the number unemployed had doubled; and manufacturing jobs had decreased about 13,000. In

**ORGANIZATION CHART
DEPARTMENT OF COMMERCE AND INDUSTRY**



ECONOMIC DEVELOPMENT

April, 1975, statewide unemployment was 11.5%, but 6 out of 15 labor market areas in the State had over 14% unemployment. The annual growth in sales tax sales for the year ended March, 1975, was 6.4%, which was higher than the personal income growth and lower than the increase in the cost of living. Although these measures are a little imprecise, it is probably reasonable to conclude that the real flow of goods and services consumed in the State had declined and many families had been forced to consume some savings during the year.

The effects of 10-12% unemployment brought about some leveling and actual decline in the annual volume of State Government revenue. In the last high unemployment cycle during the winter of 1971-72 when unemployment was around 8%. State Government revenue plateaued for a few months and then continued to rise. Evidently, somewhere between 8% and 12% unemployment, the current revenue system peaks and declines as the length and severity of unemployment continues.

The recession in Maine should be at a bottom during the summer of 1976 in terms of employment, with a very slow rise through the end of the year. The increase in employment will come from a somewhat more than seasonal increase in manufacturing employment. Part of this

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF COMMERCE AND INDUSTRY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$900,030	\$	\$		\$900,030
Departmental Operations	900,030				900,030
Transfers					
Federal Grants			205,885		205,885
County & Municipal		5,000			5,000
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	159,212		45,786		204,998
Adjustment of Balance Brought Forward	(2,935)		(1,755)		(4,690)
TOTAL FUNDS AVAILABLE	1,056,307	5,000	249,916		1,311,223

Monies received and deposited to the credit of the State	2,471		1,927		4,398
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EXPENDITURES					
Total Personal Services	402,990		158,000		560,990
Wages & Salaries	371,033		144,933		515,966
Retirement	31,957		13,067		45,024
Total All Other	482,038	5,000	73,200		560,238
Contractual Services	450,375	5,000	73,017		528,392
Rents	63,264		167		63,431
Computer Services	1,327				1,327
Commodities	12,652		183		12,835
Grants, Subsidies, Pensions	18,991				18,991
Transfers to Other Funds					
Other	20				20
Total Capital Expenditures	991				991
Buildings & Improvements					
Equipment	991				991
Purchases of Land					
TOTAL EXPENDITURE	886,019	5,000	231,200		1,122,219

SUMMARY

Total Funds Available	1,056,307	5,000	249,916		1,311,223
Total Expenditure	886,019	5,000	231,200		1,122,219
NET	170,288	0	18,716		189,004
Unexpended Balance Forward	61,940		18,716		80,656
Unexpended Balance Lapsed	108,348				108,348

ECONOMIC DEVELOPMENT

increase will occur in the leather, textiles and lumber and wood industries. Contract construction should help the employment picture, with continued investments in paper productions facilities and sewage treatment plants across the State.

The seasonally adjusted unemployment rate started a slow downward trend during the second quarter of calendar year 1975. The slow decrease is largely a response to the national economy. If national demand for products in food, textiles, lumber and wood, leather, and paper should take an unexpected leap forward, Maine's unemployment would take a corresponding sharp drop. These five key industries account for about 65% of the State's manufacturing employment and would have a sharp multiplier effect if employment increases would come about faster than currently expected.

Federal Reserve demand deposits should rise rather rapidly during 1975 in response to the federal income tax rebates and slightly increased economic activity. Over the course of 1975, deposits should increase a little over \$60 million.

Authorized housing units constructed during 1973 and 1974 took a sharp downturn in response to the increasing interest rates and availability of mortgage money. During 1975 and 1976, a slow increase in the units constructed should take place, especially with the increased use of Farmers Home Administration money to build homes in the rural areas of Maine.

The mobile home shipments to Maine took a large drop during 1974 due partially to an inspection law that went into effect during the fall of 1974. The safer and more structurally sound mobile homes now available in the State should be received better by the buyers and lenders and begin a slow upward trend in sales. 1975 sales are expected to be about 2,080 units which is considerably lower than 1974. Sales during 1976 should move slowly upward to about 2,240 units.

In summary, the Maine economy should move upward during 1975. The upward pressure will come about largely by the general upturn of the national economy and by the unusually heavy investment in the new papermaking capacity and sewage treatment plants.

DIVISION OF DEVELOPMENT

RICHARD L. KELSO, DIRECTOR

PURPOSE: The Division of Development was established 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. The primary responsibilities of the Division 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.

ORGANIZATION: The Division of Development was established as a statutory division of the original Department of Development and Industry and Commerce in 1955. The Division was renamed the Division of Industrial Development in 1957 and changed back 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. In June, 1975, by Act of the 107th Legislature, the Department of Commerce and Industry was abolished and its development function was transferred to the new State Development Office in the Executive Department.

PROGRAM:

Industrial Growth. The Division of Development 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

ECONOMIC DEVELOPMENT

programs. During the year, 15 new manufacturers announced locations in Maine, with 16 existing firms expanding. Total estimated new jobs amounted to 1,518.

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 maintained 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 developing planning.

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.

Mark Maine Program. During the summer and fall of 1974, the Mark Maine Program continued to gain momentum, which climaxed in a Leadership Tour to New Orleans. In October, 55 Mark Mainers, on their own time and at their own expense, travelled to New Orleans to visit a modern oil refinery and to see off-shore drilling operations in the Gulf of Mexico. While there, they also attended seminars where they heard from members of the Sierra Club, the Audubon Society, the Louisiana Ecology Center and other environmentally-oriented groups. The Mark Mainers returned home convinced that oil drilling and refining operations would be a boon to the Maine economy and would not significantly downgrade the environment.

After December 31, 1974, no new members were added and no new activities initiated. Some members redirected their energies to a newly-formed organization, the Economic Resources Council of Maine. Others were appointed to one or more of the Governor's advisory groups.

Bureau of Community Affairs. This Bureau, headed by a Municipal Coordinator, a 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 District Office. As a result of the District Coordinators and the additional personnel, there are presently 107 communities enrolled in the program.

The Bureau and the Maine State 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.

Bangor Growth Center. The Bangor Growth Center program funded by the New England Regional Commission had been in operation three years and nine months to its termination on June 30, 1975. 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 June 30, 1975, the Bangor Growth Center program operated on an administrative grant of \$54,000, including an extension of an additional \$10,000. This administrative grant ensured continuity throughout the final stages of the program and allowed the Director to continue to implement and monitor the 23 approved projects to their completion date. Upon expiration of this program, the only ongoing project is the construction on the International Arrivals Building at the Bangor International Airport.

NEW AND EXPANDING INDUSTRIES IN THE STATE OF MAINE, 1974-1975

Name of Company	City or Town	Products	Floor Space (Sq. Ft.)	New Jobs
NEW INDUSTRIES				
Nachi American Co., Ltd.	South Portland	Ball bearings, small tools	42,000	60
Data General	Westbrook	Computers & related products	123,000	500
Pesco Heel Co.	Auburn	Leather & leatherboard heels	3,500	15
O.D.V., Inc.	South Paris	Narcotic ident. test kits	5,600	10
Zephyr Wind Dynamo Co.	Brunswick	Wind energy machines	9,000	6
Thomas Finn Co.	South Paris	Shoe rebuilding equipment	15,000	5
Rich Insulation Co.	South Windham	Recycling newsprint	5,000	5
Schoenbrod Racing Shells	Biddeford	Fiberglass racing shells	5,000	5
Compo Corp.	Newport	Artificial leather products	20,000	30
D-Mac Shoe Co.	Skowhegan	Athletic footwear	3,000	40
Industrial Fabricators, Inc.	Alfred	Metal fabricating	25,000	10
Medwed Shoe Co.	Skowhegan	Institutional shoes	100,000	100
Sawyer Environmental Recovery Facilities, Inc.	Hampden	Waste paper processors	15,000	15
Hill-Acme Co.	Gorham	Metal shearing tools	n/a	50
National Metal Convertors, Inc.	South Windham	Steel ingots & reinforcing rods	80,000	30
EXPANSION				
Diamond International Corp.	Old Town	Pulp	n/a	60
Fiber Materials, Inc.	Biddeford	Research & development lab	55,000	300
Portland Sheet Metal Co.	Portland	Metal fabrication	5,000	12
Walker Boardway Association	Wiscasset	Stainless steel fabrication	12,500	6
Yale Braided Prod.	Yarmouth	Rope and twine	10,000	5
Crosby-Laughlin Co.	Portland	Forged fittings	4,000	25
Pinewood Products, Inc.	Oxford	Lobster traps	3,000	10
Waldo Shoe Co.	Freeport	Handsewn shoes	30,000	30
Bennett Importing Co.	Rumford	Platforms — women's shoes	10,000	20
Globe-Albany Corp.	North Monmouth	Filtration products	15,000	20
Southworth Mach. Co.	Portland	Lift tables	10,000	50
Metal Specialties, Inc.	Auburn	Automated equipment	3,100	4
Wilton Tanning Co.	Wilton	Garment leather	5,400	4
International Door Corp.	Lewiston	Overhead doors	12,000	15
Globe-Albany Corp.	Lewiston	Filtration products	33,000	81
Handy Boat	Falmouth	Ship chandlery & sailmaking	5,000	5

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Development are not maintained separately, but are included with those of the Department of Commerce and Industry.

DIVISION OF RESEARCH AND ANALYSIS

ALVAR K. LAIHO, DIRECTOR

PURPOSE: The Division of Research and Analysis was established 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 in the State of Maine. The primary responsibilities of the Division 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.

ORGANIZATION: 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. In June, 1975, by Act of the 107th Legislature, the Department of Commerce and Industry was abolished and its research function was transferred to the State Planning Office.

PROGRAM:

Facts About Industrial Maine. First published in June of 1972, this publication underwent its second thorough updating early in fiscal year 1975. Subsequently, due to continued demand for the publication, a schedule was made to update the data sheets on a rotating schedule keyed to data availability. With this approach, all data in the publication will, at all times, be the most recently available.

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.

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 in the Department and the subject communities, and given free on request to any interested public or private individual or organization.

During fiscal year 1975, due to budgetary and manpower constraints, the decision was made to maintain profiles, updated annually, on only fifty-five communities. These communities were selected on the basis of preparedness for - and likelihood of - near future industrial development.

Maine to Megalopolis. This report was produced in an effort to dispel the out-of-state businessman's common misconception of Maine as an end of the line location for industry. The report points out, verbally and statistically, that Maine can provide the industrialist with an excellent location at the edge of the East Coast Megalopolis and at the doorway to a large Eastern Canada market. The report states that nearly all of the East Coast Megalopolis and all of the major market areas of Eastern Canada can be reached by overnight trucking service (loaded one day and delivered the next) from Maine - an area containing the equivalent of thirty percent of the total after-taxes buying income in the United States.

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The Maine Economy Today. This report, completed in mid-1975, is the first part of a planned three-part effort designed to lay out a definitive program for Maine's economic progress. *The Maine Economy Today* presents a general summary and profile of the structure and current status of Maine's economy and includes a description of the geophysical and demographic characteristics of the State.

A Review of Maine Per-Capita Income Levels and Trends. The annual per-capita income of Maine, over many years, has been lower than that of both the New England region and the nation as-a-whole. But, even more serious is the fact that the gap has been widening as well, relative to New England and the U.S. This report measures the magnitudes of these trends in detail, considers several goals in terms of per-capita income the State Government might set as an impetus to action, and suggests eleven specific policy measures aimed at narrowing the U.S.-Maine and New England-Maine per-capita income gaps.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Research and Analysis are not maintained separately, but are included with those of the Department of Commerce and Industry.

DIVISION OF PROMOTION ROGER N. WOODCOCK, DIRECTOR

PURPOSE: The Division of Promotion was established 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. The primary responsibilities of the Division 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.

ORGANIZATION: 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. In June, 1975, by Act of the 107th Legislature, the Department of Commerce and Industry was abolished and its promotion function was transferred to the new State Development Office in the Executive Department.

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. The 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 recommendation on how the funds should be dispensed for optimum effect.

Discover America is a many-faceted program which includes a television, 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.

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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 involved the allocation of matching funds on a fifty-fifty basis in each of the Department's eight economic districts. The purpose was 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 the Department's District Coordinators, Chamber of Commerce officials and county representatives to familiarize them with the requirements for obtaining matching funds. Applications were reviewed by local evaluation boards in each of the sixteen counties, on which sat one promotion staffer per county. These boards were responsible for each county's allotment, upon final approval from the Executive Council. Final tabulations show that forty-nine community projects statewide were allotted funds for projects equally divided between industrial and vacation travel promotion.

Newsletter. A new cover was designed in an effort to increase reader interest and create a more attractive appearance for the *Mark Maine News*. Each month the cover featured a color reproduction of one of Maine's many four season attractions. The mailing list has continued to be culled in an effort to reach those who have an active interest in the activities of the State's business community.

Advertising. The Division is responsible for newspaper, radio, television, billboard and trade periodical advertising designed to attract tourists and industry to Maine. The use of the abbreviated ME has been discontinued, and all advertising will carry the full name of the state.

Publicity. Division personnel prepared approximately one hundred press releases during the past fiscal year for distribution to both in-state and out-of-state media. These dealt with some aspect of vacation travel and Maine business and industry. Press releases were often accompanied by photos taken by staff members. Special releases and pictures were released in the spring of 1975 to help publicize the major events of the 1975 Maine Bicentennial reenactments, including the Battle of the Margueretta in Machias and the Arnold Expedition in the Kennebec River region. 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 journals on a regular basis. The Division continued its policy of furnishing assistance to freelance writers, journalists and photographers in compiling material for local and national publications. Division personnel were 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" were reduced from 19 to 3. Only those planners constantly requested were continued. The three new planners no longer carry the abbreviated ME. This was replaced by a new title, *A Downeast Experience, MAINE*, followed by the topic covered in that brochure. A total of 150,000 were printed, 50,000 of each. A new four-color enclosure cover was designed depicting Maine's four-season scenic beauty. This packet was developed to hold the State's Official Transportation Map and the new vacation planners. 100,000 of these were printed.

Two brochures were produced and printed to assist in the promotion of the 1975-1976 Bicentennial activities. One deals with the Reenactment of the Arnold Expedition and the other with Revolutionary War Sites in Maine. 2,500 copies each were printed.

Also, 100,000 new *Maine, the Pine Tree State* brochures were printed, making the necessary updates, including the Governor's picture and message.

Audio-Visuals. During 1974, over two hundred requests were handled for the bookings of films available from the departmental film library. The films were shown in more than twenty-five states.

Division staff members also produced a slide show entitled *A Time for Decision* in an effort to familiarize the Maine business community with the workings of a major oil refinery and the response of other Mainers visiting that operation. The Mark Maine organization, in the fall of 1974, sponsored a trip to Louisiana to view firsthand the workings of such a refinery. Upon returning to Maine, these individuals were interviewed; their reactions and opinions about their trip were recorded; and this became the basis for the sound track synchronized with the slides taken at the refinery. This presentation was developed to better equip Maine people to answer

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the question, "Is an oil refinery the sort of development needed in Maine?" This slide show was shown at more than fifty service and civic organizations around the State.

The Division also supported and assisted in a tri-state effort to produce a film entitled *Northern New England*. Released early in 1975, this film is designed to promote the seasonal tourist attractions of the tri-state region of Maine, New Hampshire and Vermont for Canadian and foreign markets. The film was funded by a grant from the United States Travel Service; each state provided a share of the matching fund in both cash and in kind. Separate sound tracks in English, French, Spanish and German were produced for this regional film.

Graphic Arts. This section of the Division is responsible for designing the Department's printed materials, such as brochures, booklets, bulletins, posters, etc., as well as conceiving and building exhibits for promoting Maine tourism and industry.

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 New York Office is located in the New England Travel Center at Rockefeller Center.

Other Projects and Supportive Activities. The role of the Division of Promotion within the Department is generally supportive. Staffers are 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 the activities already enumerated, the Division lent assistance and/or promotional support to a number of programs and special events that occurred through the year; one of the most significant being the Maine Community Betterment Banquet.

Assistance in the form of promotional support was also given to the Governor's Vacation Travel Advisory Council and the activities of the Mark Maine Committee.

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 contributed much time and energy to working with the Maine Guarantee Authority. Advertising assistance and brochure development have been the primary areas of concern during the past fiscal year. Special emphasis on the promotion and marketing of the two community industrial speculative buildings located in Houlton and Brewer is by law the responsibility of the Department of Commerce and Industry.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Promotion are not maintained separately, but are included with those of the Department of Commerce and Industry.

DIVISION OF FOREIGN TRADE AND MARKETING

FRANK M. PIVERONAS, DIRECTOR

PURPOSE: The Division of Foreign Trade and Marketing was established 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 by working with overseas companies which seek to establish joint ventures, licensing arrangements or plant locations with Maine manufacturers and communities.

The primary responsibility of the Division is to implement an international trade program for Maine firms, stressing exports of State products and reverse investment opportunities available in Maine. This program is designed to encourage, educate, develop and assist in seeking alternative markets, thereby improving the financial standing, strengthening payroll and increasing employment opportunities in Maine firms. The Division also coordinates the existing services and facilities available through the U.S. Department of Commerce, the National Association of State Development Agencies, the New England District Export Council, the New England Regional Commission International Trade Program, major U.S. international banks, and other federal agencies involved in the development of international trade and investment. It acts as a catalyst to cultivate and encourage relations between Maine firms, agencies and organizations and other foreign countries through overseas banks, Chambers of Commerce, U.S. embassies and individual businessmen.

ECONOMIC DEVELOPMENT

ORGANIZATION: The Division of Foreign Trade and 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. In June, 1975, by Act of the 107th Legislature, the Department was abolished and its foreign trade and marketing function was transferred to the new State Development Office in the Executive Department.

PROGRAM:

European Representative. Maine has a representative located in Bonn, West Germany, responsible for bringing the trade and investment potential of the State to the attention of European businessmen through personal contact, attendance at reverse investment seminars, and visits to banks, trade organizations, governmental agencies and U.S. embassies throughout northern Europe. Several Maine firms have been put in contact with European buyers for the export of their products through this representative. Also, as a result of his efforts, several industrialists have visited Maine, exploring investment opportunities and the possibility of entering into joint ventures with Maine firms or establishing manufacturing facilities.

Maine International Trade Conference. This conference, subtitled "A Positive Approach to Stabilizing and Improving Profits in a Declining Economy", was sponsored by Saint Francis College in Biddeford in cooperation with the Biddeford-Saco Chamber of Commerce, the Maine State Chamber of Commerce and this Department. The program format consisted of four workshops, each led by two specialists in marketing, export management, banking, freight forwarding and export documentation. Over one hundred Maine businessmen and representatives attended these sessions. Several new-to-export firms attending this conference have since begun to explore the export potential for their products.

Maine Foreign Trade Zones. On behalf of the Department of Transportation, the City of Bangor, the City of Portland and the Governor's Office, the Department of Commerce and Industry has coordinated marketing assistance for the two foreign trade zones being developed at Bangor International Airport and the Port of Portland. A consultant has provided the names of several hundred firms which have expressed an interest in foreign trade zones on the East Coast, and is reviewing contacts with those firms which would adapt well to Maine. Both cities have also printed brochures on their foreign trade zones, listing their advantages, indicating their proposed locations, and offering data on labor, transportation, distance to key markets, storage facilities, etc. Thousands of brochures are being distributed throughout the United States and overseas.

Maine Maritime Academy Cruise. This trade promotional program was scheduled to visit Veracruz, Mexico; San Juan, Puerto Rico; and Hamilton, Bermuda; during the Academy's annual training cruise for its cadets. Emphasis was placed on those goods which had market potential in these three countries. Seven companies displayed exhibits on board, while over fifty companies placed their product literature in what is known as a "catalog show". Due to unforeseen circumstances, the Academy's training vessel, State of Maine, was delayed much longer than expected in drydock due to a massive overhaul. The scheduled ports of call were cancelled, and all marketing efforts took place in Baltimore, Maryland. A concentrated effort was made locally to promote Maine crafts and manufactured products.

International Trade Commission Hearings. The Division was instrumental in coordinating federal hearings held in Augusta to receive testimony from Maine manufacturers on how they would be affected by tariff changes on their products. Representatives from the wood products, seafoods, textiles, chains, poultry, minerals, yachts, potatoes, shoes and chemical industries, and farmers, union officials and State Government representatives testified as to how tariffs would affect their competitive position in the U.S. market. The federal commissioners were impressed by the frankness and "Yankee ingenuity" of Maine businessmen, and promised to keep their views in mind when final recommendations are prepared for the U.S. negotiating team participating in international trade discussions in Geneva, Switzerland. This hearing was preceded by a briefing session sponsored by this Division which explained the Trade Act of 1974, and what impact the provisions, particularly tariff changes, might have on the sale of Maine products. About ten businessmen attended this session.

International Marketing Assistance Program. Over seventy Maine firms were assisted in their efforts to sell their products overseas. Questions were answered or redirected to other specialists; contacts were made on their behalf through trade organizations, U.S. embassies and consulates, consultants and export managers, with necessary research conducted where

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necessary. Several of these firms are now engaged in export sales and/or pursuing other possible outlets for their goods. Maine suppliers of certain products currently in demand overseas were also located and placed in touch with foreign buyers of woodchips, chemicals, food processing machinery, textiles, peat, etc.

Other Activities. In addition, the Division has been coordinating foreign trade activities with other State agencies under the umbrella of the Governor's Interdepartmental Export Expansion Committee, disseminated foreign trade and reverse investment leads and information to Maine firms, responded to about fifty investment inquiries from foreign companies, participated in a revision of the *Maine Export Directory*, coordinated an industrial presentation with the cities of Bangor and Portland aimed at attracting Volkswagen to Maine, and studied the impact of Canadian tariffs on Maine manufacturers' ability to penetrate Quebec and the Maritime Provinces market.

Over the last year, the Division emphasized a change from reverse investment promotion activity to export development and marketing assistance to Maine firms. The emphasis is increasingly on selling more of Maine products, domestically as well as internationally. Also, more attention is being paid to the development of Maine's forests, agricultural lands and other natural resources as the source of products which could be sold as market demand grows.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Foreign Trade and Marketing are not maintained separately, but are included with those of the Department of Commerce and Industry.

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: State House Annex, Capitol Shopping Center, Augusta 04333

Telephone: 289-2291

Established: 1867 *Statutory Authority:* M.R.S.A., Title 12, Chapters 401-417, 419

(Subchapter II)

Average Number of Full-Time Employees: 125

Authorized Employee Level: 88

Total Expenditure, Fiscal Year 1975: \$2,622,167

Organizational Units:

Administration Division
Division of Marine Research
Extension Division

Division of Law Enforcement
Division of Marketing and Promotion
Marine Resources Advisory Council

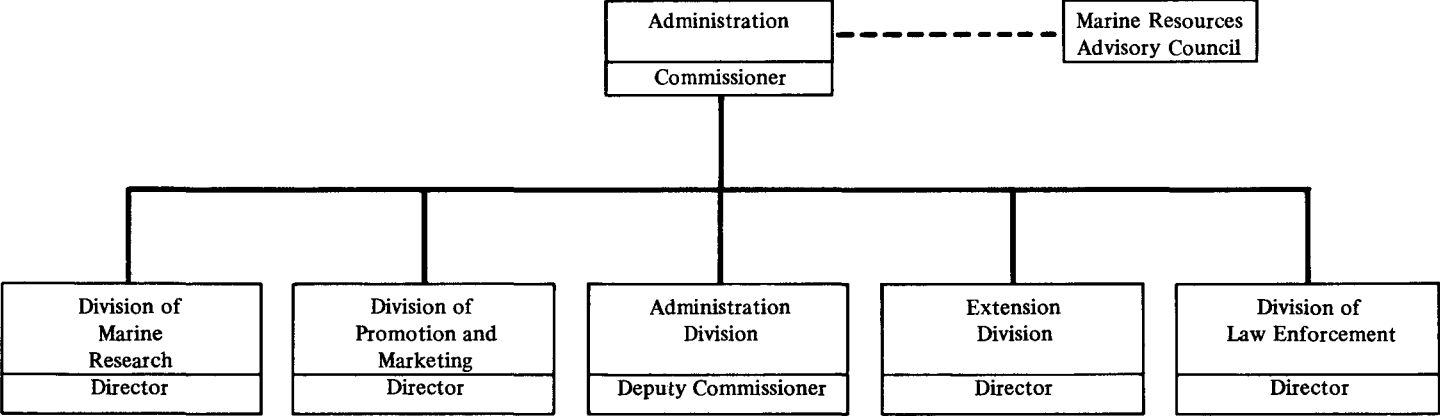
Atlantic States Marine Fisheries Commission

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine coastal fisheries industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in the Commissioner of Marine Resources, the Department 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 represents the State of Maine as an ex officio member of both the Atlantic States Marine Fisheries Commission and the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed 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 replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. Representation of the State of Maine on the Atlantic States Marine Fisheries Commission, through the ex officio membership of the Commissioner of Sea and Shore Fisheries along with a legislator member of the Maine Commission on Interstate Cooperation, was authorized in 1959. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources and the Marine Resources Advisory Council which, along with added duties and responsibilities, assumed those previously assigned to the Department of Sea and Shore Fisheries and its Advisory Council.

**ORGANIZATION CHART
DEPARTMENT OF MARINE RESOURCES**



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FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF MARINE RESOURCES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,718,048	\$ 113,178	\$		\$1,831,226
Departmental Operations	1,693,645				1,693,645
Transfers	24,403	113,178			137,581
Federal Grants			603,190		603,190
County & Municipal					
Private Contributions		10,000			10,000
Sales		117			117
Services & Fees		83,101			83,101
Other		82,054			82,054
Unexpended Balance Brought Forward	\$234,613	750,582			985,195
Adjustment of Balance Brought Forward	(24,267)	(3,677)			(27,944)
TOTAL FUNDS AVAILABLE	1,928,394	1,035,355	603,190		3,566,939

Monies received and deposited to the credit of the State	109,099				109,099
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EXPENDITURES					
Total Personal Services	1,038,395	146,215	252,121		1,436,731
Wages & Salaries	913,258	134,496	221,472		1,269,226
Retirement	125,137	11,719	30,649		167,505
Total All Other	533,105	205,144	102,218		840,467
Contractual Services	461,749	153,207	78,521		693,477
Rents	1,736	2,048	1,017		4,801
Computer Services	445	61	626		1,132
Commodities	58,606	49,827	19,570		128,003
Grants, Subsidies, Pensions	10,569		2,485		13,054
Transfers to Other Funds					
Other					
Total Capital Expenditures	216,656	66,851	61,462		344,969
Buildings & Improvements	40,229		55,356		95,585
Equipment	176,427	66,851	6,106		249,384
Purchases of Land					
TOTAL EXPENDITURE	1,788,155	418,210	415,802		2,622,167

SUMMARY

Total Funds Available	1,928,394	1,035,355	603,190		3,566,939
Total Expenditure	1,788,154	418,210	415,803		2,622,167
NET	140,240	617,145	187,387		944,772
Unexpended Balance Forward	128,561	517,911	286,622		933,094
Unexpended Balance Lapsed	11,679				11,679

PROGRAM: The Department of Marine Resources' normal activities and responsibilities this year were carried out against a background of rapidly changing regional, national and international developments that foretell substantial changes in the commercial fishing industry. These developments parallel significant environmental shifts in the Gulf of Maine that are reflected in the abundance and availability of various commercial fisheries species. These events continue to demand flexibility and rapid response by departmental personnel to a wide variety of problems and responsibilities.

At the federal level, the development of a National Fisheries Plan and the adoption by Congress of the Eastland Resolution, calling for a National Fisheries Policy, hold the possibility of a revolution in federal policy toward the nation's fishing industry. The Department has been contributing regularly to these federal developments. The prospect of Congressional action on extended fisheries jurisdiction to the 200-mile limit also has required frequent review and comment on various legislative proposals. At the same time that these actions indicate a demand for greater state participation in offshore fisheries management, the Administration proposed a substantial reduction in state-federal fisheries management funding. Substantial effort was

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required by Maine's Congressional Delegation and Department of Marine Resources personnel to retain the existing level of federal grant-in-aid matching fund programs.

New shellfish sanitation regulations proposed by the Food and Drug Administration would have a major impact on Maine's shellfish industry, and much time has been spent on review and comment on these proposals. At the same time, the Department has attempted to revise its regulations and administrative procedures to insure compliance with national health standards and proper administrative safeguards to the shellfish industry.

Continuing occurrences of paralytic shellfish poisoning (PSP) resulted in substantial reduction in the shellfish harvesting in 1974. The Department strengthened its monitoring and analytical capabilities in 1975 with the aid of a grant from the New England Regional Commission to the Bigelow Laboratory for Ocean Sciences which shares the Department's laboratory facilities at McKown Point, Boothbay Harbor.

The Bigelow Laboratory was established at the beginning of this year and rapidly developed into a strong research facility participating with departmental personnel in PSP research and monitoring, oil pollution studies, oceanographic monitoring and predictive studies, and other cooperative programs. The addition of the Bigelow Laboratory to the McKown Point facilities expanded the traditional cooperative research programs with other institutions. Students and visiting scientists from a variety of institutions have shared working facilities with the Department and the Bigelow Laboratory.

The Department accepted delivery of the new 83-foot patrol/research vessel, *Challenge*, in January and has kept her busy ever since in enforcement and cooperative research programs, including National Aeronautic Space Administration's Apollo-Soyuz joint satellite space mission.

Departmental personnel, legislators and industry representatives visited fisheries training, construction and industrial facilities in New Brunswick as guests of the Province.

Accelerating interest in the petroleum potential of the Outer Continental Shelf presents potential problems for the fisheries and the on-shore facilities of the industry, and much time has been devoted to developing, in cooperation with other State agencies, a Maine policy position on this issue.

Legislative approval was given to a proposal to raise certain licenses issued by the Department to a more realistic level. These fee increases will permit the addition of six new wardens to the Division of Law Enforcement, increasing its personnel to forty-three. An Assistant Attorney General was also approved for assignment to the department to devote full time to the numerous and increasing legal problems that continually arise in the evolving fisheries situation. The increase of license fees also permits strengthening and consolidation of the marketing, extension and shellfish management programs.

The Legislature also enacted landmark legislation providing for the compensation of fishing gear lost to the operation of foreign fishing vessels. Hopefully this State fund will shortly be replaced by similar and substantial federal legislation.

ADMINISTRATION DIVISION

RICHARD P. CHOATE, DEPUTY COMMISSIONER

PURPOSE: The Administration Division was established to perform administrative functions of the Department of Marine Resources and advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, Equal Employment Opportunity actions, Fair Labor Standard Act compliance and Collective Bargaining matters; preparation and supervision of the departmental budget, contracts and Council Orders and actions taken on personnel matters and purchases; coordination of clerical services, maintenance services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

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ORGANIZATION: The Administration Division, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Clerical Section has fourteen employees located both in Augusta and Boothbay Harbor, and provides services for all divisions of the Department. Eight Maintenance Section personnel are based at Boothbay Harbor to provide maintenance and security functions on buildings, equipment, watercraft, vehicles and utilities. The Accounting Section has five personnel who are responsible for central activities in finance, personnel and equipment. The Statistical Section is comprised of two employees who gather and report data on fishery landings and other industry information, working closely with federal personnel from the National Marine Fisheries Service.

PROGRAM: The Administration Division's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Division provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits. Much of this work is routine, but is vital to the successful operation of the Department.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Administration Division are not maintained separately, but are included with those of the Department of Marine Resources.

DIVISION OF MARINE RESEARCH

ROBERT L. DOW, DIRECTOR

DANA E. WALLACE, Assistant Director

PURPOSE: The Division of Marine Research was established to provide direction for the management and rational commercial and recreational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Division 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.

ORGANIZATION: The Division of Marine Research was established administratively in 1946, and is the oldest, continuously operating marine research agency north of Woods Hole, Massachusetts. 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:

Shellfish Sanitation. The Pollution Group is responsible for determining the suitability of all shellfish growing areas for the harvesting of shellfish. This includes shoreline water and shellfish sampling as well as laboratory analysis. A contract with the Department of Environmental Protection and the U.S. Environmental Protection Agency has allowed for the identification and documentation of sources of pollution between Boothbay Harbor and Kittery. This contract is being continued for additional portions of the coast, enabling the Division to fulfill better its obligations under the National Shellfish Safety Program. Expanded surveillance for Paralytic Shellfish Poison has been started to better document this problem.

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Larval Herring. Based on winter mortality and spring abundance of coastal larval herring, forecast was given to the sardine fishery and industry for the abundance of two-year-old herring in 1976. The number of two-year-old sardine herring (6 per can) should be moderate along the coast in 1976. The catch should approach that of the 1969 fishery for two-year-old herring (6,702 metric tons). A new project was established under the auspices of the Maine Sardine Council to forecast the availability of sardine herring to coastal fishermen. The forecast of availability is based on the measurement by school children of temperature and salinity off promontories along the Maine coast. The measurements are used to detect intrusions shoreward of outer coastal water and the possible concentration of herring forage inshore.

Gulf of Maine Seal Investigations. Research conducted under the current contract included: a) development of a statistical sampling program to give periodic estimates of the harbor seal, *Phoca vitulina*, population in Maine waters; b) determination of seasonal distribution patterns of harbor seals; and c) estimation of the seasonal abundance, distribution and possible migrations of gray seals, *Halichoerus grypus*, in Maine waters.

Seal ledges were designated as sampling units and stratified according to size, and random samples were drawn by an optimal allocation formula. Two sampling flights were completed using low altitude aerial photography, the first in August, 1974, the second in May, 1975. Total population estimates derived from each survey were $5,730 \pm 1,724$. Both estimates gave a coefficient of variation of about fifteen percent.

Total coverage aerial counts were made in Blue Hill Bay in three seasons. Data between seasons and among years is to be analyzed for seasonal distribution patterns and to aid in predicting local changes in abundance, particularly at important whelping sites. Boat surveys in lower Penobscot Bay and in the approaches to Blue Hill Bay indicate that gray seals are found in Maine waters during all seasons.

The census work to date provides baseline data on Maine's seals and should be useful when combined with periodic assessment efforts to reach protection, conservation, and management decisions for both seal species.

Shrimp Project. As the result of many years of biological research on the Northern Shrimp, a closed season recommended by the Scientific Committee of Maine, New Hampshire and Massachusetts has been implemented through the Atlantic States Marine Fisheries Commission, to be in effect from July 5 to September 27, 1975.

It is not known if a closed season will reduce or reverse the decline in shrimp abundance. It may be that the influence of unfavorable sea temperature trends will offset any regulations established to alleviate overfishing. It is recognized that the only possibility of improving the condition of the shrimp supply is to reduce fishing mortality and permit the stocks to stabilize and ultimately rebuild themselves. If no closed season is established, then the combination of unfavorable sea temperature and overfishing may eliminate the northern shrimp as a commercial fishery.

Recent sea temperature increases have resulted in declines in shrimp abundance and it is anticipated that the supply of shrimp will continue to decline for the next several years.

When the fishery was limited to inshore waters and the winter months, only mature egg-bearing females were caught. With the development of an offshore summer fishery, the quality of the catch deteriorated greatly since only mature males, approximately one-quarter the individual size of females, or recently molted post-hatching females, were taken.

Besides a poorer quality product, the summer offshore fishery serves to destroy the future source of reproduction and reduces the individual shrimp yield by about 75. Not only did the average size decline between 1966 and 1973, but the average age of shrimp in the catch declined from 4.4 years to 2.8 years; in effect, an actual reduction in volume yield of more than 50% because of the mixture of small size mature males and spent-spawner females.

Environmental Physiology of the Northern Shrimp. Because there is evidence that the abundance of northern shrimp, *Pandalus borealis*, is in some way inversely correlated with water temperature, the effect of temperature on the survival and development of eggs and larvae has been tested experimentally. Eggs and larvae were held for extended periods under controlled conditions at temperatures ranging from 2° C to 10° C. The survival and development rate of incubating eggs was measured, and after the eggs hatched, the survival and growth rates of the larvae were determined. Within the range of temperatures studied, the development rate of both eggs and larvae were greater in warmer water, but no significant difference in survival could be clearly demonstrated.

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Larvae were reared well past metamorphosis, some into the seventeenth stage with a carapace length of over 5 mm, and a substantial amount of data on growth and molting characteristics has been accumulated.

To permit long term studies of growth and survival with respect to temperature, a reliable temperature regulated seawater supply was necessary. A system to provide this was designed and installed at the laboratory. With this system, sea water at any desired constant temperature from 1° C to 20° C at any time of the year at a rate of 500 liters per hour, or at even greater volumes when the extremes of heating or chilling are not required, may be provided.

Lobster Research. The survey of the commercial lobster fishery continued throughout 1974. The Division sampled over sixteen tons of lobsters to determine length and weight composition of the catch, as well as percentages of females, culls and shedders. This information is used to calculate mortality and growth rates so that recommendations can be made to industry (fishermen and dealers) and legislators on how best to manage the stock of lobsters in the ocean. Some of these recommendations have been: 1) increase the legal minimum size to 3-1/2 inches carapace length; 2) eliminate "V" notching of female lobsters; 3) eliminate the maximum size limit; and 4) incorporate a 1-3/4 inch lath spacing into traps so as to allow sub-legals to escape.

To make assessments of lobster movement, mortality (total, fishing, and natural) and growth of American lobsters, *Homarus americanus*, 2,884 legal-sized lobsters were tagged and liberated at three sites along the Maine coast. Each lobster was tagged with a syphrion tag (designed to be retained through a molt) and a secondary tag which was secured around the lobster's claw (intended to provide date for estimating retention rate of the syphrion tag). To encourage fisherman cooperation, a five dollar reward is offered for the return of the lobster with tag(s) intact.

Two months after release, about forty-five percent of the tagged lobsters have been recaptured. Although it is too early to reach definite conclusions, most of the recaptured lobsters have moved in a westerly inshore direction. One lobster travelled almost forty miles on a southwesterly course, while a few lobsters moved ten to twelve miles in an easterly direction. Only one soft-shelled lobster that successfully retained the syphrion tag has been recaptured, but this number should increase with the approach of the shedding season.

Another continuing research project has been that of analyzing fishing effort and economic and environmental data as a basis to forecast yield trends of the lobster resource. From 1951 through 1971, these forecasts, having an error of less than 10%, were made on a year-to-year basis. Since 1971, forecasts are to be made on a five-year basis. Errors of forecast for the longer term period have, thus far, been 0% in 1972, 4.1% in 1973, and 2.7% in 1974.

The first biological-economic study of the American lobster fishery was published in March, 1975, by the National Oceanic and Atmospheric Administration. Federal funding for this work was made in 1957 to the Department and to the Economics Department of Bowdoin College.

A report on the loss of lobsters in traps cut off from surface buoys has been published by the National Marine Fisheries Service. At least thirty percent of the lobsters in these traps are lost through cannibalism or permanent entrapment. It is estimated that the total loss may amount to several million lobsters annually.

Anadromous Fish. During the past two centuries, Maine's abundant anadromous fishery resources were seriously depleted due to water pollution and construction of impassable dams. In the past decade, an aggressive water pollution abatement program has resulted in improved water quality in selected areas. The Department's complementary program of fishway construction on these improved watersheds has dramatically increased the relative abundance of the commercially valuable alewife which is utilized as a major bait source for lobster fishermen and a protein supplement in poultry feed. Other migratory species such as trout, salmon, shad and blueback herring have also benefited from this program.

The 1975 commercial harvest of alewives exceeded 3.4 million pounds for a record landed value of \$127,500. Over 15% of the 1975 total commercial production is directly attributable to the Department's fishway construction program. Three new fishways (Royal River—Yarmouth, Pitcher Pond—Lincolnville, and West Pond—Gouldsboro) completed in October, 1974, passed an estimated 10,000 adult alewives during the 1975 spawning run.

Legislation passed by the 107th Legislature now enables the Department to develop alewife harvesting plans with municipalities to ensure greater harvesting efficiency while providing greater protection to spawning stocks of alewives and other migratory species. In addition, a new fishway law clarifies the powers of the Department in working with dam owners to provide fish passage facilities for anadromous fish.

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A smelt tagging program was continued on the Penobscot River and expanded to the Kennebec River to determine the migratory movements of smelt and the location of spawning areas. A creel survey of the Kennebec River smelt fishery was continued to gain additional information on exploitation rates and conditions of the stocks.

A trapping facility was constructed in the Royal River fishway to enumerate the remnant stocks of anadromous fish and determine the status of shad stocks within the system. Biological studies of the Royal River and Nonesuch River were conducted to determine the suitability of these streams to support significant shad runs.

To develop a fund of data that will permit predictive modeling of the different types of alewife runs that occur in Maine, the Department is studying the biology and population parameters of a number of coastal alewife runs. A comprehensive knowledge of the population biology of the alewife is being developed to provide information that will enable the Department to manage the runs more efficiently.

Emphasis in the research program is placed on the growth and development of alewives in different habitats. Management of Maine's coastal alewife fisheries is the ultimate goal of this research project, and efforts are directed to developing management programs that will provide maximum commercial yields for existing runs and permit the restoration of runs in some areas at minimal cost.

Another phase of the project work is a program to assist Maine communities in developing and managing their alewife resources. In many areas of Maine, the revenue from local alewife fisheries forms a significant source of income to the towns and municipalities.

Green Crab Study. This project started in mid-October, 1973, to continue and expand work previously carried out by 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 softshell clams when it is overly abundant.

The annual fall survey of relative abundance and population characteristics at twenty stations from Kittery to Perry, additional spring surveys at five stations between Boothbay Harbor and Penobscot Bay, two surveys in the Blue Hill area, and monthly trapping in the Boothbay Harbor area have led to the following generalized conclusions:

1. Environmental conditions have been favorable to the successful reproduction and survival of green crabs over the past three to four years.
2. The 1973 and 1974 year classes of green crabs have been particularly successful.
3. The impact on soft shell clam stocks through the virtual elimination of annual sets has been particularly severe over the past two years (1973-74).
4. The eastern limit of severe effects on soft shell clam stocks is not presently known, but extends at least as far as Blue Hill Bay.
5. When present stocks of marketable clams are dug out from Kittery to Blue Hill, at least three years will be required to produce another marketable crop after crab abundance has been markedly reduced by either natural or man-imposed changes. Any such widespread, marked reduction in crab abundance is not foreseen for several years, barring any unpredictable mass mortalities.

Acquisition and Analysis of Water Temperature, Salinity, and Meteorological Data. This project started in mid-October, 1973, to continue the work previously carried out by National Marine Fisheries Service, comprising the continuous recording of eleven environmental variables, the analysis of data, and the dissemination of information to interested scientists.

The recordings were continued during the year. Tabulations and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, and precipitation were kept up to date, with monthly summaries available shortly after the end of each month. Other data were filed and are available on request.

Annual summaries of data for 1974 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1974, were mimeographed and sent out to departmental and Bigelow Laboratory staff members.

With the help of a volunteer summer worker, the backlog of barometric pressures, with monthly and annual summaries, was reduced to about one-tenth by the end of the fiscal year.

Dessemination of information has been to a regular mailing list and by special request to foreign, federal and State agencies; academic institutions; businesses; and private individuals.

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Monthly summaries are included in the weekly newsletter of the monthly trade paper, *Maine Commercial Fisheries*.

Scallop Research. Scallop research has been resumed on a seasonal and part-time basis for the first time since 1964, with samples collected during the last four November-April fishing seasons for age and growth measurements. Evidence accumulated from both population and commercial catch samples indicate that approximately one-quarter to one-third of the available supply is being used, largely because of the inefficiency of conventional scallop fishing equipment.

Other scallop studies have shown that a highly significant association between fluctuations in sea temperature and scallop abundance has existed throughout the ninety-year history of the fishery.

Biochemical Identification of Fish Stocks. The objectives of this project are to detect biochemical differences between stocks of fishes in the Gulf of Maine and to use these differences as "tags" to determine where the fish migrate and in which fisheries a particular spawning group is caught.

Biochemical-genetic analyses of the skeletal muscle from 400 yellowtail flounder were performed this past year. This completed the analysis of 2,030 flounders taken along the continental shelf from Brown's Bank, Georges Bank, Cape Cod, Nantucket Shoals, Long Island, and stations south of Hudson Canyon. Statistical analyses show that there are significant enzyme differences among these areas and that this enzyme will be useful as a "tag" for determining movements of these fish. A paper describing these findings has been completed and is being edited.

Search for an enzyme which will provide the same results for herring has not been as successful. Genetic differences have been detected in the enzymes of bloodworms and clams. The differences in the bloodworm have not been reported in the literature.

Heated Effluent Study. Studies of the effects of heated effluent from the Maine Yankee Atomic Power Company plant upon bloodworm population in Montsweag Bay were completed after four years' data were obtained and terminated after removal of the Westport Causeway resulted in a change in the low tide level and the amount of subtidal flats. The simultaneous monitoring of the temperature and salinity of the surface, one meter, and bottom water at Bath Point, Bluff Head and Wiscasset at thirty-minute intervals has been continued during one, twelve-hour period each month. Interstitial temperature and salinity data were monitored bimonthly from subtidal flats in the same three areas.

Fish Disease Research. Two manuscripts entitled *Phosphoglucumutase Polymorphism in Populations of the American Lobster, Homarus Americanus*, and *Phosphoglucumutase Polymorphism in the Green Crab, Carcinus Maenus* were completed and submitted for publication. The lobster paper describes the PGM isoenzymes of the American lobster as demonstrated by starch gel electrophoresis and compares gene frequency data for lobsters from six inshore and six offshore canyon areas. The second manuscript describes the PGM isoenzymes of the green crab with gene frequency data from the population at Boothbay Harbor.

A manuscript entitled *Virus (PEN) in Cod Erythrocytes: Ultrastructure and Distribution* is nearing completion in collaboration with Rensselaer Polytechnic Institute. This manuscript describes a recently discovered intra-erythrocytic viral infection, termed piscine erythrocytic necrosis (PEN), which results in massive red blood cell destruction in the Atlantic cod, *Gadus morhua*. This virus has been found to be a comparatively large virus resembling the icosahedral cytoplasmic deoxyriboviruses (ICDV) such as lymphocystis and the insect iridescent viruses, among others. The virus apparently contains DNA and replicates in the cytoplasm of the cell. Off Boothbay Harbor, 3.8% (16/116) of the cod sampled showed PEN; from areas east of Nantucket Shoals to the eastern edge of Georges Bank, a distance of approximately 180 miles 16% (41/256) of the cod showed evidence of PEN.

Approximately 1200 blood morphology slides were prepared from twenty marine species in May and June for a survey of blood lesions similar to those in cod and for evidence of hematozoa. Characteristic PEN lesions were found in mature pre-spawning alewives, *Pomolobus pseudoharengus*, ascending a fishway in Damariscotta Mills, and in smelt, *Osmerus mordax*, from the Damariscotta River. Electron microscopical studies similar to those of cod cells will eventually be conducted on these and other species found to have similar lesions to determine if virus is present and to compare virus size, morphology, etc.

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The discovery of PEN in anadromous alewives is particularly significant, for, if these blood lesions do prove to be viral, we have a method whereby the virus can be actively transported from a marine environment to fresh water lakes.

Herring Catch Survey. Herring catches from the Gulf of Maine and purchased by Maine sardine plants totaled over 46 million pounds by mid-August of 1975. Canadian herring imports processed as sardines amounted to 21.6 million pounds. Domestic herring totaled 16.3 million and herring from the Massachusetts and Rhode Island area amounted to 8.3 million pounds.

The herring landings were tabulated and prepared for automatic data processing and sent to Northeast Fisheries Center at Woods Hole, Massachusetts, to be processed and analyzed. Also summary tables were prepared showing landings by month, year, and county and sent to Statistics and Market News Division in Rockland, Maine, to eventually be published in the *Maine Monthly Landings* bulletin.

The amount of herring samples collected and prepared for the Northeast Fisheries Center up to the middle of August was ninety-two. Sixty-three were aged samples and twenty-nine were length and duplicates.

Clam Inventory. The clam resource inventory has been completed on a flat-by-flat basis and the information identified so that it can be assembled by town, county, and region. The results indicate that there are approximately 46,000 acres of clam growing area in the State. About 9,500 acres, 21% are closed because of bacterial pollution. The estimated carrying capacity or production capability is about 4,000,000 bushels. The production capability in closed areas is 750,000 bushels—18% of the State total.

The Department is continuing a cooperative project with the Department of Environmental Protection in locating and evaluating pollution outfalls related to clam flats as well as evaluating possible water quality station locations which may be incorporated into the Department of Environmental Protection's water quality monitoring network. Approximately half of the coast has been completed.

Area Biologists. The work of the three area biologists is highly varied and includes at times the following activities: shellfish management; assistance to municipalities and regions in management ordinances; wetland surveys; elver development for eel culture; cormorant control; coastal erosion; waste discharge, site selection for heavy metal analysis; oil spill sampling; paralytic shellfish poisoning sample collections; laboratory bioassays; identification of point sources of coastal pollution; ocean quahog and surf clam inventories for commercial development; raft culture of oysters; providing consultant services to the industry and advising fish culturists.

Oceanographic Program. During the past fiscal year, the Oceanographic Program continued its studies on the benthic communities of the Sheepscot River estuary. These studies are partly federally funded. The oceanographic research effort was aided during the year by volunteer student help from Bates, Colby, Bowdoin, and Antioch Colleges.

In September, the Oceanographer presented a paper entitled *Structural and Functional Responses of an Oyster Reef Community to a Natural and Severe Reduction in Salinity* at the First International Congress of Ecology held in The Hague, The Netherlands. The paper was also published in the widely distributed proceedings of the Congress. Other publications of the year include a paper in *Chesapeake Science* entitled *A Remotely Operated Shallow Water Benthic Suction Sampler*, and two TRIGOM publications entitled *A Preliminary Checklist, with Annotations, of Potential Associates of the American Oyster, Crassostrea Virginica, in New England* and *A Preliminary Checklist of the Marine and Estuarine Invertebrates of Maine*. Another contribution entitled *Patterns of Distribution of Estuarine Organisms and their Response to a Catastrophic Decrease in Salinity*, originally presented at the Symposium on the Effects of Tropical Storm Agnes on the Chesapeake Bay Estuarine System, was finalized for inclusion in a book on the subject to be published by the Johns Hopkins University Press.

Escalator Harvester Study. A study has been completed of the ecological impact of a Maryland-type escalator harvester in an intertidal clay silt environment. The investigation was made in the Harraseeket River, Freeport. The use of this type of hydraulic equipment is authorized by Maine statutes in the portion of the Maine coast from Cape Elizabeth to Pemaquid Point, in the town of Phippsburg, and in Hancock County under certain conditions. One dredge boat has been intermittently fishing clams with this method in the town of Harpswell during the last two years.

Efforts of the project crew were supplemented by volunteers from Bates College during two seasons. Special emphasis was given to the population levels of juvenile clams in the harvesting

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scars on the flats, along with suspended sediments, turbidity, water chemistry, sediment structure parameter, infauna population levels. It was found that the Maryland-type dredge had little apparent lasting effects on the Harraseeket River ecosystem. The only species examined whose population showed a long-lasting effect was juvenile clams, *Mya arenaria*. Fifteen months after dredging, the concentrations of newly set juveniles were significantly higher in the harvested flats than the predredging values on the adjacent flats.

Oyster Aquaculture. A pilot project for American oyster culture in the New Meadows River in Brunswick was completed. The town of Brunswick and the Department of Marine Resources initiated the program in 1968 to determine the biological and economic feasibility of raising American oysters for commercial use in these waters. The biological suitability of the area was established for the tray culturing of juvenile oysters after experimental work had shown that it was not expedient to use bottom or shell string growing methods because of a lack of natural spat fall, predators or fouling organisms. Hatchery bred, cultureless spat were grown to commercial size in two and one-half years.

As a result of these studies, two individuals requested leases of the water areas for the culturing of oysters in the New Meadows River estuary. Public hearings were held under provisions of the marine resources laws authorizing leases for aquaculture. A five and a three-acre lease have been granted. Within the next year, small-scale commercial aquaculture operations will be under way to supply high-quality Maine oysters for the market.

Other Research Projects. Oil pollution, heavy metals and other toxic and hazardous substances discharged in Maine coastal waters are being monitored and evaluated.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Marine Research are not maintained separately, but are included with those of the Department of Marine Resources.

EXTENSION DIVISION KENNETH A. HONEY, DIRECTOR

PURPOSE: The Extension Division was established to provide information and technical assistance to all segments of Maine's commercial fishing industry. The Division serves as the information interface between Department of Marine Resources 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 underutilized marine resources; and to enhance the coastal economy of the State while protecting the coastal environment.

ORGANIZATION: The Extension Division, the first marine extension group in the country, was established administratively, through the authority vested in the Commissioner of Marine Resources, in January, 1966, as a joint project with the United States Bureau of Commercial Fisheries under the Research and Development Act, Public Law 88-309. In March, 1970, a National Oceanic and Atmospheric Administration (NOAA) Sea Grant support proposal was approved and funded, enabling the Extension Division to hire additional field agents to supplement the positions funded under Public Law 88-309.

PROGRAM: The fisheries of Maine are generally in difficult straits. During recent years, the Maine fishing fleet has faced the problem of drastic declines in the traditional fish stocks such as herring, redfish, and whiting. As a direct result, increased fishing pressure on the few remaining stocks, such as northern shrimp, cod and hake, has resulted in depletion of these stocks also.

The Department of Marine Resources' Extension Division has been acutely aware of this problem and has channeled the past year's efforts to the possible development of some of Maine's so-called underutilized marine species. These include, mahogany quahogs, elvers (baby eels), blue mussel, dogfish and various other species.

ECONOMIC DEVELOPMENT

A lot of the Division's effort during the past year has been spent in assessing the potential of the mahogany quahog as a new alternate fishery for Maine. A survey of quahog populations in the York and Ogunquit area was carried out during the past fall and early winter. This survey was conducted aboard the Division's forty-seven foot vessel, *Duchess*. Although a sizeable amount of quahogs were located, the end results of this survey indicate a lack of sufficient quahog resources to support a commercial fishery in this area.

The Department's quahog explorations in southwestern Maine came to the attention of Prelude Corp. of Wickford, Rhode Island. This firm recently purchased the Bucks Harbor Seafood and Lobster Company in Machiasport. Officials of this company contacted Division personnel, and in effect, said "show me" quahog in the Machias Bay area. Extension personnel installed hydraulic gear aboard a chartered fishing vessel and began surveying the Machias Bay for mahogany quahogs. This cooperative State/industry project located sizeable beds of quahogs in Machias Bay. Prelude officials were impressed with the quality of the quahogs. It is felt that the Machias Bay area is a natural for a new quahog fishery if some of the technological problems can be worked out of the fishing gear. Efforts are continuing on this problem.

Another alternate or "underutilized" fishery that has shown promise during the past year is the blue mussel fishery. This fishery, in spite of some adverse red tide publicity, increased significantly during this past winter and spring. Divisional personnel have spent a considerable amount of time and effort encouraging Maine fishermen to get into mussel harvesting. The *Duchess* spent several days demonstrating harvesting methods to Washington County fishermen.

Another project was initiated when offshore fishermen expressed concern over the drastic decline of offshore fish stocks. These fishermen, attempting to find alternate resources, related that considerable numbers of small scallops were showing up in their trawls. However, a scallop survey was not financially possible for any of the fishermen under the existing depressed industry situation.

The Extension Division applied for and received a grant from the New England Regional Commission for an offshore scallop survey. A chartered sixty-three foot Maine dragger, with an extension agent acting as field chief, conducted this extensive survey. A total of thirty-three fishing days were spent on this survey, but the overall results were most discouraging. It is extremely doubtful that any commercially fishable offshore beds of scallops exist in Maine. Maine scallopers will have to depend on the traditional inshore scallop beds.

An extension project to determine the feasibility of hydraulic methods of scalloping was conducted aboard the forty-three foot extension vessel, *Keynotes*, this past winter. Although extension personnel are optimistic, a lot more field work is required before this gear can be fully assessed.

At the request of Washington County lobster pound operators, the Division is continuing to monitor the "red-tail" disease problem in the lobster pounds of that area. On-site scuba inspections of the lobster pounds are made to advise pound owners of lobster mortality and to collect diseased lobsters for histological examination. Extension agents advise and assist the owners in sterilization methods. This past fall many owners suffered severe losses to red-tail disease. However, without extension efforts the losses would have been of a much greater magnitude.

The Department continues to communicate with the Maine fishing industry on a nonscientific level via an extension page in the monthly fishery newspaper, *Maine Commercial Fisheries*.

The Division prepared and distributed a number of informational booklets and pamphlets relating to field projects. Personnel attended numerous meetings with industry, State and federal officials on fisheries matters that occur in their own local areas, and aided and cooperated with numerous State and federal officials on a variety of projects that these agencies are conducting along the Maine coast.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Extension Division are not maintained separately, but are included with those of the Department of Marine Resources.

ECONOMIC DEVELOPMENT

DIVISION OF LAW ENFORCEMENT

VINAL O. LOOK, CHIEF COASTAL WARDEN

Donald D. McIntosh, Coastal Warden Supervisor

PURPOSE: The Division of Law Enforcement was established 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. Coastal Wardens of the Division 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.

ORGANIZATION: The Division of Law Enforcement, comprising the Coastal Warden Service, was established administratively through the authority vested in the Commissioner of Marine Resources. 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 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 of Marine Resources and prosecuting the same in the State courts, making regular patrols, and participating in public educational work designed to stimulate public interest in marine resources conservation and boating safety programs.

During the fiscal year, the Division was reorganized to encompass four Districts with four supervisors and two investigators to work with the supervisors in special investigative work throughout the State. There are plans 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.

All officers participated in seminars of boating safety given by the U.S. Coast Guard. Officers continue to work closely with other enforcement agencies at both local and State levels.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Law Enforcement are not maintained separately, but are included with those of the Department of Marine Resources.

DIVISION OF MARKETING AND PROMOTION

GEORGE H. TAYLOR, DIRECTOR

PURPOSE: The Division of Marketing and Promotion was established to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products and to stimulate consumer interest in and consumer consumption of such products, both domestically and abroad. The Division has the primary responsibility among State agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division carries out programs designed to support and expand existing markets and to develop new markets for both traditional and so-called underutilized species. The purpose of such activities is to increase seafoods sales, thereby increasing income and employment at all levels of the commercial fishing industry.

ORGANIZATION: The Division of Marketing and Promotion was established administratively through the authority vested in the Commissioner of Marine Resources. Prior to 1957, marketing activities for Maine marine products were carried out by the Maine Development Commission and later, by the Department of Development of Industry and Commerce. In November, 1957, a

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full-time position was established within what was then the Department of Sea and Shore Fisheries, marking the beginning of a Division of Marketing and Promotion within the agency. 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. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973.

PROGRAM: In order to provide maximum assistance to Maine's commercial fisheries in the field of product development and marketing, the Division of Marketing and Promotion depends on a variety of funding sources for its activities. A number of basic services are funded by the State. In addition, a motion picture film program, a marketing leads service, product demonstrations and participation 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 markets, is funded by the Office of Sea Grant. A broad program to develop Maine's underutilized 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. Both films have won a total of fifteen awards for excellence. A total of 3,645,687 viewers have seen the former film, while 23,897,625 saw the latter during the time these films have been distributed nationally.

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 informational 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 the New England Steering Committee on the implementation of the New England Fisheries Development Program which places special emphasis on underutilized species.

As part of the Department's program to develop underutilized species, in-store demonstrations of mussels and dogfish were carried out in leading chain stores. These demonstrations were conducted in seventy supermarkets in Maine and New Hampshire and resulted in the serving of Maine mussels in various forms to over 150,000 consumers. During these demonstrations, housewives were taught methods of cleaning, preparing, cooking and storing mussels. After being served samples, ninety-five percent of the shoppers expressed a genuine interest in the products.

In addition, Maine mussels, along with other underutilized species such as dogfish and herring steaks, were demonstrated and served at the National Hotel-Restaurant Show in New York City and at the Supermarket Institute Show in Dallas, Texas. Mussels were also introduced to Maine grocers at the annual convention of the Maine Grocers Association. These exposures reached some 150,000 restaurant owners, store owners, wholesalers and buyers for supermarket chains, institutions and co-operatives.

As a result of these marketing activities, mussel production in Maine from January 1 to April 30, 1975, amounted to 17,675 bushels (or 1,237,250 pounds of whole mussels), as compared with 7,050 bushels (or 493,500 pounds of whole mussels) during the same period in 1974—a 151% increase in production. According to Department records, thirty-two dealers, processors and wholesalers handled mussels during the first four months of 1975, compared to only two dealers who were actively selling mussels three years ago.

Marketing and product development work was continued for a variety of other marine species. As a result of these efforts, there was a significant expansion of the Maine and New England bluefin tuna industry which began to service the extensive Japanese market. At the end of the 1974 season, overall sales of bluefins from New England suppliers were reported to be close to two million pounds. Nearly two-thirds of this amount was air-freighted fresh to Japan. Fillets were specially prepared for air freight by Japanese technicians employed by a joint-venture company based in Portland. The same company utilized a million-dollar Japanese long-liner and processing vessel which processed and transported nearly 800,000 pounds of frozen tuna. Prior to the development of a bluefin tuna industry, prices for this species ranged from five to ten cents per pound—when there was any market at all. During the 1974 season, the prices

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paid to Maine fishermen ranged from forty cents to one dollar and thirty-five cents, the top price occurring at a time when Maine lobstermen were receiving only one dollar and twenty cents per pound for lobsters.

Initial development of a sea urchin roe processing industry in Maine took place during the fall of 1974. A Japanese firm, which had been processing sea urchins in California, established two processing facilities in New England, one of which was located at Boothbay, Maine. Salted sea urchin roe was processed. Later, as a result of a cooperative project between the Department, the Japanese company and a Maine canning company, samples of canned sea urchin roe were produced and furnished to several Tokyo firms, with encouraging results. Since sea urchins are plentiful on the Maine coast and at the same time are an under-utilized species, it appears that the resource could represent a new and important source of income to Maine fishermen. At the same time, it would provide off-season employment for a considerable number of women involved in the processing of this species during a period when they might otherwise be without work.

Work was also carried out involving another underutilized Maine marine species which appears to have great potential—elvers or baby eels. Some eighty thousand elvers from the Gulf of Maine were placed under trial cultivation by the Japan Eel Culture Association in Hammamatsu, Japan. Gulf of Maine elvers proved to be good feeders and a very hardy species, and there appears to be reason for optimism for the future development of an elver industry in Maine.

Market investigations for other marine products with a potential in Japan were also conducted for such species as squid, herring roe, marine worms, smelts, sea cucumbers, sea peaches and various seaweeds.

Information and Education. Informational and educational materials designed to increase the sales of Maine seafood products were prepared and distributed, including brochures, recipe leaflets, news releases, feature stories and photographic materials.

A twenty-foot exhibit was utilized at the Eastern States Exposition, West Springfield, Mass., which featured Maine seafood products. Nearly one million people attended the Exposition during September, of 1974, making this the eighth largest event of its kind in the nation.

A total of 149,420 seafoods recipe leaflets, booklets and posters was distributed as follows:

How to Eat Maine Lobster	36,768
How to Prepare Maine Lobster	31,226
Seafood Dishes from Maine	18,073
Shrimp Marvels from Maine	9,842
Marvelous Maine Shrimp	19,327
Fabulous Feasts with Maine Seafoods	3,549
Harvesters of the Sea	926
The Story of Maine's Commercial Fisheries	
Buyers Guide for Maine Seafoods	277
Maine Mussels	26,739
Maine Lobster—Magic Key to Promotion	2,232
Lobster Posters	244
Join the Feast Posters	217

Total Copies	149,420
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Miscellaneous Activities. The Division aided, cooperated with and participated in a large number of seafood-oriented events.

Other work as required was carried out, including numerous meetings with industry and State and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with State and federal agencies and the private sector; and activities involving a wide range of fisheries problems, 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 discussion, wetlands and rivers and harbors dredging proposals, offshore oil drilling and onshore refinery site proposals, and the paralytic shellfish poisoning problem.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Marketing and Promotion are not maintained separately, but are included with those of the Department of Marine Resources.

MAINE SARDINE COUNCIL

CALVIN SPINSON, CHAIRMAN

RICHARD E. REED, Executive Secretary

Central Office: 15 Grove Street, Augusta 04333

Telephone: 289-2207

Established: 1951

Statutory Authority: M.R.S.A., Title 36, Chapter 713

Average Number of Full-Time Employees: 6

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$239,651

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for most all except routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. 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 1975 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 Administration's 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.

Considerable staff time was devoted to representing the industry's interests in international negotiations for conservation and management of the herring fisheries resource, on sardine standards and tariffs and trade.

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.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975:

DETAIL

MAINE SARDINE COUNCIL	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$			\$
Departmental Operations					
Transfers		(9,454)			(9,454)
Federal Grants					
County & Municipal					
Private Contributions					
Sales		125			125
Services & Fees					
Other		242,437			242,437
Unexpended Balance Brought Forward		238,929			238,929
Adjustment of Balance Brought Forward		514			514
TOTAL FUNDS AVAILABLE		472,551			472,551
Monies received and deposited to the credit of the State					
EXPENDITURES					
Total Personal Services		81,086			81,086
Wages & Salaries		74,642			74,642
Retirement		6,444			6,444
Total All Other		137,227			137,227
Contractual Services		118,800			118,800
Rents		3,707			3,707
Computer Services					
Commodities		11,251			11,251
Grants, Subsidies, Pensions		5,690			5,690
Transfers to Other Funds		1,486			1,486
Other					
Total Capital Expenditures		21,338			21,338
Buildings & Improvements					
Equipment		21,338			21,338
Purchases of Land					
TOTAL EXPENDITURE		239,651			239,651
SUMMARY					
Total Funds Available		472,551			472,551
Total Expenditure		239,651			239,651
NET		232,900			232,900
Unexpended Balance Forward		232,900			232,900
Unexpended Balance Lapsed					

MAINE GUARANTEE AUTHORITY

EDWARD F. WILSON, CHAIRMAN

LLOYD K. ALLEN, Manager

Central Office: 122 State Street, Augusta 04333

Telephone: 289-3095

Established: 1973 *Statutory Authority:* Public Laws, 1973, Chapter 633; M.R.S.A., Title 10, Chapters 102,103,701; Title 30, Chapter 242

Average Number of Full-Time Employees: 4

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$1,470,244

PURPOSE: The Maine Guarantee Authority was created to help finance the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine through the administration of programs of State financial assistance, including 1) guaranteeing the payment of 75% to 95% of industrial and recreational mortgages; 2) approving the issue of municipal revenue security issues; and 3) loaning funds for the construction of Community Industrial Buildings.

ORGANIZATION: The Maine Guarantee Authority (MGA) was established in 1973 by the 106th Legislature to replace three existing State financial assistance agencies, to merge their statutory functions into a single agency and to administer the newly created Community Industrial Buildings program. The agencies that MGA replaced were 1) the Maine Industrial Building Authority, created in 1957; 2) the Maine Recreation Authority, created in 1966; and 3) the Maine Municipal Securities Approval Board, created in 1965.

The Authority consists of nine members: the Director of the State Development Office (formerly Department of Commerce and Industry) and eight members at large appointed by the Governor with the advice and consent of the Council, for terms of four years. A manager is appointed by the Authority to direct and supervise its administrative affairs and technical activities.

PROGRAM: The second year's operation of the combined activities of the Maine Guarantee Authority involved greatly increased activity.

During the last fiscal year, the Authority approved one new industrial guarantee of \$405,000; became committed for six additional industrial guarantees for a total of \$3,462,220 and for two additional recreational guarantees for a total of \$877,500; and approved eleven new municipal securities issues for a total of \$78,180,715.

The staff has been consolidated to a Manager and his assistant, a secretary and an accountant. This has been demonstrated as a minimum but adequate staff for the existing work load, with the assistance of several members involving themselves in individual projects.

The economic slump has occasioned a resurgent demand for State guarantees, both in helping finance new projects and refinancing existing facilities facing financial starvation due to the times and market conditions. Many evaluations have indicated the feasibility of accepting excessive financial risks, as opposed to the costs to the State from major jobs lost through the non-availability of financing.

Several problem projects have come to happy endings. The old Moxees Shoe plant in Auburn has finally been sold to Stride Rite and is providing steady jobs for many people. The Carriage Inn properties in Pittsfield have been sold on a long-term pay-out that will eventually permit the Authority to recover all expenses. The Rich Vale Homes properties in Biddeford are being operated again by new ownership, and, of course, the Sugar Refinery in Easton has been sold to the Beet Growers and at last report, appeared to be on the road back into operation.

There are still many problem areas in the State's economic picture. Lumber and wood products operations have had a very difficult year, and have required the Authority's

ECONOMIC DEVELOPMENT

assistance, both in refinancings and assisting with mortgage payments. The future is brighter, however, and these are expected to recover. Some of the resorts have had to go through major readjustment due to the shortage and high cost of gasoline in addition to the recession. The potato processing industry in Northern Maine has had a very difficult time, with increasing costs and deflated prices, and are demanding assistance if they are to survive.

The Community Industrial Building program is off the ground, with two completed buildings awaiting industrial prospects. The business recession has mitigated against major industrial expansions, but the shell plants are there, awaiting the upturn in the economy, to provide Brewer and Houlton with additional job opportunities.

The Municipal Securities Approval program has continued active, with eleven issues approved during the year for a total of over \$78,000,000 and including both new industrial locations as well as pollution control systems for existing industry.

INDUSTRIAL BUILDING GUARANTEES

Name	Location	June 30, 1975 Balance	Effective Date	Guarantee Original Loan	Guarantee Percentage
American Kitchen Foods, Inc.	Caribou	\$ 2,303,170.35	4/15/1969	\$ 3,300,000	100%
Andrews Enterprises	Kennebunk	397,641.29	9/16/1974	405,000	90%
Beaudry Lumber Co., Inc.	Greenville	1,010,000.00	6/ 5/1973	1,176,000	98%
Brewer Manufacturing Co.	Houlton	8,898.82	6/ 1/1962	50,000	100%
Bridgton Knitting Mills	Bridgton	109,057.84	10/16/1963	370,860	100%
Casco Printing Co.	Portland	43,690.00	1/ 1/1962	107,000	100%
Chemetron Corp.	Saco	29,303.16	2/17/1961	72,000	100%
Clark Shoe Co.	Auburn	57,344.21	4/ 7/1967	350,000	100%
Co-Hen Egg Co.	Dayton	283,682.35	4/ 3/1970	676,454	100%
Congress Sportswear Co., Inc.	Bath	184,223.59	1/29/1965	303,040	100%
Cooper-Weymouth Maine, Inc.	Clinton	118,755.10	8/20/1968	227,425	100%
Dexter Shoe Co.	Newport	45,271.99	12/22/1964	118,000	100%
Eastern Fine Paper Co.	Brewer	225,406.53	10/13/1968	1,000,000	100%
Edwards Manufacturing Co., Inc.	Augusta	1,543,064.36	2/ 9/1973	1,800,000	94.74%
First Hartford Corp.	Waterville	4,266,860.80	12/15/1972	4,650,000	100%
General Electric Co.	Auburn	318,537.46	1/ 2/1963	460,000	100%
Gladding Paris Corp.	South Paris	670,775.33	3/29/1972	764,200	100%
Goodman (Wilfred) Wiping Cloth Co., Inc.	Auburn	5,139.03	4/ 1/1963	20,000	100%
Guilford Industries, Inc.	Guilford	559,878.27	12/22/1971	1,000,000	100%
Hallowell Shoe Co.	Augusta	447,252.15	6/30/1966	680,000	100%
Hancock Ellsworth Tanners, Inc.	Hancock	319,304.25	10/ 4/1961	682,422	100%
Herman Shoe Co. (Division of Stride Rite)	Scarborough	290,167.53	10/ 1/1960	557,300	100%
Hoerner Waldorf Co.	Waterville	118,110.82	8/ 4/1964	204,000	100%
Kennebec River Pulp & Paper Co.	Madison	4,953,900.00	9/15/1971	4,953,900	100%
Lynn Flex Industries	Saco	292,366.00	10/ 1/1962	588,000	100%
Maine Egg Farms (Sawyer Farms)	Greene	171,817.51	4/21/1967	892,000	100%
Maine Metal Finishing Co.	Gorham	5,305.38	9/23/1959	54,000	100%
Northeast Industry, Inc.	Calais	59,917.18	12/ 1/1960	100,000	100%
Penobscot Poultry Co.	Belfast	389,864.68	3/ 3/1969	1,500,000	100%
Potato Service, Inc.	Presque Isle	152,588.68	9/28/1961	1,000,000	100%
Rich Vale Homes, Inc.	Saco	357,610.56	10/17/1973	360,000	90%
Shaw, Wendall	Fort Fairfield	46,899.87	10/10/1967	79,150	100%
Thorsen, L. S., Corp.	Hancock	27,607.34	12/29/1959	90,000	100%
Truitt Bros., Inc.	Belfast	255,300.73	11/ 1/1963	500,000	100%
Vahlsing, Inc.	Easton	1,006,488.65	8/ 1/1961	2,368,800	100%
Volk Packaging Corp.	Biddeford	200,760.44	8/ 1/1968	288,000	100%
Ward Home & Cabin Co.	Houlton	4,801.58	9/ 2/1964	80,775	100%
Woodplex (Messina Lumber Co.)	Wiscasset	95,219.22	11/ 1/1967	300,000	100%
Total		\$21,375,983.05		\$32,128,326	

OUTSTANDING COMMITMENTS

Bass, G. H., & Co.	Wilton	\$ 2,215,400.00	95%
Marvel Homes, Inc.	Biddeford	67,500.00	90%
Saco Tanning Co.	Saco	2,220,819.75	95%
Viner Bros., Inc.	Bangor	832,500.00	90%
Woodlord, Inc.	Kingfield	81,000.00	90%
Total		\$26,793,202.80	
Outstanding Bonds		1,972,000.00	
		28,765,202.80	
Balance Availability		11,234,797.20	
Total Capacity		\$40,000,000.00	

ECONOMIC DEVELOPMENT

RECREATIONAL FACILITY GUARANTEES

Name	Location	June 30, 1975 Balance	Effective Date	Guarantee Original Loan \$	Guarantee Percentage
Atlantic Motor Inn	Wells Beach	\$ 296,339.40	12/ 1/1969	\$ 347,400	100%
Beaver Brook Camping Area	Wayne	278,709.54	12/ 1/1972	280,000	100%
Bridge End	Deer Isle	91,000.00	3/ 4/1969	130,000	100%
Colonial Village	Ogunquit	370,459.95	1/29/1969	567,000	100%
Evergreen Valley	Stoneham	3,355,000.00	11/26/1974	3,400,000	100%
Five Seasons	Mt. Vernon	223,000.00	4/13/1973	225,000	100%
Friendship Motor Inn	Old Orchard Beach	439,411.65	5/15/1970	500,000	100%
Golden Anchor	Bar Harbor	522,000.00	10/18/1968	645,000	90%
Hyde School Tennis Court	Bath	227,164.11	11/ 1/1969	270,000	100%
Indoor Tennis	Bangor	144,222.14	10/ 1/1969	157,500	100%
Katahdin Shadows KOA	Millinocket	132,916.70	12/31/1973	145,000	100%
Kimball Terrace Motor Inn	Northeast Harbor	411,733.40	9/29/1971	473,000	100%
Landmark Motor Inn	Pittsfield	138,805.19	10/ 1/1970	155,000	100%
Nautilus Motel & Restaurant	Kennebunk	137,166.77	8/15/1967	182,889	100%
Patten Pond KOA	Ellsworth	200,100.00	12/ 4/1973	200,100	87%
Pierce Marine Service	Boothbay Harbor	87,398.44	11/27/1968	125,000	100%
Port Harbor Marine	South Portland	45,976.69	11/28/1967	60,200	100%
Sebago Marine	East Sebago	53,411.46	9/17/1968	67,000	100%
Stow House Motor Inn	Brunswick	409,955.46	11/12/1968	510,854	100%
Waverly Motel	Old Orchard Beach	168,750.00	2/ 5/1969	225,000	100%
Wells Beach Resort Campgrounds	Wells	148,001.00	9/29/1972	185,000	100%
Total		\$ 7,881,521.90		\$ 8,850,943	

OUTSTANDING COMMITMENTS

Sugarloaf Mountain Development Corp.	Sugarloaf USA	\$ 2,533,102.00	100%
Squaw Mountain Village	Greenville	202,500.00	90%
The Cliff House	York	675,000.00	90%
Total		\$11,292,123.90	
Outstanding Bonds		1,040,000.00	
		12,332,123.90	
Balance Availability		4,667,876.10	
Total Capacity		\$17,000,000.00	

MUNICIPAL SECURITIES APPROVALS

July 1, 1974 to June 30, 1975

Municipality	Tenant	Amount of Issue	Date Approved	Bond Purchaser	Interest Rate Approval
Berwick	Prime Tanning Co., Inc.	400,000	7/30/74	Casco Bank and Trust Co.	6.75%
Washburn	R. T. French Co.	2,150,000	9/11/74	The Merrill Trust Co.	7.50%
Auburn	Stride Rite Corp.	650,000	10/16/74	Casco Bank and Trust Co.	5.75%
Winslow	Scott Paper Co.	10,000,000	10/16/74	Blyth, Eastman, Dillon & Co.	8.50%
Gorham	Hill Acme Company	2,000,000	3/ 3/75	Canal National Bank	7.50%
E. Millinocket	Great Northern Nekoosa #2	9,200,000	3/26/75	Blyth, Eastman, Dillon & Co.	9.00%
Hartland	Irving Tanning Corp.	650,000	3/26/75	Maine National Bank	8.00%
Lincoln	Lincoln Pulp & Paper Co.	8,000,000	3/26/75	White, Weld & Co.	10.00%
Westbrook	Data General Corp.	4,600,000	3/26/75	Casco Bank and Trust Co. — Chase Manhattan	9.00%
Jay	International Paper #1	39,530,715	5/28/75	The First Boston Corporation	9.00%
Jay	International Paper #2	1,000,000	5/28/75	The First Boston Corporation	9.00%
Total		\$78,180,715			

FINANCES, FISCAL YEAR 1975:

FINANCIAL SUMMARY

July 1, 1974 to June 30, 1975

Industrial Building Mortgage Insurance Fund

Balance Available 7/1/74 \$ 432,403.32

Income 619,464.75

1,051,868.07

Expenditures 613,097.33

\$438,770.74

Recreational Project Mortgage Insurance Fund

Balance Available 7/1/74 73,239.45

Income 194,532.67

267,772.12

Expenditures 515,038.48

(247,266.36)

ECONOMIC DEVELOPMENT

Community Investment Building Fund

Balance Available 7/1/74	419,615.16
Income	36,316.55
	455,931.71
Expenditures	319,131.86

136,799.85

Municipal Securities Approval

Balance Available 7/1/74	27,242.00
Expenditures	22,975.90

4,266.10

(4,266.10)

Total Cash Balance Available, June 30, 1975

\$328,304.23

FINANCES, FISCAL YEAR 1975:

DETAIL

MAINE GUARANTEE AUTHORITY (Administration)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$27,242			\$	\$ 27,242
Departmental Operations	27,242				27,242
Transfers					
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other				850,314	850,314
Unexpended Balance Brought Forward				925,258	925,258
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	27,242			1,775,572	1,802,814

Monies received and deposited to the credit of the State				850,314	850,314
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EXPENDITURES					
Total Personal Services	16,357			65,430	81,787
Wages & Salaries	15,280			61,122	76,402
Retirement	1,077			4,308	5,385
Total All Other	6,619			1,381,838	1,388,457
Contractual Services	6,389			1,085,785	1,092,174
Rents	1,512			6,049	7,561
Computer Services					
Commodities	230			919	1,149
Grants, Subsidies, Pensions				295,134	295,134
Transfers to Other Funds					
Other					
Total Capital Expenditures					
Buildings & Improvements					
Equipment					
Purchases of Land					
TOTAL EXPENDITURE	22,976			1,447,268	1,470,244

SUMMARY

Total Funds Available	27,242			1,775,572	1,802,814
Total Expenditure	22,976			1,447,268	1,470,244
NET	4,266			328,304	332,570
Unexpended Balance Forward				328,304	328,304
Unexpended Balance Lapsed	4,266				4,266

PUBLIC UTILITIES COMMISSION

LESLIE H. STANLEY, CHAIRMAN

HOWARD M. CUNNINGHAM, Secretary

Central Office: State House Annex, Capitol Shopping Center, Western Avenue, Augusta 04333
Telephone: 289-2448

Established: 1913

Statutory Authority: M.R.S.A., Title 35

Average Number of Full-Time Employees: 52

Authorized Employee Level: 55

Total Expenditure, Fiscal Year 1975: \$954,577

Organizational Units:

Economics and Finance Division

Electric and Telephone Division

Water and Gas Division

Legal Division

Transportation Division

PURPOSE: The Public Utilities Commission was established 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. The 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 157 water utilities, 20 electric corporations, 2 gas companies, 24 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 radio common carriers.

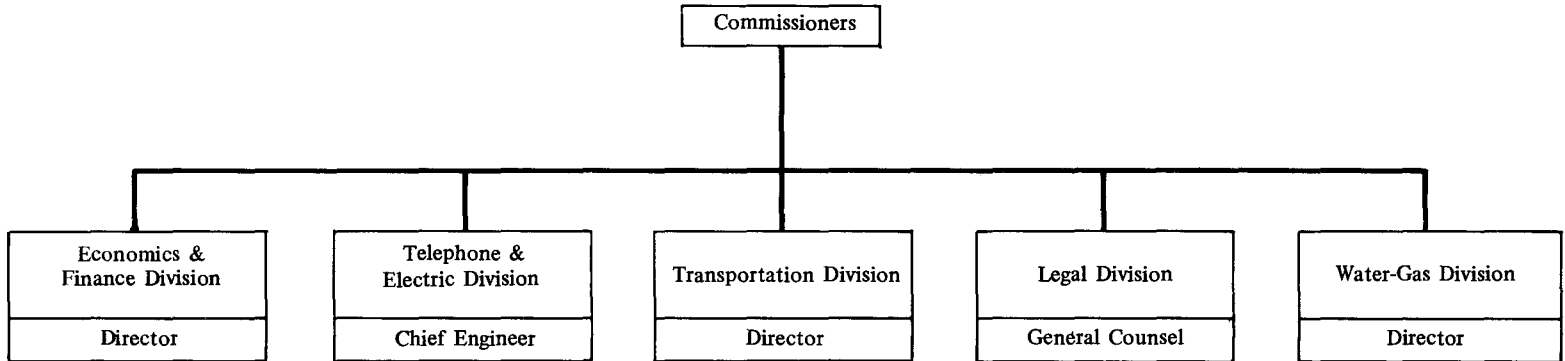
The Commission is divided into five informal, operating divisions with respective powers and duties as follows:

The Economics and Finance Division is responsible for enforcing a uniform system of accounts as prescribed by the Commission for all utilities; and for the examination and audit of all books and accounts kept by public utilities having property within the State, to determine that they are kept in such a manner as to comply with the directions of the Commission. The Division receives and examines all annual reports, thus maintaining extensive statistical information on the financial operation of all utilities. The Division analyzes and when necessary conducts public hearings on all applications of public utilities to issue stocks, bonds or notes. In addition, the Division may prepare material concerning rate base, rate of return, cost and depreciation for rate hearings. The Division may prepare cross-examination on accounting and finance matters, and analyze and evaluate rate cases exhibits as requested. The Division prepares or assists in the preparation of recommended decisions for Commission consideration. Finally, the Division is responsible for the preparation of the Commission budget and work programs, and the maintaining of expenditure and revenue records.

The Water and Gas Division regulates some 157 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings. It 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 24 telephone and 20 electric utilities in Maine, involving approximately one million accounts; prepares engineering cross-examination

**ORGANIZATION CHART
PUBLIC UTILITIES COMMISSION**



ECONOMIC DEVELOPMENT

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 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; reviews and revises rules and standards of service for telephone and electric utilities; and, in recent months, commenced the regulation of radio common carriers.

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, and 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; it maintains a comprehensive tariff file on both interstate and intrastate 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.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and 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 acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm or corporation 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. Legislation effective June 28, 1974 requires all three members of the commission to devote full time to their duties. Previously, the chairman, designated by the Governor, was considered the only full-time member.

PROGRAM: During fiscal year 1975, the number of motor carriers certificated by the Public Utilities Commission increased substantially, with approximately 56,038 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. Legislation enacted by the 107th Legislature provides for reciprocity on motor vehicles for hire by the Commission between Maine and other jurisdictions.

ECONOMIC DEVELOPMENT

The 107th Legislature also enacted legislation effective June 12, 1975, removing from Public Utilities Commission jurisdiction all sanitary, sewerage, and sewer utilities. Previous to this legislation the Commission, through its Water and Gas Division, did regulate the rates of some sewer systems. On December 26, 1974, the Commission ruled that it could not constitutionally regulate the rates of some districts operating sewer systems if it could not regulate them all. Therefore, a few districts operating sewer systems did have provisions in their charters requiring such regulation, but many did not.

The Commission continued during this fiscal year to be certificated by the Federal Office of Pipeline Safety to handle the safety aspects of natural gas pipelines in Maine. Federal grant funds equal to one-half of applicable expenditures were applied for and received semi-annually.

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 generally concerned with the location and quantity of water available for use, data being obtained on the physical and chemical qualities, and a program of investigating and tabulating stream flows, groundwater and water quality. In this same area, the

FINANCES, FISCAL YEAR 1975:

DETAIL

PUBLIC UTILITIES COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$454,030	\$10,000		\$652,784	\$1,116,814
Departmental Operations	431,940			652,784	1,084,724
Transfers	22,090	10,000			32,090
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees		1,055			1,055
Other contingent account allocation	15,726				15,726
Unexpended Balance Brought Forward	840	985		554,910	556,735
Adjustment of Balance Brought Forward	(415)				(415)
TOTAL FUNDS AVAILABLE	470,181	12,040		1,207,694	1,689,915

Monies received and deposited to the credit of the State	16,934				16,934
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EXPENDITURES					
Total Personal Services	326,980			345,987	672,967
Wages & Salaries	297,228			314,947	612,175
Retirement	29,752			31,040	60,792
Total All Other	140,962	10,000		125,471	276,433
Contractual Services	62,522			103,842	166,364
Rents	1,622			10,025	11,647
Computer Services					
Commodities	4,312			11,604	15,916
Grants, Subsidies, Pensions	72,506	10,000			82,506
Transfers to Other Funds					
Other					
Total Capital Expenditures	552			4,625	5,177
Buildings & Improvements					
Equipment	552			4,625	5,177
Purchases of Land					
TOTAL EXPENDITURE	468,494	10,000		476,083	954,577

SUMMARY

Total Funds Available	470,181	12,040		1,207,694	1,689,915
Total Expenditure	468,494	10,000		476,083	954,577
NET	1,687	2,040		731,611	735,338
Unexpended Balance Forward	380	2,040		566,611	569,031
Unexpended Balance Lapsed	1,307			165,000	166,307

ECONOMIC DEVELOPMENT

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.

Significant changes in Commission operations will be occasioned by legislation enacted by the 107th Legislature. Utilities in the future will not be able to require a deposit of any residential customer without proof that the customer is likely to be a credit risk or to damage the property of the utility. The Commission, in determining just and reasonable rates for a public utility, may, under the new legislation, consider whether that utility is operating as effectively as possible and is utilizing sound management practices. The Commission will be promulgating and adopting rules and regulations regarding the disconnection of any residential customer service by an electric, gas, water or telephone utility in the State of Maine. Public hearings on these rules and regulations were conducted during the year, and final rules and regulations will be issued in the future. The Commission, under new legislation, has the authority to participate with other public utility regulating bodies in joint hearings and studies relating to mutually regulated utilities. Also, under new legislation, the Public Utilities Commission is directed to investigate and examine the appropriateness of all fuel charges imposed by electric companies after January 1, 1973, and to establish regulations for the uniform calculations and billing of fuel charges by all electric companies under its jurisdiction. The Commission must report the results of its investigation to the Legislature on or before the first of December, 1975.

With the continuing national trend of inflation, the Commission has been deluged with requests for increased rates. At the present time, nearly thirty requests are pending before the Commission, ranging from a low of 16% to a high of 180% increase. Staff personnel continue processing these applications while at the same time handling numerous daily consumer complaints and inquiries regarding utility rates, billing practices and service.

INDUSTRIAL ACCIDENT COMMISSION

JOHN V. KEANEY, CHAIRMAN

JOHN J. JOLICOEUR, Executive Secretary

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3751

Established: 1916

Statutory Authority: M.R.S.A., Title 39

Average Number of Full-Time Employees: 21

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1975: \$254,580

PURPOSE: The purpose and objectives of the Industrial Accident Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workmen's Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workmen's Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: 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 four 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 four members appointed by the Governor must be lawyers and members in good standing of the Maine Bar. The Commission appoints an executive secretary and full or part-time reporters and such clerical assistance as necessary. The Commission also has a Vocational Rehabilitation Counselor who places in training injured workers who cannot return to their normal employment because of disabling injuries.

PROGRAM: The Industrial Accident Commission has experienced a substantial increase in its work load due to the passage of a mandatory law which became effective on June 28, 1974, and was passed without funding. The number of First Reports of Injury filed for fiscal year 1974 was 33,242 and for the past fiscal year, the number of reports filed totaled 33,663. Agreements processed by the Commission increased from 6,264 in fiscal year 1974 to 7,262 in the past year, about 16%. The number of petitions of all kinds filed in fiscal year 1974 was 1,912 while in fiscal year 1975 they amounted to 2,036. The total number of hearings held in the fiscal year 1974 was 3,336 and 3,879 in the past year, an increase of 543 or 16%. The balance of the Second Injury Fund as of June 30, 1975 was \$72,205.80.

This Commission is presently operating with the same number of employees as in 1964. The following figures should be of interest with respect to Workmen's Compensation payment records.

Year	Net Workmen's Compensation	Direct Losses Paid
	Premiums Written	
1964	\$ 5,617,718	\$ 3,228,825
1974	30,231,804	14,305,953

Supervision of Loss Payments is one of the functions of the Commission.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975:

DETAIL

INDUSTRIAL ACCIDENT COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$260,810				\$260,810
Departmental Operations	246,733				246,733
Transfers	14,077				14,077
Federal Grants					
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	1,611				1,611
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	262,421				262,421
Monies received and deposited to the credit of the State	89				89
EXPENDITURES					
Total Personal Services	218,733				218,733
Wages & Salaries	198,832				198,832
Retirement	19,901				19,901
Total All Other	33,074				33,074
Contractual Services					
Rents					
Computer Services					
Commodities					
Grants, Subsidies, Pensions					
Transfers to Other Funds					
Other					
Total Capital Expenditures	2,774				2,774
Building & Improvements					
Equipment	2,774				2,774
Purchases of Land					
TOTAL EXPENDITURE	254,581				254,581
SUMMARY					
Total Funds Available	262,421				262,421
Total Expenditure	254,581				254,581
NET	7,840				7,840
Unexpended Balance Forward	108				108
Unexpended Balance Lapsed	7,732				7,732

ECONOMIC DEVELOPMENT

BOARD OF ACCOUNTANCY

JAMES E. CALAHAN, CPA, CHAIRMAN

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$20,468

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

ORGANIZATION: The Board of Accountancy, 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 1975, 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 1975:

BOARD OF ACCOUNTANCY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$42,035	\$42,035
Total Expenditure				20,468	20,468
NET				21,567	21,567
Unexpended Balance Forward				21,567	21,567
Unexpended Balance Lapsed					

ECONOMIC DEVELOPMENT

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS

JOHN H. LEASURE, CHAIRMAN

GEORGE W. GIBSON, Secretary

Central Office: 477 Congress Street, Portland 04111

Telephone: 774-0039

Established: 1945 Statutory Authority: M.R.S.A. Title 32, Chapter 3 (Subchapters II, III)

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$11,986

PURPOSE: The Maine State Board for Registration of Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or use the title "architect" in the State of Maine. The primary responsibilities of the Board 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.

ORGANIZATION: The Maine State Board for Registration of Architects 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: The Maine State Board for Registration of Architects, within the spirit and intent of the law, makes rules and regulations as may be desirable or necessary to carry out its duties of establishing standards and verifying qualifications of applicants for registration as an architect in the State of Maine. The practice of architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and supervision of construction of buildings or any other service in connection with the designing or supervision of buildings located within the State. Examinations are given twice yearly for those candidates who meet the requirements of the Board, proctored by a member of the staff of the University of Maine.

In the fiscal year 1974-1975, twelve residents in the State were registered as architects, three by examination and nine through the National Council of Architectural Registration Boards (NCARB). Thirty-six applications from non-residents were registered through NCARB. Registration renewals were granted to 114 architects residing in Maine and 474 non-resident architects.

The Board's short-range plan is to revise its rules and regulations to conform, within the spirit and intent of Maine law, to current national standards of architectural practices. Its long-range plan is to strive for constant betterment and maintain the highest standards of professional conduct in the best interests of the public.

FINANCES, FISCAL YEAR 1975:

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$30,470	\$30,470
Total Expenditure				11,986	11,986
NET				18,484	18,484
Unexpended Balance Forward				18,484	18,484
Unexpended Balance Lapsed					

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$8,381

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land 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.

ORGANIZATION: 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. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training.

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.

During fiscal year 1975, 64 Land Surveyor applications were received and 50 ultimately attained registration, bringing the total number of active registrants on June 30, 1975, to 1,051. This net gain of only 10 is attributed to deaths and non-renewals due to retirement, moving, etc.

In the same period, 89 Land Surveyor-in-Training applications were received and 11 were certified. A delay in receipt of results from the National Council of Engineering Examiners resulted in 51 of the above applicants being certified in July, 1975, just missing the 1975 fiscal year.

During the year, the Board affiliated with the National Council of Engineering Examiners (NCEE) who furnished and graded the Land Surveyor-in-Training examinations. The

ECONOMIC DEVELOPMENT

affiliation brought about certain changes in examination format, most notably duration. The Land Surveyor written examination was increased from 8 to 12 hours, and the Land Surveyor-in-Training from 4 to 8 hours. This raised Maine standards to the national level and increased reciprocity opportunities to Maine registrants with other states. This has become more costly because NCEE dues and examination fees necessitated an increase in the Board's registration fees from \$20.00 to \$25.00 for land surveyor, and from \$5.00 to \$10.00 for Land Surveyor-in-Training. After a reasonable trial period, the merits of national affiliation will be reevaluated by the Board on a cost/benefit basis.

A \$600 Professional Fund was established by a former Board member, to be used for promotion of the profession in a manner to be determined by the Board. By resolution of the Board, this money was transferred to the Maine Society of Land Surveyors for the express purpose of sponsoring refresher courses to assist applicants preparing for the written examinations.

FINANCES, FISCAL YEAR 1975:

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$16,756	\$16,756
Total Expenditure				8,381	8,381
NET				8,375	8,375
Unexpended Balance Forward				8,375	8,375
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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$15,705

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to 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 of 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.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor 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. The latter may or may not be a member of the Board.

PROGRAM: During fiscal year 1975, a total of 203 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 182 applicants. As of June 30, 1975, a total of 2,301 engineers were registered for the calendar year 1975.

During the fiscal year, 115 applications for the Engineer-in-Training (EIT) certificates were received. Of this number, 89 were seniors in the College of Engineering and Science at the University of Maine. Engineering-in-Training certificates were granted to 97 applicants.

Two periods of written examinations are given each year by the Board, in November and April. The November 8 and 9, 1974, examinations were given in Augusta with 37 professional engineer candidates and 20 EIT candidates attending. The April 18 and 19, 1975, examinations given in Augusta were attended by 53 professional engineering candidates and 27 EIT candidates. Also on April 19, 1975, the EIT examinations were given at the University of Maine at Orono where 90 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the state boards that desire to use them and are graded and returned by the National Council at cost. About 48 states and 5 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several states.

The Board held four regular and one special meeting during the fiscal year. Dates of regular meetings were July 11 and October 10, 1974, and January 9 and March 13, 1975. The special meeting was on July 22, 1974, and was necessary in order to canvas late arrival of the scores from the April examinations for professional engineer registration. The Board invited eleven applicants to appear for oral interviews; of these, ten were granted registration as professional

ECONOMIC DEVELOPMENT

engineers. All meetings of the Board were held in Augusta where attendance averaged four members per meeting.

FINANCES, FISCAL YEAR 1975:

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$20,313	\$20,313
Total Expenditure				15,705	15,705
NET				4,608	4,608
Unexpended Balance Forward				4,608	4,608
Unexpended Balance Lapsed					

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPT. RUSSELL H. TERRY, CHAIRMAN

BERTRAM SNOW, Secretary

Central Office: 26 Pearl Street, Belfast 04915

Telephone: 338-4658

Established: 1969

Statutory Authority: M.R.S.A., Title 38, Chapter 1 (Subchapter III)

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$158

PURPOSE: The Penobscot Bay and River Pilotage Commission was established 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. The primary responsibilities of the 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.

ORGANIZATION: 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 1975, the Penobscot Bay and River Pilotage Commission held four meetings and one hearing, all meetings held in Belfast, Maine.

FINANCES, FISCAL YEAR 1975:

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$3,915	\$3,915
Total Expenditure				158	158
NET				3,757	3,757
Unexpended Balance Forward				3,757	3,757
Unexpended Balance Lapsed					

BOARD OF REGISTRATION IN MEDICINE

CARL E. RICHARDS, M.D., CHAIRMAN

GEORGE E. SULLIVAN, M.D., Secretary-Treasurer

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

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$80,203

Organizational Units:

Board of Examiners in Physical Therapy

Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of revocation or suspension of license, probation or censure.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians; and in conjunction with the State Board of Nursing and the Board of Osteopathic Examination and Registration, to approve training programs for nurse practitioners. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists and the Board of Examiners in Physical Therapy.

ORGANIZATION: As established in 1865, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Six 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; one member must be a representative of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November.

Members of the Board together with appointees by the Governor constitute the Board of Examiners in Physical Therapy; and with appointees by the Governor with the advice and consent of the Council also constitute the Examiners of Podiatrists. The chairman and secretary-treasurer of the Board of Registration in Medicine hold the same offices on these examining boards. Meetings of the three boards are held on the same dates and at the same place.

ECONOMIC DEVELOPMENT

PROGRAM:

Legislation. During fiscal year 1975, the Legislature clarified the Medical Practice Act, modified licensing requirements, and established new and important responsibilities for the Board of Registration in Medicine. The following legislation was enacted: An Act to Clarify the Medical Practice Act; An Act to Authorize the Board of Registration in Medicine to Conduct Medical Education Programs; An Act to Protect Physicians Engaged in Peer Review; An Act to Require Appointment of a Public Member to all Professional and Occupational Licensing Boards; and An Act to Provide Immunity to Persons Who Voluntarily Render Emergency Care or Rescue Assistance.

The Board had recommended a few major changes which were incorporated into the Medical Practice Act: the additional requirement of a competency examination for physician's assistants; admission to examination of United States citizens, graduates of foreign medical schools who have substituted a year of supervised clinical training at a medical school in this country for the social service requirements of a foreign country — termed "Fifth Pathway"; and elimination of the visa requirement for admission to the examination. The Medical Education Programs Act authorized the Board to conduct continuing education programs for licensed physicians and to grant financial assistance to medical students who indicate an intent to engage in family practice in rural Maine. Policies and guidelines for the operation of these programs will be established by the Board with the advice of physicians experienced in the field of medical education during the coming year.

Meetings and Licensure. Members of the Board met for three meetings as required by statute on the first Tuesdays of July and November, 1974, and March, 1975. In addition, the Board held a disciplinary hearing and a public hearing for the promulgation of rules and regulations for physician's assistants.

Representatives of the Board met with the State Board of Nursing regarding Standards for Nurse Associate Programs; these were officially accepted in July, 1975. One Nurse Associate Program was approved following a site visit by the Secretary of the Board.

The Secretary also participated in meetings relating to malpractice insurance, the proposed medical school for Maine, the Federation Licensing Examination test committee and the Health Manpower Data System.

Four members of the Board, its legal counsel and executive secretary participated in a three-day meeting of the Federation of State Medical Boards, the organization responsible for the development of the nationally standardized Federation Licensing Examination (FLEX). Since the inception of FLEX in 1968, it has been administered by the Board each June and December as the qualifying examination for licensure to practice medicine and surgery in the State of Maine. This year, 455 candidates wrote the FLEX in Maine; 206 examinees (45%) passed the exam and were licensed. Most of these licensees subsequently establish themselves out-of-state following endorsement of their Maine license.

FLEX is administered simultaneously in forty-eight States and the District of Columbia. Maine ranks eleventh among these jurisdictions in the numbers of candidates examined. A survey of the candidates, conducted to determine the reasons for their increasing numbers, showed that the primary reasons for the flocking of FLEX candidates to Maine were no citizenship requirements, fewer pre-medical school requirements and a more pleasant examination setting.

One hundred sixty-four physicians were issued a State of Maine license on the basis of reciprocity with other states. A majority of these establish medical practice in this State, either permanently or seasonally; the most common motivating factor cited for relocating in Maine was the desire to get away from the complexities of the metropolitan areas.

The following temporary limited licenses were issued: Locum tenens, 28; Camp licenses, 65; Resident and Intern educational permits, 113; for a total of 206 temporary licenses and 370 permanent licenses issued during fiscal year 1975.

On June 30, 1975, the total number of physicians permanently licensed in Maine totaled 1,419 residents and 2,389 out-of-state residents. (As of this writing, the totals are 1,457 residents and 2,537 out-of-state residents.)

Investigations and Actions. Twelve situations required investigation and processing. With the Board as intermediary, eight of these were settled to the satisfaction of all persons concerned. One withdrawn license was reinstated; three physicians remain under surveillance and are required to report at intervals to the Board. Following a disciplinary hearing, one

ECONOMIC DEVELOPMENT

physician was placed on probation, but appeal to the courts has delayed enforcement of the Board's decision.

Records. A medical directory, including a roster of physicians licensed in Maine, the statutes, and rules and regulations pertaining to physicians and physician's assistants, is in the final stages of preparation and will be printed soon.

FINANCES, FISCAL YEAR 1975:

BOARD OF REGISTRATION IN MEDICINE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$254,855	\$254,855
Total Expenditure				80,203	80,203
NET				174,652	174,652
Unexpended Balance Forward					
Unexpended Balance Lapsed					

BOARD OF EXAMINERS IN PHYSICAL THERAPY

CARL E. RICHARDS, M.D., CHAIRMAN

GEORGE E. SULLIVAN, M.D., Secretary-Treasurer

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964

Established: 1955

Statutory Authority: M.R.S.A., Title 32, Chapter 45

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$3,124

PURPOSE: The Board of Examiners in Physical Therapy was established to protect the public through regulation of the practice of physical therapy in the State of Maine so as to maintain high professional standards. The Board 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 prescription, direction or supervision of a duly licensed physician or surgeon.

ORGANIZATION: 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 and secretary-treasurer of the Board of Registration in Medicine also serve as chairman and secretary of the Board of Examiners in Physical Therapy.

PROGRAM: During fiscal year 1975, the Board of Examiners in Physical Therapy held three meetings, in July and November, 1974, and March, 1975, as required by statute. One of these was adjourned for lack of a quorum. A physical therapy member of the Board attended a meeting of the World Confederation for Physical Therapy, a workshop on licensure and regulation of physical therapists sponsored by the American Physical Therapy Association, and represented the Board at a meeting of the Health Manpower Data Survey Group.

Thirty-seven physical therapists were licensed during the last year, 7 by examination, and 30 by endorsement of another state license. One hundred thirty-nine Maine residents and 25 out-of-state residents renewed their licenses. Two applicants for licensure lacked the proper credentials and were denied licensure.

The examination for licensure utilized by the Board is the nationally accepted Professional Examination Service (PES) examination for physical therapy. It is administered by the members of the Board three times yearly, in March, July and November.

ECONOMIC DEVELOPMENT

Among the items of business considered by the Board was the establishing of provisions for the certification and registration of Physical Therapy Assistants, graduates of two-year programs recently established by some colleges. This new approach to expanding the delivery of physical therapy services to the people of Maine will be presented to the Legislature for enactment at the next regular session. Other actions of the board included revising the renewal application and increasing the examination fee from \$35 to \$50 to cover the current cost of purchasing examinations. Also, the Board reviewed a program for Physical Therapy Aides which was considered by some to be inadequate, although the Board deemed it adequate in all respects.

FINANCES, FISCAL YEAR 1975:

Board of Examiners in Physical Therapy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$6,157	\$6,157
Total Expenditure				3,124	3,124
NET				3,033	3,033
Unexpended Balance Forward				3,033	3,033
Unexpended Balance Lapsed					

EXAMINERS OF PODIATRISTS

CARL E. RICHARDS, M.D., CHAIRMAN

GEORGE E. SULLIVAN, M.D., Secretary-Treasurer

Central Office: 100 College Avenue, Waterville 04901

Telephone: 873-4964

Established: 1933

Statutory Authority: M.R.S.A., Title 32, Chapter 51

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$402

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to 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.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine through membership and officers. The Examiners include two members of the Board of Registration in Medicine 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 of Registration in Medicine also serve as chairman and secretary-treasurer of the Examiners.

PROGRAM: Three meetings of the Examiners of Podiatrists were held as required by statute, in July and November, 1974, and in March, 1975. Three applicants for licensure were interviewed at a regular meeting; two others appeared for personal interview before the two podiatrist members of the Examiners. All five applicants were licensed.

Board members reviewed other states' Podiatric Acts in search of model legislation that may be useful in their long-range project of rewriting the Maine Podiatric Act for presentation to the Legislature.

The Board approved a more informational renewal application and a revised version of a wall diploma. Permanent license numbers were assigned to all podiatrists licensed during the last few years.

ECONOMIC DEVELOPMENT

Thirty-three podiatrists renewed their licenses as required by statute. Including the five new licensees, the total number of podiatrists licensed in the State of Maine is thirty-eight, including twenty-three Maine residents and fifteen out-of-state residents.

One complaint was lodged by a consumer regarding a podiatrist. Correspondence with both the complainant and the podiatrist cleared the situation to the satisfaction of both.

FINANCES, FISCAL YEAR 1975:

Examiners of Podiatrists	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$4,423	\$4,423
Total Expenditure				402	402
NET				4,021	4,021
Unexpended Balance Forward				4,021	4,021
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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$4,501

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine so as to maintain high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine, upon payment of specified fees; 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 violation of the laws relating to osteopathic physicians; 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.

ORGANIZATION: 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 at the call of the chairman, and elects one of its members as chairman and one as secretary and treasurer. Starting in 1976, a lay person is to be appointed by the Governor, with Council consent and approval, to replace one professional appointee whose term expires in that year. This could increase the Board membership to six members on a temporary basis.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty dollars per year, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of all acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975:

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$10,665	\$10,665
Total Expenditure				4,501	4,501
NET				6,164	6,164
Unexpended Balance Forward				6,164	6,164
Unexpended Balance Lapsed					

BOARD OF CHIROPRACTIC EXAMINATION AND REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
THORVALD F. HOY, D.C., Secretary

Central Office: 285 Woodford Street, Portland 04103

Telephone: 772-2031

Established: 1923

Statutory Authority: M.R.S.A., Title 32, Chapter 9

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$2,454

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor 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 1975, the Board of Chiropractic Examination and Registration conducted routine examining and licensing of applicants.

FINANCES, FISCAL YEAR 1975:

BOARD OF CHIROPRACTIC EXAMINATION AND REGISTRATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$4,626	\$4,626
Total Expenditure				2,454	2,454
NET				2,172	2,172
Unexpended Balance Forward				2,172	2,172
Unexpended Balance Lapsed					

BOARD OF DENTAL EXAMINERS

GLEN R. HANSEN, D.M.D., PRESIDENT

JOHN W. TRINWARD, D.M.D., Secretary-Treasurer

Central Office: Box 61, Bethel 04217

Telephone: 824-2246

Established: 1891

Statutory Authority: M.R.S.A., Title 32, Chapter 16

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$10,285

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate to practice dentistry in Maine; to license, register and annually reregister, upon payment of specified fees, dentists and dental hygienists practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession appointed by the Governor with the advice and consent of the Council, for terms of five years. Members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. It must at least annually give examinations for applicants to practice dentistry.

PROGRAM: During fiscal year 1975, the Board of Dental Examiners licensed 64 dentists and 45 dental hygienists. It served as a member of the Northeast Regional Board of Dental Examiners, and kept informed of rapidly changing dental situations throughout the country.

FINANCES, FISCAL YEAR 1975:

BOARD OF DENTAL EXAMINERS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$29,528	\$29,528
Total Expenditure				10,285	10,285
NET				19,243	19,243
Unexpended Balance Forward				19,243	19,243
Unexpended Balance Lapsed					

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

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$3,670

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor 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 fiscal year 1975: November 6, 1974 in Bangor; December 7, 1974 in Portland; January 15, 1975 in Bangor; and June 8, 9, 10, 1975, in Augusta. At the June meeting, optometry examinations were administered to 12 candidates and all successfully passed the exams and were registered. In addition, the Board issued 138 active licenses, 59 non-active licenses and 13 second office licenses. Three registrations were revoked per the request of the registrant, and five were revoked for default on payment of renewal fees.

On June 24, 1975, the Governor signed into law an Act to permit optometrists certified by the Board to utilize topically-administered, diagnostic, pharmaceutical agents.

FINANCES, FISCAL YEAR 1975:

STATE BOARD OF OPTOMETRY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$10,677	\$10,677
Total Expenditure				3,670	3,670
NET				7,001	7,001
Unexpended Balance Forward				7,001	7,001
Unexpended Balance Lapsed					

STATE BOARD OF NURSING

MARILYN R. WILKINSON, R.N., PRESIDENT

MARION M. KLAPPMEIER, R.N., 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 1975: \$97,169

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing, and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court Judge; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve, in cooperation with the Board of Registration in Medicine and the Board of Osteopathic Examination and Registration, educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of five members, all registered nurses appointed by the Governor with the advice and consent of the Council, for terms of five years. The Board annually elects from its members a president and a secretary-treasurer, and may appoint and employ an executive director, assistant executive director and other qualified persons, not members of the Board. Effective in October, 1975, as a result of legislation enacted by the 107th Legislature, the composition of the Board will consist of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public.

PROGRAM: During fiscal year 1975, the State Board of Nursing met in ten regular or special sessions, for a total of twelve days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; attended Legislative Committee hearings relevant to the Board and, in some instances, presented statements; served as visitors on site visits to educational programs in nursing; conducted a public hearing on proposed amendments to the "Rules and Regulations of the Maine State Board of Nursing"; and represented the Board at other meetings. In general, each Board member spent approximately twenty-six days on Board business during the fiscal year.

ECONOMIC DEVELOPMENT

Early in the year, the Board identified six major "work projects" that would require special Board attention during 1974-75, in addition to the regular, ongoing Board functions. A listing of these projects follows, together with a brief summary of what was, or was not, accomplished.

1. Continue with implementation of the 1973 amendment to the law regarding approval of programs for the expanded role of the nurse — After representatives of the Board met with representatives of the Board of Registration in Medicine and the Board of Osteopathic Examination and Registration to develop "Standards for Nurse Associate Programs", the standards were adopted by the three Boards. Based on the criteria for programs contained in the Standards, the Pediatric Nurse Associate Program and the Family Nurse Associate Program submitted reports documenting their programs. These reports were reviewed by each of the three Boards and approval of the Family Nurse Associate Program was granted, retroactive to 1971. Approval of the Pediatric Nurse Associate Program, retroactive to 1969, has been agreed to by the State Board of Nursing and the Board of Osteopathic Examination and Registration, pending approval by the Board of Registration in Medicine.

2. Continue with implementation of the 1974 amendment to the law regarding delegation by registered nurses of selected nursing services to unlicensed personnel — Continuing the work begun the previous year, the Board's Committee on Delegation of Selected Nursing Services met five times to prepare proposed rules and regulations regarding delegation by registered nurses of selected nursing services to unlicensed personnel. In addition, one formal and several informal conferences were held with representatives of the Maine State Nurses' Association to discuss the Association's proposed "Guidelines for Registered Nurses in the Delegation of Selected Nursing Services to Unlicensed Personnel".

With valuable assistance from the Department of the Attorney General, the Board discussed the proposals from the Committee and, at its March 6, 1975, meeting, gave approval to the final version of the proposed amendment, Chapter V, to the Rules and Regulations to be presented at a public hearing on April 28, 1975, in Augusta. A copy of the proposed amendments was mailed to the administrator and to the director of nursing of all health care institutions and agencies and to other interested parties. Announcement of the hearing was advertised in newspapers throughout the State.

The hearing was attended by well over 150 people, including representatives of hospitals, nursing homes, other health institutions and agencies, vocational-technical schools and health-related organizations and agencies. The suggestions offered during the hearing were considered by the Board at its May 1 meeting, and final changes were made in the amendment. Of primary importance to the Board in developing and adopting the amendment regarding delegation of selected nursing services was the change in the law that the Rules and Regulations "insure the highest quality of health care to the patient".

After filing with the office of the Secretary of State, the amended Rules and Regulations became effective. A copy of the new amendment was sent to each hospital, nursing home, health agency and others. Subsequently, the Committee on Delegation of Selected Nursing Services met on June 6 to review courses or programs submitted for approval. One advanced course was approved and suggestions for changes were offered to several others that had been submitted. The Committee plans to meet on a regular monthly basis, if necessary, to continue review of advanced programs or courses submitted for approval.

3. Review and revise, as necessary, the "Rules and Regulations of the Maine State Board of Nursing" — In addition to the work necessary to prepare an amendment to its Rules and Regulations dealing with the delegation of selected nursing services, the Board planned to review the entire Rules and Regulations for needed revisions. Such an over-all review was not accomplished in 1974-75, but two proposed amendments, in addition to the amendment on delegation by registered nurses, were approved by the Board for presentation at the April 28 hearing. One proposed amendment was to discontinue the issuance of a "Certificate of Registration" and the second was a clause to be added at the end of the Rules and Regulations regarding "Constitutional Construction", i.e., that the provisions of each of the chapters of the Rules and Regulations are severable, and if any of the provisions shall be held to be unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions. There were no comments offered during the hearing on either of these proposed amendments and they were given final approval by the Board on May 1, filed with the Secretary of State and are now in effect.

ECONOMIC DEVELOPMENT

4. Review the current licensure fees and the financial position of the Board to determine whether an increase in fees is necessary — At its October 9 meeting, the Board reviewed the present fee schedule. Except for a five dollar increase in the R.N. examination and R.N. endorsement fees in 1973, no fees had been increased since October, 1969. The Board also reviewed the excess of expenditures over income during 1972-73 and 1973-74, due to the rising cost of supplies, services, utilities, etc. It was agreed that it was essential to increase income, and it was voted to seek to have legislation introduced to increase all fees. Such a bill was introduced in the 107th Legislature, was reported "ought to pass" by the Committee on Business Legislation, was passed by both the Senate and the House of Representatives, and was signed by the Governor on March 31. The new fees become effective October 1, 1975.

5. Develop Board positions or statements to serve as guidelines on such subjects as: (a) definition of good moral character, (b) steps for initiating a new educational program in nursing and (c) continuing education for nursing practice: voluntary or mandatory — In 1973, the Board had developed and adopted a position on nursing education in Maine. That statement has been of much assistance in responding to inquiries and in making known the Board's position about nursing education in this State. It was believed that similar statements, on a variety of subjects would be helpful tools in publicizing the Board's positions.

Because one of the qualifications, by law, for licensure as a nurse in Maine is "good moral character", it was agreed that some definition of this phrase might be desirable. Opinions as to what might be included in such a definition were solicited from all educational programs in nursing in Maine. The suggestions received were reviewed by the Board and discussed during two meetings. A tentative definition was prepared for discussion with the directors of educational programs in nursing and a meeting for this purpose, among others, was held on November 1, 1974. The Board and the directors of schools were fortunate in being able to have participation in the discussion by a representative of the Attorney General. Several component elements of a definition of the legal term, "good moral character", were proposed but no final agreement on a definition was reached. Subsequently, the Board appointed a committee to continue work on this subject. Because of the higher priority of other demands on the Board's time and resources, the committee has not met this year. It is hoped that it can pursue the matter during 1975-76.

6. Review and revise, if necessary, the Board's "Standards for Educational Programs in Nursing" — This was not accomplished. In general, there have been no problems identified in connection with the present standards which are used constantly in surveying and granting approval to educational programs in nursing.

In addition to the work accomplished in the special areas described above, the Board fulfilled its other responsibilities and functions. A brief summary of Board action during fiscal year 1975 follows:

- established, or continued, and appointed members to four Board committees: Delegation of Selected Nursing Services; Standards for Nurse Associate Programs; Defining Good Moral Character; and Rules and Regulations.
- reviewed and accepted for filing the quarterly financial reports; 1973-74 annual financial statement; and the Auditor's Report for fiscal year 1974.
- approved proposed biennial budget for 1975-77 and reviewed changes made by the Bureau of the Budget.
- approved applications for admission to the examinations for registered nurse and for practical nurse licensure.
- voted to continue to contract for use of the State Board Test Pool Examinations for 1975.
- reviewed the results of the examinations for registered nurse and for practical nurse licensure and the annual statistical report on examination results that is prepared and issued by the National League for Nursing.
- established fee for re-examination.
- denied approval of one application for practical nurse licensure by endorsement.
- determined requirements to be met by six candidates for registered nurse licensure who failed examination three times.
- submitted suggested nominees to serve as item writers for future examinations.
- established July 1-2, 1975, February 25-26, 1976 and July 14-15, 1976 as dates for R.N. examination and October 14, 1975, and April 20, 1976, as L.P.N. examination dates.

ECONOMIC DEVELOPMENT

- voted to conform to American Nurses' Association State Boards of Nursing Council's proposed national testing dates for 1976 - 1981 for R.N. examinations and L.P.N. examinations.
- reviewed reports on serious security breaks in connection with use of State Board Test Pool Examination in several states.
- received reports on renewals and reinstatements of R.N. and L.P.N. licenses during the year.
- agreed to cooperate with the Bureau of Health, Department of Health and Welfare, in its contract for a Cooperative Health Manpower Data System.
- received request for extension of provisional license of a foreign graduate who failed examination; participated in a conference with the nursing home administration where she had been employed; made a site visit to the nursing home to observe work of the foreign graduate; notified graduate and nursing home administrator that, in accord with the law and the Board's Rules and Regulations, extension could not be granted and the foreign graduate could not be licensed in Maine until she passed the examination.
- responded with comments but could not support a project proposal submitted by the University of Maine School of Nursing for a federal grant to do a study on nursing education in Maine.
- reviewed reports submitted by educational programs in nursing and site visitors' reports and granted continuing approval to the Eastern Maine Medical Center School of Nursing, Bangor; Southern Maine Vocational-Technical Institute School of Practical Nursing, South Portland; Mercy Hospital School of Nursing, Portland; Northern Maine Vocational-Technical Institute Department of Practical Nursing, Presque Isle. Granted initial full approval to St. Joseph's Hospital Diploma Nursing Program; and granted conditional approval to Westbrook College Department of Nursing Education to September, 1976.
- reviewed progress report on "Special Program for Licensed Practical Nurses in Maine".
- met with directors of educational programs in nursing on November 1, 1974.
- reviewed reports submitted by the Pediatric Nurse Associate Program and the Family Nurse Associate Program and voted to grant approval to each, pending agreement on final approval by the Board of Osteopathic Examination and Registration and the Board of Registration in Medicine.
- reviewed faculty data sheets submitted for new faculty members.
- reviewed annual report submitted by Maine School of Practical Nursing in Waterville.
- reviewed progress report on curriculum changes submitted by Northern Maine Vocational-Technical Institute Department of Practical Nursing.
- received reports from Board committees.
- received reports on legislation of importance to the Board of Nursing; representatives attended five Legislative Committee hearings and spoke on behalf of the Board at three of those hearings.
- approved amendments to the Rules and Regulations and held a public hearing on April 28, 1975.
- received reports on investigations of complaints involving possible disciplinary action regarding eight individuals.
- authorized re-instatement of one LPN license and one RN license, both of which had been voluntarily surrendered by the individuals previously.
- approved revision of all application forms to provide for more uniformity and to reflect new fees.
- authorized attendance at relevant meetings and received reports on these meetings.

ECONOMIC DEVELOPMENT

EXAMINATION FOR REGISTERED NURSE LICENSURE*

July 1, 1974 — June 30, 1975

	First Time Writers**	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from schools in:						
Maine	67	62	5	23	19	4
Other States	13	12	1	9	6	3
Other Countries	13	2	11	13	4	9
Total	<u>93</u>	<u>76</u>	<u>17</u>	<u>45</u>	<u>29</u>	<u>16</u>

*The R.N. examination was given in September, 1974, and February, 1975. The examination usually given in June was not given until July 1-2, 1975 and, therefore, those candidates are not included in this year's totals. For that reason, the total numbers cannot be compared with previous years.

**92.5% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE*

July 1, 1974 — June 30, 1975

	First Time Writers**	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from schools in:						
Maine	169	168	1	2	1	1
Other States	11	9	2	1	0	1
Other Countries	4	2	2	0	0	0
Candidates on basis of:						
Equivalent Preparation	37	37	0	0	0	0
Armed Serv. Med. Training	<u>11</u>	<u>6</u>	<u>5</u>	<u>3</u>	<u>1</u>	<u>2</u>
Total	<u>232</u>	<u>222</u>	<u>10</u>	<u>6</u>	<u>2</u>	<u>4</u>

*The L.P.N. examination was given in October, 1974, and April, 1975, as usual.

**N.B. 99.4% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT

July 1, 1974 — June 30, 1975

Registered Nurses:		Licensed Practical Nurses:	
From Other States	508	From Other States	129
From Other Countries	<u>8</u>	From Other Countries	<u>0</u>
Total	<u>516</u>	Total	<u>129</u>

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1974 — June 30, 1975

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	105	224
Endorsement	516	129
Renewal	9,081	2,790
Reinstatement	<u>358</u>	<u>197</u>
Total	<u>10,060</u>	<u>3,340</u>

ECONOMIC DEVELOPMENT

FINANCES, FISCAL YEAR 1975:

STATE BOARD OF NURSING	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$138,877	\$138,877
Total Expenditure				97,169	97,169
NET				41,708	41,708
Unexpended Balance Forward				41,708	41,708
Unexpended Balance Lapsed					

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

WILLIAM A. DORAN, JR., PRESIDENT

RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston 04240

Telephone: 782-8916

Established: 1877

Statutory Authority: M.R.S.A., Title 32, Chapter 41

Average Number of Full-Time Employees: 1½

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$12,751

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered; to prosecute all complaints against any person registered as an apothecary, received in writing and signed, for the violation of any of the requirements of the law to be performed by a registered apothecary; and to suspend or revoke the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor with the advice and consent of the Council, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During fiscal year 1975, the Board of Commissioners of the Profession of Pharmacy licensed 873 pharmacists (as compared with 844 licensed last year), qualified 50 assistants (the same as last year), and licensed 219 pharmacies (as compared with 218 last year). Reciprocity was granted to 29 pharmacists this year in comparison with 26 last year. Of the 53 persons taking the pharmacist examination, five failed who met all requirements of time and schooling.

ECONOMIC DEVELOPMENT

Since September, 1974, the Board sent a total of four notices to all registered pharmacies in the State, pertaining to the amended advertising law to allow the advertising of drugs by generic name only; regulation number 21, not legally amended because of a legal technicality raised by the counsel for the Maine Pharmaceutical Association; information pertaining to Legislative Document (L.D.) 365 which would have allowed a foreign school graduate to take the examination; and transfer of certain drugs to Schedule IV, effective July 2, 1975.

As a result of a matter brought to the attention of the Board in September, 1973, one pharmacist was sentenced from one to two years in the Maine State Prison, lost his pharmacist license for three years, and had a hearing on July 29, 1975 on his store license. Two different judges rendered these decisions.

The Board held ten meetings during the year, necessitated by the increasing work load and demands.

The use of safety-caps on prescription containers was restated to all pharmacies after involvement with the Consumer Product Safety Commission and its Boston office. Hopefully, the Board will begin to inspect hospital pharmacies in the coming year, depending on personnel.

The Board has developed a price posting list which lists the 100 most frequently prescribed medications in the State of Maine during the previous year. This list was supplied to all pharmacies in the State as directed by law.

Uniform Quality Pharmaceutical Health Care as passed by the Legislature has seen the formation of a committee to implement this program of continuing education.

FINANCES, FISCAL YEAR 1975:

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$56,926	\$56,926
Total Expenditure				12,751	12,751
NET				44,175	44,175
Unexpended Balance Forward				44,175	44,175
Unexpended Balance Lapsed					

STATE BOARD OF SOCIAL WORKER REGISTRATION

RICHARD A. KING, RSW, CHAIRMAN

SUZANNE T. BAKER, Executive Secretary

Central Office: Bath-Brunswick Mental Health Center, 764 High Street, Bath 04530

Telephone: 443-9793

Established: 1969

Statutory Authority: M.R.S.A., Title 32, Chapter 62-A

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$5,199

PURPOSE: The State Board of Social Worker Registration was established to protect consumers of social work services in the State of Maine and ensure high standards of practice by persons providing such services. The Board 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.

ORGANIZATION: 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: As of June 30, 1975, the State Board of Social Worker Registration had renewed 310 registrations for 1975. Since the Board's inception in 1969, 508 certificates have been issued, with examinations being given twice a year to qualified applicants. An updated roster was published and distributed to all registrants. The Board continues to support members of the Maine Chapter, National Association of Social Workers in sponsoring a bill for licensure of social workers in the State.

FINANCES, FISCAL YEAR 1975:

STATE BOARD OF SOCIAL WORKER REGISTRATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$7,565	\$7,565
Total Expenditure				5,199	5,199
NET				2,366	2,366
Unexpended Balance Forward				2,366	2,366
Unexpended Balance Lapsed					

STATE
POLICY
AREA

05

Education & Culture

Department of Educational and Cultural Services
Maine Maritime Academy
Maine State American Revolution
Bicentennial Commission
University of Maine



DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

H. SAWIN MILLETT, JR., COMMISSIONER

ASA A. GORDON, Deputy Commissioner

Central Office: Education Building, Augusta 04333

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: 837

Authorized Employee Level: 880

Total Expenditure, Fiscal Year 1975: \$188,377,852

Organizational Units:

State Board of Education

State Museum Bureau

Maine State Commission on the Arts and
the Humanities

Maine Historic Preservation Commission

Governor Baxter State School for the Deaf

Bureau of Vocational Education

Bureau of School Management

Planning and Management Information

Maine State Library Bureau

Division of Federal Programs

Maine School Building Authority

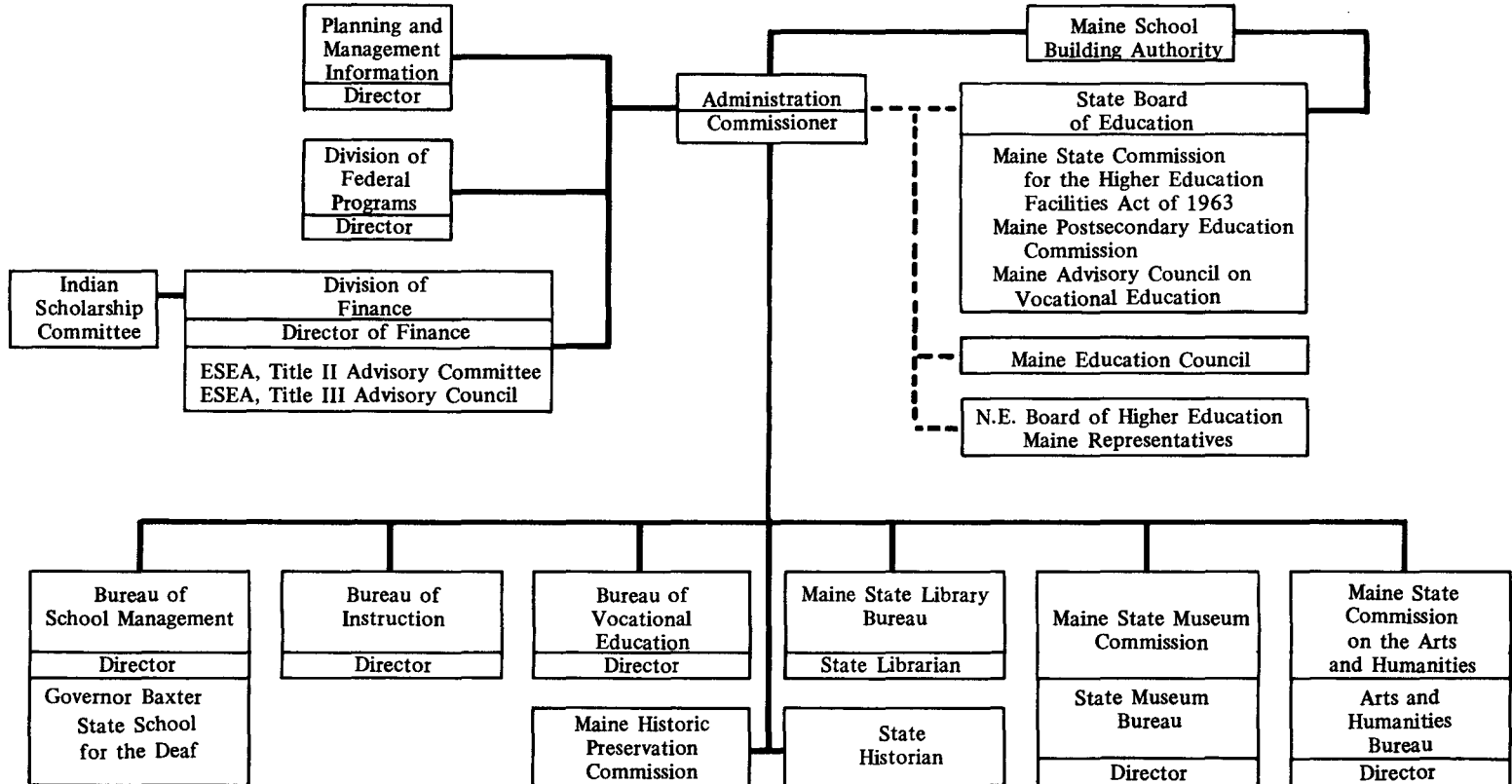
Maine Education Council

PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in 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 for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a

**ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES**



EDUCATION AND CULTURE

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 Teacher's Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the Board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the Commissioner was transferred from the Board to the Governor with the advice and consent of the Council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 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.

PROGRAM: During the year the department placed continued emphasis on involvement in the self-evaluation process, whereby local school systems are helped to identify needs, plan and establish priorities and develop programs to meet educational, emotional, social and physical needs of pupils. There are elementary programs in 57 sites and eight high schools where secondary self-evaluation is being pilot tested. Workshops were conducted for directors of the 17 Right to Read sites in the state along with a successful pre-school program to help parents,

EDUCATION AND CULTURE

teachers, and older pupils with selecting appropriate books and to help them develop techniques in reading to small children. The Follow-Through Program at Van Buren was used to acquaint teachers and administrators with a variety of approaches to education. Staff support was provided the Professional Standards Advisory Commission in developing recommendations for the review and approval of preparation programs for education personnel, for selected counseling, reading and special education professionals, in the areas of certification appeals and revocation procedures and for standards for the development of local staff development committees and in-service program approval.

The special education division has prioritized training needs, planned and implemented pre-service and in-service training programs for teachers of handicapped children and assisted local education agencies in developing in-service programs to assist administrative and classroom personnel to provide more effective services to mainstream exceptional children.

Working to improve vocational opportunities for Maine people, studies were conducted in two areas — Augusta and Lewiston — to determine specific job opportunities for students and graduates of vocational education programs and follow-up studies were conducted of vocational-technical school graduates and their utilization of school-acquired skills. Diagnostic

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$139,310,268	\$	\$	\$600,000	\$139,910,268
Departmental Operations	7,058				7,058
Transfers	287,441		2,011	(878)	288,574
Federal Grants	2,083	10,034	26,477,794		26,489,911
County & Municipal		87,725			87,725
Private Contributions		156	127,236		127,392
Sales		147,151	35,941	4,430	187,522
Services & Fees		131	26,881	114,017	141,029
Other	13,123	717,745	428,144	19,632,535	20,791,547
Unexpended Balance Brought Forward	3,096,600	122,353	1,003,791	2,731,216	6,953,960
Adjustment of Balance Brought Forward	(18,738)	32,634	25,530	3,422	42,848
TOTAL FUNDS AVAILABLE	142,697,835	1,117,929	28,127,328	23,084,742	195,027,834

Monies received and deposited to the credit of the State	2,866,201				2,866,201
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EXPENDITURES					
Total Personal Services	7,805,407	39,695	3,148,158		10,993,260
Wages & Salaries	7,115,499	36,534	2,982,292		10,134,325
Retirement	689,908	3,161	165,866		858,935
Total All Other	131,593,323	709,276	21,588,232	20,863,617	174,754,448
Contractual Services	2,758,755	574,254	1,021,859	44,836	4,399,704
Rents	100,631	4,541	80,508		185,680
Computer Services	52,997		613		53,610
Commodities	1,213,261	135,022	305,031	3,782	1,657,096
Grants, Subsidies, Pensions	115,165,212		19,725,229	20,159,499	155,049,940
Transfers to Other Funds	12,456,095		536,113	655,500	13,657,708
Other					
Total Capital Expenditures	1,619,824	76,577	169,469	764,274	2,630,144
Buildings & Improvements	1,189,754		22,305	662,630	1,874,689
Equipment	429,707	577	147,164	101,644	679,092
Purchases of Land	363	76,000			76,363
TOTAL EXPENDITURE	141,018,554	825,548	24,905,859	21,627,891	188,377,852

SUMMARY

Total Funds Available	142,697,835	1,117,929	28,127,328	23,084,742	195,027,834
Total Expenditure	141,018,554	825,548	24,905,859	21,627,891	188,377,852
NET	1,679,281	292,381	3,221,469	1,456,851	6,649,982
Unexpended Balance Forward	1,539,229	292,381	3,221,469	1,456,851	6,509,930
Unexpended Balance Lapsed	140,052				140,052

EDUCATION AND CULTURE

testing was initiated to identify the needs of disadvantaged students in 50 percent of all programs in regional centers, special emphasis was developed to assist senior citizen groups in efforts to provide meaningful education for their membership, and a minimum of 30 different adult courses were offered municipal employees in expanded offerings to adults. The number of students in general adult education programs was increased by 15 percent and employee upgrading and/or retraining needs were identified through visits to businesses and industries with resource people capable of assisting vocational educators identified.

In the area of school management, federally-supported school nutrition programs enabled a total daily average of 119,500 pupils to receive school lunches, 8,091 to receive breakfasts and 73,599 to receive milk. Under the special food service program for children, 86 Head Start and day care centers served an average of 2,200 children daily. Approximately 17,000 high school students completed driver education courses either taught in regular school programs or summer programs.

At the State Library, hours were extended to include two evenings a week and Saturdays resulting in utilization of the library's resources. The NELINET system of computerized cataloging is completely operational for the three area reference and resource centers (Portland Public Library, Maine State Library and Bangor Public Library).

STATE BOARD OF EDUCATION

MRS. SYLVIA LUND, CHAIRMAN

MRS. TOBIE NATHANSON, Vice Chairman

Central Office: Education Building, Augusta 04333

Telephone: 289-2321

Established: 1949

Statutory Authority: M.R.S.A., Title 20

Average Number of Full-Time Employees: 9

Authorized Employee Level: 9

Total Expenditure, Fiscal Year 1975: \$8,781

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools of the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes 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.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public schools (established 1869). In 1872, the Board was again abolished, along with the County Supervisors, and its functions shifted to the Superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of

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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.

PROGRAM: During fiscal year 1975, the State Board of Education supervised administration of the first year of legislation which changed the ratio of financing to 50 percent state tax funds and 50 percent local property taxes. The Board approved in concept 30 construction projects at an estimated cost of \$49,381,180 and gave final funding approval to 37 construction projects at an estimated cost of \$73,103,869, in addition to approving an extra \$186,000 for a single project. The Board also developed guidelines for capital outlay and construction and completed a statewide survey of existing school buildings to aid in developing priorities for construction. The Board conducted discussion with department staff personnel and representatives of the teaching profession on the need for revision of certification and renewal procedures and conducted a public hearing on these procedures as related to counselor educators. The Board met regularly with directors of the vocational-technical institutes regarding the development and construction of regional centers, approving \$8,062,485 in construction.

FINANCES, FISCAL YEAR 1975:

State Board of Education	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$9,000				\$9,000
Total Expenditure	8,781				8,781
NET	219				219
Unexpended Balance Forward	219				219
Unexpended Balance Lapsed					

STATE MUSEUM BUREAU

ROBERT L. DAMM, DIRECTOR

Central Office: State Cultural Building, Augusta 04333

Telephone: 289-2301

Established: 1965

Statutory Authority: M.R.S.A., Title 20, Chapter 1; Title 27, Chapters 2, 13 (Supchapter II)

Average Number of Full-Time Employees: 25

Authorized Employee Level: 25

Total Expenditure, Fiscal Year 1975: \$549,130

Organizational Units:

Maine State Museum Commission
Education and Public Services Division
Research and Collections Division
Design and Preparation Division

PURPOSE: 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 State Museum; to make recommendations to the Legislature as

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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.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Games until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

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 Education 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:

Public Visitation at the Maine State Museum totalled more than 55,000 during FY 74-75, up more than 30% from the previous year. A part of this increase reflects the contrast between "energy crisis" travel restrictions in FY 73-74 and the more normal conditions of FY 74-75; but the development of new exhibits and the opening of expanded gallery areas has also stimulated both initial and repeat visitation. The Museum's visitation continues to show a gratifying diversity of age and interest ranges and an approximate parity of Maine residents and out-of-State visitors.

Exhibits. All of the Museum's public exhibitions were replaced or substantially revised during FY 74-75. The "General Store" exhibit, a popular favorite since 1972, has been improved through the use of senior citizen volunteers who serve as "storekeepers" and aid in the interpretation of items on display. Work has progressed significantly on the development of a major permanent "Natural Environment" exhibit, and the visiting public has responded favorably both to the finished elements of the exhibit and to the opportunity of watching painstaking preparation work that is still in progress. A temporary "Art and Artifact" exhibit in the central gallery of the Museum's main level combines Maine-made items with art objects drawn from around the world and throughout the course of history to explore the similarities and contrasts among fine, decorative and folk art. "Made in Maine" is another temporary exhibit which highlights a variety of commercial and craft products of Maine's people since colonial days, and which features a reconstruction of a combined wood and metal-working shop in which many of the displayed objects might have been made. Perhaps the outstanding exhibit accomplishment of FY 74-75 has been the opening of the Museum's lower gallery area for public displays that represent the start of three more major permanent exhibit installations. This important expansion of the Museum's display area was made possible by utilizing a balcony vantage point that permits visitors to see into an area where actual visitor access must remain restricted because of security limitations.

Collections. A total of 144 individual donations, representing well over 1,000 items were received by the Museum during FY 74-75. Although the rate of collection expansion is on a par with the previous year, an increasing number of potential acquisitions have had to be turned down or indefinitely postponed because of travel restrictions or due to the lack of appropriated funds for the purchase of collections.

Among the more outstanding or unusual items received during FY 74-75 are:

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A 19th century lens from a lighthouse on the Maine Coast, which was transferred to the Museum by the U.S. Coast Guard for use in an exhibit on Transportation and Communication.

A stump puller, used in clearing Maine land for agricultural use, which was finally located after several years' search by Museum curatorial personnel, and was donated by a private owner.

A horse-drawn delivery wagon in fine original condition, which was donated by a private owner.

Portraits of Governor Robert Haskell and Governor Kenneth Curtis, which were added to the State House Portrait Collection.

A "Washington" hand-operated printing press, acquired from a private owner, which virtually completes a collection of 19th century furnishings for a print shop to be incorporated in a major permanent exhibit.

Portraits of Seth and Martha Sturtevant, a Revolutionary War veteran and his daughter who were early settlers in Oxford County. The portraits, acquired from descendants of the Sturtevant family, are by Lebbeus Allen, a previously unknown Maine artist.

A bronze casting of the Victor Kahill "Maine Lobsterman" statue which was purchased through a special legislative appropriation and which is temporarily displayed in the common lobby area of the Library-Archives-Museum Building.

An extensive collection of Civil War artifacts and memorabilia which was transferred on an extended loan basis by the Maine Historical Society.

A rare patent model of the Portland-made Volney Barker Corn Cutter, which was presented by Governor James Longley who received it from officials of the Freedom Train Foundation.

Computerized Collection Records Management. Under the auspices of a special federal grant, the Museum developed and implemented on a trial basis a computerized cataloging system which is believed to be the first in the Nation that is applicable to the total range of historical, artistic, archaeological and scientific items in a general museum collection. The system is ready for prompt and complete implementation, pending availability of operating funds.

Storage Facilities. Expanded storage facilities which were provided by the 106th Legislature through renovation of a vacant building on the grounds of the Augusta Mental Health Institute are now being fully utilized. Essential physical modifications of the building and improved heating system controls were completed in FY 74-75, and studies were undertaken to determine additional requirements (particularly in the area of climate control and security) for proper collection storage. Two barn buildings transferred to the Museum by the Augusta Mental Health Institute are also fully utilized, and were improved during FY 74-75 by the installation of electrical service, construction of a gravel access driveway, installation of new locks and a security fence, and general interior repairs and modifications performed by our own staff members.

Regional Conservation Laboratory. This major laboratory facility, now staffed by one full-time professional and a second individual working under the auspices of a special federal grant, received federal funding in FY 74-75 for a major expansion of its equipment and capabilities. Conservation laboratory personnel performed high priority preservation or restoration work on a total of 150 items during FY 74-75, of which about half were processed for the benefit of local Maine historical societies or museums. Consultation services were provided during the year to approximately 150 local institutions.

Museum Educational Programs. Special in-Museum programs were provided for more than 10,000 school children who visited the Museum in class groups from points as far distant as Kittery, Caribou, Calais, and Magalloway Plantation during FY 74-75. The programs offered included:

- Colonial Toys and Games (grades 1-2)
- Maine Woodland Indians (grades 3-4)
- Technology of the Revolution (grades 5-8)
- Inquiry with Artifacts (grades 5-8)
- Stenciled Wall Decoration (grades 7-12)

Each of these programs emphasized the concept of "learning by doing", and involves the use of artifacts from the Museum's collections to illustrate or demonstrate the subject under

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consideration. An experimental "Monday Morning Lecture Series" for high-school students dealt with topics including biological science, earth science, Maine archaeology, and Maine's Revolutionary War history.

Maine Street Museum. This ESEA Title III program, which was operated by the State Museum under the sponsorship of the Bath School District, enabled the Museum to take its educational programs "on the road" to serve schools outside of the "greater Augusta" area. During FY 74-75 the programs traveled to Franklin, Hancock, Washington, and Aroostook Counties and served more than 8,500 school children. Federal support of this program, having been continued for the maximum allowable (three-year) period, terminated at the end of the fiscal year.

Professional Recognition. The Museum's staff members continued to receive widespread professional recognition at the state, regional and national levels during FY 74-75. Staff members were invited to present papers, lectures or instructional programs at a number of conferences and meetings in Maine, in the New England Region, and throughout the Country, and have authored articles in national professional publications. Our personnel have been elected to responsible offices in professional organizations at the regional and national level, and have participated in the development and implementation of standards for the professional accreditation of museums. The level of such activity was drastically curtailed in the last quarter of the fiscal year as a result of executive travel restrictions.

Coordinated Planning of State-Owned Historic Sites. At the request of Department of Conservation officials, members of the Museum staff participated in an extensive survey and subsequent planning sessions in efforts to evaluate, and to improve where possible, the educational interpretation of State-owned historic sites under the jurisdiction of the Bureau of Parks and Recreation. This work, initiated in FY 74-75, is currently being held in abeyance pending availability of staff time and operational funds.

Publications. The "Maine Catalog" of architectural descriptions compiled by the Historic American Building Survey under sponsorship of the National Park Service was published by the Museum in FY 74-75, together with a new resource unit on Exploration and Discovery for use in the teaching of Maine history and a revised edition of an earlier resource unit on *Prehistoric People in Maine*. Additional publications include a report of archaeological investigations at Pemaquid, a biography of Charles G. Bryant, an outstanding Maine architect of the 19th century, a reference list of Maine cabinetmakers, and resource units for the teaching of Maine history were accepted for publication during FY 74-75, with future publication dates to be determined, after completion of essential editorial work, on the basis of available funds.

Prehistoric Archaeological Investigations. Field and laboratory investigations of a prehistoric archaeological site (oldest known habitation site in New England) on North Haven Island continued during FY 74-75, and financial support was received from a number of private sources including the National Geographic Society. It is anticipated that this investigation, to be completed in FY 76-77, will not only add significantly to scholarly knowledge of Maine's prehistoric peoples, but will provide important and needed informational input to the Museum's exhibits and educational programs. Additional field survey work at prehistoric archaeological sites within the Cobbossee Watershed was also undertaken during FY 74-75.

Underwater Archaeological Investigations. The location and evaluation of Revolutionary Period shipwreck sites in the Penobscot River continued during FY 74-75, and intensified efforts were made to establish sources of federal and/or private funding for additional work during the period of the National Bicentennial Observances. Commitments for funding support through the Maine State American Revolutionary Bicentennial Commission, the State Historical Preservation Commission, the National Endowment for the Arts and the National Endowment for the Humanities were received by the end of the fiscal year, permitting work to continue under the supervision of highly qualified professional marine archaeologists.

Revised Work Procedure and Accountability Records. Administrative Core Group personnel were involved, during FY 74-75 in an intensive effort to improve the efficiency of project accounting procedures. However, the effects of staff reductions, increased workload, and the lack of correlation between budgetary or formal organization and operational organization combined to make full implementation seem inadvisable.

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Capitol Complex Tours. Visitor tours of the State House, Legislative Chambers, Office of Emergency Preparedness, the Blaine House, and Fort Western were coordinated through the Museum's Education and Public Services Division during FY 74-75. A total of more than 11,000 visitors, including nearly 7,000 school children, participated in the special tour programs.

FINANCES, FISCAL YEAR 1975:

State Museum Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$514,311	\$75,265	\$54,386		\$643,962
Total Expenditure	463,156	53,304	32,670		549,130
NET	51,155	21,961	21,716		94,832
Unexpended Balance Forward	48,695	21,961	21,716		92,372
Unexpended Balance Lapsed	2,460				2,460

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

ALDEN C. WILSON, EXECUTIVE DIRECTOR

MARGARET T. MAST, Grants Officer

Central Office: State Cultural Building, Augusta 04333

Telephone: 289-2724

Established: 1966

Statutory Authority: M.R.S.A., Title 27, Chapter 15

Average Number of Full-Time Employees: 7

Authorized Employee Level: 5

Total Expenditure, Fiscal Year 1975: \$458,533

PURPOSE: To develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Maine State Commission on the Arts and Humanities was established as an independent governmental agency in 1966. At this time a citizen board appointed directly by the Governor assumed its responsibilities. With governmental reorganization of three years ago, the Commission became a Bureau within the Department of Educational and Cultural Services. The citizen Commission still maintains the granting and policy-making powers, but the Commission is administratively responsible to the Department of Educational and Cultural Services.

PROGRAM:

The General Grants Program utilizes a major portion of the Commission's state and federal program monies and accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. This year, as last year, competition for funds has rapidly increased as has the quality of applications. Programs funded include touring Maine Arts resources, educational projects, aid for development of crafts, film, dance, theater, mime, music, visual arts, etc.

Commission-Sponsored Programs are internally managed by staff members and the purpose is to promote various areas of the arts which need assistance from the Commission. These programs require funds.

Performing Arts/Visual Arts Program is the result of placing the former Visual Arts Program and the performing arts coordination under one program. This year saw three new developments in this category: 1) the formation of an all-new program entitled, "Outreach: Maine Arts Resources" which includes a new brochure listing Maine artists (Performing and Visual) who are available to Maine non-profit organizations (including governments, public agencies, schools, etc.) with funding from MSCAH. 2) The reduction of the Dance Touring

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Program (federally supported) to make funds available for development and touring of professional dance within Maine. 3) MSCAH's support of a major craft exhibition in Maine during the upcoming year. This, with financial aid to "Directions, Inc.", the first professional craftspeople's organization, marks MSCAH's first major step to develop and support Maine's large and growing crafts field.

The Community Arts Program has, for the first time, been well-defined by MSCAH. With the basic idea that most community arts councils and programs need professional, consistent direction, the new program has opened up a new granting area specifically for community arts councils. Three such groups have been selected to hire part-time professional directors. Most of the community arts director's time will be spent in dealing with and helping these particular councils and their communities. The program is designed to offer initial support with communities providing their own in future. The Regional Arts Development Office in Presque Isle, has been changed to the Aroostook County Arts Council. It will now operate as a county-wide agency with broad activities, rather than a narrow, sponsoring-only agent. Grants to beginning community arts councils will continue through this fiscal year. There are now 27 community arts councils throughout the state. There are plans currently to form an Assembly of Community Arts Councils.

The Information Program was inaugurated this past year. It features a bi-monthly Maine Arts Calendar. The Arts Calendar has been particularly well received by individuals and organizations throughout the state, and continues to provide a needed service. The Annual Awards Dinner was held again, and plans are now being scheduled for 1976 Awards Dinner.

The Artists in School Program continued its placement of professional artists in Maine Schools following the guidelines set by the Education Department of the National Endowment. In addition, a state-funded Maine Artists in Schools program placed Maine artists in mini-residencies throughout the State. Over 20 residencies took place ranging from a full year to one week in areas from Poetry to Modern Dance. The program is designed to be a sustained interaction throughout a significant portion of the school year which will be of mutual benefit to artists, teachers, students and the community. The role of the Commission in arts in education throughout the State is not only confined to the Artists-in-Schools program. The Coordinator is on the State Board of the Arts Alliance for Education which is attempting to develop a comprehensive plan for greater involvement of the arts in education. Closer contacts have been established with the Dept. of Education and state wide educators' groups such as the Maine Art Educators Association, and Principals and Superintendent organizations.

Conferences have been held with Poets and Filmmakers' associations to better coordinate interchange of ideas between artists and the Commission. Greater emphasis has been placed on Community involvement in the residencies — the best example being the major work of public scale sculpture created during the residency at the Portland Vocational School which is now permanently installed in the city of Portland. In the coming year more emphasis will continue to be placed on consultation services in the arts in education and greater coordination of programs between other departments in State Government.

FINANCES, FISCAL YEAR 1975:

Maine State Commission on the Arts and the Humanities	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$168,010		\$293,007		\$461,017
Total Expenditure	166,080		292,454		458,534
NET	1,930		553		2,483
Unexpended Balance Forward	1,930		553		2,483
Unexpended Balance Lapsed					

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MAINE HISTORIC PRESERVATION COMMISSION

JAMES H. MUNDY, EXECUTIVE DIRECTOR

Central Office: 31 Western Avenue, Augusta 04333

Telephone: 289-2133

Established: 1971

Statutory Authority: M.R.S.A., Title 27, Chapter 17

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1975: \$149,281

PURPOSE: The purpose for which the Maine Historic Preservation Commission was created is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources.

The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties is also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State Commission. In 1973 the Commission was placed in the Department of Education and Cultural Services for administrative purposes.

PROGRAM: During fiscal year 1975 the Maine Historic Preservation Commission expanded the National Register of Historic Places in Maine by 59 individual sites and 8 historic districts. In addition, the Commission Staff has assisted the three major urban areas in Maine: Portland, Lewiston, and Bangor in preparing detailed street by street inventories of their historic resources. The Commission has also cooperated with the Maine Archaeological Conservation Committee in providing funding and assistance to establish an archaeological survey in the State.

A great deal of staff time has been spent as well in reviewing federally funded projects that might have an impact upon the State's Historic Resources as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

The Commission during fiscal year 1975 disbursed the following federal grant monies on a 50% matching basis to private organizations for rehabilitation and restoration of historic sites:

Brunswick Historical Society	\$32,000
Bath Marine Museum	23,172
Victoria Society of Maine Women	5,153
Bangor Historical Society	1,885
Society for the Preservation of N.E. Antiquities	7,000
Bangor Brewer Y.W.C.A.	16,937
Sagadahoc Preservation Inc.	2,475
Misc. Grants to Historic Preservation Organizations	8,649
Total	\$97,271

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FINANCES, FISCAL YEAR 1975:

Maine Historic Preservation Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$25,971		\$163,129		\$189,100
Total Expenditure	25,583		123,699		149,282
NET	389		39,431		39,819
Unexpended Balance Forward			39,430		39,430
Unexpended Balance Lapsed	389				389

GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT

WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth 04105
P.O. Box 799, Portland 04104

Telephone: 781-3165

Established: 1876

Statutory Authority: M.R.S.A., Title 34, Chapter 251

Average Number of Full-Time Employees: 105

Authorized Employee Level: 115

Total Expenditure, Fiscal Year 1975: \$1,242,874

PURPOSE: The primary goal of the Governor Baxter State School for the Deaf is to educate and instruct deaf children. Specifically, to provide a comprehensive Primary, Elementary and Secondary Education Program for approximately one hundred eighty hearing impaired boys and girls, to assist these children in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter State School for the Deaf was created to educate children with a degree of hearing loss which will not allow them to be educated in public schools. Pupils are enrolled in classes starting with nursery through the twelfth grade which includes academic and vocational programs.

ORGANIZATION: The Governor Baxter State School for the Deaf had its origin as the Portland School for the Deaf which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the school became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by a deaf person to help find a new home for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved the school was placed in the Department of Mental Health and Corrections where its jurisdiction remained until its most recent transfer to the Department of Educational and Cultural Services.

PROGRAM: The 1974-75 school year saw the establishment of a nursery program to provide early childhood learning experiences for little deaf children who are able to commute daily to school. The nursery program is integrated with children with normal hearing so that the young deaf children can develop oral communication skills. This program was most successful in meeting the very important early childhood needs of the children. Close parental involvement insured carry-over in the home.

The preprimary program provided for three classes of approximately twenty-five children between the ages of four and six years to develop communication skills, language and personal growth and socialization. The primary department provided for four classrooms with approximately twenty-five children. The elementary department had five classrooms with

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approximately forty-five children, to teach basic elementary education including math, science, reading and social studies. The junior high school had four classes with approximately thirty children attending classes on a rotating basis. The senior high school offered a three-track program, college preparation, general and vocational, for approximately forty students in subject matter classrooms.

A special education program had two classrooms of some ten multiply handicapped deaf children. These children required intensive and individualized programs aimed at developing social competency and a sense of personal worth along with some basic educational and communication skills. The vocational department provided for industrial training in graphic arts and woodworking, art, driver education, typing and office practice, homemaking, independent living and work study and work experience programs. In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also received specialized speech correction and therapy from a qualified therapist.

The school library served as a focal point for the entire school program. Media services were available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher made materials. Each teacher had an overhead projector and automatic filmstrip projector. In addition, programmed learning materials were available for classroom and use by children.

Comprehensive daily physical education was provided for every deaf child, K through twelve. Sports, interscholastic and intramural sports activities were carried from elementary through high school. Such carry-over sports as golf, swimming, bowling and tennis received special emphasis.

The annual one-week institute for preschool age children, five years and younger, was offered to parents and their children in June. This provided for parent counseling, pupil evaluation and orientation to deafness.

An infirmary staffed by a registered nurse and four L.P.N.'s provided around-the-clock emergency service for all children in residence. The basic goal was prevention. Children suspected of communicable illnesses were separated from their peers in the residence hall and retained in the infirmary. A minor dental program was incorporated into the health services and a pediatrician was on call for emergencies.

The majority of the pupils reside at the school. Many go home for weekends and all go home for required vacation periods. Three residential halls employing thirty-two dormitory houseparents provided for development of social growth, recreation, personal hygiene and emotional growth.

A full time staff audiologist performed necessary audiological services for all children presently enrolled in the school.

An ongoing staff development program for afterclass staff personnel as well as personnel from supportive services focused attention on communication, primarily the language of signs and the manual alphabet. A consultant psychologist assisted a full time psychological worker in providing necessary psychological services to our children. A human services worker was added to the staff and provided excellent parental guidance and intra-social service liaison.

From time to time certain children develop increased competency in auditory perception and in their communication skills to warrant mainstreaming into the regular classrooms of their communities. Each year some children are thus referred back to the communities to complete their educational programs.

During the past year the primary department has been divided into two units, the vocational program has been expanded and the school has received national accreditation.

FINANCES, FISCAL YEAR 1975:

Governor Baxter State School for the Deaf	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,183,178		\$116,288		\$1,299,466
Total Expenditure	1,143,902		98,972		1,242,874
NET	39,276		17,316		56,592
Unexpended Balance Forward	31,482		17,316		48,798
Unexpended Balance Lapsed	7,794				7,794

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BUREAU OF VOCATIONAL EDUCATION ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: Education Building, Augusta 04333

Telephone: 289-2621

Established: 1971

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 3, 307

Average Number of Full-Time Employees: 452

Authorized Employee Level: 343

Total Expenditure, Fiscal Year 1975:

Organizational Units:

Division of Program Services

Division of Program Operations

Division of Adult Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of the State of Maine.

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 post-secondary 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.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor 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.

PROGRAMS:

Vocational Education in Secondary Schools: The major activity of the Bureau of Vocational Education over the past year has been in assisting the 11 new vocational education regions in completing plans and construction requirements for submission to the State Board of Education for the authorization to offer vocational courses in each region defined by law.

Much time was spent assisting in the development of the new regional councils which are part of the existing 13 regional technical vocational centers, which is part of the Act creating satellite programs as part of the centers.

During the year, four regional technical vocational centers were evaluated by the Bureau and approved by the State Board of Education.

Twenty distributive education programs were in operation, two of them at the postsecondary level.

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One hundred seventy-three industrial arts programs provided opportunities to explore and study industrial technology to 22,700 students.

In several of our trade and industrial education programs throughout the State, an on-the-job training component has been added to benefit the trade and industrial students.

Increased options were made available for girls and boys in wage earning and health occupations programs throughout the State due to the addition and expansion of vocational education facilities.

A three-week food service workshop provided teachers with increased insight into the world of work in the food service industry via on-site observation and experiences by utilizing the expertise of representatives in the industry.

A mobile trailer unit for nurse aide training, which is part of a regional center, continued to serve students in a rural section of Central Maine.

A career education plan for the State of Maine was developed and presented to the State Board of Education where it was discussed, amended, and approved in concept. A final review will be coming at a later meeting.

Vocational Education in Postsecondary Schools: The major goal of postsecondary vocational education is to provide quality programs to all citizens who need and desire vocational and technical education at the postsecondary level.

Enrollments during the fiscal year 1974-75 increased 15% over the previous year. Females at the VTI's were enrolled in 27 programs, with an enrollment of 602 students. Adult enrollments increased 10% over the previous year.

The State continued to finance existing programs at the six VTI's and the school of practical nursing.

Instructional staff at the VTI's work under a Master Contract between the VTI faculty and the State Board of Education.

Five new programs were implemented at Washington County Vocational-Technical Institute during the year.

Southern Maine Vocational-Technical Institute entered into an agreement with Gulf Oil Corporation to train 12 first class engineers each year over a three-year period.

SMVTI continued its consortium arrangement with the York County Community College; 301 students have taken advantage of vocational education programs offered at SMVTI by the YCCC.

The vocational-technical institutes have continued to develop testing procedures, unitized curriculum, and individual learning packages to provide greater flexibility for the advanced placement of qualified students.

During the year, Eastern Maine Vocational-Technical Institute and SMVTI were accredited by the New England Accrediting Association.

A complete re-write and update of the VTI's Administrative Handbook was completed during the year.

The VTI catalog, combining information of all VTI's was published and made available for distribution during the year.

A survey of the marine industry was carried out by Bureau personnel, and a vocational education planning guide for Maine's maritime industry was published during this fiscal year.

Efforts were made by the VTI's to coordinate with other postsecondary institutions and other agencies in offering programs and services during the year.

Adult Vocational Education: The major goal of adult education is to expand and improve the quality of vocational education opportunities for out-of-school youth and adults during the year.

Fire Service Training still remained a very active segment of the adult vocational education program statewide. During the year nine training courses were offered to approximately 1,000 firefighters across the State.

The Emergency Medical Services program continued to expand during the year. This is a system that has been developed to insure that victims of emergencies receive prompt and adequate medical care. These emergency medical services are those services which are required as a result of unforeseen injuries or illnesses. These emergency medical services programs were established in the six VTI's and in two regional technical vocational centers.

During the year 5,348 persons were served in preparatory training programs; 8,865 in supplementary training courses; and 819 in apprenticeship related instructional programs.

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The Bureau of Vocational Education works very closely with the Maine State Apprenticeship Council in providing apprentices with related instruction, which is a requirement for each apprentice for the completion of his/her apprentice agreement.

Disadvantaged Persons: Funds for the disadvantaged were used at the secondary, postsecondary and adult levels, and in an effort to provide Maine's disadvantaged citizens with assistance to meet their individual goals in vocational education funds were made available in the following areas: special remedial education; group guidance; and vocational programs to meet specialized needs. Special attention was given to school dropouts, persons in correctional institutions, and adults needing prerequisite training before entering a vocational-technical institute.

These programs for the disadvantaged provided special services to 1,443 secondary students, 325 postsecondary students, 701 adults, and 231 inmates.

Handicapped Persons: Vocational education programs for the handicapped are designed to help students learn job skills at levels commensurate with their ability.

During the year there were 26 programs taught by 51 teachers and aides involving 501 educable mentally retarded students.

New operational programs were started in eight new sites during the year.

Construction of Area Schools: Two new secondary vocational education centers which had been started in the previous year were completed in Caribou and Waldo County. An addition was completed at the Dexter Regional Technical Vocational Center. These three new centers have a building capacity of 1,100 students.

At the postsecondary level four construction projects were completed during the fiscal year 1974-75. They were as follows:

1. a classroom laboratory building at SMVTI, which is a multi-purpose classroom shop and laboratory building adaptable to a variety of programs.
2. a building trades shop and laboratory at NMVTI which will house a carpentry shop and a laboratory/classroom for students in the building construction programs.
3. an auto body expansion at NMVTI which will provide more space and safer working conditions for students in the auto body program. It will also allow increased enrollments.
4. a co-ed dormitory at EMVTI which will provide housing for 96 students.

Teacher Training: Thirty-five inservice teacher education courses were offered to vocational teachers of trade and industrial education on various University of Maine campuses throughout the State. The cost was \$25,000. This was a top priority in teacher training for the Bureau of Vocational Education.

In all, 173 teachers were involved in inservice education and 105 preservice teachers matriculated in the program. More than 50 additional (non-matriculated) students took advantage of the courses. There were 27 graduates.

Six inservice courses were offered to vocational education teachers in wage-earning home economics.

Evaluation: The Bureau of Vocational Education operated under management by objectives during the fiscal year 1975 for better control, evaluation and effectiveness. The program will continue during fiscal 1976.

On-site visitations to 30% of the schools in Maine was continued. Self-evaluation of programs with follow-up by an evaluation review team continued in five regional technical vocational centers (Dexter, Portland, Presque Isle, Waterville and Westbrook). Where weaknesses were identified, corrective steps have been or are being taken.

Four hundred visits to businesses and industries were completed to identify resource personnel available to assist vocational educators in program development and evaluation.

Curriculum Development: Two occupational guides were developed in the program areas of welding technology and electronics technology, and two others are in process. The two completed guides were disseminated to instructors in secondary and postsecondary programs.

The curriculum guide for business education was updated during the year. A health occupations curriculum guide was developed during the year.

Research and Demonstration Projects: The Bureau operated a nurse aide mobile laboratory at Dexter. The laboratory provided skill training at the secondary and adult levels for the communities of Greenville, Milo, Dover, Newport, and Dexter.

The regional technical vocational center in Farmington completed a sawmill complex which will be in operation in the fall to give skill training in this occupation. This center

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provides skill training from the forest to the finished product in the wood technology.

Exploratory talks have begun with the Bureau of Labor, University of Maine, Orono, to develop a labor-management relations program for all students in occupational education at the secondary and postsecondary level.

Special Research: During the year 60 school administrators were trained in basic research techniques.

270 teachers were trained in basic career education concepts and methods during the year.

The instructional strategies research project has produced a handbook of learning principles for use by instructors in the vocational technical centers.

Over 2,500 copies of the Maine Career Education Curriculum Guide were distributed to Maine public school teachers during the year.

Exemplary: A modular curriculum project located at Lewiston High School developed in excess of 72 learning activity packages during its first year of operation.

Two job development placement and follow-up projects were in operation in two high schools during the year.

A career education model for schools remote from the business and industry section of Maine was initiated at a school on one of Maine's islands.

Consumer and Homemaking Education: During the year there were 119 secondary schools offering home economics to approximately 13,750 students from grades nine to twelve. Approximately 11% of those enrolled in these programs were boys.

Seven adult consumer and homemaking courses were offered throughout the State during the year.

A course in personal finance was offered at two VTI's during the year.

The construction plans for 10 new departments and the renovation of one were reviewed by the Bureau during the year.

A two-year study is being conducted by the staff at UMO entitled "Nutrition — Community and Consumer Education." This project consists of a nutrition experience-oriented curriculum for training teachers and children with a parent involvement component.

Cooperative Education: Cooperative vocational education programs were implemented at Richmond, Brewer, Brunswick, Hampden, Hermon, Woodland, and Guilford. With the development of these seven new programs in the fiscal year 1975, there was an increase from 624 students to 1,800.

A five-day summer workshop was conducted to develop outlines for various courses of study that could be used by coordinators as they work with the employers in developing work stations during the year.

Work-Study Programs: During the year, 211 students participated in vocational work-study programs. Students were paid an hourly wage ranging from \$1.80 to \$2.20. They were employed in custodial, office, and grounds keeping work.

Veterans Education: There were approximately 8,000 veterans in approved programs at the end of April 1975. Maine veterans realized \$1,900,000 a month in training allowances and the economy of the State, as a direct result of veterans in approved educational and training programs, would be swelled by \$22,500,000 during the year.

A breakdown of veterans in various programs at the end of March 1973 and March 1975, not including correspondence schools, would be:

	March 1973	March 1975
(1) University of Maine system	2,055	4,110
(2) Business Schools	327	842
(3) Vocational-Technical Institutes	383	1,084
(4) Adult H.S. Diploma Program	197	1,476
(5) Flight Schools	90	203
(6) On-the-Job Training	<u>1,032</u>	<u>1,591</u>
Totals	4,084	9,306

The Maine Adult High School Completion Program: Enrollment in Adult High School Completion programs in Maine has increased annually ten to fifteen percent over the past four years. The Adult High School Diploma program provides opportunities for adults 16 years of age and older who are not enrolled in another public school system to earn high school credits

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toward a bonafide public school secondary diploma. This past year over 18,000 adults were enrolled in 55 of these programs, with 4,500 receiving their diplomas.

FINANCES, FISCAL YEAR 1975:

Bureau of Vocational Education Total	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$10,556,691	\$336,098	\$6,196,527	\$680,200	\$17,769,516
Total Expenditure	9,454,403	258,999	4,903,487	645,909	15,262,798
NET	1,102,288	77,099	1,293,040	34,291	2,506,718
Unexpended Balance Forward	1,036,389	77,099	1,293,040	34,291	2,440,819
Unexpended Balance Lapsed	65,899				65,899

Note: The following financial charts provide detail relative to major elements of the Bureau's activities:

FINANCES, FISCAL YEAR 1975:

Bureau Administration (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,849,692		\$4,214,842		\$6,064,534
Total Expenditure	1,831,767		3,128,368		4,960,135
NET	17,925		1,086,474		1,104,399
Unexpended Balance Forward	8,479		1,086,474		1,094,953
Unexpended Balance Lapsed	9,446				9,446

FINANCES, FISCAL YEAR 1975:

School of Practical Nursing (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$144,308		\$23,184		\$167,492
Total Expenditure	143,028		22,917		165,945
NET	1,280		267		1,547
Unexpended Balance Forward	264		267		531
Unexpended Balance Lapsed	1,016				1,016

FINANCES, FISCAL YEAR 1975:

Northern Maine Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,520,385	\$145,611	\$402,000		\$2,067,996
Total Expenditure	1,410,866	101,006	389,623		1,901,495
NET	109,519	44,605	12,377		166,501
Unexpended Balance Forward	83,173	44,605	12,377		140,155
Unexpended Balance Lapsed	26,346				26,346

FINANCES, FISCAL YEAR 1975:

Eastern Maine Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,228,717	\$58,857	\$282,249	\$200,260	\$1,770,083
Total Expenditure	1,179,588	55,604	245,780	194,745	1,675,717
NET	49,129	3,253	36,469	5,515	94,366
Unexpended Balance Forward	46,285	3,253	36,469	5,515	91,522
Unexpended Balance Lapsed	2,844				2,844

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FINANCES, FISCAL YEAR 1975:

Washington County Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,454,412	\$8,402	\$311,563	\$189,475	\$1,963,852
Total Expenditure	1,203,486	8,383	246,725	186,181	1,644,775
NET	250,926	19	64,838	3,294	319,077
Unexpended Balance Forward	248,173	19	64,838	3,294	316,324
Unexpended Balance Lapsed	2,753				2,753

FINANCES, FISCAL YEAR 1975:

Kennebec Valley Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$177,800				\$177,800
Total Expenditure	177,800				177,800
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Central Maine Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,218,377	\$4,259	\$120,799	\$241,441	\$1,584,876
Total Expenditure	1,148,411	2,953	93,606	216,958	1,461,928
NET	69,966	1,306	27,193	24,483	122,948
Unexpended Balance Forward	50,271	1,306	27,193	24,483	103,253
Unexpended Balance Lapsed	19,695				19,695

FINANCES, FISCAL YEAR 1975:

Southern Maine Vocational Technical Institute (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,963,000	\$118,969	\$841,890	\$49,024	\$3,972,883
Total Expenditure	2,359,457	91,053	776,468	48,025	3,275,003
NET	603,543	27,916	65,422	999	697,880
Unexpended Balance Forward	599,744	27,916	65,422	999	694,081
Unexpended Balance Lapsed	3,799				3,799

BUREAU OF SCHOOL MANAGEMENT

LARRY N. PINEO, ASSOCIATE COMMISSIONER

Central Office: Education Building, Augusta 04333

Telephone: 289-2061

Established: 1973

Statutory Authority: Title 20, Chapter 1, 109, 119, 501 (§§ 3457-3160)
Title 34, Chapter 251

Average Number of Full-Time Employees: 36

Authorized Employee Level: 36

Total Expenditure, Fiscal Year 1975: \$33,038,818

Organizational Units:

The Division of School Nutrition
The Division of School Facilities
The Division of School Operations
The Division of Transportation, Driver
Education & Safety

Civil Defense Education
Neighborhood Youth Corps
Surplus Property
Donated Commodities

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PURPOSE: The Bureau, through its four major Divisions, provides leadership and service to school systems in the area of school nutrition, school construction and transportation, and the operation of state schools in the unorganized territory, the Baxter State School for the Deaf, Civil Defense Education in schools, Neighborhood Youth Corps program, donated commodities and surplus property.

The Division of School Nutrition: Provides leadership and service to the educational programs associated with the nutritional needs of the public school population of Maine. The Division is best known for its administration of school lunch programs. However, its members 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.

The Division of School Facilities: Assists local school systems in evaluation of existing school facilities and recommending methods for the planning and funding of needed school facilities.

The Division of School Operations: Administers six elementary schools (enrollment 395) in the unorganized territories of Maine; arranges for all other resident pupils (1,130) to attend schools in nearby communities on a tuition basis. Additionally, responsibility is shouldered by the unit for directing operations at the Governor Baxter State School for the Deaf.

Division of School Transportation, Driver Education and Safety: Administers the school bus programs including approval of bus purchases, leases and conveyance contracts, advises of local operations and conducts safety programs. Coordinates the statewide driver education programs, and distributes safety materials to all schools.

PROGRAM:

Division of School Nutrition Programs. Under the federally-supported School Nutrition Programs, nutritious meals were made available in Maine public schools and service institutions either free or at a maximum cost of \$.45 for students in elementary grades; \$.50, in secondary.

All meals (breakfast, lunch or milk only) were reimbursed, in part, by federal funds. For children of families qualifying under federal income guidelines, federal subsidies covered a major portion of the costs.

In April, 1975 daily participation in Maine public schools averaged:

Program	Total Daily Average	Percent of Total Served		
		Free	Reduced	Paid
School Lunch	119,500	38.1	8.9	53
Breakfast	8,091	72.4	6.6	21
Milk Only	73,599	30.8		69.2

Under the Special Food Service Program for Children, 86 Head Start and day care centers served an average of 2,200 children daily; 68 summer recreational sites, 1,200 children.

Federal funds available for fiscal 1975 operations amounted to \$8,638,072.36, a 34% increase over the previous year. State funds amounting to \$396,953.21 were available for matching purposes and for administration.

Administrative reviews of program operations were made of 251 of the 732 schools participating in the National School Lunch Program, and of 20 of the 154 sites participating under the Special Food Service Program for Children. Emphasis will be placed on broader coverage of the latter sites during fiscal 1976.

The Division conducted inservice training programs for various categories of school food service personnel including:

- 2 three-day workshops for managers and supervisors;
- 1 five-day workshop for production personnel;
- 10 one-day training sessions for supervisors or local level personnel;
- Annual meetings for (1) all school food service personnel and (2) school principals.

In addition to a conference on nutrition and nutrition education, the Division sponsored 1 three-day and 1 five-day seminar in nutrition education for teachers.

For day care and summer recreational programs, three meetings were held to provide information for sponsors; three meetings for food service personnel. Twenty-five kitchen plans for new or revised facilities were reviewed. Additional communities were visited to assist with

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equipment needs for program expansion. Work was begun on development of an improved accounting system.

Division of School Facilities. During the past fiscal year (60) new major projects having an estimate total cost of \$93,406,136 were exhibited to the State Board of Education for possible concept approval. The Board granted concept approval to 30 of these projects at an estimated total cost of \$49,378,180. During this same period 78 major capital outlay projects were exhibited to the Board and 62 were approved at an estimated cost of \$696,043. In addition, 50 school building leases were exhibited and approved by the Commissioner of Maine Department of Educational and Cultural Services at a total cost of \$390,289.

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 395 pupils (K-8) and about 1100 pupils who attend school on a tuition basis. In addition to the schooling of the SCUT children, the Division administers programs at the Baxter School.

Division of School Transportation, Driver Education and Safety. Revision in the State Statutes have been made to conform with Federal Highway Safety Administration recommendations and to correct safety deficiencies. The results of the annual state-wide school bus accident report system were tabulated and analyzed. Assistance was given to local school units in planning and operation school bus evacuation drills. Local and regional workshops were held for school bus drivers.

Safety material was distributed to all elementary schools during the year. Preliminary plans have been made to assist the University of Maine with the establishment of a safety center. Approximately 17,000 high school students completed driver education courses either taught in regular school programs or summer programs during the 1974-75 fiscal year. Two new driving ranges were established and became operational at SAD #67 and Bucksport. Additional driving ranges are being planned. (Financed by funds from Highway Safety Act of 1966). The two mobile driver training simulator classrooms were scheduled throughout the state.

Civil Defense. This program witnessed an expansion of coverage from 103 to 130 school districts with an increase of student population from 73,000 to 90,000. Approximately 40,000 of these students have received at least two hours of civil preparedness training. Three orientation and organizational workshops were held in October in Portland, Bangor, and Houlton. Local coordinators attended these workshops and were given civil defense materials by personnel from this department and the State Civil Defense Office along with 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. During school year 1974-75 the Neighborhood Youth Corps operated on a budget of \$372,000 and enrolled over 600 economically disadvantaged youth during this time. A director was hired in February 1975 after more than a year without one. The summer of 1975 saw this department operate a program in only three counties; Arrostook, Washington and Hancock with funds of \$461,700. The program was a success in these counties with over 900 youth participating at one time or another during the summer. Following the recommendations of the State Manpower Services Council, the Prime Sponsor will discontinue funding the in-school Neighborhood Youth Corps program during FY '76. It appears at this time the in-school NYC program will end September 30, 1975.

Surplus Property. Property with an original cost of \$2,021,504.00 was distributed during the 1974-75 year. Of this total, \$1,163,502.00 went to schools, \$73,291.00 to health institutions and \$773,467.00 went to civil preparedness organizations and \$11,244.00 to other groups. Service charges assessed to cover the cost of operations amounted to \$106,356.00 of which schools paid \$70,586.00, health units paid \$9,180.00 and civil emergency preparedness units paid \$26,391.00. In addition miscellaneous services provided \$199.00 in revenue. With the elimination of the U.S.D.A. Donated Commodity Program affecting needy persons, we transferred equipment with a value of \$192,522.00 to participants of other U.S.D.A. programs throughout the state. This was a one-time special project that we undertook yielding service charges in the amount of \$10,088.00.

This was a successful year in all respects. We are securing a good part of our stock from Massachusetts areas as a result of base closures. We expect this situation to last another year and then we will be forced to go further afield for property acquisitions. Among the more

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unusual items this year were nine helicopters and twenty-four mobile homes acquired for our donees.

Donated Commodities. During 1974-75 year we provided for the distribution of 47 different food products to the following:

	Pounds	Value
Schools	\$5,088,593	\$2,588,742.00
Institutions	308,217	199,215.00
Camps	115,317	68,037.00
Total	\$5,512,127	\$2,855,994.00

This represents about a 16% increase by volume over previous years due to the assimilations of stocks belonging to the Needy Family Program and transferred to the three categories served by this office. It is expected that the value of donated foods will remain at a constant level of about 10.5 units per meal.

We are entering upon a new program involving the senior citizens programs, the so called Title VII programs administered through the Dept. of Health and Welfare. Commodities on Aging. This program while relatively small, will fill a great need for those in this age group.

FINANCES, FISCAL YEAR 1975:

Bureau of School Management	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$4,401,674		\$8,860,753	\$21,697,645	\$34,960,072
Total Expenditure	4,031,542		8,625,294	20,381,982	33,038,818
NET	370,132		235,459	1,315,663	1,921,254
Unexpended Balance Forward	362,338		235,459	1,315,663	1,913,460
Unexpended Balance Lapsed	7,794				7,794

PLANNING AND MANAGEMENT INFORMATION

LARRY N. PINEO, ACTING DIRECTOR

Central Office: Education Building, Augusta 04333

Telephone: 289-3421

Established: 1971

Statutory Authority: M.R.S.A., Title 20, Chapter 1

Average Number of Full-Time Employees: 22

Authorized Employee Level: 23

Total Expenditure, Fiscal Year 1975: \$300,167

Organizational Units:

Division of Management Information

Office of Planning, Evaluation and Research

PURPOSE: This unit was designed to establish a system of management information which serves the needs of the Department, local school systems, the public, and the Legislature as well as to help develop and enhance the Department's planning capabilities. It is responsible for collecting, processing, and disseminating information relating to operation of local school systems. It computes the amount of state aid each system is to receive and maintains records of expenditures by local systems and other financial data. The Division conducts the Maine Assessment of Educational Progress and provides technical planning assistance to other Department bureaus.

PROGRAM: This unit computerized many aspects of the school finance programs implemented due to recent legislation. During the recently concluded session of the Legislature, more than one staff member was assigned responsibility for responding to Legislative requests dealing with finances.

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This unit is involved in supplying the informational needs of the Department, particularly in the last months of the fiscal year responding to those information needs created by the recent implementation of the school finance legislation, L.D. 1452. These information needs were fulfilled by directing the collecting, organizing and processing of data related to operating expenditures by school units, school construction indebtedness and other related school characteristic information.

Other areas included in the data collected and processed by this unit are staff, curriculum, facilities, and enrollments for each school system in Maine. Efforts are continuing to enter all data into the computer for quick and easy access.

In keeping with the increased demands on this unit, a remote job entry terminal was installed this year in order to reduce the time lag between request and delivery.

Maine Assessment of Educational Progress, which surveys the performance of students in selected subject areas on a statewide sampling basis, was implemented. Results from 17-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 now available. This assessment project will continue in a cycle allowing the tracing of educational progress over a period of years.

FINANCES, FISCAL YEAR 1975:

Planning and Management Information	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$96,903	\$56	\$275,833		\$372,792
Total Expenditure	96,903		203,264		300,167
NET	0	56	72,569		72,625
Unexpended Balance Forward	0	56	72,569		72,625
Unexpended Balance Lapsed					

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

CAROLYN NOLIN, Assistant State Librarian

Central Office: Cultural Building, Augusta 04333

Telephone: 289-3561

Established: 1837

Statutory Authority: M.R.S.A., Title 27, Sec. 1-38, 61-68, 101-109, 141-152, 181-186 M.R.S.A., 1975 Suppl. Title 27, Sec. 1-5, 31-37, Chapter 4, 110-118

Average number of Full-Time Employees: 66.5

Authorized Employee Level: 76.5

Total Expenditure, Fiscal Year 1975: \$2,050,343

Organizational Units:

Maine Library Commission

Library District Councils

General Loan and Reference Services Division

Library Development Services Division

PURPOSE: The broad goal of the five-year program as stated here is consistent with the LSCA and the major functions of the Maine State Library. This broad goal was developed jointly by the Maine State Library staff and the Maine Library Advisory Committee representing the Maine Library Association, the Maine School Library Association and the Maine Library Trustees Association.

Development and coordination of the services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

More specifically, this goal will strive to achieve the following:

1. Through a total library service meet the educational, informational and cultural needs of all Maine citizens.

2. Provide for all types of libraries statewide library development and coordination.

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3. Provide leadership necessary for statewide programs of library research, planning, evaluation, cooperation and coordination.

4. Serve as an informational resource for state government.

In order to achieve the above our next five years of planning will take the following future directions and emphasis:

1. Librarian/consultant activities in research, planning, promotion, publicity and arranging for cooperative activities.

2. Strengthening of our reference and research capabilities.

3. Renew relationships with state agencies through collection coordination and support.

4. Strengthen legislative support for all types of libraries.

5. Development of communication and information expertise.

6. Strengthen our bonds with school libraries and multimedia capabilities.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status under the newly reorganized Department of Education and Cultural Services (M.R.S.A. 1973 Supplement, Title 20, 1-A, 1-B). The State Librarian heretofore appointed by the Governor is now appointed by the Commissioner with the advice and consent of the Governor and Council.

Under the reorganization plan media and school consultant services were transferred from the old division of Federal Resources to the State Library Bureau. This action effectively coordinated state level library programs for schools and public libraries.

During FY 74-75 the State Library retained the two major Divisions of General Loan and Reference and Library Development, expanded to five sections, and now offers fourteen major services.

PROGRAM: By June 1975 the system of computerized cataloging (NELINET) was completely operational for the three area reference and resource centers. The Maine State Library processed one hundred percent of all purchased materials, increasing cataloging efficiency by an estimated fifty percent. Currently, institutional and other state agency libraries are being programmed into the library terminal.

By extending library hours two evenings a week and Saturdays utilization of the collection has been increased. Circulation statistics have held at 83,926. The expected decrease from the formation of two area reference and resource centers did not occur. Plans are now in progress to evaluate and update the general collection of 325,000 volumes.

Use of the Telephone-Teletype Network Services has been increased by removing restrictions which limited the use of the network to public librarians. Nine state institutional libraries are also now participating. A method of recording user statistics has been developed to make evaluation possible during FY 76. In FY 75, 7,395 title requests and 3,576 subject requests were received through the network.

During the first year of operation, thirteen departments were contacted and made use of the State Library consulting services. Requests for consultant services varied from supervision in cataloging to dispersing collections. The remaining seven agencies will be contacted personally during FY 76.

Specific FY 75 regional library services included hiring two of three district consultants, allocating direct state aid at ten cents per capita to 156 local libraries, and awarding nineteen incentive matching special service grants to public libraries. The number of interlibrary loans processed by the two new area reference and resource centers doubled during the first year of the regional program.

Through the calendar year 1971-1972, a total of 6,849 films were circulated by the state library. Between September 1974 and September 1975 circulation went over 4,000. During FY 75, three statewide film workshops were held to further stimulate film interest as well as explain film maintenance. Eight bookmobiles throughout the state continue to bring library service to Maine residents in 263 towns without access to public libraries. During FY 75 juvenile circulation was over 300,000 and adult circulation 200,000 for a total of one-half million. The bookmobiles have added paperbacks, phonograph records and evening stops to further enhance circulation. The State Library Adult Services Consultant and the two District Consultants handle local requests for in-house problems and workshops in continuing library education. Two series of statewide workshops were held in FY 75 attended by over 300 persons.

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During FY 75 talking book circulation increased by ten percent, 59,623 talking books were distributed and 4,268 large print materials were circulated. Through the volunteer program twenty-six cassettes were added to the French of Maine cassette collections.

A needs assessment survey for Maine's nine institutional libraries was accomplished as well as a national survey of jail services. A conference for institutional librarians and a workshop for their business managers were held at the state library.

Schedules and teacher guides for forty-two Maine Public Broadcasting Network programs are provided through this service. During FY 75, three Leadership Training Institutes were conducted for ninety-four teachers reaching about 2,700 students.

Via a relative need formula, \$307,000 were allocated to local school districts for their library-media development. A proposed certification document for media specialists was completed and approval of the document is expected for FY 76.

FINANCES, FISCAL YEAR 1975:

Maine State Library Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,131,102	\$3,270	\$1,276,723		\$2,411,095
Total Expenditure	1,102,650	2,851	944,842		2,050,343
NET	28,452	419	331,881		360,752
Unexpended Balance Forward	27,332	419	331,881		359,632
Unexpended Balance Lapsed	1,120				

DIVISION OF FEDERAL PROGRAMS

ROBERT E. BROWN, DIRECTOR

Central Office: Education Building, Augusta 04333

Telephone: 289-2475

Established: 1965

Statutory Authority: M.R.S.A., Title 20, Chapters 1, 509

Average Number of Full-Time Employees: 11

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1975: \$8,561,292

Organizational Units:

Elementary and Secondary Education Act Title I — Educationally Disadvantaged

Elementary and Secondary Education Act Title II — Libraries

Elementary and Secondary Education Act Title III — Innovative Programs

PURPOSE: To administer Federal programs at the State and local level and to insure the maximum utilization of Federal education funds at all levels.

ORGANIZATION: Following passage of the Elementary and Secondary Education Act of 1965, the administration of the Act was assigned to the secondary division of the Bureau of Instruction. In 1971 the Division was transferred to the newly created Bureau of Special Resources. In 1973 the Bureau of Special Resources was abolished and the Division of Federal Programs was assigned to the Office of the Commissioner — where it has remained.

PROGRAM:

Title I, ESEA. The implementation of new Federal Legislation under P.L. 93-380 has had major impact on Title I, ESEA compensatory education in Maine.

Increased effort has been exerted to concentrate funding on diagnostic and prescriptive teaching in the areas of basic reading skills and mathematics. This has resulted in 90% of the program effort being in corrective and remedial reading, English and other related language arts skills, grades K-6.

Another area of significance being addressed by Maine is the preparation for implement of an evaluation accountability model. This is intended to help determine, nationally, the true impact of compensatory education on the children served. The results will assist in determining

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the extent to which Federal funding should be used in resolving the problems of the educationally handicapped.

Title II, ESEA. The School Library Media Program exists for the purpose of coordinating a statewide effort to improve school library media programs at the local and regional levels. There are only 175 certified school librarians to serve 985 schools in the state. Many school libraries are still entirely book oriented. However, several more each year move toward becoming full-fledged media centers through this program's efforts and the use of ESEA Title II funds.

Every local school district is eligible to receive an ESEA Title II allocation. About 95% of the districts participated in FY 1975 and received a total of \$307,000 allocated via a relative need formula. In addition, the Area Resource Center serving 21 schools in the Waterville area received a special grant of about \$30,000 and the Regional Media Center based at Wilton serving 33 schools, received about \$10,000. Funding for the Wilton center was reduced from \$30,000 to \$10,000 because of the project's failure to reach previously specified objectives. FY 1975 was the second year of operation for these two regional media centers. Special one time only grants of \$20,000 each were awarded to the other three regional media centers.

A proposed certification document was completed stating requirements for media specialist certification. Official approval of the document is expected to take place in FY 1976.

Plans to computerize the Maine Resources List were completed. State-wide data on resource people is already available to feed into the computer bank.

Title III, ESEA. The major goal of Title III ESEA, is to provide seed money to improve and explore new ways to provide better education in Maine.

Activities to achieve this goal are to provide technical assistance to local educational agencies at all stages of the grant process; such as needs assessment, grant writing, program management and dissemination of information. All programs must be monitored and evaluated according to regulations.

Title V, ESEA. The strengthening of the Office of the Commissioner was a major accomplishment during this reporting period. Title V funds were used to establish the position of Affirmative Action Officer. In addition, Title V funds continued the position of Assistant to the Commissioner, the Public Information section, as well as the Division of Federal Programs.

Maine Guaranteed Student Loan Program. The State of Maine's Guaranteed Student Loan Program has experienced some negative problems during this reporting year which were entirely 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 run up to ten years at an interest rate of 7 per cent simple, very unattractive to lending institutions. This national problem has resulted in some Maine lending institutions refusing to loan to first year students, decreasing the number of student loans and/or the amount of loans, and in some cases loaning only to students whose parents are customers of the lending institution.

In addition, the recession has contributed to a slight increase in the default rate, but it is still one of the lowest of any state.

Osteopathic Student Loan Program. The Osteopathic Student Loan Program shows promise of being very successful. The costs of attending osteopathic colleges have increased rapidly and these loans have made the difference in some cases of continuing or not continuing in school.

The first individual to complete all of the Osteopathy requirements has returned to Maine to practice.

Each borrower that practices in Maine has his loan forgiven at the rate of \$2,000 for each year of practice.

FINANCES, FISCAL YEAR 1975:

Division of Federal Programs	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$778,505	\$8,114,420	\$600,000	\$9,492,925
Total Expenditure		563,698	7,397,594	600,000	8,561,292
NET		214,807	716,826		931,633
Unexpended Balance Forward		214,807	716,826		931,633
Unexpended Balance Lapsed					

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MAINE SCHOOL BUILDING AUTHORITY

H. SAWIN MILLETT, JR., CHAIRMAN

LEORY O. NISBETT, Secretary-Treasurer

Central Office: Education Building, Augusta 04333

Telephone: 289-2321

Established: 1951

Statutory Authority: M.R.S.A. Title 20, Chapters 1, 503

Average Number of Full-Time Employees: 1

Authorized Employee Level: 1

Total Expenditure, Fiscal Year 1975: \$80

PURPOSE: The Maine School Building Authority is a body corporate and politic and public instrumentality of the State of Maine created for the purpose of aiding municipalities and school systems in the financing of public school buildings in the State.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: The Authority has been concerned with the construction of a new junior high school facility in the City of Westbrook during the year. This project is currently opened for school purposes.

FINANCES, FISCAL YEAR 1975:

Maine School Building Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$100				\$100
Total Expenditure	80				80
NET	20				20
Unexpended Balance Forward	20				20
Unexpended Balance Lapsed					

MAINE EDUCATION COUNCIL

LINCOLN T. FISH, CHAIRMAN

Central Office: University of Maine at

Portland-Gorham, Gorham, 04038

Telephone: 839-3351

Established: 1967

Statutory Authority: Title 20, Chapters 1, 325 (Subchapter II)

Average Number of Full-Time Employees: 0

Authorized Employee Level: 0

Total Expenditure, Fiscal Year 1975: \$14,897

PURPOSE: The purpose of the Maine Education Council as described in Sections 2921 and 2922 of Title 20 is to administer the affairs of the State of Maine with the Education Commission of the States under the provisions of the Compact for Education adopted by the State in 1967.

ORGANIZATION: The Maine Education Council consists of the seven commissioners who are members of the Education Commission of the States and seven other members for a total of 14 members. There have been no changes in this format since the origin of the Council in 1967.

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PROGRAM: The major activity and expenditures of the Council is the attendance of members of the Council at the annual meeting of the Education Commission of the States where the seven commissioners have voting powers.

The members of the Council made considerable progress on responses to two study orders, SP 896 and SP 897, given to the Council by the 106th Legislature. The complete responses will be presented to the 107th Legislature in special session.

FINANCES, FISCAL YEAR 1975:

Maine Education Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$13,580			\$4,000	\$17,580
Total Expenditure	10,897			4,000	14,897
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed	2,683				2,683

MAINE MARITIME ACADEMY

REAR ADMIRAL E. A. RODGERS, SUPERINTENDENT

CAPTAIN ROBERT H. FLENNER, *Administrative Officer*

Central Office: Castine 04421

Telephone: 326-4311

Established: 1941

Statutory Authority: Private and Special Laws, 1941, Chapter 37

Average Number of Full-Time Employees: 131

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$3,551,709

Organizational Units:

Board of Trustees

Office of the Superintendent

Board of Visitors

Academic Division

Training Division

Student Affairs Division

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are 1) to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; 2) to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; 3) to develop in students a strong sense of duty, honor, and service to their country and to their profession; 4) to develop in students the self-discipline and stamina needed for professional careers; and 5) to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

ORGANIZATION: The Maine Maritime Academy is organizationally structured to fulfill its mission in basically the same manner as it was originally conceived in 1941. Although the Academy is now coeducational, its basic mission and objectives remain unchanged. The curriculum has expanded from the wartime emergency of eighteen months (1941-1945) to two years (1946), three years (1948-1959), and four years (1960 to the present). Under the policy guidance furnished by 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. The Training Ship, *State of Maine*, is made available to the Academy by the Maritime Administration, which furnishes funding for major upkeep and repairs. The Academy funds the cost of operating the ship on the training cruise and while in port in Castine from its operating budget.

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PROGRAM: The Maine Maritime Academy as of September, 1974, had a student body of 545, including 93 seniors, 103 juniors, 139 sophomores, and 202 freshmen. The number of seniors graduating on April 26, 1975, was 87 (eight Iranian seniors having graduated in January, 1975); of the student body, 259 were from the State of Maine, 214 were from other states and territories, and 72 were foreign or protected nationals, including a contingent of 67 students assigned to the Academy from the Imperial Iranian Navy. Two female students were admitted in 1974.

There were no major changes in academic policy or program during the year. Academy graduates experienced some difficulty in finding employment in ocean shipping because of the economic situation, complicated by the decrease in shipping of crude oil and refined products. Despite these adverse factors, a majority of the graduates had attained employment within three months of the April graduation. Of the members of the class of 1975, eight were Iranian students who were already on active service in the Iranian Navy. Of the U.S. graduates, three students entered active duty in the U.S. Navy and one went to the Coast Guard; eleven obtained immediate employment with U.S. or U.S. foreign flag ocean-shipping companies; nine were serving on ocean-going tugs; another nine were with offshore oil drilling companies or research ships; and ten were placed on shore-based positions with major corporations having maritime-related interests.

The annual cruise of the training ship, *State of Maine*, was originally scheduled to visit Vera Cruz, Mexico, San Juan and Bermuda during the May-June annual cruise. Unfortunately, except for a week's visit to Norfolk, where senior students attended fire fighting school, the ship was held in the shipyard at Baltimore until June 27, 1975, undergoing major repairs required for Coast Guard certification. The cruise ended at Castine on July 3 following a one-week operational cruise enroute. In order to meet minimum Coast Guard sea training requirements a two-week supplemental cruise, restricted to two port calls at Norfolk to drop and pick up students assigned to the fire fighting course, has been scheduled for late December and early January, 1976.

Two major construction projects were completed during the year. The final phase of the \$4,400,000 dormitory complex (Curtis Hall), a unit housing 160 students, plus new quarters for the Academy book and uniform store was completed and occupied in January. The total complex provides housing for up to 625 students, based on two to a room occupancy, and represents the maximum planned average Academy enrollment for the foreseeable future.

The waterfront engineering complex (Bagaduce Hall), housing the machine shop, electrical shop, various classrooms and the engineering laboratory, was structurally completed by June 30, although various minor details remained to be finished and equipment to be installed. A contract was let and construction started in March for the second phase of the science and engineering complex, a wing to be attached to Dismukes Hall, to contain a new physics laboratory, several classrooms, the navigation and electronics laboratories and the offices of the Academic Dean. The building is financed by an appropriation of \$1,000,000 granted by the 106th Legislature.

Emergency repairs to the training ship pier were accomplished during the absence of the ship in May and June. State funds totaling \$252,000 have been made available for work on the pier. At the year's end, the first phase of the project, involving replacement of a majority of the pilings and complete replanking of the dock for a total of \$153,000, was virtually completed. The second phase, involving replacement of additional pilings and strengthening of the seawall, has been delayed pending a decision on the need for dredging of the docking area.

The Academy continued to sponsor continuing education courses in machine shop, welding and small engine repairs during the winter months and carried on a number of public service programs in its physical education center, serving area school children and adults desiring to participate in swimming and tennis instruction.

At the year's end, the number of applications received for matriculation in the fall term was the highest ever received at the Academy, with indications that a freshmen class of 230 students would be accepted. Total Academy enrollment for September, 1975, is anticipated at 625 students.

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FINANCES, FISCAL YEAR 1975:

DETAIL

MAINE MARITIME ACADEMY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,528,687			\$	\$1,528,687
Departmental Operations	1,427,462				1,427,462
Transfers	101,225				101,225
Federal Grants				79,235	79,235
County & Municipal					
Private Contributions				35,390	35,390
Sales				1,162,448	1,162,448
Services & Fees				739,271	739,271
Other					
Unexpended Balance Brought Forward					
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	1,528,687			2,016,344	3,545,031

Monies received and deposited to the credit of the State

EXPENDITURES					
Total Personal Services				1,535,298	1,535,298
Wages & Salaries				1,317,328	1,317,328
Retirement				217,970	217,970
Total All Other				1,728,893	1,728,893
Contractual Services				1,491,291	1,419,291
Rents					
Computer Services					
Commodities					
Grants, Subsidies, Pensions					
Transfers to Other Funds				237,602	237,602
Other					
Total Capital Expenditures				287,518	287,518
Buildings & Improvements				100,000	100,000
Equipment				187,518	187,518
Purchases of Land					
TOTAL EXPENDITURE				3,551,709	3,551,709

SUMMARY

Total Funds Available				3,545,031	3,545,031
Total Expenditure				3,551,709	3,551,709
NET				(6,678)	(6,678)
Unexpended Balance Forward				(6,678)	(6,678)
Unexpended Balance Lapsed					

General Fund Receipts of \$1,528,687 represent funds received by the Maine Maritime Academy from the State. These funds are consolidated with the expended through the Academy's Current General Fund as indicated above in the Other Funds column.

MAINE STATE AMERICAN REVOLUTION BICENTENNIAL COMMISSION

DONNA THIBODEAU MUNDY, DIRECTOR

Central Office: 31 Western Avenue, Augusta 04333

Telephone: 289-2981

Established: 1972

Statutory Authority: Private and Special Laws, 1972, Chapter 158

Average Number of Full-Time Employees: 3½

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$144,553

PURPOSE: The Maine State American Revolution Bicentennial Commission was established 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. The primary responsibilities of the Commission are 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.

ORGANIZATION: 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 Maine State American Revolution Bicentennial Commission (MSARBC) is the grass roots participation of the citizens of the State of Maine. Therefore, the MSARBC launched a program of organizing community committees through which planning and implementation of local projects may be conducted. These Bicentennial Communities receive national recognition for their programs, and also are given some priority in the grants program. To date, one hundred and eighteen communities in Maine have been designated national Bicentennial Communities.

MSARBC Matching Grants. A Grants Program based on a fifty-fifty cash match was established by the MSARBC last year and will continue until the beginning of 1976. The matching grants are used to help implement operational programs under the Bicentennial themes.

Commemorative Bottle Program. The MSARBC was authorized by the 106th Legislature to receive revenues from a commemorative liquor bottle. The program has been initiated with the Bureau of Alcoholic Beverages, and bottles went on sale in the fall of 1974.

Commemorative License Plate. The MSARBC was authorized to design and sell commemorative license plates which may be used on vehicles in the State of Maine from July,

EDUCATION AND CULTURE

1974, to December, 1976. The plates have been designed and marketing systems set up such that revenues obtained from these sales will be used to fund Bicentennial projects.

Commemorative Medals Program. The MSARBC 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. Additional singular medals are available from the MSARBC for collectors and interested persons.

Manuscript Contest. A competition for three publishable manuscripts related to Maine was sponsored by the MSARBC 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.

Bicentennial Youth Program. A program involving Maine's high school students in Bicentennial projects in their local schools was initiated last year. The program received broad geographic participation and was expanded to include more schools and students this year. Many projects have been planned by the young people, and a small mini-grants program was established to help implement some of the youth projects.

Private Sector Program. A statewide meeting was held to inform business and industry people from the State of Maine about the Bicentennial and possible ways of participating.

Religious Participation Program. The MSARBC initiated a non-sectarian meeting of religious leaders in the State to help establish programs for and by this segment of Maine people. Plans include smaller group meetings to continue the programs on the local level.

FINANCES, FISCAL YEAR 1975:

Maine State American Revolution Bicentennial Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$68,060	\$124,986		\$193,046
Total Expenditure		31,000	113,553		144,553
NET		37,060	11,433		48,493
Unexpended Balance Forward		37,060	11,433		48,493
Unexpended Balance Lapsed					

Note: Non-Federal Funds Available includes \$6,000 of General Fund and \$97 Other Funds monies for which expenditure detail is not maintained.

UNIVERSITY OF MAINE

JAMES H. PAGE, CHAIRMAN, BOARD OF TRUSTEES

PATRICK E. McCARTHY, CHANCELLOR (August, 1975-)

Central Office: 107 Maine Avenue, Bangor 04401

Telephone: 947-0336

Established: 1865

Statutory Authority: Private and Special Laws: 1865, Chapter 532; 1897, Chapter 551; 1967, Chapter 229; 1970, Chapter 238; M.R.S.A., Title 20, Chapters 303, 317

Average Number of Full-Time Employees:

Total 3,605

Educational and General Budget Personnel (Source: State appropriation and revenue from student fees) 2,596

Auxiliary Enterprise Budget Personnel (Source: Self-supporting) 468

Restricted Account Personnel (Source: Federal and private grant monies) 541

Authorized Employee Level:

N.A.

Total Expenditures and Transfers, Fiscal Year 1975: \$66,860,254

Organizational Units:

Board of Trustees

University of Maine at Fort Kent

Office of the Chancellor

University of Maine at Machias

University-Wide Services

University of Maine at Orono (UMO)

University of Maine at Augusta (UMA)

University of Maine at Portland-Gorham (UMPG)

University of Maine at Farmington (UMF)

University of Maine at Presque Isle (UMPI)

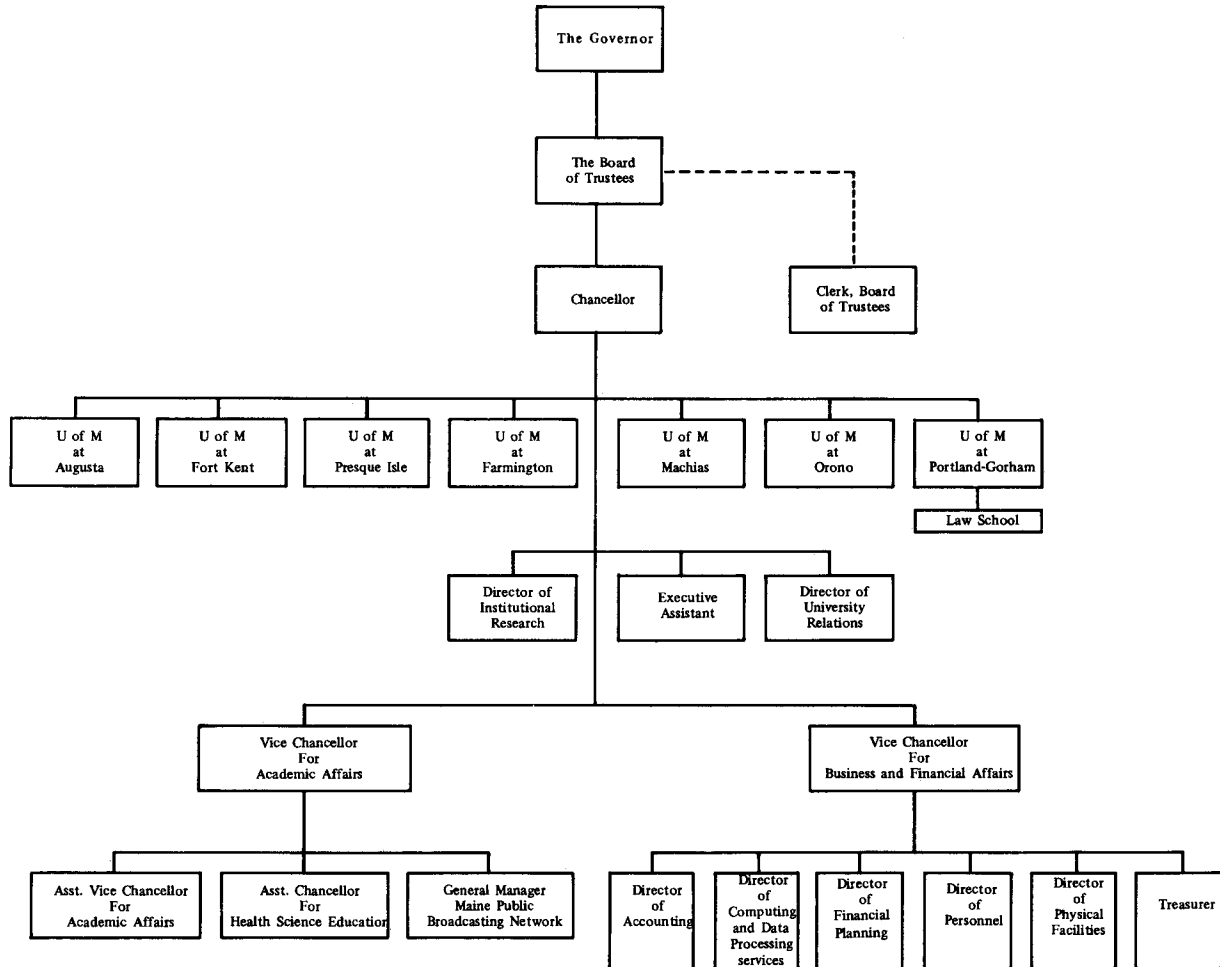
Maine Public Broadcasting Network

PURPOSE: The mission of the University of Maine is to provide a learning environment for the formal and informal instruction of undergraduate, graduate and professional education; for research, both basic and applied; and for public service to Maine citizens. The highest priority is undergraduate education, though the interrelationship and utilization of resources among the public service, research and teaching components are intricately meshed. The University of Maine has a responsibility to share the accumulated knowledge of our culture through teaching and service as well as to pursue the creative search for new discoveries and new solutions to the array of problems confronting the people of the State of Maine.

The University of Maine, through the leadership of its Board of Trustees, was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities. . ." (M.R.S.A., Title 20, § 2251). The Board is authorized to provide in itself and in cooperation with other institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to regularly research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to effectively utilize available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint persons to head the various campus units; approve and prepare the operating and capital budgets of the

ORGANIZATION CHART
UNIVERSITY OF MAINE



EDUCATION AND CULTURE

University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel and employ other persons as curriculum offerings and courses of study; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The federal enabling legislation, the Morrill Act signed in 1862, paved the way for the establishment of the State College of Agriculture and Mechanic Arts on land at the junction of the Stillwater and Penobscot Rivers in Orono. That Act, commonly referred to as the land-grant legislation, subsequently led to the actual incorporation of the college in 1865 under the same name, until its redesignation in 1897 to the University of Maine. 1865 is, therefore, considered the official date of establishment of the original University. In 1898, a College of Law was established in Bangor as a unit of the University and operated until its closing in 1920. The early land-grant institution was governed by a lay Board of Trustees and administered by an appointed president.

That organizational structure remained virtually unchanged until the establishment in 1957 of the Portland branch of the University of Maine, called the University of Maine in Portland, on the grounds of the former Portland Junior College. The present School of Law was established in 1961 in the southern part of the State, the result of a merger of a small private institution — Portland University — with the University's Portland branch.

An associate-degree oriented program was developed in 1967 by the University and located in the State's capital city of Augusta as the University became increasingly aware of its statewide responsibility for higher education to a broader range of potential students. The University of Maine in Augusta thus became the second branch campus forming the OPAL configuration — Orono, Portland, Augusta, Law School.

Throughout this 100-year period, the State enjoyed the services of five public schools and colleges under the direction of State education agencies. The mission of these institutions was primarily teacher preparation. They were given various titles which in most cases changed during their early history. These units as they became known in later years and their original dates of establishment were:

Farmington State College	1863
Fort Kent State College	1887
Gorham State College	1878
Aroostook State College (Presque Isle)	1903
Washington State College (Machias)	1909

The most dramatic change for the University came about when the 103rd Legislature, recognizing the need for greater coordination in planning, utilization of resources, and expansion of program and service offerings to citizens of the State; voted to combine all units of the State Colleges with the University at Orono and its two branches. The result was the establishment of the University of Maine System in 1968, with the extension of the authority of the Board of Trustees — reconstituted to include former members of the State Board of Education which had governed the State Colleges — to all six institutions and the appointment of a chancellor as chief administrative officer.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, Portland separating in 1970 and Augusta a year later. The final piece of the new system fell into place with the integration of the units at Portland and Gorham into a single campus with a single administrative structure in 1972.

The present organizational structure of the University mandates a lay Board of Trustees to be appointed by the Governor for staggered, seven year terms; a chancellor to serve at the pleasure of the Board as chief administrative officer; and seven campus presidents reporting to the Board through the Chancellor, with responsibility for the administration of their respective units.

PROGRAM:

Instruction. The instructional program of the University of Maine consists of the human and other resources which are required to educate students in the traditional daytime students atmosphere, summer sessions, continuing education and evening programs, and outreach programs such as York County Community College Services provided jointly by the University of

EDUCATION AND CULTURE

Maine at Portland-Gorham and the Southern Maine Vocational-Technical Institute; the Lewiston-Auburn Learning Center, supported by the University of Maine at Augusta and Central Maine Vocational-Technical Institute; and the Ellsworth Outreach program offered by Bangor Community College. Degree programs are offered at the associate, bachelor, master and doctoral level, although the level of course offerings varies among the seven campuses.

The Board of Trustees has approved a statement of missions for each campus which provides the broad parameters for direction in program review, design and expansion. The most recent revision received approval by the Board in the fall of 1974. Every campus of the University is accredited; in addition, some have been granted accreditation by professional associations. Enrollment totaled 25,696 students in the fall of 1974; 4,344 persons earned degrees in the year ended June, 1975. A total of \$27,025,419 was expended for this function during fiscal year 1975, including "Organized Activities Relating to Education Departments" totaling \$1,075,472.

New academic programs established during fiscal year 1975 and their campus of location are: Bachelor of Science in Public Administration, UMA; Associate of Arts in Applied Arts, UMPI; Associate of Arts in Humanities, UMPI; Associate of Arts in Liberal Studies, UMPG; Associate of Science in Selected Studies, UMPG; Associate of Arts in Liberal Studies, UMO-Bangor Community College; Bachelor of Arts in Computer Science, UMO; Associate of Applied Arts in Graphic Arts, UMA and Central Maine Vocational-Technical Institute; Bachelor of University Studies, UMO; Associate of Arts in Recreation/Leisure Services (Community Recreation), UMPI; Associate of Science in Recreation/Leisure Services, (Therapeutic Recreation), UMPG; Bachelor of Science in Business Administration, UMA; Associate of Science in Architectural Construction Technology, UMA and Central Maine Vocational-Technical Institute; and Masters of Science in Professional Studies in Animal Science, UMO.

Public Service. The public service component of the University includes the various programs which extend the resources of the University to the people of the State such as Cooperative Extension Services, Bureau of Community Service, Bureau of Public Administration, Bureau of Labor Education, and the Health Education Resources Center. A total of \$4,955,808 was expended for this program during fiscal year 1975.

Research. Research programs of the University may be funded through external sources such as the Federal Government, private funds or through regular funding mechanisms. Sponsored research programs provided \$8,856,050 in external funding for fiscal year 1975, while other separately budgeted research provided \$4,003,740.

A few examples of research programs undertaken by the University's two centers at Orono and Portland-Gorham in fiscal year 1975 include studies of: *Alternative Energy Resources in Maine and Northern New England*; *Revenue and Expenditure Projections*, and *Additional Revenue Sources for the State of Maine*; *Project New Enterprise: An Economic Development Program for the State of Maine*; and *A Policy Management System Design for the Maine State Bureau of Social Welfare*; at the Center for Research and Advanced Study of the University of Maine at Portland-Gorham.

Research on the Orono campus covered a broad range of faculty effort, a few examples of which are studies of: *Insecticides for Control of Spruce Budworm*, *Influence of Site and Management Practices in Bio-mass and Nutrient Content of Complete Woody Vegetational Stands in Maine*, and *Physiological Factors Influencing Tuber Yields and Quality Potatoes*.

Student Services. Student service programs of the University provide counseling, health and infirmity services, career guidance, athletic competition, new student orientation, cultural events and other activities outside the regular instructional sphere which contribute to the physical and mental well-being of students and the development of well-rounded persons. Expenditures amounted to \$3,178,392 for fiscal year 1975.

Operation and Maintenance of Physical Plant. This program area houses the University's effort to keep its physical plant (buildings, grounds, equipment) in good repair. It includes utilities, repair and replacement of furniture and fixtures, fire and sanitation control, risk insurance, and motor pool, among other functional areas. Involved are 324 buildings valued at \$198,728,000; 3,847 acres of real estate, and \$24,745,000 worth of equipment. The total expenditures for fiscal year 1975 were \$6,582,938.

General Administration. The general administration of the University provides policy direction and control, business and financial management, University governance and overall management of the University. Included in this area are the operations of the Board of Trustees, purchasing, accounting, treasury, institutional research, financial planning, public information,

EDUCATION AND CULTURE

personnel security, communications, etc. Total expenditures for this function for fiscal year 1975 were \$6,020,322.

Student Aid. Student aid encompasses all categories of student assistance, including grants, work-study programs and loans. The total expenditures for fiscal year 1975 are as follows (including restricted funds):

Grants	\$5,786,044
Work-Study	3,178,328
Loans	<u>121,521</u>
Total	\$9,085,893

\$8,002,779 is obtained from external funding such as the Federal Government, private grants and scholarships, etc. The University has increased its student aid allocations from the Federal Government dramatically in recent years — from \$2.6 million in fiscal year 1973 to \$6.2 million in fiscal year 1974 to \$7.1 million in the last fiscal year.

Auxiliary Enterprises. Auxiliary enterprises are those operations of the University which are directed by the Board of Trustees to be primarily self-supporting and include dormitories, dining halls, bookstores, food services and student unions for which charges are made directly to the consumer for services provided. Total auxiliary enterprise expenditures for fiscal year 1975 were \$14,698,703 including \$878,245 for bond repayments. Fifty-one dormitories with a capacity of 7,555 students are operated and eleven dining halls are in service.

Libraries. The library program supports the academic programs of the University through purchase of books and materials, and the provision of library services. While the largest collection is at Orono, each campus and the law school maintains its own library facility. Inter-library loans are utilized to make most library holdings more accessible system-wide. The University's libraries contain 1,029,591 volumes plus government documents, microfilm, microfiche and microforms. Annual expenditures amount to \$2,310,485.

Maine Public Broadcasting Network (MPBN). The Maine Public Broadcasting Network is a unit of the University for which the Board of Trustees holds license to provide public radio and television broadcast services to the State of Maine. Public television reaches approximately 95 percent of the State's homes and schools, and public radio nearly 65 percent. Four television stations are under operation and three radio stations. MPBN additionally operates a mobile unit which permits statewide and color television broadcasting and coverage. The Network also works with the Department of Educational and Cultural Services to provide instructional television programming in the State's elementary and secondary schools.

Funding sources for MPBN involve a combination of State appropriation at 67 percent, miscellaneous State funds at 6 percent, federal grant monies at 7 percent, funds from the Corporation for Public Broadcasting at 8 percent, University of Maine educational and general budget funds at 6 percent, other miscellaneous revenues accounting for 3 percent, and private donations at 3 percent. Total expenditures for fiscal year 1975 were \$1,377,200.

UNIVERSITY OF MAINE FULL-TIME REGULAR EMPLOYEES 1974-1975

HEADCOUNT BY EMPLOYEE CATEGORY

Date	Faculty	Professional and		Total
		Administrative Staff	Classified	
7/09/74	1,031	636	1,781	3,448
8/12/74	1,009	637	1,777	3,423
9/10/74	1,042	645	1,793	3,480
10/07/74	1,061	677	1,810	3,548
11/01/74	1,068	685	1,832	3,585
12/08/74	1,081	708	1,836	3,625
12/31/74	1,080	712	1,843	3,635
2/01/75	1,090	717	1,852	3,659
3/06/75	1,104	726	1,883	3,713
4/01/75	1,110	727	1,886	3,723
5/07/75	1,115	728	1,887	3,730
6/05/75	1,111	729	1,857	3,697
Average	1,075	694	1,836	3,605

EDUCATION AND CULTURE

HEADCOUNT BY ESTIMATED SOURCE OF FUNDING*

Date	Educational and General	Auxiliary Enterprise	Restricted
7/09/74	2,483	448	517
8/12/74	2,465	445	513
9/10/74	2,506	452	522
10/07/74	2,555	461	532
11/01/74	2,581	466	538
12/08/74	2,610	471	544
12/31/74	2,617	473	545
2/01/75	2,634	476	549
3/06/75	2,673	483	557
4/01/75	2,681	484	558
5/07/75	2,685	485	560
6/05/75	2,661	481	555
Average	2,596	468	541

*On the basis of 3 separate counts made at various times.

Numbers of employees in auxiliary enterprises were consistently at 13%.

Numbers of employees in Restricted Funds (including "soft money" sources) varied from 11 to 18%. 15% was used.

FINANCES, FISCAL YEAR 1975:

UNIVERSITY OF MAINE STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS Fiscal Year Ended June 30, 1975

	Unrestricted	Restricted	Total
REVENUES:			
Educational and general:			
Tuition and fees	\$13,716,246	\$ —	\$13,716,246
Governmental appropriations — State	36,368,544	1,018,897	37,387,441
Governmental appropriations — federal	206,752	2,357,697	2,564,449
Governmental grants and contracts — State	—	1,462,664	1,462,664
Governmental grants and contracts — federal	—	12,269,744	12,269,744
Private gifts, grants and contracts	—	4,607,560	4,607,560
Endowment income	13,657	227,731	241,388
Recovery of indirect costs	1,023,658	—	1,023,658
Sales and services of educational activities	542,400	—	542,400
Other sources	1,319,742	—	1,319,742
Total educational and general	\$53,190,999	\$21,944,293	\$75,135,292
Sales and services of auxiliary enterprises	14,934,817	—	14,934,817
Total revenues	\$68,125,816	\$21,944,293	\$90,070,109
EXPENDITURES AND MANDATORY TRANSFERS:			
Educational and general:			
Instruction and departmental research	\$25,949,947	\$ —	\$25,949,947
Organized activities relating to educational departments	1,075,472	—	1,075,472
Sponsored research	—	2,519,078	2,519,078
Other separately budgeted research	2,545,997	1,457,743	4,003,740
Other sponsored programs	—	9,515,300	9,515,300
Extension and public services	1,699,730	3,256,078	4,955,808
Libraries	2,256,675	53,810	2,310,485
Student services	3,178,392	—	3,178,392
Operation and maintenance of physical plant	6,582,938	—	6,582,938
General administration and institutional expenses	6,020,322	—	6,020,322
Student aid	643,760	5,142,284	5,786,044
Mandatory transfers for loan funds	121,521	—	121,521
Total educational and general expenditures and mandatory transfers	\$50,074,754	\$21,944,293	\$72,019,047
Auxiliary Enterprises:			
Expenditures	\$13,820,458	—	\$13,820,458
Mandatory transfers for debt service retirement	878,245	—	878,245
Total auxiliary enterprises	\$14,698,703	—	\$14,698,703
OTHER TRANSFERS:			
Current funds — appropriated	\$ 381,398	—	\$ 381,398
Current funds — restricted	1,414,805	—	1,414,805
Endowment funds	603	—	603
Plant funds — unexpended	212,755	—	212,755
Plant funds — retirement of indebtedness	77,236	—	77,236
Total transfers	\$ 2,086,797	—	\$ 2,086,797
Total expenditures and transfers	\$66,860,254	—	\$66,860,254
Excess of revenue over expenditures and transfers	\$ 1,265,562	—	\$ 1,265,562

EDUCATION AND CULTURE

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, June 30, 1975

The significant accounting policies followed by the University of Maine are described below to enhance the usefulness of the financial statements to the reader.

Fund Accounting. The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors. This is done in accordance with regulations, restrictions or limitations imposed by donors or sponsoring agencies outside the institution, or in accordance with directives issued by the Board of Trustees.

A fund is an accounting entity with a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to insure compliance with limitations and restrictions placed on the use of resources.

Current Unrestricted Funds, derived from the educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designates to meet current expenditures for any purpose.

Current Restricted Funds, derived from appropriations, gifts, grants and matching funds provided by the University, may be used only to meet current expenditures for the purposes specifically identified by the donors or other sponsoring agencies.

Loan Funds, derived from appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or other sponsoring agencies.

Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the income be used to meet current expenditures. Term endowment funds are similar to endowment funds except that upon the passage of a stated period of time or the occurrence of a particular event, all or part of the principal may be expended. While quasi-endowment funds have been established by the governing board for the same purposes as endowment funds, any portion of quasi-endowment funds may be expended.

Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used only to meet expenditures for construction of physical facilities and retirement of indebtedness arising therefrom.

Appropriated Current Fund Balances. The appropriated current fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, maintenance and working capital reserves and funds awaiting Trustee disposition.

Restricted Gifts and Grants. The University records gifts and grants received as additions to restricted funds at the time the services required to fulfill the terms of the grant are performed or the funds are received. At the time these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the Statement of Current Fund Revenues, Expenditures and Transfers. The unexpended portion of gift and grant awards will be reported as revenues and expenditures in future periods when expended.

Endowment Fund Investments. Endowment Fund Investments and investment activity are recorded at market value. Fluctuations in market value are reflected in the financial statements as unrealized gain or loss on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro rata share of the pool.

Investment in Plant. Plant assets are stated at cost when purchased or constructed or at fair market value when acquired by gift. In accordance with the practice generally followed by colleges or universities, no provision for depreciation has been recorded in the accounts.

Funds for Retirement of Indebtedness. The University transfers a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a plant fund reserve which is used to pay auxiliary enterprise bonded indebtedness.

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

DR. ROBERT E. L. STRIDER, CHAIRMAN

KENNETH B. KRALL, Clerk

Central Office: Maine Public Broadcasting Network,
University of Maine, Orono 04473

Telephone: 866-4493

Established: 1962

Statutory Authority: M.R.S.A., Title 20, Chapter 317

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$0

PURPOSE: The Advisory Committee on Maine Public Broadcasting was established to facilitate the development of public broadcasting in the State. It is empowered and authorized to make such recommendations to the Trustees of the University of Maine as it deems necessary relating to the appointment of professional, clerical or other assistants, location of public broadcasting stations, and construction and equipment of such stations; and to give its advice to the Trustees for the public broadcasting programs to be transmitted by the Maine Public Broadcasting Network (MPBN).

Initially, the Committee provided the Board of Trustees of the University of Maine with specific information relating to the construction and development of MPBN facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through the MPBN. In recent years the Committee had held a minimum of two meetings per year to evaluate MPBN goals, objectives, programs and projects. The decisions and actions of the Committee are relayed to the Trustees by the General Manager of the MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the U.S. Department of Health, Education and Welfare (HEW) for construction of facilities grants under the Educational Broadcasting Facilities Program authorized under the Public Broadcasting Act. Each state is required to screen all applications for potential conflict prior to submitting applications to HEW. The only two organizations qualified to receive such funds under the Act are the University of Maine (MPBN) and the Colby, Bates and Bowdoin Educational Telecasting, Inc. (WCBB-TV). On several occasions, the Committee has arbitrated applications from the two public broadcasting licensees.

ORGANIZATION: The Advisory Committee on Maine Public Broadcasting is rooted in a 1961 Private and Special Law enacted by the 100th Legislature, which established a Committee on Educational Television, effective in March, 1962, for the purpose of facilitating the development of educational television in the State. This legislation also authorized the University of Maine to establish, operate and maintain a statewide educational television network. The Committee was recognized by statute in 1963, and in 1971, it was renamed Committee on Maine Public Broadcasting and its purpose altered accordingly. This amendment reflected the latest national terminology, which has substituted the word "public" for "educational", and recognized that public radio is also a function of the Maine Public Broadcasting Network operation. The Committee received its present name in legislation enacted in 1973.

The Committee, unchanged from its original structure, consists of seven members appointed by the Governor with the advice and consent of the Council, for terms of five years, including a representative of the Department of Educational and Cultural Services, a representative of the University of Maine, and five citizens of the State of Maine. The Committee elects a chairman, vice-chairman, secretary and treasurer, each serving two-year terms.

EDUCATION AND CULTURE

PROGRAM: During the past fiscal year, the Advisory Committee on Maine Public Broadcasting held two meetings: November 27, 1974, and April 15, 1975. The November meeting was held at the facilities of WCBB-TV, Lewiston and consisted of a presentation of programming plans by both the Maine Public Broadcasting Network and WCBB. This included a review of national public programming as well as discussion of local programming. The Committee also approved the application by WCBB to the U.S. Department of Health, Education and Welfare for a facilities grant to modernize its broadcasting equipment. The grant is still pending. The Committee also gave consideration to other matters of importance to public broadcasting, including the support of pending legislation before Congress for financing of public broadcasting, a discussion of pending requirement by the Federal Communications Commission concerning ascertainment of community needs on the part of public broadcasting licensees, and the progress made by the MPBN on completion of the Biddeford transmission facility.

The April, 1975, meeting of the Committee was held in Biddeford, site of the new MPBN station, WMEG-TV, Channel 26. The Committee members were given a tour of the new transmission facility. At the meeting, the Committee was given a briefing on public radio, including a survey of programming and audience. The Committee also received a report from the Director of the Social Science Research Institute, University of Maine, on a recent survey conducted by that organization on the Maine audience for public broadcasting. Business meeting action included authorization by the Committee for the MPBN to seek permission from the University of Maine Trustees to raise a portion of radio operating budget through public subscription.

The Committee is scheduled for a meeting in Augusta this September for a briefing on instructional television programming presented by the Department of Educational and Cultural Services.

FINANCES, FISCAL YEAR 1975: The Advisory Committee on Maine Public Broadcasting received and expended no funds during the fiscal year.

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



Effective October 1st, ¹⁹⁷⁵ the name of the Department of Health and Welfare officially becomes:

DEPARTMENT OF HUMAN SERVICES

(Concurrent with the department name change the Bureau of Human Services becomes the Bureau of Resource Development.)

HUMAN SERVICES

**DEPARTMENT OF
HEALTH AND WELFARE**

DAVID E. SMITH, COMMISSIONER

RAYMOND H. SWIFT, ROBERT W. MCGRAW, WILLIAM J. CARNEY,

Deputy Commissioners

Central Office: 221 State Street, Augusta 04333

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: 2,536

Authorized Employee Level: 2,771

Total Expenditure, Fiscal Year 1975: \$169,440,667

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 Employment of the
Handicapped
Governor's Committee on Children and Youth
State Board of Barbers
State Board of Cosmetology
State Board of Funeral Service
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
Board of Certification (of Water Treatment Plant Operators)
State Health Coordinating Council
Interstate Compact on Welfare Services
Interstate Water Pollution Compact

PURPOSE: To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the department.

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public

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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.

The major change during this fiscal year was the appointment of a new commissioner who replaced a man who had directed affairs of the department for more than two decades. The new commissioner also named three deputies from the ranks of the department where they had held supervisory middle-management positions.

One deputy is now in charge of all regional operations with the five regional directors reporting to him. Incidentally, a merger of regions reduced the number from six to five, a move that increased Region III by eliminating the Rockland regional office and assigning administrative duties to Augusta region while keeping the Rockland office as a field unit.

One deputy is now in charge of the Bureau of Health affairs, Comprehensive Health Planning, Medical Services, the Medical Assistance programs and Hospital Services.

One deputy is in charge of management and policy that includes the Bureau of Administration.

During the year the Bureau of Human Services took on a more responsive role as the Social Services Unit and the Research, Evaluation and Planning Units were placed in its bureau, transferred from the Bureau of Social Welfare.

Also transferred from the Bureau of Social Welfare was the Division of Medical Assistance that is now the Office of Medical Assistance directly under a deputy commissioner.

PROGRAM:

Bureau of Administration. During fiscal year 1975 the Bureau continued to develop, expand, and refine computerized systems and programs in support of department services and reporting requirements, notably in the areas of medical payments, child welfare payments, and increased verification and cross-checking in determining eligibility for public assistance. It also permitted the Department to proceed with decentralizing the administration of regional budgets. Also during fiscal year 1975 the Bureau moved from a flat-rate method of reimbursing nursing and boarding homes to a "reasonable cost" reimbursement system supported by increased verification of cost information.

In line with both state and federal mandates, the Bureau developed an acceptable Affirmative Action Plan for the Department.

Additionally, the Bureau assumed responsibility for the security and distribution of food stamps statewide, amounting to \$5 million to \$6 million of stamps each month.

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Bureau of Social Welfare. The most significant accomplishments of the Bureau of Social Welfare during the fiscal year 1975 concerned the establishment of statutory authority for more aggressive non-support action against the absent parent(s) in AFDC; increased funding for an Optional Supplemental Security Income Program; additional assistance payments staff authorized by Legislature, enabling implementation of a plan to more adequately substantiate eligibility for AFDC. For the first time in several years, the AFDC program has stabilized and a possible decreasing population trend is anticipated because of policy changes and the imminent staffing increase.

The Bureau also developed a base for fiscal accountability at both regional and central office levels.

Bureau of Health. Among cooperative projects undertaken during fiscal year 1975 was a Health Law Project (with University of Maine Portland/Gorham Center for Research and Advanced Study) designed to review all health laws currently on Maine books in an attempt to build a rational frame work of laws for medical care and public health activities; State Health Information Project to assist in identifying and summarizing the location and content of all health information sources within state government, private agencies and local agencies of government; Chronic Obstructive Lung disease (Maine Lung Association) project to study and document the reasons for Maine's high rate in the nation for this disease and attempt to find a relationship between Maine's employment characteristics and the disease; Breast Cancer (Mid-Maine Medical Center, Thayer Division) designed to discover ways to best continue epidemiologic investigations of breast cancer in a manner similar to that used to develop a recent cervical cytology program; Community Based Dental Health Project (Medical Care Development, Inc.), a community based dental health project to demonstrate the effect of low cost of dental education within Maine school systems with a goal of preventative dental health education that can have a similar effect on the state overall dental health in the future. During the fiscal year the director's office conducted a number of studies on home health care, the use of drugs by non-institutionalized elderly, maternity care in Maine, the effects of the Neonatal Intensive Care Center on neonatal deaths in Maine, and an analysis of consumer attitudes about health and health needs.

Bureau of Resource Development. The major challenge of this new bureau's role in this department was the development of a \$16.2 million social services plan funded by the Federal Social Security Act, Title XX. Continued funding by the 107th Legislature of Maine's Priority Social Services Program will allow this bureau to address the serious problem in human services program inadequacies in Maine's rural communities with populations of under 10,000. In other areas the bureau has developed an information and referral system that will be put in place during the next fiscal year and should do much to reduce duplication of services, and it has conducted the Homemaker Aide Program started originally in 1962 as a pilot project and expanded into a statewide program. Research, Evaluation and Planning (REP) functions as a tool to measure activities of the department and provides statistics to evaluate decline and growth of needs of Maine citizens.

Bureau of Rehabilitation. During the past year the Vocational Rehabilitation Program received 4,570 referrals, and of those, 1,905 were accepted as handicapped clients and, of those, 985 were closed as rehabilitated for suitable employment. A system of using sub-units in specialized areas was developed so that clients receiving services could receive these in existing medical or mental institutions. The 107th Legislature provided funds and staff to deliver vocational rehabilitation services to persons who are deaf with the result that five new counselors will be hired and the use of sophisticated communication equipment for the deaf can be implemented. Other projects during the fiscal year include a school age handicapped program, a home modification program, architectural barrier removal campaigns, and the development of plans for a center for quadriplegics and a leisure center for the handicapped established at the University of Maine, Portland-Gorham that serves 250. In the division of Eye Care more than 400 visually handicapped children were provided services, a Register of Blindness was established, and a statewide committee formed to draft a program for prevention of blindness.

A new dimension for the Disability Determination Services is the responsibility for adjudicating claims of individuals not covered by Social Security.

Growth in the Alcoholism and Drug Abuse Prevention has been in the use of hospital based programs. A new alcoholism prevention coordinator has been hired to meet the increasing public awareness of the disease. A licensing statute that was amended in the last session of legislature

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now includes provision for residential alcoholism treatment facilities and regulations were prepared for those units.

Bureau of Maine's Elderly. During the past year this new bureau operated four major programs: Volunteer Services that included ACTION programs and was funded in part by a federal grant that allows people of 60 to continue active contributions in their community; a Nutrition Program for the Elderly that operated 46 meal sites with 12,000 meals per week; a Housing Program that saw 244 units completed that past year, for a total of 304; a Transportation Program that is based on an "on-call, door to door" program that used 44 minibuses plus 186 volunteer drivers and their vehicles.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF HEALTH AND WELFARE	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$59,842,358	\$	(\$16,405)	\$	\$59,825,953
Departmental Operations	56,344,674		(16,405)		56,328,269
Transfers	3,497,684				3,497,684
Federal Grants			107,160,251		107,160,251
County & Municipal		282,947	111,341		394,288
Private Contributions		3,009,935			3,009,935
Sales		2,851	1,528		4,379
Services & Fees		159,080	61,837	22,774	243,691
Other			1,874		1,874
Unexpended Balance Brought Forward	361,405	238,443	1,538,981		2,138,829
Adjustment of Balance Brought Forward	(45,211)	1	(33,733)		(78,943)
TOTAL FUNDS AVAILABLE	60,158,552	3,693,257	108,825,674	22,774	172,700,257

Monies received and deposited to the credit of the State		557,803	50,009,718	22,774	50,590,295
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EXPENDITURES					
Total Personal Services	4,694,132	426,496	8,423,260		13,543,888
Wages & Salaries	4,271,081	387,496	7,655,483		12,314,060
Retirement	423,051	39,000	767,777		1,229,828
Total All Other	53,822,391	2,932,673	98,952,049		155,707,113
Contractual Services	3,639,631	168,459	6,734,604		10,542,694
Rents		5,665	192,315		197,980
Computer Services		32,740	394,799		427,539
Commodities	229,898	16,652	283,436		529,986
Grants, Subsidies, Pensions	48,978,014	2,711,338	91,779,312		143,468,664
Transfers to Other Funds	643,500				643,500
Other	331,348	36,224	154,697		522,269
Total Capital Expenditures	24,059	5,543	160,064		189,666
Buildings & Improvements	263		333		596
Equipment	23,796	5,543	159,731		189,070
Purchases of Land					
TOTAL EXPENDITURE	58,540,582	3,364,712	107,535,373		169,440,667

SUMMARY

Total Funds Available	60,158,552	3,693,257	108,825,674	22,774	172,700,257
Total Expenditure	58,540,582	3,364,712	107,535,373		169,440,667
NET	1,617,970	328,545	1,290,301	22,774	3,259,590
Unexpended Balance Forward	1,434,822	328,545	1,275,069	115	3,038,551
Unexpended Balance Lapsed	183,148		15,232	22,659	221,039

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OFFICE OF INFORMATION AND EDUCATION

ROY A. WHITCOMB, JR., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3707

Established: 1966

Statutory Authority: M.R.S.A., Title 22, Chapter 1

Average Number of Full-Time Employees: 6

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1975: \$74,317

PURPOSE: A responsibility of the department is to inform Maine citizens of the variety of health and welfare programs to assist them, and this office provides the technical and professional assistance to program directors to meet this goal. This office also must keep this department informed of citizen's needs and concerns and generate an ongoing program of guidance to all employees to enable them to better perform and serve the needs of Maine citizens.

ORGANIZATION: The Office of Information and Education originated administratively in 1966 as the department's Information Office under the direction of the Commissioner. In 1971 a reorganization, that included ending all regional information operations on a full-time basis and expanding central office responsibilities at a higher degree of skill, also saw the transfer of the Division of Health Education to the office. A staff of three specialists was assigned to the office, along with clerical support, and a director/supervisor named. The film library of the department was transferred to the University of Maine at Orono in 1974.

PROGRAM: During fiscal year 1974-75 the Office of Information and Education prepared at least six news releases per month explaining new policies and programs of the department, designed and produced seven new program brochures, edited and published a quarterly magazine for 50,000 departmental clients, started a new newsletter to employees on a monthly basis, and produced several hundred film slides for program coordinators to use in public information speaking engagements. In addition the office filled educational material requests, kept an up-to-date list of personnel at its reception desk, operated the water test kit supply desk for the Public Health Laboratory, produced two television tape shows, assisted legislators needing information about specific departmental programs and worked with the Commissioner on press relations projects. The services of an outside public relations firm were discontinued, saving at least \$30,000 that had been budgeted for the office's operation and the responsibilities of that firm were absorbed by the existing staff.

The development of a new employee orientation handbook, a new directory of services and a new guidebook for regional information officers were all undertaken.

The office has also undertaken the responsibilities of expanding the Food Stamp program by developing new outreach techniques and working with the Income Maintenance Unit of the Bureau of Social Welfare and regional directors who have assigned their staff to work with this office.

FINANCES, FISCAL YEAR 1975:

Office of Information and Education	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$61,995		\$12,322		\$74,317
Total Expenditure	61,995		12,322		74,317
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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BUREAU OF ADMINISTRATION

EDSON K. LABRACK, DIRECTOR

RICHARD B. BURNHAM, Assistant Director

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2377

Established: 1931

Statutory Authority: M.R.S.A., Title 22, Chapter 1, 701, 703, 705

Average Number of Full-Time Employees: 160

Authorized Employee Level: 174

Total Expenditure, Fiscal Year 1975: \$2,744,613

Organizational Units:

Division of Accounting Services

Division of Office Services

Division of Data Processing

Personnel Division

Audit Division

Division of Research & Vital Records

PURPOSE: The Bureau of Administration's overall goal is to advance and support the programs and services of the Department of Health and Welfare by providing effective and efficient management of its general administrative and fiscal operations. The Bureau accomplishes this objective through its functional responsibility for budgeting, accounting, systems and programming statistical services, office space management, personnel services including administration of the department's affirmative action program and collective bargaining liaison, stock warehousing, reprographic services, internal and external auditing, contract review, department training, statewide distribution of food stamps. The Bureau also exercises supervision over the State's vital statistics responsibilities which include the collection of individual birth, death, and marriage records.

ORGANIZATION: The Bureau of Administration was administratively established as a unit of the Department of Health and Welfare in 1931. Its functions and responsibilities were initially restricted to fiscal management, but as new administrative needs of the department evolved responsibilities expanded to include those currently assigned to the six divisional units. The only statutorily-created unit within the Bureau is the Division of Research and Vital Records which originated in 1891 as the Registrar of Vital Statistics.

Organizationally, the six previously cited operating divisions report directly to the Director.

PROGRAM: During FY 75 the Bureau continued to develop, expand, and refine computerized systems and programs in support of department services and reporting requirements, notably in the areas of medical payments, child welfare payments, and increased verification and cross-checking in determining eligibility for public assistance. It also permitted the Department to proceed with decentralizing the administration of regional budgets.

Also during FY 75 the Bureau moved from a flat-rate method of reimbursing nursing and boarding homes to a "reasonable cost" reimbursement system supported by increased verification of cost information.

In line with both state and federal mandates, the Bureau developed an acceptable Affirmative Action Plan for the Department.

Additionally, the Bureau assumed responsibility for the security and distribution of food stamps statewide, amounting to \$5 million to \$6 million of stamps each month.

Routinely, the Bureau's major resource expenditures occur in the day-to-day activities of providing the broad and varied staff support services to the Department. FY 75 saw the Bureau meet these requirements effectively and efficiently.

ACCOUNTING SERVICES

GEORGE WALSH, ACTING DIRECTOR

PURPOSE: This unit preaudits and prepares all Departmental administrative bills for payment by State Controller, maintains accounting controls on public assistance payrolls, reviews medical bills and process for payments, receives and accounts for all revenue of the Department, and prepares financial reports for all Federally aided programs.

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ORGANIZATION: 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 Bureau of Administration.

Organization Units include: Assistance Payments Accounting, Medical Bills Accounting, Welfare Bills Accounting, Other Accounting Services, Purchases & Payrolls Accounting and State-Federal Reporting Services.

PROGRAM: The Division of Accounting Services is responsible for accounting management of the Department. The management system in operation provides a complete and timely method of meeting the "day-to-day" accounting requirements of a major State Department.

Besides meeting the recurring and routine responsibilities which represent a major portion of the regular workload, development of newly automated methods have also been realized. Medical payments and committed children payments have been reduced to computer programs which make responsible accounting and payments systems of a highly efficient nature. Greatly increased workloads in these areas are being efficiently handled with no increase in personnel.

Long range plans in the division also include reorganizing certain payroll, budget and federal reporting responsibilities which will reflect greater economy and efficiency. These plans are presently in an incomplete but developmental stage.

DATA PROCESSING

WAYNE M. HARVEY, ACTING DIRECTOR

PURPOSE: To serve the administrative and operational needs of the Department of Human Services programs by developing and maintaining data processing systems, and generating regular and special reports from data on the computer files.

Through the Authority vested in the Commissioner of Human Services, 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 Entry equipment.

ORGANIZATION: The Division of Data Processing was established administratively in March, 1968, as a functional unit of the Bureau of Administration within the Department of Health and Welfare.

PROGRAM: In 1969, the Division of Data Processing initiated a long-range program to incorporate major Human Services programs into an integrated on-line Client Information System. This effort continued through fiscal year 1975 with primary emphasis on incorporation of Child Welfare into the system, and final system design of the Income Maintenance portion of the system. A final implementation contract was awarded with completion of the integrated on-line system scheduled for January 1975.

Services to organizational units within Central Office and the Regional Offices of the Department were expanded through improved liaison, the determination of user needs, and the compilation of special computer reports to meet those needs. An important part of this activity included the cross-matching of data from various programs to identify potential errors in food stamp and AFDC cases.

Development of system specifications for a comprehensive Medical Management Information System was initiated during the fiscal year. As part of this effort, systems in other states were evaluated from the standpoint of advantages, disadvantages and feasibility of transferring systems directly.

Division staff participated with the Central Computer Services User Committee in the analysis of additional equipment requirements and the selection of training courses.

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AUDIT DIVISION

RICHARD L. BAILEY, DIRECTOR

PURPOSE: 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.

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.

ORGANIZATION: The Audit Division was established administratively in 1970 as a functional unit of the Bureau of Administration of the Department of Health and Welfare.

PROGRAM: During the past fiscal year, the Audit Division made extensive 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 requires an audit to verify cost information submitted by these homes which necessitates visits to the facilities.

Progress was also made in the auditing of hospitals, extended care facilities and home health agencies. These audits consist 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 result in a corrected lower payment being made to the provider for the services performed than was originally requested.

Audits were also performed on EPSDT units along with audits of contracts and grants between the Department and Agency providers funded with Federal funds under Social Security act Title IV-A and VI. Also audits were undertaken for programs under Titles III and VII from the Bureau of Maine's Elderly and grants from the Bureau of Rehabilitation. The volume of work has increased greatly in the past year in all areas with more demands being made for audits. At present we have the responsibility of auditing 132 Nursing homes, 60 Boarding homes, 56 Hospitals, 16 Skilled Nursing facilities, 11 EPSDT units and more than 250 purchase of service contracts not to mention internal audit work for the Department.

OFFICE SERVICES

ED MORGAN, SUPERVISOR

PURPOSE: To advance the programs and services of the Department of Health and Welfare by providing common services to all administrative offices of the Department.

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.

ORGANIZATION: The Division of Office Services was established administratively in 1948 as a functional unit of the 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. 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.

PERSONNEL

GEORGE HENRY, SUPERVISOR OF PERSONNEL

PURPOSE: To advance the programs and services of the Department of Health and Welfare through effective personnel administration.

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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.

ORGANIZATION: The Personnel Division was established administratively in 1954 as a functional unit of the Bureau of Administration within the Department of Health and Welfare.

PROGRAM: Fiscal Year 1975 — had Affirmative Action Plan accepted. Created a position for full time Affirmation Action Officer and an Orientation Specialist for the Department's Staff Education and Training Unit. Processed approximately 400 requests for reclassifications or range changes; established approximately 150 additional positions for Food Stamp Program.

RESEARCH & VITAL RECORDS

DALE WELCH, DIRECTOR

PURPOSE: 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.

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 vital events occurring in Maine; 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.

ORGANIZATION: 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. Beginning with 1975 each state is preparing their own vital statistics tape for NCMS.

The Division began a quality control program in 1971 which has resulted in a reduction of errors and omissions on birth and death records. The 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 1974 completed by July, 1976.

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

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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.

FINANCES, FISCAL YEAR 1975:

Bureau of Administration	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,784,041		\$1,097,245	\$22,659	\$2,903,945
Total Expenditure	1,771,085		973,528		2,744,613
NET	12,956		123,717	22,659	159,332
Unexpended Balance Forward	1,767		123,717	22,659	148,143
Unexpended Balance Lapsed	11,189				11,189

BUREAU OF RESOURCE DEVELOPMENT

LYNN FULTON, DIRECTOR

DAN L. WILSON, Deputy Director

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2971

Established: 1974

Statutory Authority: M.R.S.A. Title 22, Chapter 1473

Average Number of Full-Time Employees: 304

Authorized Employee Level: 318

Total Expenditure, Fiscal Year 1975: \$13,001,349

PURPOSE: The Bureau of Resource Development, 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 XX of the Federal Social Security 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 about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX 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 the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

The **Contractual Services Unit** is responsible for the administration of \$12,000,000 in state, federal, and local funds under Title XX and the Priority Social Services Program. The Unit works with private and public agencies seeking to contract with the Department of

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Human Services to provide services eligible for funding under the above mentioned programs. Within the Unit's responsibility for administration of contractual services is the responsibility for determining priorities for the allocation of limited social services monies, in conjunction with community agencies and groups.

The Research, Evaluation and Planning Unit is responsible for the collection and interpretation of data concerning the functioning of the Department of Human Services direct services staff, the clients served by the Bureau of Resource Development, and the Bureau of Social Welfare, and the contracts administered by the Bureau of Resource Development. The Unit is also responsible, in cooperation with the Social Services Unit, for the refinement of data collection systems used by the Bureau. The Unit is responsible for program evaluation and systems design and modification.

The Homemaker Unit directly supervises the provision of home maintenance and care, home accident prevention, family budgeting, nutrition, child care supervision, personal care and rehabilitation, special needs of the elderly, and other services through a cooperative network of public and private agencies and community groups.

The Information and Referral Project is responsible for the development of a statewide information and referral system. Its purpose is carried out through Department of Human Services regional offices whose responsibility is the provision of information and referral services in the region. This is done within guidelines provided by central office Information and Referral staff and in consultation with community information and referral task forces.

The Social Services Consultation Unit is responsible for policy development and interpretation for the Department of Human Services direct services (Child Welfare, Adult Protection and Care). The Unit is responsible for technical assistance to the Human Services regional direct services administration and staff. This includes court services, difficult or unusual case situations and approval of certain regional requests; abortions for committed children; residential treatment, surrender for adoption for a committed child. The Unit, in conjunction with the Assistant Attorney General's office, determines the appropriateness of petitions for guardianship under the Adult Protection Law.

The Social Services Unit is responsible for licensing all children's facilities, and homes for unwed mothers; adult foster home approval; providing consultation, coordination, and technical assistance to regional offices, public and private agencies, other State departments, community groups, and individuals in the areas of licensing and program development; training staff in the area of licensing procedures and methodology; and providing community education and training in the field of child care and development.

The Volunteer Services Unit is responsible for the planning, development and administration of volunteer services in the Bureau of Resource Development. The director is also responsible for consultation to the Bureau of Social Welfare and for policy development for that Bureau's volunteer services. The Volunteer Services Unit is responsible for maintaining compliance with federal requirements for volunteer participation in Title XX of the Social Security Act.

ORGANIZATION: The Bureau of Resource Development was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). 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.

The 107th Legislature changed the Bureau's name to the Bureau of Resource Development. A Department-wide administrative reorganization in early 1975 added to the Bureau a Social Services Consultation and Policy Development Unit and assigned to the Bureau many of the Department's research, evaluation and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in July, 1974, enabled the Bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The Bureau was designated in March, 1975, as the Departmental unit responsible for administration and development of Maine's Title XX plan involving \$16,300,000 annually in human services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the federal Social Security Act was signed into law by the President in

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December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were \$16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive state human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. Although incomplete in many respects, Title XX is the first state plan developed for human services with extensive community and citizen input. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the 107th Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health - mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

An important goal of the Bureau has been the support and staffing of the Maine Human Services Council. It has been the policy of the Bureau that the establishment of a broad based citizens' advisory group is essential to the administration of a human services program affecting over 30,000 Maine people. The legislative creation of the Council, with broad advisory powers to the Bureau, Department, and other agencies of state government, has filled an important function in state government. The enactment of a specific appropriation by the 107th Legislature will continue the growth and work of the Council in all human service areas.

The Bureau's Volunteer Services Unit has, with limited staff and funds, begun the task of pulling together the volunteer activities of a variety of human service agencies into a comprehensive network which can better utilize the important contributions that Maine's volunteers have to offer.

Information and Referral has long been recognized by the Bureau as an important need for Maine citizens seeking assistance. With the assistance of a small federal grant, the Bureau is in the process of developing an information and referral service, administered through Department of Human Services regional offices, which will assure that every individual's need can either be matched with appropriate resources or planned for in the development of new resources.

The Homemaker Aide Service. This program was 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 1975 the major expenditures of the Homemaker Aide Service program were primarily for personnel and travel costs, amounting to a \$360,000 budget. Monthly caseload reports indicate that 950 cases involving almost 2,000 individuals were served, many of whom were elderly individuals.

The Bureau of Resource Development 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.

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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 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 minor 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.

Research, Evaluation and Planning (REP) continues to be a growing and vital function within the Bureau. Public administrators, legislative bodies, and the general public are demanding that funds expended for human services be held accountable for quality, quantity, and impact on clients' lives. The Research, Evaluation and Planning Unit is assigned the responsibility and has, during the past year, developed and implemented an analysis of the impact on clients' lives of human services purchased through the Priority Social Services Program and Titles IV and VI of the Social Security Act, implemented a cost by unit of service reporting system of services provided by or purchased through the Department, and is in the process of redesigning the majority of the Department's human service reporting activities into one system which can meet the informational needs of program staff, research personnel, and fiscal managers.

This unit also has the responsibility for assuring that the process of research, evaluation, and planning functions are coordinated between Bureau, Department, and other state agency staff units.

The passage in 1974 and 1975, of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the Social Services Unit in the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

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FINANCES, FISCAL YEAR 1975:

Bureau of Resource Development — Total	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,548,629	\$1,691,823	\$8,109,440	\$30	\$13,349,322
Total Expenditure	3,475,180	1,621,331	7,904,838	0	13,001,349
NET	73,449	70,492	204,602	30	348,573
Unexpended Balance Forward	60,918	70,492	204,602	30	336,042
Unexpended Balance Lapsed	12,531	0	0	0	12,531

The following tables provide summary financial data for each of the Units of the Bureau of Resource Development:

FINANCES, FISCAL YEAR 1975:

Contractual Services Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,440,327	\$1,691,823	\$4,967,830		\$8,099,975
Total Expenditure	1,367,009	1,621,331	4,857,345		7,845,685
NET	73,313	70,492	110,485		254,290
Unexpended Balance Forward	60,918	70,492	110,485		241,895
Unexpended Balance Lapsed	12,395				12,395

FINANCES, FISCAL YEAR 1975:

Research, Evaluation and Planning Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$52,433				\$52,433
Total Expenditure	52,433				52,433
NET	0				0
Unexpended Balance Forward	0				0
Unexpended Balance Lapsed	0				0

FINANCES, FISCAL YEAR 1975:

Homemaker Services Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$323,726				\$323,726
Total Expenditure	323,726				323,726
NET	0				0
Unexpended Balance Forward	0				0
Unexpended Balance Lapsed	0				0

FINANCES, FISCAL YEAR 1975:

Information and Referral Project (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$0		\$22,347		\$22,347
Total Expenditure	0		42,234		42,234
NET	0		(19,887)		(19,887)
Unexpended Balance Forward	0		0		0
Unexpended Balance Lapsed	0		0		0

FINANCES, FISCAL YEAR 1975:

Social Services Consultation Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,700,602		\$		\$1,700,602
Total Expenditure	1,700,466		2,978,911		4,679,377
NET	136		94,117		94,253
Unexpended Balance Forward	0		94,117		94,117
Unexpended Balance Lapsed	136				136

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FINANCES, FISCAL YEAR 1975:

Social Services Consultation Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$0		\$26,348		\$26,348
Total Expenditure	0		26,348		26,348
NET	0		0		0
Unexpended Balance Forward	0		0		0
Unexpended Balance Lapsed	0		0		0

BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2415

Established: 1954

Statutory Authority: M.R.S.A., Title 22, Chapters 532, 851, 853, 855, 957, 1053, 1251.

Average Number of Full-Time Employees: 446

Authorized Employee Level: 509

Total Expenditure, Fiscal Year 1975: \$68,154,584

Organizational Units:

Administrative Services Unit

Income Maintenance Unit

Work Incentive Program

PURPOSE: 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), the Food Stamp Program, and General Assistance; to enforce Child Support Enforcement and Location laws; to administer the Catastrophic Illness Program authorized by the 106th Legislature; to administer the Work Incentive Program; to support the development of management information systems and other management control systems; to administer quality control activities as required by Federal Regulation. The Bureau also has the responsibility for administering the solicitation of charitable funds statutes.

ORGANIZATION: 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 the result of Bureau and Departmental reorganization in 1969 and 1974, the Bureau established two major program units — Income Maintenance, Work Incentive — and an Administrative Support Unit. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Health and Welfare, its internal structure and functions are subject to the discretion of the Commissioner.

Several organizational changes occurred during this past year resulting in the Research, Evaluation, and Planning Unit, the Social Services Unit, and the Responsibility for the Interstate Compact on the Placement of Children transferring to the newly developed Bureau of Human Services (now Bureau of Resource Development); the Medical Assistance Unit transferring to the newly established Deputy Commissioner of Health and Medical Services. With the retirement of the Manager, Staff Development Unit, those responsibilities were transferred to the centralized Staff Development and Education Division.

PROGRAM: The most significant accomplishments of the Bureau of Social Welfare during fiscal year 1975 concerned the establishment of statutory authority for more aggressive non-support action against the absent parent(s) in AFDC; increased funding for an Optional Supplemental Security Income Program; additional assistance payments staff authorized by Legislature, enabling implementation of a plan to more adequately substantiate eligibility for

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AFDC. For the first time in several years, the AFDC program has stabilized and a possible decreasing population trend is anticipated because of policy changes and the imminent staffing increase.

The Bureau also developed a base for fiscal accountability at both regional and central office levels.

FINANCES, FISCAL YEAR 1975:

Bureau of Social Welfare Total	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$28,595,451	\$1,320,444	\$39,368,917	\$85	\$69,284,897
Total Expenditure	27,882,869	1,141,602	39,130,113		68,154,584
NET	712,582	179,842	238,794	85	1,130,313
Unexpended Balance Forward	688,432	179,757	238,794	85	1,107,068
Unexpended Balance Lapsed	24,150	0	0	0	24,150

Note: Where appropriate a summary table is inserted to provide helpful data relating to the sub-units of the Bureau of Social Welfare.

ADMINISTRATIVE SERVICES UNIT

HARMON D. HARVEY, MANAGER

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3488

Established: 1970

Statutory Authority: None

Average Number of Full-Time Employees: 4

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1975: \$33,457

PURPOSE: The Administrative Services Unit provides administrative support for all programs and functions of the Bureaus of Human Services and 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, data processing liaison, liaison with Budget Office and Treasurer's Office for Bureau programs, consultations and provision of technical assistance.

ORGANIZATION: The Administrative Services Unit was organized administratively in 1970 in a departmental reorganization aimed at better and more efficient delivery of 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 and Human Services.

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 including revised and improved forms and procedures and the preparation and publication of an administrative manual. It serves the Bureaus of Human Services, Social Welfare, and the Medical Assistance Program, as the control point for the flow of policy to regions and the State Plan changes to Department of Health, Education, and Welfare regional office. It is the control point for all contracts negotiated by, or the responsibility of, the Bureau of Social Welfare.

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FINANCES, FISCAL YEAR 1975:

Administrative Services Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,022,117		\$836,197	\$80	\$1,858,394
Total Expenditure	994,267		813,491		1,807,758
NET	27,850		22,706	80	50,636
Unexpended Balance Forward					
Unexpended Balance Lapsed					

INCOME MAINTENANCE UNIT

PAUL A. LeVECQUE, MANAGER

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2826

Established: 1971

Statutory Authority: None

Average Number of Full-Time Employees: 72

Authorized Employee Level: 74

Total Expenditure, Fiscal Year 1975: \$53,695,723

PURPOSE: The focus here is 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.

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 Planning, Optional Grants to Supplemental Security Income Recipients, Medicaid Eligibility, Catastrophic Illness Program and General Assistance.

ORGANIZATION: 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 1975, 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 legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority. Voluntary contributions are solicited which average approximately \$800,000 annually.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county

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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 40,000 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, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education and Welfare and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefiting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, 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 is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 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.

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FINANCES, FISCAL YEAR 1975:

Aid to Families with Dependent Children (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$15,055,679	\$1,041,080	\$34,876,082		\$50,972,841
Total Expenditure	15,154,227		35,818,614		50,972,841
NET	(98,548)	1,041,080	(942,532)		
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Medicaid and Catastrophic Illness Eligibility — (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$568,910		\$319,000		\$887,910
Total Expenditure	234,323		243,526		477,849
NET	334,587		75,474		410,061
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Food Stamp Program (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$596,224	\$279,372	\$1,148,011	\$5	\$2,023,612
Total Expenditure	581,337	337,201	1,011,604		1,930,142
NET	14,887	(57,829)	136,407	5	93,470
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Supplemental Security Income (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,304,324		\$42,000		\$8,346,324
Total Expenditure	7,710,604		71,026		7,781,630
NET	593,720		(29,026)		564,694
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Support, Enforcement and Location Unit (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$442,248		\$14,397		\$456,645
Total Expenditure	442,248		14,397		456,645
NET	—		—		—
Unexpended Balance Forward					
Unexpended Balance Lapsed					

FINANCES, FISCAL YEAR 1975:

Quality Control (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$137,105		\$137,105
Total Expenditure			137,105		137,105
NET			—		—
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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FINANCES, FISCAL YEAR 1975:

General Assistance (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,447,603		\$166,853		\$3,614,456
Total Expenditure	3,447,260		166,853		3,614,113
NET	343		—		343
Unexpended Balance Forward					
Unexpended Balance Lapsed					

WORK INCENTIVE PROGRAM PHYLLIS STIEGLER, MANAGER

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2415

Established: 1968

Statutory Authority: P.L. 90-248 (Federal)

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1975: \$976,501

PURPOSE: The Work Incentive Program (WIN) in Central Office is responsible for program direction and supervision, liaison with the Manpower Agency, WIN Program monitoring and evaluation, program administration and liaison with other State agencies. The program is implemented through the Department's Regional Office. Its efforts are designed to reduce dependence on welfare.

ORGANIZATION: The WIN program was established by PL 90-248 in January 2, 1968; it replaced Title V of the Social Security Act. PL 92-223, approved December 28, 1971 amended and refined the program and is the Statewide authority under which the program currently operates.

PROGRAM: Registration with the WIN program of certain non-exempt individuals is one of the criteria for AFDC eligibility. The program is jointly administered by Maine Employment Security Commission and the Bureau of Social Welfare; Maine Employment Security Commission provides the manpower services, Bureau of Social Welfare the necessary social and supportive services (i.e., child care). There are projects in all regions. During fiscal year 1975 3,457 registrants were served; of these 1,706 have been placed in employment, 1,405 are still enrolled. Child care was provided for 1,845 children and the remedial medical program served 255 persons, mostly for dental work. 1,973 persons have left the welfare rolls and 378 have had their grants reduced resulting in a combined saving of \$34,400. The emphasis from the Federal level has been on job placement rather than training, thereby limiting participation largely to those individuals with appreciable education and some skill training. Reductions in Federal funding necessitated some "tightening up" of supportive services involving vendor payments i.e., child care and dental work, also staff has been reduced by holding vacancies unfilled. In overall performance the Maine WIN Program rates high in New England according to standards set by the Boston Regional Office.

FINANCES, FISCAL YEAR 1975:

Work Incentive Program (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$316,150		\$671,460		\$987,610
Total Expenditure	315,201		661,300		976,501
NET	949		10,160		11,109
Unexpended Balance Forward					
Unexpended Balance Lapsed					

HUMAN SERVICES

BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR

THOMAS A. LONGFELLOW, Deputy Director

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2266

Established: 1969

Statutory Authority: Chapter 713 RST 22, Part 7, 3051-3067.
Chapters 253 & 254 & 959.

Average Number of Full-Time Employees: 217

Authorized Employee Level: 261

Total Expenditure, Fiscal Year 1975: \$9,951,691

Organizational Units:

Disability Determination Services
Vocational Rehabilitation Services

Division Of Eye Care
Office of Alcoholism and Drug Abuse Prevention

PURPOSE: 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.

ORGANIZATION: 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 1975 are described in unit summaries which follow.

FINANCES, FISCAL YEAR 1975:

Bureau of Rehabilitation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,809,829	\$81,291	\$8,060,571		\$9,951,691
Total Expenditure	1,743,312	34,009	7,586,989		9,364,310
NET	66,517	47,282	473,582		587,381
Unexpended Balance Forward	18,736	47,282	473,582		539,600
Unexpended Balance Lapsed	47,781	0	0		47,781

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DISABILITY DETERMINATION SERVICES

H. DOUGLAS HOLLOWAY, ADMINISTRATOR

ANN DeWITT, Assistant Administrator

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2741

Established: 1956

Statutory Authority: (Section 211 Federal Social Security Act Title II & Title XVI - Federal) Maine R.S.T. 22, Part 7, Chapter 713, §3059.

Average Number of Full-Time Employees: 42

Authorized Employee Level: 59

Total Expenditure, Fiscal Year 1975: \$804,000

PURPOSE: This program was designed 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.

Through the authority vested in the Commissioner of Human Services, Disability Determination Services 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.

ORGANIZATION: Disability Determination Services, 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 Disability Determination Service 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 advanced 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.

As Fiscal 1976 began Disability Determination Services started adjudicating still another type of claim. These new cases were cases that would have gone before a federal Administrative Law Judge in prior years. These "hearing" cases required still more expertise in Disability Determination Services.

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 on heavily for past and present medical information.

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VOCATIONAL REHABILITATION SERVICES STANLEY BROWN, CHIEF PROGRAM SPECIALIST

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2141

Established: 1959

Statutory Authority: Chapter 713, RST 22, Part 7, 3051-3067

Average Number of Full-Time Employees: 104

Authorized Employee Level: 118

Total Expenditure, Fiscal Year 1975: \$4,844,751

PURPOSE: The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment.

Through the authority vested in the Commissioner of Health and Welfare, Vocational Rehabilitation Services 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.

ORGANIZATION: 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. Vocational Rehabilitation Services are administered through the Bureau of Rehabilitation. The Bureau maintains vocational rehabilitation counselors in district offices throughout the State.

PROGRAM: During the past fiscal year the Vocational Rehabilitation Program received 4570 referrals; of these, 1905 were accepted as handicapped clients; of these, 985 individuals were closed rehabilitated for suitable employment or in employment.

Vocational Rehabilitation Services has designed its program of services into a series of "sub-programs." These sub-programs are defined according to types of disability or specialty focus. They attempt to best reach handicapped citizens of Maine and to deliver to them services they need and deserve by geographically locating vocational rehabilitation counselors at key points in the community where disabled persons are otherwise served, thus making vocational rehabilitation counselors readily available and more knowledgeable of particular disabilities identified as priorities by the Bureau and by consumers. Over the past fiscal year these sub-programs were focal points of service delivery. Along with general counselors who serve all disabilities, the sub-programs complement and expand vocational rehabilitation services. The following sub-programs had major focus in the past fiscal year:

Units at Medical Centers: Vocational rehabilitation counselors and support staff were housed full time in the Maine Medical Center in Portland and in the Eastern Maine Medical Center in Bangor. The expansion to the Eastern Maine Medical Center was accomplished during this fiscal year. Thus, severely physically disabled individuals are referred very early in their disability. These Units complement the Medical Center's Department of Medical

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Rehabilitation and makes possible several new services to these physically handicapped persons. Plans are underway to provide such a Unit at the Augusta General Hospital during the next fiscal year.

Units at Mental Health Institutes: Vocational Rehabilitation counselor and support staff are housed full time at the Augusta Mental Health Institute and the Bangor Mental Health Institute. The expansion to Bangor Mental Health Institute was accomplished during the past fiscal year. Thus, individuals who are mentally handicapped are referred early in their disability and linkages for services can be made for them when they are discharged to their home communities. Plans are underway to establish a network of counselors in the community to provide vocational rehabilitation services in all counties for persons with mental disabilities. During the past fiscal year, several grants were awarded to strengthen resources for persons with mental disabilities, to expand staff for rehabilitation of the mentally disabled, and to develop expanded coverage from existing community resources.

Units at Correctional Institutions: For the eighth year, vocational rehabilitation counselors have been housed in correctional institutions to provide services to public offenders. Community Correctional Counselors provide links for offenders who leave the institutions so that vocational rehabilitation services are continued. Grants to Correctional Institutions were awarded to expand rehabilitation services to public offenders.

The Deaf: During the last fiscal year legislation was submitted which was enacted by the 107th Legislature which provided for funds and staff to deliver vocational rehabilitation services to persons who are deaf and hard of hearing. Five new counselors, who will serve deaf and hearing impaired persons, will be hired over this fiscal year. Teletypewriters (TTY'S) for the deaf will be purchased and placed in readily accessible locations to aid persons with this disability. During the last fiscal year, grants were awarded for a workshop for needs for the deaf and for courses on communications with the deaf. Plans are underway to make available two Registered Interpreters for the Deaf (RID) in Maine.

School Projects: Now underway are two Vocational Rehabilitation Counselors who work with secondary school age handicapped. The Counselor who serves the Mid-Coastal area was instituted during this past fiscal year. The in-school Unit at Biddeford Regional Vocational Center was initiated two years ago. Plans are underway to develop a school unit in the Central Maine area.

Home Modifications: During the past fiscal year a program of Home Modifications was instituted. This program provides modification to the homes of severely disabled clients to help them to accomplish a vocational goal. A team of program specialist, architect and occupational therapist assess the needs of the individual and recommend physical modifications which are paid for by the Bureau.

The following are special projects and grants designed by or awarded by Vocational Rehabilitation:

Architectural Barrier Removal: Regional Committees of Employment of the Handicapped were formed and implemented during the past fiscal year to broaden the citizens knowledge, interest and activity in the area of architectural barriers and employment of the handicapped. Each committee has taken on projects to work on over the coming fiscal year.

Center for Quadriplegics: Planning and negotiations for a transitional living facility for severely disabled individuals were accomplished this past fiscal year. This Center will house five severely disabled individuals while they learn a skill, profession or vocation and also learn to live independently in the community. The goal for these individuals is self-sufficiency. The opening of the facility will occur in this coming fiscal year. The aid and cooperation of many other community services were drawn together to make this facility a reality.

Leisure Center for the Handicapped: A facility which provides therapeutic recreation and re-socialization to handicapped persons and the sole facility of its kind in Maine. The Leisure Center was developed during the last fiscal year through a grant to the University of Maine, Portland-Gorham. It was operated by the Parks and Recreation Department of the City of Portland. The Center serves approximately 250 handicapped persons of all ages and handicaps each week. At least 50% of these persons are clients of vocational rehabilitation services. The program of the Center is designed to aid the disabled in meeting his own physical exercise and emotional needs through physical and social programs, such as handball, swimming, dancing, camping, canoeing, arts and crafts, and others. For this fiscal year the Center will be funded from a grant to the Recreation Department awarded by Vocational Rehabilitation.

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DIVISION OF EYE CARE PAUL E. ROURKE, DIRECTOR

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2141

Established: 1941

Statutory Authority: Chapter 959, RST 22, §3500-3503

Average Number of Full-Time Employees: 27

Authorized Employee Level: 31

Total Expenditure, Fiscal Year 1975: \$1,614,917

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home; 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.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. 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 1975, the Division of Eye Care, through its Education of Blind Child Program, provided services to more than 400 visually handicapped children. Twenty visually handicapped high school juniors and seniors under the supervision of Eye Care Counselors were provided a week of camping experience at Lincolnwood State Park, which involved recreation as well as information discussion on job training and individual counseling.

Following this activity 19 Eye Care Counselors and Contract Personnel completed a 3½ hour graduate course at the University of Maine, Gorham, in Visual Assessment.

The Division of Eye Care formally established a Register of Blindness in fiscal 1975 and formed a statewide committee to draft a comprehensive program for the Prevention of Blindness in the State as mandated by law.

Under its Rehabilitation and Social Service Program the Division served over 1900 visually handicapped adults. Provisions of Social Services to the older blind population was extended to a limited basis statewide through the use of Title VI funding and third party contract with the Maine Institution for the Blind.

The number of vending stands operated by blind persons located in local, state and federal buildings remained at 9 with yearly income realized by operators ranging from \$7,000 to over \$13,000. This represents an income increase for blind operators of over \$200 in the lower range to over \$3,000 in the upper range.

Special "low vision clinics" in cooperation with the optometric and ophthalmological profession under the direction of the Division of Eye Care became operational in central and northern Maine.

Short-range plans of the Division call for the addition of an average of one new vending stand a year over the next five years, with increased fringe benefits to blind operators as mandated by federal guidelines.

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Eye Care mobility staff will receive specialized training this coming year in the use of the newly developed "electronic traveling aids" for the blind. These devices, although relatively expensive, have been proven to be practical and worthwhile for certain blind persons in finding and keeping employment.

It is anticipated that there will be continued difficulties both from staffing and funding in the provision of services to the older blind client and the multi-handicapped blind child, i.e., deaf blind, retarded blind, etc.

OFFICE OF ALCOHOLISM & DRUG ABUSE PREVENTION

MRS. MARILYN L. McINNIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta 04330

Telephone: 289-2781

Established: 1973

Statutory Authority: 22 M.R.S.A., Sec. 1369, Chapter 253 & 254

Average Number of Full-Time Employees: 22

Authorized Employee Level: 27

Total Expenditure, Fiscal Year 1975: \$1,249,841

Organizational Units:

Maine Council on Alcohol and Drug Abuse Prevention & Treatment

State Government Drug Abuse Coordinating Committee

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), 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.

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.

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.

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, and the Department of Health and Welfare's Division of Alcoholism Services.

The Maine Council on Alcohol and Drug Abuse Prevention and Treatment and the State Government Coordinating Committee were created by the 1973 Alcoholism and Drug Abuse Act.

PROGRAM: As OADAP reported last year, its primary effort in alcoholism has been with the public inebriate due to the passage of the Uniform Alcoholism Intoxication and Treatment Act. By October 1974, OADAP had a treatment system in place for the public inebriate. Our efforts this year have revolved around financially maintaining those facilities and rearranging service elements as need dictated. Since they are funded under Title XX of the Social Security Act, using OADAP's State dollars for three-one match, we have had incredible problems with the new federal guidelines. Restrictive interpretations of eligibility for Title XX funded services, and State administrative reporting requirements under Title XX have placed alcoholism service for the public inebriate in an uncertain state.

OADAP has been working at both the State and federal levels to gain a suitable interpretation of the regulations. At the State level, we are working with the Bureau of Resource Development. At the federal level we are working through our national association and directly with the Congressional delegation. It should be noted that, if the Title XX regulations are not made compatible with the nature of alcoholism as a disease and its consequent treatment, then alternative sources of funding will have to be found.

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In addition to the problems created around the emergence of Title XX regulations, the Title XX funding ceiling has been reached. The best alcoholism services can hope for is to maintain existing levels of funding through Title XX. This financial state is acceptable with respect to the public inebriate. The public inebriate is served well with the treatment system at present levels. The rest of the alcoholic population needs expanded and different types of service. If Title XX remains constant and changes to meet the needs of the alcoholic, then work can progress in dealing with the non-public inebriate.

Due to the problems created by Title XX, it has been difficult to expand efforts beyond service to the public inebriate. OADAP, however, is encouraging and funding (within its capability) services that reach the major portion of the alcoholic population — the non-public inebriate. The two hospital based programs (Waterville and Bangor) are examples of programs which are beginning to reach out to the non-public inebriate which is 90-95% of the alcoholic population.

Despite the crisis around funding public inebriate treatment, some strides have been made in establishing a more comprehensive system and serving the 95%. The Alcoholism Rehabilitation Center (ARC) has merged with a newly created inpatient rehabilitation program at Eastern Maine Medical Center (EMMC). This merger maintains the service once provided by ARC and expands it to serve the needs of a larger population.

In order to expand this initial effort into the greater alcoholic population, insurance legislation is required. Insurance coverage for both inpatient and outpatient alcoholism treatment will be dealt with during the coming legislative session. Funding, however, will remain a problem for people not covered by insurance or eligible for Title XX funding.

Aside from treatment and funding concerns which remain a constant problem, OADAP has hired an alcoholism prevention coordinator. Although prevention has, in the past, been a low priority, both national and local concern have brought it to a priority position. Alcoholism prevention activities as they exist now range from concerned people speaking out where ever they can to a sophisticated inter-personal training approach. OADAP's prevention activities, as they are beginning, center around survey of what is known about prevention, choice of likely approaches, and the planning of a pilot project for prevention.

In addition, some order is being brought from the currently uncoordinated and diverse approaches to prevention in Maine. Contacts and working relationships have been developed with the major agencies dealing with both alcoholism prevention and youth related programs.

Monitoring & Evaluation: The alcohol and drug information systems each contain a program and a community monitoring component. The alcohol community monitoring system has been operational for three years and is capable of providing information on trends within the State concerning alcohol use.

The alcohol treatment program monitoring component of the information system has been operational for over a year. During this time the number of facilities reporting has increased, and the accuracy and completeness of the data have attained a high level. To increase the usefulness of this component as a decision making tool, steps are being taken to expand the scope of the system to include detailed financial information, and more measures of program effectiveness.

The drug community monitoring component has been operational for one year. Program monitoring is accomplished through Maine's participation in the federally sponsored Integrated Drug Abuse Reporting Process.

Licensing: The licensing statute was amended in the last session of the legislature to include provision to license residential alcoholism treatment facilities, to become effective in October, 1975. In anticipation of the licensing amendment, regulations were prepared for the State of Maine, which were patterned after the Joint Commission on Accreditation of Hospitals' *Accreditation Manual for Alcoholism Programs*. The rationale for this action was to familiarize all facilities with the JCAH terminology and process, so that preparation for licensing would also be a step toward accreditation, if the facilities chose to apply for the accreditation process. The regulations have already undergone several revisions, and are in the process of final revision before the effective date.

All residential facilities have been visited, and the directors have had the regulations explained to them, the time frames outlined, the requirements defined, program components defined and selected. At the same time, comments and suggestions have been received on how to improve the regulations, both on an individual basis and through the Maine Facility

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Directors Association. A public hearing was held on August 6 for further input on the regulations, and these suggestions are being incorporated into the present revision.

In relation to the licensing process, fire inspections are now being made at all the alcoholism facilities, either according to institutional or dormitory standards, depending on definitions worked out with the Office of the Fire Marshall. The early inspections will give the facilities more time to comply with the fire code and enable them to make necessary corrections over a wider time period. All facilities will have been inspected and actions on inspections will have taken place by January, 1976.

Drug Abuse: In the drug abuse treatment field, private entrepreneurship is growing. More private treatment facilities now exist in Maine than public or quasi-public facilities. This trend has a positive impact on the quality of drug abuse treatment due to the action of the "marketplace," at least in the long run. Public control over private facilities rests with the State licensing process which protects the interest of those receiving treatment. During the past year the drug abuse licensing process has been refined and fully implemented.

Much of this year's activity has centered around upgrading and licensing drug abuse treatment facilities. Most effort has centered around establishing a consistent, coordinated training system for drug abuse treatment personnel. Functional job analysis formed the basis for defining training needs and objectives which provides for a uniform training program. As the training program progresses, the skills of treatment and administrative personnel will improve, feeding naturally into the certification process.

Summary: As short range objectives, the Office plans on initiating a pilot alcohol prevention program, implementing drug abuse treatment personnel training, systemitizing insurance legislation for alcoholism treatment, broadening and diversifying the funding base for treatment and maintaining existing management, planning, and evaluation systems. The two fold general objectives are to upgrade existing treatment programs and personnel and to establish treatment and early intervention for the 90-95% of the alcoholic population not presently being served.

The Maine Council on Alcohol and Drug Abuse Prevention and Treatment has successfully integrated its alcoholism and drug abuse advisory function. It has also reached the point of sophistication where it has demanded an independent staff in order to expand its work and better meet its legislative mandates.

BUREAU OF HEALTH

PETER J. LEADLEY, M.D., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3201

Established: 1931

Statutory Authority: M.R.S.A., Title 65, Chapter 15½, Title 20, Chapter 109, Subchapter III, Title 22, Chapters 2A, 7, 21, 23, 23A, 49, 63; Title 34, Chapter 255; Private and special laws, 1573 Chapter 129 past A and laws passed and amended by 107th Review Session.

Average Number of Full-Time Employees: 1382

Authorized Employee Level: 1480

Total Expenditure, Fiscal Year 1975: \$73,582,762

Organizational Units:

Central Administration

Division of Disease Control

Division of Public Health Nursing

Division of Medicaid Surveillance

Division of Health Engineering

Division of Public Health Laboratories

Division of Medical Assistance

Division of Hospital Services

Specialized Medical Care

Dental Health Program

Division of Health Resources

PURPOSE: 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

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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 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.

ORGANIZATION: 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.

The Commissioner exercised this prerogative in Fiscal Year 1975 by designating a Deputy Commissioner for Health and Medical Services. This move brought the Comprehensive Health Planning Agency and the Medical Assistance Unit under the organizational structure of the Bureau of Health.

PROGRAMS:

Grants and Contracts. In fiscal year 1975, the Director's Office of the Bureau of Health has awarded and administered a number of grants and contracts in areas of special interest to the Department of Health and Welfare. A listing of these grants follows and is offered as an example of the kinds of activities that take place from the Director's Office.

A) Health Law Project — University of Maine Portland/Gorham Center for Research and Advanced Study.

The purpose of this award is to review all health laws currently on the books in Maine in an attempt to construct a rational framework of laws for the conduct of medical care and public health activities in the State of Maine.

B) The State Health Information Project.

The purpose of this award is to assist the State Health Information Project in identifying and summarizing the location and content of all health information sources within state government and within private and local agencies in Maine. A second award relates to the development of a catalogue that summarizes all health-related research activities that have taken place in Maine since 1970.

C) Chronic Obstructive Lung Disease. (Maine Lung Association)

Maine has an age adjusted mortality rate for chronic obstructive lung disease significantly higher than the U.S. rate at the 99% competence level. In 1971, Maine ranked fourth in the nation in the rate of this disease for insured workers disabled by respiratory conditions and in the preceding year Maine ranked third. The purpose of this study is to document the reasons for these high rates and to find correlations and associations between chronic obstructive lung disease and variables found in the population at risk in Maine.

D) Breast Cancer Research Project. (Mid-Maine Medical Center, Thayer Division)

The purpose of this award is to conduct an epidemiologic investigation of breast cancer in Maine. A previous investigation of cervical cancer by the Bureau of Health led to some very useful public policy decisions pointing to a role for the Department of Health and Welfare in a cervical cytology program. We are looking for similar policy advice as this relates to breast cancer as this is a very treatable kind of cancer.

E) Community Based Dental Health Project (Medical Care Development, Inc.).

The purpose of this award is to demonstrate the effectiveness of low cost dental education programs within school systems in Maine. Preventive dental health education can be demonstrated to have a significant effect upon the future dental health of these children.

Research and Development. The Director's office has conducted a number of studies and reports useful in policy decisions during fiscal year 1975. These include, in part, a study of home health care in Maine, a study of use of drugs by the non-institutionalized elderly, a study of maternity care in Maine, a study of the effects of the Neonatal Intensive Care Center on

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neonatal deaths in Maine, a report on laboratory practices in Maine, a study of consumer attitudes about health, and individual studies relating to current and proposed programs.

Preventive Health. In the area of preventive health, the Bureau was involved in several programs in the area of planning and development. These include a joint program with the Bureau of Maine's Elderly for elderly health screening, the development with Medical Care Development, Inc. of a high blood pressure control program, a review of preventive programs currently in progress in the areas of hypertension, lead poisoning, and cervical cancer. In this general area we have developed a model for the placement of ambulatory care facilities based on several valuables that connote need.

Protection of Human Rights and Dignity. A survey and compilation of smoking attitudes of smokers and non-smokers was conducted and a report that followed resulted in the designation of no-smoking areas within the Department of Health and Welfare and throughout state government. The Bureau also developed policies regarding human sterilization.

FINANCES, FISCAL YEAR 1975:

Bureau of Health — Total	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$23,755,379	\$597,878	\$50,279,745		\$74,633,002
Total Expenditure	23,085,250	565,956	49,931,556		73,582,762
NET	670,129	31,922	348,189		1,050,240
Unexpended Balance Forward	664,969	31,922	348,189		1,045,080
Unexpended Balance Lapsed	5,160				5,160

FINANCES, FISCAL YEAR 1975:

Central Administration (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$287,064	\$323,867	\$809,542		\$1,420,473
Total Expenditure	270,501	313,776	529,859		1,114,136
NET	16,563	10,091	279,683		306,337
Unexpended Balance Forward	11,403	10,091	279,683		301,177
Unexpended Balance Lapsed	5,160				5,160

DIVISION OF DISEASE CONTROL

PETER J. LEADLEY, M.D., ACTING DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3201

Total Expenditure, Fiscal Year 1975: \$145,754

PURPOSE: 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.

ORGANIZATION: In 1972, seven separate programs funded from different sources, and located in a number of different administrative units, were placed within a single 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:

The Venereal Disease Control Program originated in 1963, under a federal project grant, for the purpose of directing and administering comprehensive venereal disease control

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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 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, ongoing 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.

Specific program activities pursued during the fiscal year 1975 includes:

(A) **Syphilis surveillance:** The determination of source of infection early syphilis cases reported during 1975 were investigated; the early syphilis contacts which are referred into Maine from other State Departments were researched; more than 50 physicians throughout the state were contacted regarding VD control activities as supplied by the State; regulations relating to a mandatory laboratory reporting law were written and (75) school programs were conducted about syphilis.

(B) **Gonorrhea Control:** In fiscal year 1975, more than 20,000 females were examined at various screening sites around the State, evaluation of male patients reported from areas of the State were conducted, a final medical disposition of female contacts were pursued, the associated medical complications of gonorrhea were surveyed through the various third-party payors, and gonorrhea informational and educational activities were conducted during fiscal year 1975.

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.

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.

Fiscal year 1975 activities included a definition of what is involved in the process of providing genetic counseling to a hemophilia carrier or an affected male. The product of a genetic counseling visit must be "an informed patient". A fee schedule with the Genetic Counseling Center and the Maine Medical Center has been negotiated. Genetic Counseling services have been provided to approximately eighty affected males identified by the project as being in need of such services. These are principally men who have the disease. There are two classes of women the project identifies as known female carriers of the disease and women who are at-risk of having the disease. One hundred and twenty four of the former and one hundred and forty seven of the latter women were identified in fiscal year 1975. An evaluation of the genetic counseling presented and its effects upon each case was developed during the year 1975.

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The present Tuberculosis Control Program was organized under a federal project grant around 1960, although the State's responsibility for tuberculosis patient care dates back to the early 1900's. 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 bloc grant funding to the present. The primary goal of the Program is to eradicate TB in Maine, or at least reduce the 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.

Fiscal year 1975 activities include the management of 340 individuals, 10 of whom are in institutions directly related to their tuberculosis, 43 tuberculosis patients who are institutionalized for other reasons (primarily mental health) and 287 patients who are managed at home. One hundred and thirty six patients were found to no longer need to be reviewed because of their current health status. Ninety two cases came in contact with 750 individuals, 689 of whom were tested for the disease. The remaining 8% refused testing for various reasons. Of those tested who required further medical treatment, this was carried out consistent with the Tuberculosis Control Program recommendations.

A major revision of the records keeping system, the records management system, and the management of the files, had the effect of substantially reducing the workload for the Program. Policies for tuberculosis control for employee surveillance for health care facilities was written and approved by the Bureau of Health. The Medical Director position in the Tuberculosis Control Program was terminated on June 27, 1975. The federal Tuberculosis Control Officer was transferred from the Program in fiscal year 1975, and the Program has been carried out from the Division of Public Health Nursing with Central Office staff working in the program.

Finally, a revision of the legislation pertaining to tuberculosis testing for school personnel was passed by the 107th legislature and will be implemented in fiscal year 1976.

The Immunization Program, was organized in 1965 to provide logistical support to providers of health throughout the State who are 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.

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.

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 continued to show an increase as compared to fiscal year 1973 and 1972.

PERCENTAGE IMMUNIZED

	1972	1973	1974
Polio	66.0	70.9	76.2
Diphtheria	65.0	79.5	83.9
Measles	75.0	76.1	80.9
Rubella	42.0	60.1	63.9

The survey has been a valuable tool enabling the program to identify poorly immunized areas of the State. A major 1975 objective has been the development of a more effective streamlined disease surveillance system. The 107th legislature gave the Department the authority to collect data on notifiable diseases, and the Immunization Program has taken advantage of this law to develop a surveillance system that will give data, more useful

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management of diseases, and be more efficient for the physicians who are reporting. The Immunization Program supplied vaccine as follows:

NUMBER OF VACCINE DOSES SUPPLIED F. Y. 1975

Measles	16,350
Rubella	16,676
Polio	58,515
DPT	23,385

Sixteen community-wide immunization clinics were held during fiscal year 1975, an immunization training seminar for nurses was conducted, and intensive month-long promotional campaign to have children immunized was conducted and epidemiological investigations for diseases were conducted in four communities for the following diseases:

Pertussis — Dexter
Diphtheria — Sanford
Chickenpox — Knox County
Salmonella — Portland

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 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.

Fiscal year 1975 activities for this program included the examination of existing data sources for measuring the extent of hospital-acquired infections. An educational program model for hospitals was designed and carried out by this program. A surveillance system for use in Maine's hospitals, concerning their hospital-based infection, is designed and is being implemented at this time. Some financial data developed by this program to show that in smaller hospitals, hospital-acquired infection adds approximately \$3 to each patient's bill, and in larger hospitals, adds approximately \$2 per patient. This data relates to the costs associated with hospital-acquired infections, and the benefits that could accrue by reducing these infections. It is estimated that the operating cost for a hospital-acquired infections program would cost in the neighborhood of \$40,000 per year. A survey of nursing homes in Maine is in progress for a look at institutional infection rates in this area.

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 including the 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.

Fiscal year 1975 activities included the completion of an implementation grant for the National Cancer Institute to run a Pap testing program in Maine for approximately 30,000 women. This grant request is completed and is being reviewed by the National Cancer Institute at this time. Much of the work in preparing this grant, and now preparing for the implementation of the grant, is completed. This includes an epidemiological study concerning cervical cancer in Maine based on hospital records, death certificates, and interviews, was

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conducted during fiscal year 1975. This study is published in the *Journal of the Maine Medical Association*, February, 1975. Women who are thought to be at high risk of cervical cancer are identified by geographic groups as a result of the preparation for the grant award. The eligibility guidelines for screening services are developed. Motivational factors are necessary to bring women to screening from programs have been explored. An education program based on these factors is developed. A data collection system to monitor and evaluate screening activities is in place. All of the necessary background work for funding and implementing a three year statewide cervical cancer screening program is in place.

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.

Fiscal year 1975 activities included the screening of approximately thirteen thousand pre-school children (age 1-5) at an approximate total cost of \$242,000. Approximately 75% of all positive cases were referred, diagnosed, and treated within 2 months of the initial testing. With financial data developed by the program, it is estimated that to remove the environmental lead hazard (principally found in homes) that the cost to the program is approximately \$300 per room and \$610 for the entire area. The overall cost, which includes programatic costs are \$960 per unit. Legislative Document LD94 was presented to the 107th Maine Legislature which is signed and becomes law in October, mandating that lead paint be removed from dwelling units where it threatens the public health. Approximately 500 dwellings have been inspected by this program in fiscal 1975. Finally, public awareness programs have continued in FY 1975 to increase overall acceptability of the program and warn parents of the dangers inherent in lead-based paint poisoning.

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.

Family planning services were delivered to approximately 20,000 women in fiscal year 1975. These services are financed by a mix of state funds that are used on a 9 to 1 basis to receive Title IV-A federal funds, and direct federal grants. Family planning clinics have proved to be a valuable mechanism for discovering occult venereal disease, and referring these individuals for treatment. Cervical cytology (Pap Smears) are service that is proposed for a family planning that will help to bring down a unit cost of screening. The implementation of a uniform data reporting system for family planning services is an objective for fiscal year 1976. Rules, regulations, policies and procedures have been developed by the family planning program that covers areas such as confidentiality of records, fetal deaths, sterilization consent, or medicaid reimbursement for abortions and coordination of the diverse funding sources for family planning.

FINANCES, FISCAL YEAR 1975:

Division of Disease Control (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$26,102		\$119,652		\$145,754
Total Expenditure	26,102		119,652		145,754
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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DIVISION OF PUBLIC HEALTH NURSING

HELEN M. ZIDOWECKI, R.N., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3259

Total Expenditure, Fiscal Year 1975: \$779,325

PURPOSE: 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.

ORGANIZATION: 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: The Division of Public Health Nursing can be considered as six full time equivalent Central Office staff and seventy-seven full time equivalent people in the field located in five regional offices. The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services and disease control. Care is provided to the sick in areas where it is not available by local regional agencies; however, services to the sick and to the schools are numerically decreasing by this Division as local agencies and school nurses increasingly assume these responsibilities. This trend has allowed the Division to become involved in other programs of prevention and detection such as lead poisoning, genetic diseases, sudden infant death syndrome, and the development of standards of nursing and screening care for other programs like the Early Periodic Screening Treatment and Diagnosis (EPSDT) Program.

1) through direct visits to patients

2) through clinic activities

During fiscal year 1975, approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death, children under Crippled Children's Services, etc.) Genetic Disease Program, increasing responsibilities in the Lead Poisoning program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include child health conference and pre-school immunization clinics (about 100 locations), school physical examinations and immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and crippled children clinics (such as cardiac, orthopedic pre-school development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly getting involved in standards setting for nursing practices in the field (e.g. home health nursing, EPSDT, well child examinations, etc.) and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in the areas of vision and hearing screening programs, sudden infant death syndrome, venereal disease contacts, pre-school examinations, and services to premature infant families, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community wide basis, constitutes the new and important role for this Division's nurses.

FINANCES, FISCAL YEAR 1975:

Division of Public Health Nursing (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$697,648		\$81,675		\$779,323
Total Expenditure	697,648		81,675		779,323
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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DIVISION OF MEDICAID SURVEILLANCE

PRISCILLA CARNEY, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2606

Total Expenditure, Fiscal Year 1975: \$217,546

PURPOSE: The primary responsibilities of the Division of Medicaid Surveillance 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.

ORGANIZATION: 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 allowed no staff of its own, functions have been assumed by the Division of Hospital Services.

FINANCES, FISCAL YEAR 1975:

Division of Medicaid Surveillance (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$42,121		\$175,425		\$217,546
Total Expenditure	42,121		175,425		217,546
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3826

Total Expenditure, Fiscal Year 1975: \$263,679

PURPOSE: 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 and other settings; 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.

ORGANIZATION: 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

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enough to become separate administrative entities, e.g. state functions in areas of air and water pollution control and solid waste management.

PROGRAM:

Plans and Standards Review: This is a support for other offices within the Division and for the Department of Environmental Protection, Land Use and Regulation Commission, the Department of Education and Cultural Services, and the Bureau of Public Improvements. The following is a list of projects that have been reviewed for various agencies and commissions:

- a) Department of Environmental Protection — 224
- b) Land Use and Regulation Commission — 50
- c) Municipal Sub-Divisions — 20
- d) Tenting and Trailer Parks — 144
- e) Eating and Lodging Places — 42
- f) Swimming Pools — 28
- g) Private sewage disposal reviews — 65
- h) Miscellaneous letters — 319
- i) Waivers — 730
- j) Hospitals — 10
- k) Schools — 133 public, 27 private
- l) Miscellaneous public projects — 136

Re-reviews of earlier plans constitutes about 50% of the workload, and waivers to enumerated standards constitutes another large proportion of the work.

It is estimated that the Plans Reviews section reviews projects totaling c \$800,000,000 annually. The Plans Review section has as a goal to review plans submitted within 2 weeks of receipt. Because of inflationary pressures in the construction industry, any delays in review costs the public and private sector approximately 1% per month. Finally, this section has developed uniform review procedures in the areas of:

- a) internal plumbing
- b) external sewage disposal
- c) swimming pool facilities

Other areas are being developed at this time.

Institutional and Occupational Health Program: This program has a specific objective to provide a service to assist Maine businesses in meeting Occupational Safety Health Agency requirements. This program conducted c 90 occupational health inspections in fiscal year 1975. It has developed a training program to permit utilization of other field employees of the department to carry out some occupational health inspections. Eight high-risk industries were aided in identifying specific health hazards. 1200 worksheets were reviewed for the Industrial Health Counseling Service and construction plans of industrial sites were reviewed for occupational health and safety features. Another aspect of this program deals with the inspection of x-ray units. Thirty-five hospitals with c 140 x-ray units were inspected during the fiscal year 1975, approximately 75 dental facilities with 188 x-ray machines were inspected, and an additional 40 other facilities with 188 x-ray machines were inspected, and an additional 40 other facilities with 56 x-ray machines were inspected. Finally, 52 environmental surveys were conducted at the Maine Yankee Atomic area.

Residential Health and Safety: This program deals with housing and general sanitation problems. In fiscal year 1975, approximately 60 health officers, selectmen, Pine Tree Legal, and private individuals were aided with housing and general sanitation problems. Approximately 40 boys' and girls' camps were inspected, 100 individuals migrant labor camps were inspected, 30 compressed air suppliers licenses were issued, 40 occupational health inspections were conducted and selected activities in the area of consumer protection for products representing a significant health hazard were reviewed.

Health Inspections: This program is a support program in the field to the regional and divisional programs. This program conducts field inspections on site for compliance with various codes and regulations. The major activity in addition to field inspections for fiscal year 1975 was cross trainings of health inspection personnel for the purposes of a multiple utilization of these individuals. Ten full-time equivalent employees conducted approximately 7,500 units of inspection in fiscal year 1975.

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Travel and Recreation Program: The purpose of the Travel and Recreation Program is to minimize exposure of Maine's population and visitors to unnecessary environmental hazards during the pursuit of their recreation. During fiscal year 1975, 6,843 inspections of eating and lodging places were conducted. One hundred and eighty one (181) inspections of boys' and girls' resident and day camps were completed. This program was involved in conducting food handling schools, inspection of fourteen jails for the Department of Mental Health and Corrections, the inspection of 171 children day care facilities and the inspection of alcohol and drug rehabilitation centers. In fiscal year 1975, the 107th legislature passed LD958 which dealt with modernizing and facilitating the mechanism by which this program conducts its activities.

Drinking Water Program: The Drinking Water Program concerns itself principally with public and school water supplies. There are approximately 170 public water supplies in the State of Maine and educational programs for the operators of these plants is developed by this program. These water supplies and the operation of the plants are inspected by the program. The program conducts a bi-annual inspection of check valves, reviews fluoride programs in public water supplies with bi-annual inspections of each program monitors the water samples that are taken and secures the bacteriological samples based on the number of individuals served by the public water supply. As an additional objective, this program assisted in the introduction and installation of nine fluoridation units installed in six public schools.

Waste Water and Plumbing Control Program: The mission of the Waste Water and Plumbing Control Program is to minimize the exposure from environmental hazards associated with improperly installed plumbing and on-site waste water disposal. The standards applied in this program have the effect of protecting the consumer in that minimum standards are required for the installation of these systems. Fiscal year 1975 activities include the certification of local plumbing inspectors of whom 385 individuals were certified. A revised written examination is in effect that reflect recent changes in the Maine State Plumbing Code. Ninety percent (90%) of the municipalities have certified local plumbing inspectors under the egis of this law. Public hearings on the new plumbing code held throughout the state attracted a large attendance (over 2,000 individuals) and has been a valuable discussion of plumbing regulation with the community at large. Finally, this program has developed a non-technical private sewage disposal bulletin that is well received by the community assisting individuals in interpreting the rules and regulations developed by this program.

FINANCES, FISCAL YEAR 1975:

Division of Health Engineering (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$208,296		\$55,383		\$263,679
Total Expenditure	208,296		55,383		263,679
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DIVISION OF PUBLIC HEALTH LABORATORIES

CHARLES H. OKEY, M.D., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2727

Total Expenditure, Fiscal Year 1975: \$598,131

PURPOSE: The Division of Public Health Laboratories is authorized to conduct chemical and biological examinations of human and biological specimens. These include the examination of public and private water supplies, milk and food products and investigations of infectious and contagious diseases. The laboratory is required to keep records of these specimens and to carry out other related work for investigation as required by the Department of Health and Welfare. The Division, through legislative action in fiscal year 1975, may charge for its service subject to the approval of the Governor and Council.

ORGANIZATION: 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

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laboratory was placed within the Department of Health and Welfare. In July, 1969, Departmental laboratory services were combined to form a division which brought together in a single unit all areas of clinical, environmental, microbiological and special testing.

PROGRAM: During 1975 the microbiology section of the Public Health Laboratory has shown an additional increase in testing for gonorrhea and syphilis. This testing is principally the result of activities conducted in family planning programs in an increased level of awareness by physicians in the Maine communities. The Chemistry Toxicology section of the Public Health Laboratory included blood and breath alcohol tests and other identification responsibilities for the Department of Public Safety. The Water Laboratory does a substantial number of tests for individuals in the state, as well as for public water supplies insuring the water quality for Maine citizens. The Pesticide Detection Program was called in for some special responsibilities during the spruce budworm spraying in the summer of 1975. This activity for fiscal year 1976 is only marginally funded and is a high priority program to stabilize for the coming year. The Laboratory Improvement Program is a voluntary program where hospital laboratories accept specimens and advice from the Public Health Laboratory in the conduct of some of their testing. Every hospital in Maine participates to some extent in this program. There are hospitals in Maine that have no quality checks on some of their laboratory services.

Public Health Laboratory fought and received legislative approval to institute a fee-for-service system in the conduct of some of the laboratory tests. Dwindling appropriations and skyrocketing costs of testing brought about this necessary change. There will still be areas of the Public Health Laboratory that provide free services where it is clearly in the interest of public health to do so. These include, at present, free tuberculosis testing, free venereal disease testing.

This fee-for-service system will collect costs of doing these various tests directly from the physicians involved. It is assumed that the physician will pass this charge along to the individual patients.

FINANCES, FISCAL YEAR 1975:

Division of Public Health Laboratories (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$282,120	\$204,739	\$115,199		\$602,058
Total Expenditure	282,120	200,812	115,199		598,131
NET		3,927			3,927
Unexpended Balance Forward		3,927			3,927
Unexpended Balance Lapsed					

DIVISION OF MEDICAL ASSISTANCE

JOHN E. FICKETT, MANAGER

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3846

Total Expenditure, Fiscal Year 1975: \$68,912,027

PURPOSE: 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

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forms for distribution to providers; and approves the identification provided for eligible 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.

ORGANIZATION: 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:

Medical Assistance: Twice during the year the Department was reorganized with effect upon the Medicaid administration. In September, 1974, the Bureau of Medical Care was dissolved and the Division of Medical Assistance became the Medical Assistance Unit in the Bureau of Social Welfare. In May 1975, the office of Deputy Commissioner of Health and Medical Services was created, and the Medical Assistance Unit became again the Division of Medical Assistance under the Deputy Commissioner. These organizational changes did not affect the delegated functions of the Division, viz., administering the Medicaid and Catastrophic Illness Programs.

Financial audits of the eleven contract agencies providing EPSDT (Early and Periodic Screening, and Diagnosis and Treatment of Medicaid recipients under age 21) was begun. Also, the second annual performance assessment of these agencies was completed by teams of physicians, public health nurses, and medical social service specialists. Most of the agencies scored well in fiscal accountability and performance of outreach, screening, referral, and follow-up.

In this Report last year, it was expected that the Medicaid Management Information System (MMIS) would "become operational during fiscal year 1976." This expectation has become delayed by at least one year.

Also in last year's Report a new "monthly schedule of allowable charges for the most prevalent physicians' procedures" was announced. This has been superseded by a significant improvement in processing physicians' invoices made possible by the Medicare fiscal carrier providing monthly updates of every physician's allowed charges on microfiche. The Department developed allowed charges for obstetrics and pediatrics.

Considerable revision was made in coverage of mental health services. The Medicaid Program discontinued payment for day treatment. Formal agreements were developed with the community mental health centers, including specifying the types of professional personnel for whose services payment will be made. Coded procedures for all mental health services were established, and payment for each was established on the basis of Medicare Part B criteria and Medicaid profiles.

Policies were revised and improved in the coverage of durable medical equipment and medical supplies, with a two-fold purpose: to specify and code the items covered, and the prices allowed, and to control the cost and use of these items. Respiratory equipment and services were also placed under similar control.

Medicaid expenditures jumped during the fiscal year. Expenditures for medical services in FY74 were \$49.5 million, compared to \$76.5 million in FY75. The principal reasons for the 36% increase were the increase in number of persons eligible for Medicaid, and the increase in the unit cost of services paid.

The Catastrophic Illness Program completed its first full fiscal year, but did not become liable until October 1974. Because of the time involved in determining eligibility, including proof of incurrence of other health insurance plus \$1,000 deductible, the State did not begin to pay Catastrophic Illness bills until the January-March 1975 quarter. Therefore, the cost of the Program for the fiscal year was minor, compared to the \$800,000 allocation, causing some concern about the necessity of the Program. In FY 1976 the Catastrophic Illness Program is expected to pay an amount for medical expenditures comparable to its FY75 allocation.

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FINANCES, FISCAL YEAR 1975:

Division of Medical Assistance (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$21,415,701		\$48,218,398		\$69,634,099
Total Expenditure	20,762,135		48,149,892		68,912,027
NET	653,566		68,506		722,072
Unexpended Balance Forward	653,566		68,506		722,072
Unexpended Balance Lapsed					

DIVISION OF HOSPITAL SERVICES

WILLIAM J. CARNEY, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2606

Total Expenditure, Fiscal Year 1975: \$1,350,068

PURPOSE: 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 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.

ORGANIZATION: 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.

FINANCES, FISCAL YEAR 1975:

Division of Hospital Services (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$667,106	\$0	\$682,962		\$1,350,068
Total Expenditure	667,106	0	682,962		1,350,068
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

SPECIALIZED MEDICAL CARE

MARGUERITE C. DUNHAM, M.D., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3311

Total Expenditure, Fiscal Year 1975: \$128,915

PURPOSE: 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 distributes 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.

HUMAN SERVICES

ORGANIZATION: The Division of Specialized Medical Care originated administratively as the Division of Maternal and Child Health and Crippled Children's 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, through Title V, Maternal and Child Health funds and Crippled Children's funds acts as a partial funding source for several programs within the Bureau of Health that serve broad segments of the population. These include Public Health Nursing, Division of Laboratories, Immunization Program, Family Planning, Lead Poisoning Control and Genetic Disease Control. In addition, specialized medical care funds are involved in many of the grants that were discussed earlier under the Bureau of Health, Central Administration.

A grant that should be emphasized in this context is support for the Neonatal Intensive Care Center located at the Maine Medical Center, Portland, serving the entire state. Neonates are children through their first 28 days of life. It is estimated that this project has saved 75 lives in fiscal year 1975.

Direct services of the Division were provided to some 1,700 crippled children during fiscal year 1975 through the direct purchase of medical care from private providers and by patient advocacy by program personnel. Services were also provided to approximately 8,000 persons of all ages who have vision problems who are requiring special medical care and who lack financial means to obtain care themselves. In addition, approximately 1,500 women and children who are at risk of developing medical problems related to inadequate nutrition have received food stuffs selected to alleviate their particular problems. In fiscal year 1976, this number of people could reach 10,000 individuals if funding sources are found.

The Division of Specialized Medical Services also runs a program in Medical Eye Care. This program offers some services to Maine's visually impaired by arranging medical services and treatment plans.

FINANCES, FISCAL YEAR 1975:

Division of Specialized Medical Care (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$128,915				\$128,915
Total Expenditure	128,915				128,915
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DENTAL HEALTH PROGRAM

ALONZO GARCELON, D.D.S., DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3201

Established: 1922

Total Expenditure, Fiscal Year 1975: \$21,509

PURPOSE: To preserve and protect the Dental Health of the people of the State of Maine through Dental Health Education Programs.

ORGANIZATION: 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 Maine Dental Health Program is involved in the following activities:

1. Alleviating the high rate of dental decay

HUMAN SERVICES

2. Addressing the geographic distribution of dentists
3. Addressing lack of fluoridation in water supplies of schools
4. Sponsoring definitive legislation surrounding Dental Health Education in the schools.

Approximately 10,000 students receive fluoride in school water supplies.

The Program directly and indirectly sponsors dental clinics.

The Program actively encourages dentists to locate in Maine.

FINANCES, FISCAL YEAR 1975:

	Dental Health Program (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
			Non-Federal	Federal		
Total	Funds Available			\$21,509		\$21,509
Total	Expenditure			21,509		21,509
NET						
Unexpended	Balance Forward					
Unexpended	Balance Lapsed					

DIVISION OF HEALTH RESOURCES

PETER J. LEADLEY, M.D., ACTING DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3201

Total Expenditure, Fiscal Year 1975: (funded by Central Administrative Account)

PURPOSE: 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, in order to determine their adequacy and quality; and to develop and maintain programs as necessary to bring about more and better medical care services.

ORGANIZATION: The Division of Health Resources was created administratively in 1972 as a unit of the Bureau of Health to consolidate various dispart programs of the Department of Health and Welfare concerned with basic medical care services.

PROGRAM:

The Health Education Program, in its second year, has completed a consumer attitude on health education survey. The program has organized Maine's Health Education Cooperative Association in order to coordinate health education activities in the State. The program has looked at the breadth of the issues concerning health education in the State and has assisted programs through the cooperative in designing and developing new approaches to health education: This program is a joint effort of the Bureau of Health and the Maine Lung Association. This program and the cooperative were responsible for a "Feeling Good Day" held in Augusta earlier this year. The report generated by this program indicated areas to be worked in for fiscal year 1976 that includes the development of grievance procedures for hospitals, clinics, and nursing homes; the adoption of a "patient's bill of rights"; the necessity for developing a mechanism for handling consumer complaints in the area of health; the development of recommendations in sub-areas such as child care and childhood illnesses, nutrition and psychiatric illnesses. The necessity for various agencies such as Family Planning, Cooperative Extension Service, and others, to lead the way in developing useful health education programs is indicated.

The Health Manpower Program activities include the collection of data on all existing licensed health personnel and in all health facilities in the State. Sixty-five percent of the health facilities in Maine have responded to our questionnaire detailing these occupations. Under a grant from the National Center for Health Statistics, the Health Manpower Program has developed a file of all licensed health care providers that includes essential information relating to name, sex, age, location of practice, etc. The Health Manpower Program has revised the "Health Careers Manual" that is used by high school guidance counsellors in suggesting health vocations for their students. Fiscal year 1976 objectives include a report for various licensing boards under the NCHS contract, the expansion of this data base to include

HUMAN SERVICES

additional information necessary for manpower decisions of training, licensure, and continuing education, and to research and make recommendations as to the feasibility of collecting allied health manpower data. This work is being conducted under a continuation grant from NCHS of approximately \$70,000.

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, 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 to 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 1975, the Health Facilities and Planning Construction Program provided federal financing for three new projects, a replacement hospital at Dover-Foxcroft, and funds for equipment at Central Maine General and St. Mary's hospitals in Lewiston. Interim payments of Hill-Burton monies were made to Maine Medical Center, Portland, Penobscot Bay Medical Center, Lubec Medical Center, Houlton Regional Hospital and Franklin County Memorial Hospital.

The uncompensated care portion of the program was implemented for approximately forty-five health facilities which had received federal funds during the past 20 years. This involved review and approval of options selected by hospitals for providing free care to those individuals unable to pay, publishing these options in local papers, and reviewing budgets and expenditures to determine compliance with regulations. A recent national survey of state agencies administering this phase of the program indicates that Maine is handling this activity in an acceptable manner.

Effective after January 30, 1976, the Hill-Burton Program per se will be replaced with a comparable federal grant/loan program under PL 93-641, the National Health Planning and Resource Development Act of 1974. In the interim, projects under construction will be serviced with interim payments of federal funds; all but one project is expected to be completed before the end of the fiscal year. The remaining one million dollars in loan guarantee funds will be allocated to new or existing projects. The proposed revision of the Hill-Burton State Plan for construction of health care facilities will be postponed until such time as pertinent federal regulations are developed for the new 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 vehicles and personnel based upon approved standards, and to inspect services, vehicles, and personnel to insure compliance with these standards.

Under the Emergency Medical Services Program, progress towards implementation of an effective emergency medical care system was made in four major functional areas during fiscal year 1975.

Communications: Sixteen hospitals at the beginning of fiscal year 1975 were not part of the Emergency Medical Communication System. As a result of program activity, eight of these hospitals are now part of that system. At the beginning of fiscal year 1975, fifty-five percent of the ambulances in Maine had two way voiced communications with the hospitals they serve. At the close of fiscal year 1975, sixty-five percent of the vehicles now have two way voice communications.

Transportation: An agreement has been reached with the Department of Education and Cultural Services whereby that Department will assume responsibilities for providing emergency medical training to the EMT-A level for at least 400 ambulance and rescue personnel by the end of fiscal year 1975. This objective has been accomplished. By utilizing the Emergency Medical Transportation Study, applications to DHEW under the EMSS Act of 1972 were made (1202 and 1203 applications). These two grants have been funded by the federal government for fiscal year 1976.

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Definitive Care Facilities: Under this heading the criteria to categorize each emergency department in the State as to their capability to provide various levels of services has been developed.

Management Evaluation: Fiscal year 1975 objectives included the improvement of the use of the ambulance/rescue record form above the 50% level currently in effect. The funding of the two grants mentioned above will materially improve utilization of these record forms for fiscal year 1976. The design of a computer-assisted analysis system for the ambulance/rescue record has been completed in this fiscal year.

BUREAU OF MAINE'S ELDERLY

RICHARD W. MICHAUD, DIRECTOR

Central Office: Whitten Road, Augusta 04333

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 1975: \$2,389,196

PURPOSE: This effort is designed 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.

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 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 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 and implement, as an integral part of programs, and 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 cooperation of programs for older people, including sponsorship of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973, the office was established by statute as a separate and distinct organizational unit of the Department, under the name 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 the fiscal year 1975, the Bureau of Maine's Elderly operated four major programs, with a project director in each area office.

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The Volunteer Services program includes the ACTION programs of Foster Grandparents (FGP), Retired Senior Volunteer Program (RSVP) and Senior Citizen VISTA program. The FGP Program distributes \$136,000 directly to 54 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 is funded for \$516,000 on October 1, 1974, with local support amounting to \$100,000. These funds enabled the operation of 46 meal sites where 12,000 meals per week 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, 244 housing units were completed which brings the total of housing units completed up to 304. The housing program helps communities to organize and to take advantage of available federal funds. These are moderate income projects and in the moderate rent level.

In 1975, 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 \$889,000 and the local share \$280,000, a thirty percent match. The transportation system established generally is an on-call, door to door program using small buses and private vehicles to provide trips to doctors appointments, hospitals, shopping and meal sites. There are presently 44 mini-buses in operation throughout the State. In addition, there are 186 volunteer drivers who use their own vehicle to transport passengers. On an average, 14,000 passengers a month were served, with a monthly average of 20,000 rides.

FINANCES, FISCAL YEAR 1975:

Bureau of Maine's Elderly	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$528,718	\$111,342	\$1,866,928		\$2,506,988
Total Expenditure	438,098	82,003	1,869,095		2,389,196
NET	90,620	29,339	(2,167)		117,792
Unexpended Balance Forward	57,330	29,339	(2,167)		84,502
Unexpended Balance Lapsed	33,290				33,290

MAINE HUMAN SERVICES COUNCIL

JOYCE S. HARMON, CHAIRMAN

Central Office: 14 Columbia Street, Augusta, 04333

Telephone: 289-2288

Established: 1974

Statutory Authority: M.R.S.A., Title 22, Chapter 1475

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1975: \$32,967

PURPOSE: 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 advise relative to State Administered grant funds under Title XX of the Social Security Act, the Priority Social Service Program and all other state or federal dollars pertaining to human services. 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, public hearings and conferences and to serve as the advisory committee on behalf of the State to the agency (B.H.S.) relating to or as may be required by State and federal laws and regulations governing administration of authorized human services programs.

ORGANIZATION: The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups,

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public agencies concerned with human services, citizens at large, 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 Chairperson from among the appointed members. The Council meets at least once every three months.

PROGRAM: During the past fiscal year the Maine Human Services Council was the prime mover in getting the Bureau of Human Services established and its director selected. In November and December the Council held eight hearings to determine human service priorities at the community level. The Health & Welfare Budget was reviewed and an analysis presented before the Legislature.

We review all Title IVA, VI of the Social Security Act, The Priority Social Security Act, and major recommendations have been made to both state government and private agencies concerning administrative, procedural and program policy.

The Council was deeply involved in the development of the Title XX state plan between the months of March and September.

Information covering a wide variety of issues has been provided to the Legislature; Testimony on twenty-three pieces of legislation; answered approximately three hundred requests for information and assistance; established goal oriented, time limited Task Forces in the areas of Child Abuse and Neglect, (to develop State plan) Day Care, Housing and Income Maintenance.

FINANCES, FISCAL YEAR 1975:

Maine Human Services Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$11,535	\$1,813	\$19,619		\$32,967
Total Expenditure	11,535	1,813	19,619		32,967
NET	0	0	0		0
Unexpended Balance Forward	0	0	0		0
Unexpended Balance Lapsed	0	0	0		0

MAINE COMMITTEE ON AGING

JOHN F. SHAW, STAFF DIRECTOR

Central Office: State House, Augusta 04333

Telephone: 289-2561

Established: 1974

Statutory Authority: Chapter 793, Public Laws of 1974,
Sections 5108 through 5112

Average Number of Full-Time Employees: 2

Authorized Employee Level: 0

Total Expenditure, Fiscal Year 1975: \$20,970

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best possible physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services, including access to low-cost transportation.

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

PROGRAM: The Maine Committee on Aging operated under statutory authority, sponsored, in cooperation with the Bureau of Maine's Elderly, the 49th annual Three Quarter Century Club and the 5th annual Blaine House Conference on Aging.

HUMAN SERVICES

To extend the Maine Committee on Aging's commitment to nursing and boarding home residents, legislation was passed giving the Maine Committee on Aging the right of entry into nursing and boarding homes to advocate on behalf of residents. Additionally, the Maine Committee on Aging developed and was funded for an Ombudsman Program as of July 1, 1975.

The Technical Review Committee of the Maine Committee on Aging joined with the Technical Review Committee of the Human Services Council to jointly review proposals dealing with elderly services.

The Maine Committee on Aging provided $\frac{1}{3}$ leave time to one of its staff persons to work with the Gerontology Institute Planning Committee of the University of Maine in support of the Blaine House Conference on Aging recommendations.

The Maine Committee on Aging visited statewide meetings of senior citizens clubs to disseminate information and evaluate problem areas; provided research and review of relevant legislative documents for members of the legislature and various state agencies; maintained an information system for senior citizens concerning legislative action and guidelines for new programs, including publication of newsletters.

The Maine Committee on Aging contracted with the University of Maine at Bangor for the purpose of updating Steps for Maine's Elderly and evaluating programs designed to benefit Maine's elderly. This major document is scheduled for completion in January 1976.

FINANCES, FISCAL YEAR 1975:

Maine Committee on Aging	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$43,274				\$43,274
Total Expenditure	20,971				20,971
NET	22,303				22,303
Unexpended Balance Forward	22,303				22,303
Unexpended Balance Lapsed					

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN

DR. GEORGE E. SULLIVAN, Director, Bureau of Health

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3846

Statutory Authority: M.R.S.A., Title 32, Chapter 23-A, Chapter 320, Section 2301, P.L. Chapter 463, revised 1975

Total Expenditure, Fiscal Year 1975: \$2,062

PURPOSE: The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The Board meets twice a year and gives examinations, discusses problems and business accumulated.

Worked on legislation revising statutes and strengthening the law.

FINANCES, FISCAL YEAR 1975:

Board of Hearing Aid Dealers and Fitters	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$16,555			\$16,555
Total Expenditure		2,062			2,062
NET		14,493			14,493
Unexpended Balance Forward		14,493			14,493
Unexpended Balance Lapsed					

HUMAN SERVICES

UNCOMPENSATED SERVICES ADVISORY COMMITTEE

CARL O'DONNELL, DIRECTOR

RICHARD W. CAMPBELL, Field Examiner

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3506

Established: 1973

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

PURPOSE: To insure that medical facilities which have received federal financial assistance provide for a reasonable volume of services for those unable to pay.

Committee assists in interpreting federal regulations, makes recommendations reimplementation of program and reviews cases of non-compliance with requirements.

ORGANIZATION: Board relates directly to staff who in turn advises the Federal Government funding mechanism, the Commissioner of Human Services and the Health Facilities Advisory Council.

PROGRAM: Committee met to consider new uncompensated care for federal regulations. Discuss impact of this program with representatives of hospitals and municipal organizations, and to review a possible violation by a health facility.

COMPREHENSIVE HEALTH PLANNING AGENCY

MARK R. KNOWLES, DIRECTOR

Central Office: 295 State Street, Augusta 04330

Telephone: 289-2651

Established: 1967

Statutory Authority: M.R.S.A., Title 22, Section 253

Average Number of Full-Time Employees: 4

Authorized Employee Level: 6

Total Expenditure, Fiscal Year 1975: \$162,195

Organization:

Five (5) Areawide 'b' Agencies:

Southern Maine Comprehensive Health Association

Tri-County Health Planning Agency

Health Planning Council of Kennebec Valley

Northeast Health Planning Council

Arcostook Health Services Development, Inc.

PURPOSE: The principal objective of the Comprehensive Health Planning Agency is to improve the delivery of health care services to Maine citizens by bringing all components of the State's health care delivery system together in the planning of a rational and responsive system based upon the most effective use of available resources. This responsibility is given the Agency, as an administrative unit of the Department of Health and Welfare, pursuant to the authority of Public Law 89-749, "The Partnership for Health Act" of 1966. In addition, under the provisions of Section 1122 of P.L. 92-603, the Social Security amendments, the Agency has the statutory review and approval Authority for major additions and modifications of health services and facilities.

ORGANIZATION: The Comprehensive Health Planning Agency 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, 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.

HUMAN SERVICES

PROGRAM: In keeping with its major organizational responsibilities, the Comprehensive Health Planning Agency, during fiscal year 1975, took further steps to improve the delivery of health care services to Maine's citizens.

The Agency's "Burn Management in Maine" Study was released and its major recommendations which include the upgrading of facilities, additional training of personnel, and improved transportation and administrative networks, are being implemented.

At the request of the Joint Legislative Committee on Education of the Maine Legislature, the Agency undertook and completed an analysis of the issues surrounding the proposed School of Medicine in Maine. Subsequently, the Agency funded a study to be undertaken by a committee appointed by Governor Longley to address the problem of attracting more family practice physicians to medically underserved areas of the State.

Working with the five areawide health planning agencies, in its role as Designated Planning Agency, some 60 project requests for additions or changes to health care facilities and services were reviewed and acted upon. The total aggregate value of these projects is estimated at \$80 million.

The Comprehensive Health Planning Agency initiated and completed a study to determine the need for and potential placement of a Computerized Axial Tomography (C.A.T.) Scanner(s) in Maine. This highly sophisticated piece of equipment represents a major improvement in the method of detecting and analyzing certain types of conditions which are very difficult to diagnose using x-rays or other conventional methods.

In cooperation with Maine Blue Cross/Blue Shield and Home Health Care Programs, the Agency developed and implemented a health care data base and payment reimbursement system. This computer program was initially located at Community Health Services, Inc. in Portland and will be expanded to other agencies during the next fiscal year.

One of the primary objectives of the CHP Agency is to keep Maine's citizens informed and involved in health care developments. In keeping with this intent, a booklet entitled "A Report to the People of Maine" was prepared and given wide distribution. The "Report" traces the development and major program accomplishments of the CHP program explaining the role of consumers and providers in State and areawide Agency activities.

The CHP Agency funded and provided a staff member to serve as Project Director for development of a Statewide School-based Dental Health Education Plan. This program (which is expected to be operational in fiscal year 1976) will be administered by the Department of Health and Welfare's office of Dental Health and will provide the prevention mechanisms and evaluation criteria to impact on what has been widely described as one of the State's most serious public health problems—dental health.

One of the central goals of CHP is the development of a State Health Plan. During the current year great progress was made in defining needs and proposing methods of improving access to health care for Maine's citizens. The initial component of the State Plan is expected to be released in the middle of fiscal year 1976.

In January 1975 Congress enacted the National Health Planning and Resource Development Act (P.L. 93-641). Building upon the framework of existing legislation and programs, the law calls for the merging of planning, development and regulatory health care functions under one administrative unit. The preparation of an administrative transitional plan, a preliminary State Health Plan for use by the State Health Systems Agency and others, Certificate of Need Legislation and other transitional activities to facilitate implementation of the new organizations framework has been one of the tasks of the Agency. One of the ongoing and positive aspects of the new legislation is its emphasis on majority consumer participation in health care planning and decision-making.

FINANCES, FISCAL YEAR 1975:

Comprehensive Health Planning Agency	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$21,847		\$134,255		\$156,012
Total Expenditure	21,847		140,348		162,195
NET	0		(6,093)		(6,093)
Unexpended Balance Forward	0		(6,093)		(6,093)
Unexpended Balance Lapsed	0		0		0

MAINE MEDICAL LABORATORY COMMISSION

DAVID E. SMITH, DEPT. HUMAN SERVICES, COMMISSIONER

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2736

Established: 1975

Statutory Authority: Title 22, § 2026.

PURPOSE: To encourage the development of private Medical laboratories in Maine while safeguarding the Public Health. This Commission decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a re-organization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: Commission meets only when necessary or at least once per year.

HUMAN SERVICES

HEALTH FACILITIES ADVISORY COUNCIL

CARL O'DONNELL, DIRECTOR

RICHARD W. CAMPBELL, Field Examiner

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3506

Established: 1947

Statutory Authority: Title 22, § 1709.

Average Number of Full-Time Employees: 3

Authorized Employee Level: 3

PURPOSE: The Council reviews and approves revisions of the Hill Burton State Plan for Health Facility Planning. Construction and Modernization, reviews applications for federal construction funds (health facilities) and allocates such funds to approved projects.

ORGANIZATION: This council is a requirement of the Public Health Service Act (Hill-Burton Program) under Sec. 604(a)(3.)

PROGRAM: During FY 1975 the Advisory Council approved and funded a project for a replacement hospital at Dover-Foxcroft, and approved funding for equipment. Only projects at two hospitals in Lewiston.

FINANCES, FISCAL YEAR 1975:

Health Facilities Advisory Council	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$306				\$306
Total Expenditure	306				306
NET					
Unexpended Balance Forward					
Unexpended Balance Lapsed					

HUMAN SERVICES

STATE BOARD OF FUNERAL SERVICE

JOSEPH R. LaBEAU, CHAIRMAN

DR. GEORGE E. SULLIVAN, Director Bureau of Health

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3846

Established: N.A.

Statutory Authority: M.R.S.A. Title 32, Chapter 21

Average Number of Full-Time Employees: N.A.

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$8,133

PURPOSE: The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law as stated in Title 32, Chapter 21 Revised.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

FINANCES, FISCAL YEAR 1975:

State Board of Funeral Service	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$36,644			\$36,644
Total Expenditure		8,133			8,133
NET		28,511			28,511
Unexpended Balance Forward					
Unexpended Balance Lapsed					

**ADVISORY BOARD FOR LICENSURE OF
AMBULANCE SERVICES AND VEHICLES
AND PERSONNEL**

FARNUM FOLSUM, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-2411

Established: 1971

Statutory Authority: P.L. 1971, Title 32, Chapter 2-A Section 73

PURPOSE: The purpose of this board is to review and formulate recommendations to the Commissioner as to regulations and policies governing the licensing of ambulance services, vehicles and personnel.

ORGANIZATION: This Board has ten members and the Staff of the Emergency Medical Services Division.

PROGRAM: This Board has made several recommendations regarding the adoption of guidelines for licensure of personnel and vehicles.

HUMAN SERVICES

PLUMBERS' EXAMINING BOARD

DONALD HOXIE, EXECUTIVE OFFICER

Central Office: 221 State Street, Augusta, 04333

Telephone: 289-3826

Statutory Authority: M.R.S.A. Title 32, § 3401

Total Expenditure, Fiscal Year 1975: \$49,306

PURPOSE: In order to preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing and sewage disposal installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Board functions through the Department of Human Services and directly through the Director of the Division of Health Engineering who serves as Executive Officer.

PROGRAM:

Plumbers' Examining Board: Under Title XXXII, Chapter 49, as amended by Chapter 234 of Public Laws 1965, Sub-chapter III, provision is made for a Plumbers' Examining Board with the Executive Officer the Director of the Division of Health Engineering. It is assumed that by examination and licensing plumbers, a class of artisans will be developed that will result in a reduced health hazard by proper installation of plumbing. In fiscal year 1975, two examinations were held for Journeyman and Master plumbers. A total of 512 persons were examined, 167 persons were passed. Eight complaints were investigated related to licensing, 233 apprentices, 689 Journeyman and 979 Master plumbers were registered.

FINANCES, FISCAL YEAR 1975:

Plumbers Examining Board (sub-total)	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$52,717			\$52,717
Total Expenditure		49,306			49,306
NET		3,411			3,411
Unexpended Balance Forward		3,411			3,411
Unexpended Balance Lapsed					

BOARD OF SANITATION, LICENSING AND INSPECTION

DONALD HOXIE, DIRECTOR

Central Office: 221 State Street, Augusta 04333

Telephone: 289-3826

Statutory Authority: M.R.S.A. Title 5 Section 311

Organizational Units:

Board composition

Commissioner of Agriculture

Attorney General

Director of Health

PURPOSE: To eliminate needless duplication, travel and other expense in examination, licensing and inspection of those services under the jurisdiction of Department of Agriculture and Bureau of Health.

ORGANIZATION: This Board has not functioned at all in current years.

HUMAN SERVICES

DEPARTMENT OF INDIAN AFFAIRS

JOHN STEVENS, COMMISSIONER

S. GLENN STARBIRD, JR., Deputy Commissioner

Central Office: 236 State Street, Augusta 04333

Telephone: 289-2831

Established: 1965

Statutory Authority: M.R.S.A., Title 22, Chapter 1351

Average Number of Full-Time Employees: 34

Authorized Employee Level: 13

Total Expenditure, Fiscal Year 1975: \$647,973

Organizational Units:

LEAA (Indian Police)

Minor Repair Program

Off-Reservation Office

Alcohol Services Program

Alcohol Research Program

Alcohol Training Program

Land Management Unit

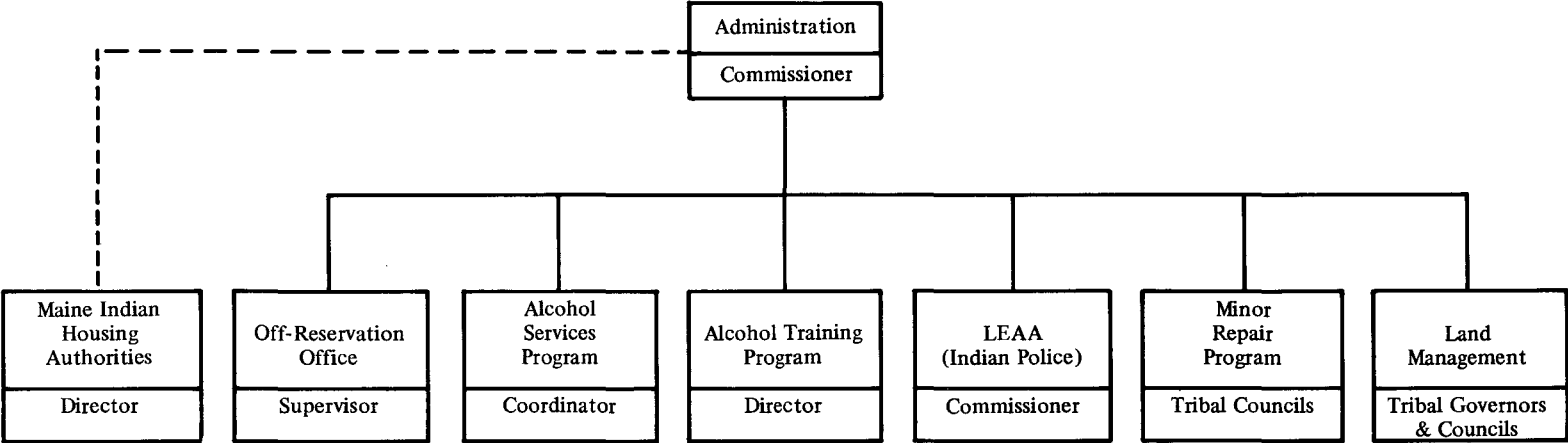
PURPOSE: The Department of Indian Affairs was established to assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine. The Department is authorized to exercise general supervision over the Indian tribes in Maine; to administer welfare, health planning and research, and maintain fiscal and general records; to oversee tribal elections, certify eligibility for tribal membership, and collect 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.

ORGANIZATION: 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 repealed 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.

PROGRAM: The Department of Indian Affairs in the past year tried to stress to Maine's three Indian communities the need to start taking some of the responsibilities for running their own programs. The Department has provided assistance in the development and administration of these programs, as follows:

Law Enforcement. The Indian Police Department has been in existence for a little over one year and has encountered numerous problems in which the Department has been directly involved in trying to resolve. One of the major problems in trying to run the Indian Law Enforcement Agency for the three Indian communities was recruitment of qualified Indians to apply for law enforcement positions and trying to provide the necessary training for Indian Police who do qualify. Due to the structure of the Law Enforcement Agency, it is impossible to have a training program and provide law enforcement at the same time because of a lack of funding. Another problem with this agency is the non-utilization of the Advisory Board by the local communities. This problem has been worked out in the past few months with each of the Tribal Governors and Councils.

**ORGANIZATION CHART
DEPARTMENT OF INDIAN AFFAIRS**



HUMAN SERVICES

The Indian Law Enforcement Agency, when it was first created, was a single operating unit; but this unit was inadequate to provide the necessary law enforcement for the three reservations. Now there are three individual units, with an overall supervisor called Commissioner of Law Enforcement. The Department has provided some matching funds to supplement a federal Law Enforcement Assistance Administration (LEAA) grant to adequately staff, train and equip the law enforcement agencies.

Employment. The Department has created a consortium for the three Indian communities to deal with labor problems. Funds are received from the U.S. Department of Labor.

Also, the Department has participated in the Comprehensive Employment and Training Act (CETA) Summer Youth Program, funded through the Department of Manpower Affairs. This is one of the better programs that the State is running for Maine Indian communities. Numerous letters and calls have been received from different institutions on the work performance of these Summer Youth workers.

Minor Repair Program. This program has been very well operated by the Tribal Governors and Councils for the past two years. The only major problem is lack of funds to meet the needs of individual communities.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF INDIAN AFFAIRS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$589,073		\$	\$	\$589,073
Departmental Operations	572,209				572,209
Transfers	16,864				16,864
Federal Grants			172,287		172,287
County & Municipal					
Private Contributions				615	615
Sales					
Services & Fees					
Other	10,400				10,400
Unexpended Balance Brought Forward	71,592		36,102	210	107,904
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	671,065		208,389	825	880,279

Monies received and deposited to the credit of the State					
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EXPENDITURES					
Total Personal Services	120,056		184,400		304,456
Wages & Salaries	110,043		170,962		281,005
Retirement	10,013		13,438		23,481
Total All Other	503,942		15,248	526	519,716
Contractual Services	129,463		12,517		141,980
Rents	4,675				4,675
Computer Services					
Commodities	3,503		2,731		6,234
Grants, Subsidies, Pensions	370,976			526	371,502
Transfers to Other Funds					
Other					
Total Capital Expenditures	23,975				23,975
Buildings & Improvements	23,975				23,975
Equipment					
Purchases of Land					
TOTAL EXPENDITURE	647,973		199,648	526	848,147

SUMMARY

Total Funds Available	671,065		208,389	825	880,279
Total Expenditure	647,973		199,648	526	848,147
NET	23,092		8,741	299	32,132
Unexpended Balance Forward	23,091		8,741	299	32,131
Unexpended Balance Lapsed	1				1

HUMAN SERVICES

Off-Reservation Office. This Office has been utilizing all resources available on the State and county levels. The Office has made progress in obtaining decent housing for the migrant workers in Aroostook County, and has assisted the Association of Aroostook Indians in getting federal funds for an alcoholism program and CETA program through State agencies.

Alcohol Services. The Department was instrumental in creating the Wabanaki Corporation to deal in alcoholism services for the Indian communities. The Wabanaki Corporation has established an office at 93 Main Street in Orono. The Department has provided the organization with matching funds to provide health services for alcoholics, and will match funds with the Department of Health and Welfare in the amount of \$80,000.

Alcohol Research Program. This program has been involved with research on the alcohol problem and its social consequences in Maine Indian communities, and with assessing needs and solutions to these problems. Applications were made to the National Institute of Alcohol Abuse and Alcoholism (NIAAA) Special Projects for a comprehensive alcohol services program in six communities. Funding came through in April, 1975. Since then, the Research Program has assisted with phase-in and liaison work with the new service program. (The grantee is the Wabanaki Corporation.) When NIAAA funding ran out for the Research Program itself, additional monies were obtained through the Social Security Act, Title VI, the Governor and Executive Council, and the State's Office of Alcoholism and Drug Abuse Prevention. The program continued until July 1, 1975.

During the past year, the Research Program also submitted a grant application to the NIAAA Training Branch for training the Indian Alcohol Services staff. The grant was one of four in the nation to fund the training of Indian peoples. The Research Director worked on negotiations with the University of Maine in relation to the Training Program.

Beginning in April, 1975, the Research Program began a newsletter called the *Beaver Tale* which goes to every Indian family in Maine to inform them about the new alcohol services through the medium of old Indian legends. This newsletter is still being produced with funds deposited with the post office and printer, and will be continued by the Wabanaki Corporation. The former Director of Alcohol Research is now functioning as coordinator of the Alcohol Training Program for an interim period.

Alcohol Training Program. Space is being provided by the Department to an Interim Alcohol Training Director until approximately September, 1975, when the position will be permanently filled. The Interim Training Director is paid by the Wabanaki Corporation with NIAAA monies. The main activities concern planning curriculum, use of audio-visual methods, looking for permanent staff and negotiating with the University of Maine. The Interim Director also produces the newsletter.

MAINE INDIAN HOUSING AUTHORITIES PENOBSCOT RESERVATION HOUSING AUTHORITY

MORRIS P. CARPENTER, Chairman

PLEASANT POINT HOUSING AUTHORITY

CLIVE DORE, Chairman

INDIAN TOWNSHIP RESERVATION HOUSING AUTHORITY

CHARLES HICKS, Chairman

Central Office: Penobscot: Indian Island, Old Town 04468
Pleasant Point: Perry 04667
Indian Township: Princeton 04668

Telephone: 827-7121
853-4603
796-2856

Established: 1965

Statutory Authority: M.R.S.A., Title 22, Chapter 1352

Average Number of Full-Time Employees: N.A.

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$73,043

PURPOSE: The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding

HUMAN SERVICES

production of better housing and more desirable neighborhood and community developments at lower cost. Residential construction activities of the Authorities must be consistent with the Maine Housing Authorities Act, except as otherwise provided by the Maine Indian Housing Authority Law, and with the advice and consent of the respective 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.

ORGANIZATION: In 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of the State's three reservations: the Penobscot Tribal reservation at Indian Island, Old Town, and the two reservations of the Passamaquoddy Tribe at Pleasant Point and Indian Township. Each Authority is composed of five commissioners appointed by the reservation governor with the advice and consent of the tribal council, for terms of five years. No less than four of the commissioners, including the chairman, must be members of the tribe of the respective reservation. Each Authority elects a chairman and other officers from among its membership.

PROGRAM: The three Maine Indian Housing Authorities have accomplished many of their major goals in the past year, and are to be commended for the quality of work that they have done since their creation. These are some of the best organized units on the three reservations. Their overall performance is reflected in major accomplishments listed as follows:

Four water and sewer plants were completed or are soon to be completed by the Housing Authorities. Eighty-seven homes have been completed at the two Passamaquoddy reservations and thirty-two units are being constructed on the Penobscot Reservation. They also have been awarded sixty-two new units for the Passamaquoddy Housing Authorities and are in the process of constructing twelve recreational cottages for the economic development of Indian Township. The most encouraging trend is that the three Housing Authorities are beginning to contract major parts of the construction of these homes to individual Indian construction companies. The Department feels that the Housing Authorities have been the driving force in employing a lot of the unemployed people on the reservations.

FINANCES, FISCAL YEAR 1975:

Maine Indian Housing Authorities	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$73,043				\$73,043
Total Expenditure	73,043				73,043
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

JOHN E. ROSSER, ED.D., COMMISSIONER

Central Office: State Office Building, Augusta 04333

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: 2,691

Authorized Employee Level: 2,793

Total Expenditure, Fiscal Year 1975: \$37,294,801

Organizational Units:

Division of Administrative Services

Bureau of Mental Retardation

Bureau of Mental Health

Bureau of Corrections

Committee on Mental Health

State Parole Board

Planning and Advisory Council for Developmental Disabilities

Services and Facilities Construction

Maine Committee on Problems of the Mentally Retarded

Interstate Compact on Mental Health

Uniform Act for Out-of-State Parolee Supervision

Uniform Interstate Compact on Juveniles

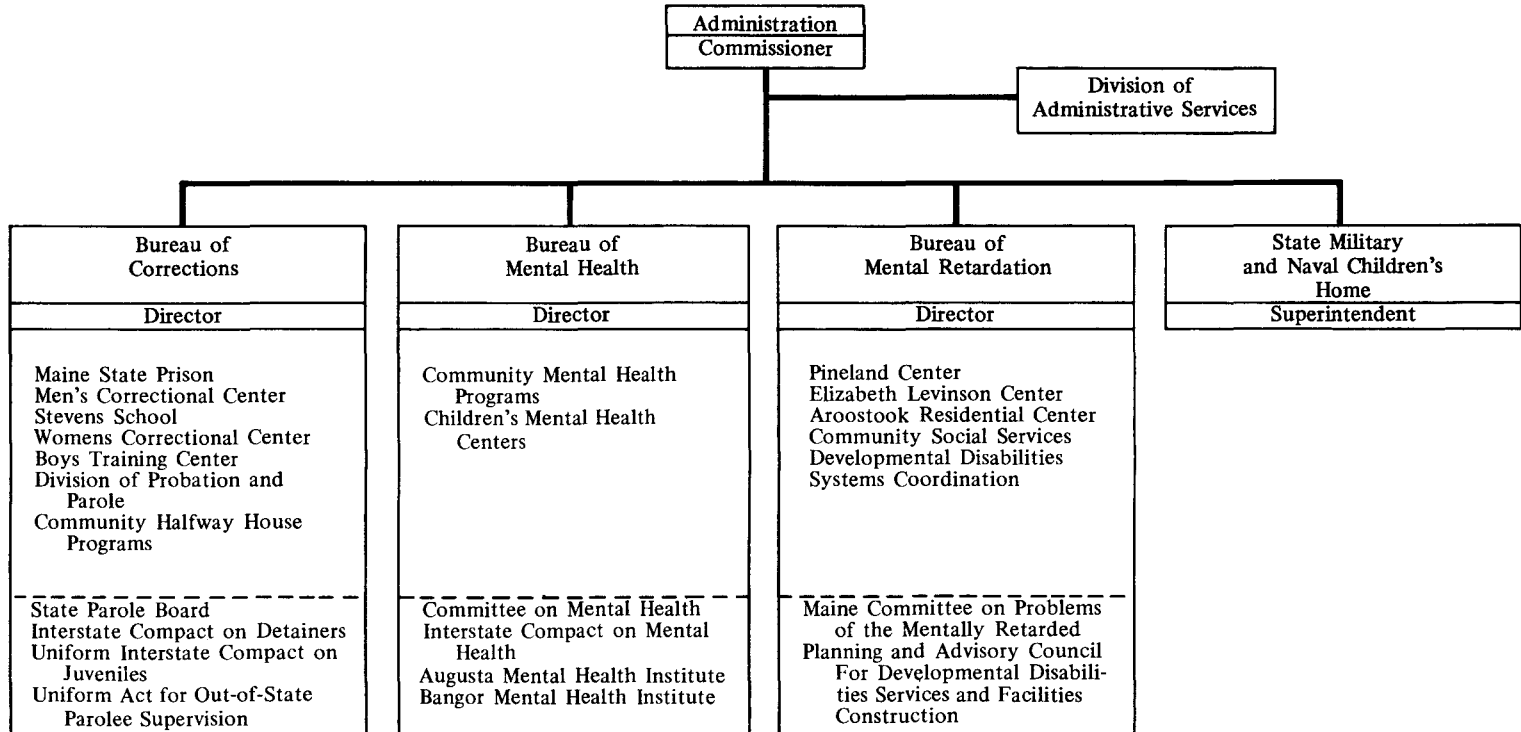
Interstate Compact on Detainers

PURPOSE: The Department of Mental Health and Corrections was established 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. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons 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.

ORGANIZATION: 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. A Division of Administrative Services was created by executive action in 1974.

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 within 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, Boys Training Center, and Stevens School —

**ORGANIZATION CHART
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS**



HUMAN SERVICES

Women's Correctional Center. 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 Women's Correctional Center in Skowhegan and provided for its relocation at Hallowell on the grounds of Stevens School.

PROGRAM:

Planning. During fiscal year 1975, planning efforts of the Department of Mental Health and Corrections were directed toward more effective delivery of services in three areas: corrections, mental health and mental retardation (institutions), and mental health centers. A new planning unit within the Division of Administrative Services has been instrumental in expediting these efforts.

Corrections. Within existing resources, the planning effort focused upon the projected movement of the juvenile girls program at Stevens School to the Boys Training Center, and the movement of the Women's Correctional Center program to the campus of the Men's Correctional Center. Cost savings realized from this move would be channeled into Probation and Parole, Men's Correctional Center and Maine State Prison, where increased population is anticipated during fiscal year 1976. The plan also contemplates expansion of the pre-release center at Bangor and the establishment of a pre-release center at the Men's Correctional Center.

Mental Health and Mental Retardation (Institutions). The basic concept of this planning effort is to explore and develop ways to consolidate services of the three major institutions, Pineland Center, Bangor Mental Health Institute and Augusta Mental Health Institute. Client needs regarding those of suitability of institutional services and accommodations, and cost of specific units have been determined in order to assess possible moves to appropriate and more efficient locales.

Mental Health Center. A planning advisory group, consisting of departmental bureau directors, mental health institution superintendents and representatives of community mental health centers, is working to define service areas that can be combined or coordinated at the community level, and is looking at regions as they now exist to determine where overlapping services exist. The objective is a three-year plan for more effective coordination of program efforts in all three service areas — mental health, corrections and mental retardation.

Personnel and Budget. Major personnel activity during fiscal year 1975 involved the resignation of the Superintendent at Pineland Center and the search for his successor. Also, a new Acting Director of the Bureau of Mental Retardation was appointed, along with an Acting Director of the Division of Administration Services. An Affirmative Action plan was completed and circulated to all administrative units. In the general area of personnel, there were 2,773 authorized positions in all administrative units for the fiscal year, compared with 2,909 authorized positions in fiscal year 1974. In the area of cost control, the Department instituted or will institute the following practices: monitoring of food purchases and consolidation of institutional food and fuel budgets. Plans are being implemented for the consolidation of institutional laundry, pharmaceutical and dental services and phasing out of employee housing. All of these should result in substantial savings.

Children's Services. The Children's Psychiatric Hospital at Pineland Center was phased out during fiscal year 1974 as being inadequate to meet the needs of children sent there. The Department (through the Bureau of Mental Health) purchased services in private facilities for emotionally disturbed children for 11 children in fiscal year 1974 and 70 children in 1975. There will be 80 slots purchased in fiscal year 1976.

Advocacy. The Patient-Inmate Advocacy Program, established in fiscal year 1973 and expanded in fiscal year 1974, was given permanent status by the 107th Legislature during fiscal year 1975. There are now the following staff: the advocate in the central office who supervises and coordinates the program throughout the Department; two advocates at the Augusta Mental Health Institute; one at Bangor Mental Health Institute; one at Pineland Center; and one for the Boys Training Center and Men's Correctional Center combined. The total staff of six can be used interchangeably as necessary.

Evaluation. The Department neared completion of a \$300,000 two-year Mental Health Management Information System planning-demonstration project that started on November 1, 1973. The system, which will now go into operational status, will provide for cost accounting mechanisms, patient movement data, service delivery data and demographic data. The final product will provide a means for outcome evaluation of the various mental health programs and services at both the institutional and community mental health center level. Also, the

HUMAN SERVICES

Department's planning staff has developed an accountability system for the community mental health centers which will go into effect with service delivery contracts let during fiscal year 1976.

Deinstitutionalization. The trend of lower institutional populations continued in fiscal year 1975, although at a reduced level, indicating a possible leveling off of institutional population. The total in-resident population of all institutions in the Department at the end of the fiscal year was 1,985, compared with 2,186 the previous year. This represents a 9.2 per cent decrease, in comparison to the 11.10 per cent decrease of the previous year. The daily average in-residence population of all institutions for the fiscal year was 2,230.7. This was down from 2,372.05 average daily population in the previous fiscal year. The growth and improvement of community alternatives and effective follow-up of patients and inmates who are released continued during the year. The reduction in population also permitted the improvement of institutional programs themselves and their shifting from custodial to treatment type programs. This is manifested, for example, by the fact that the Augusta Mental Health Institute was fully accredited by the Joint Commission on Hospital Accreditation.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$31,352,044	\$	\$	\$	\$31,352,044
Departmental Operations	30,187,546				30,187,546
Transfers	1,164,498	(419,288)	615,101	171,316	1,531,627
Federal Grants			1,359,821		1,359,821
County & Municipal					
Private Contributions		6,724		1,320	8,044
Sales		29,819		232,955	262,774
Services & Fees		828,358		7,783	836,141
Other	27,447	(250,932)			(223,485)
Unexpended Balance Brought Forward	3,284,992	2,100,329	444,810	1,682,098	7,512,229
Adjustment of Balance Brought Forward	(61,778)	(453)	(12,819)		(75,050)
TOTAL FUNDS AVAILABLE	34,602,705	2,294,557	2,406,913	2,095,472	41,399,647

Monies received and deposited to credit of the State	1,641,350	7,486			1,648,836
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EXPENDITURES					
Total Personal Services	25,414,335	120,210	832,256	155,957	26,522,758
Wages & Salaries	23,059,647	116,214	764,464	143,269	24,083,594
Retirement	2,354,688	3,996	67,792	12,688	2,439,164
Total All Other	6,885,130	190,174	1,092,691	171,892	8,339,887
Contractual Services	2,166,439	91,796	869,926	66,665	3,194,826
Rents	46,950				46,950
Computer Services	23,488		1,004		24,492
Commodities	3,637,711	21,330	61,149	94,249	3,814,439
Grants, Subsidies, Pensions	451,825	62,348	174,467		688,640
Transfers to Other Funds	397,040	14,700			411,740
Other	206,263		10,346	10,978	227,587
Total Capital Expenditures	716,432	764,477	66,556	884,691	2,432,156
Buildings & Improvements	526,781	746,121	12,565	831,254	2,116,721
Equipment	189,651	18,356	53,991	53,437	315,435
Purchases of Land					
TOTAL EXPENDITURE	33,015,897	1,074,861	1,991,503	1,212,540	37,294,801

SUMMARY

Total Funds Available	34,602,705	2,294,557	2,406,913	2,095,472	41,399,647
Total Expenditure	33,015,897	1,074,861	1,991,503	1,212,540	37,294,801
NET	1,586,808	1,219,696	415,410	882,932	4,104,846
Unexpended Balance Forward	1,551,024	1,208,725	415,410	880,638	4,055,797
Unexpended Balance Lapsed	35,784	10,971		2,294	49,049

HUMAN SERVICES

BUREAU OF MENTAL HEALTH WILLIAM E. SCHUMACHER, M.D., DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 289-3161

Established: 1959

Statutory Authority: M.R.S.A., Title 34, Chapters 181, 183, 197

Average Number of Full-Time Employees: 1,296

Authorized Employee Level: 1,399

Total Expenditure, Fiscal Year 1975: \$16,480,453

Organizational Units:

Community Mental Health Services
Committee on Mental Health
Interstate Compact on Mental Health

Augusta Mental Health Institute
Bangor Mental Health Institute
State Military and Naval Children's Home

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental and emotional ills and disabilities. The Bureau 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. The Committee on Mental Health provides advice to the Bureau relative to programs and policies and approves the appointment of mental health institution superintendents.

ORGANIZATION: 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, also created in 1959, serves as a citizens' group consisting 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.

PROGRAM: During the past, the Bureau of Mental Health has been primarily engaged in promoting and organizing an effective, integrated, coordinated and comprehensive mental health care system. Toward this goal, the Bureau, the two mental health institutes and the eight community mental health centers have been engaging in mutually determined goals and objectives to define the responsibilities of each and measures of accountability for the attainment of the goals and objectives as defined for each component of the service delivery system. Cooperation has been excellent and resources have been shared from the institutes with the community mental health centers as responsibilities have been transferred from the institutional base to the community base. Added to the federal, State and local funding, these shared resources have assisted in program expansion and in the development of comprehensive centers in the two areas which did not offer a full range of mental health services — the Bath-Brunswick area and the Midcoast area based in Rockland. When the Pen Bay Medical Center opens in the fall of 1975, all areas of the State will have fully operational community mental health centers, the last two without federal financial assistance.

The institutional resources committed to the communities (some \$770,000 annually) have been legislatively shifted from the institutional budgets to the community mental health budget effective July 1, 1975, making the shift of resources permanent and expanding the firm financial commitment of State funds to community programs.

The Department's goal of reduction of institutional care has been maintained. The institutional advocacy program has been strengthened and introduced to the community mental health centers.

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Children who require institutional care because of mental health problems are being treated in private residential placements appropriate to their needs and treatment requirements. As of June, 1975, there were eighty children in such care, but a waiting list has developed made up of an equal number of children needing residential care for whom financial resources for payment for care are not available. Current expenditures for the fee-for-service residential care are at the level of \$725,000 annually. Some \$111,000 is being spent as grant support for community mental health center programs for children to forestall the need for residential care. An unmet need is residential treatment services for emotionally or behavioristically disturbed adolescents. A gratifying cooperative approach to the problems of emotionally disturbed children has developed between this Department and the Department of Educational and Cultural Services. However, in spite of expanded facilities for residential care, unmet mental health needs of children and youth present a continuing problem.

With the decentralization of the mental health service base to the communities, the institutes have experienced a small further reduction of their residential populations, with substantial improvement in the quality of services they are able to render to their patients. Augusta Mental

FINANCES, FISCAL YEAR 1975:

DETAIL

Bureau of Mental Health	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$14,960,780	\$	\$	\$	\$14,960,780
Departmental Operations	14,916,628				14,916,628
Transfers	44,152	11,770	15,299		71,221
Federal Grants			156,024		156,024
County & Municipal					
Private Contributions		6,724			6,724
Sales					
Services & Fees					
Other					
Unexpended Balance Brought Forward	1,886,279	907,683	68,967	328,688	3,191,617
Adjustment of Balance Brought Forward	(34,408)	(3,277)	(3,686)		(41,371)
TOTAL FUNDS AVAILABLE	16,812,651	922,900	236,604	328,688	18,300,843

Monies received and deposited to the credit of the State	1,237,883				1,237,883
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EXPENDITURES					
Total Personal Services	11,969,924	73,327	146,016		12,189,267
Wages & Salaries	10,894,119	72,949	132,462		11,099,530
Retirement	1,075,805	378	13,554		1,089,737
Total All Other	3,376,558	30,640	28,384	3,966	3,439,548
Contractual Services	959,231	6,640	16,139	3,835	985,845
Rents	18,211				18,211
Computer Services	18,879				18,879
Commodities	1,716,859		12,245	131	1,729,235
Grants, Subsidies, Pensions	155,058	15,000			170,058
Transfers to Other Funds	397,040	9,000			406,040
Other	124,761				124,761
Total Capital Expenditures	259,563	373,402	16,412	202,261	851,638
Buildings & Improvements	165,929	372,618	1,935	201,696	742,178
Equipment	93,634	784	14,477	565	109,460
Purchases of Land					
TOTAL EXPENDITURE	15,606,045	477,369	190,812	206,227	16,480,453

SUMMARY

Total Funds Available	16,812,651	922,900	236,604	328,688	18,300,843
Total Expenditure	15,606,045	477,369	190,812	206,227	16,480,453
NET	1,206,606	445,531	45,792	122,461	1,820,390
Unexpended Balance Forward	1,181,753	445,531	45,792	122,461	1,795,537
Unexpended Balance Lapsed	24,853				24,853

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Health Institute in June, 1975 had approximately 397 inpatients, while Bangor Mental Health Institute had approximately 346 inpatients.

In the administrative operation of the Department, goals and objectives are defined annually and used for accountability. The role of the Bureau of Mental Health in relation to this accountability and other measures of accountability are being strengthened. The provision of direct services is becoming less of a responsibility of the Bureau. Monitoring, auditing and accountability are responsibilities requiring extensive changes in the orientation and structure of the staff of the Bureau and Department.

AUGUSTA MENTAL HEALTH INSTITUTE ROY A. ETLINGER, SUPERINTENDENT

Central Office: P.O. Box 724, Augusta 04333

Telephone: 622-3751

Established: 1840

Statutory Authority: M.R.S.A., Title 34, Chapters 185, 195;
Title 15, Chapter 5

Average Number of Full-Time Employees: 702

Authorized Employee Level: 778

Total Expenditure, Fiscal Year 1975: \$9,234,780

Organizational Units:

Hospital Services

Program Evaluation

Clinical Services

Staff Development

Resident Education and Rehabilitation

Business Services

PURPOSE: The Augusta Mental Health Institute was established to treat and restore to optimal mental, social, medical health and vocational and economic usefulness, citizens of Maine who require long-term mental health care. The Institute is charged with the responsibility of providing hospitalization for the mentally ill, and 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. 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.

ORGANIZATION: The Augusta Mental Health Institute was established in 1840 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. 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: In the 1974-1975 fiscal year, the Augusta Mental Health Institute (AMHI) continued to pursue goals designed to fulfill its mission in the continuum of community mental health services. Programs were evaluated and modified as necessary. The Institute continued to return to the community those patients no longer requiring the twenty-four hour services of a specialized psychiatric hospital. This is reflected in the 806 admissions and 877 discharges, with

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an average daily population of 427, as compared with an average daily population of 520 in the previous year. The census on June 30, 1975, was 397. However, in the last quarter of the fiscal year, admissions had increased to an annual rate of 1,000 or more, placing an additional strain on resources, already about to be curtailed due to budget reductions.

In the late spring of 1975, the Institute conducted an intensive self-examination and study to determine how to provide maximum quality services to patients and to the citizens of Maine on a substantially reduced budget. As a result, psychiatric treatment teams were reduced from nine to seven, one patient dormitory building (Harlow) was closed, and the nurses' residence for employees was scheduled to be phased out by the fall of 1975. The use of outside professional consultants, and of out-of-state travel were curtailed. Procedures were designed for the more effective use of inventories. Changes in the heating system, including replacement of two boilers, achieved much greater fuel efficiency. The budget reductions required the loss of approximately 120 permanent personnel positions, one-third of which occurred through layoffs at the end of the year.

In mid-May, 1975, the Institute was surveyed by a representative of the Accreditation Council for Psychiatric Facilities of the Joint Commission on Accreditation for the maximum period of two years. The Joint Commission recommended further efforts to improve privacy for patients in their living quarters and continuing refinement of the medical record. A recommendation for expansion of activity therapy services on the teams was already being implemented before the close of the fiscal year.

The needs of those extended care patients who are not ready for community living are being met more appropriately through an expanded system of transitional living arrangements which enables them to move from institutional dormitories to small boarding and apartment type housing on the grounds of the Institute.

The rehabilitation needs of AMHI residents are being met more fully through expanded Resident Education and Rehabilitation programming which now includes community placement workers. This expansion was made possible by a National Institute of Mental Health Hospital Improvement Project grant.

A Staff Development grant assisted the Institute in providing expanded programs for upgrading of personnel skills. During this year, Grand Rounds were instituted and conducted regularly as a means of developing team competence through the case study approach.

The provision of aftercare services in the patients' home communities continued to be performed by AMHI personnel working out of local community mental health centers. But at the end of this fiscal year, these services were to be performed directly by the centers, with the financing to be transferred to the grant-in-aid program of the Bureau of Mental Health.

FINANCES, FISCAL YEAR 1975:

Augusta Mental Health Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,959,610	\$888,148	\$96,597		\$9,944,355
Total Expenditure	8,694,295	451,212	89,274		9,234,781
NET	265,315	436,936	7,323		709,574
Unexpended Balance Forward	247,680	436,936	7,323		691,939
Unexpended Balance Lapsed	17,635				17,635

BANGOR MENTAL HEALTH INSTITUTE JOSEPH SAXL, SUPERINTENDENT

Central Office: P.O. Box 926, Bangor 04401

Telephone: 947-6981

Established: 1885

Statutory Authority: M.R.S.A., Title 34, Chapters 185, 195;
Title 15, Chapter 5

Average Number of Full-Time Employees: 569

Authorized Employee Level: 595

Total Expenditure, Fiscal Year 1975: \$7,085,989

Organizational Units:

Institute Services
Medical and Clinical Services

Education and Rehabilitation Services
Program Evaluation and Research Utilization

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PURPOSE: The Bangor Mental Health Institute was established to rehabilitate citizens of the State of Maine who require intermediate and long-term mental health care. The 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 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.

ORGANIZATION: 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 1975, changes in the organizational structure of the Bangor Mental Health Institute were directly related to significant modifications in treatment orientation and philosophy. Duties of administrative staff with clinical training and experience were redistributed to allow time for these individuals to become directly involved in treatment programming. The intent — and result — of this redirection was to accelerate the Institute's progress toward being in a position to provide quality professional mental health care to all of its clientele. Concurrently, the therapeutic orientation shifted from an exclusively behavioral posture to one reflective of eclecticism and supportive of thoughtful forays into emergent and innovative treatment modalities.

Parallel to the change in treatment philosophy and increase in professional input have been a variety of specific programmatic modifications. The Program on Aging was redefined to be more clearly treatment-oriented, with an emphasis on utilizing behavior modification social role therapy, reality orientation and rehabilitative and deterioration preventing therapies in the context of a therapeutic community. Also during this period, the funding for the behavior modification program for geriatric patients was renewed and a special day-program was initiated to serve a small group of retarded and/or autistic adolescents and young adults. The activities programs are restructured to increase the availability of meaningful off-ward programming, and resident education efforts were intensified. Also, a program utilizing bilingual staff was developed to serve the Franco-American clients of the Institute, partially funded by a recently obtained federal grant.

Staff Services. In keeping with the intensification of treatment programming, in-service education efforts have been increased and streamlined to include greater use of video tape and multi-media approaches. In addition, efforts have been made to enhance labor relations via a series of regular informal meetings between the Superintendent and representatives of relevant labor organizations. Staff recruitment has intensified in the direction of increasing the Institute's professional staff complement.

Program Evaluation. During the year, the Institute's Department of Program Evaluation and Research Utilization completed a major study of the employed group behavior modification efforts and began the initial steps to integrate computer-stored patient information into the evolving Maine Mental Health Information System.

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Capital Improvements. A major effort was directed at improving and upgrading the physical environment of the Institute during the year. At a cost of approximately \$133,000, underground steam lines to Pooler Pavilion were replaced and Wards D-2 and D-3 were prepared for renovation. Concurrently, a new fuel tank was installed as a part of the heating system in Hedin Hall, a quarter-way house on the grounds of the Institute. Slightly in excess of \$3,000 was expended to put into service a gymnasium which will serve both the Institute and the Eastern Maine Vocational-Technical Institute. At a cost of approximately \$64,000, the new maintenance building was completed and occupied.

A variety of fire prevention measures were taken, including the installation of a dry chemical extinguisher system in the main building and the completion of the smoke tower for K building (expenditures approximately \$10,000).

The major capital improvement during the year involved improvement and expansion of the Institute's parking lots, roads and exterior lighting at a total cost of approximately \$87,000.

FINANCES, FISCAL YEAR 1975:

Bangor Mental Health Institute	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$7,691,602	\$34,752	\$139,886	\$321,666	\$8,187,906
Total Expenditure	6,758,643	26,157	101,538	199,651	7,085,989
NET	932,959	8,595	38,348	122,015	1,101,917
Unexpended Balance Forward	926,468	8,595	38,348	122,015	1,095,426
Unexpended Balance Lapsed	6,491				6,491

STATE MILITARY AND NAVAL CHILDREN'S HOME ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: 103 South Street, Bath 04530

Telephone: 443-4251

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 1975: \$159,683

PURPOSE: The State Military and Naval Children's Home was established 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. The Home is responsible for the rearing and educating of the poor and neglected children of the 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.

ORGANIZATION: The State Military and Naval Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. 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 Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: The average daily number of children in residence at the State Military and Naval Children's Home is twenty-two. The children attend the Bath public schools, are active in

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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 1975:

State Military and Naval Children's Home	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$161,439		\$121	\$7,022	\$168,582
Total Expenditure	153,107			6,576	159,683
NET	8,333		121	446	8,900
Unexpended Balance Forward	7,606		121	446	8,173
Unexpended Balance Lapsed	727				727

BUREAU OF MENTAL RETARDATION

KEVIN C. BAACK, Ph.D., ACTING DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 289-3161

Established: 1969

Statutory Authority: M.R.S.A., Title 34, Chapter 184

Average Number of Full-Time Employees: 725

Authorized Employee Level: 731

Total Expenditure, Fiscal Year 1975: \$9,758,714

Organizational Units:

Pineland Center

Aroostook Residential Center

Elizabeth Levinson Center

Maine Committee on the Problems of the Mentally Retarded

Planning and Advisory Council for Developmental Disabilities Services and Facilities Construction

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are also available to mentally retarded citizens and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for 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.

ORGANIZATION: 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: In coordination with the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. Approximately \$2.4 million were secured by these agencies in fiscal year 1975 through the assistance of the Administrators.

The staff of the Community Social Services program was expanded from eighteen to twenty-four, made possible by federal monies, allowing increased monitoring of boarding and nursing home operators. In addition, the Community Social Services staff functioned as individual

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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 Developmental Disabilities staff has completed regional planning, and for purposes of consumer input, regional developmental disabilities advisory committees have been established. A major accomplishment was 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.

Regional staff have been working with public and private agencies to fill gaps in services for the mentally retarded on a local basis. The prime emphasis for this year has been to assure that formerly institutionalized persons are provided necessary community services, and that mentally retarded persons do not become at risk of unnecessary institutionalization.

FINANCES, FISCAL YEAR 1975:

DETAIL

Bureau of Mental Retardation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$7,586,280	\$	\$	\$	\$7,586,280
Departmental Operations	7,095,839				7,095,839
Transfers	490,441	(445,453)	564,879	162,916	727,783
Federal Grants			578,689		578,689
County & Municipal					
Private Contributions				1,320	1,320
Sales		21,847			21,847
Services & Fees		828,358			828,358
Other		(250,932)			(250,932)
Unexpended Balance Brought Forward	421,954	343,320	132,975	926,643	1,824,892
Adjustment of Balance Brought Forward	(14,530)				(14,530)
TOTAL FUNDS AVAILABLE	7,993,704	497,140	1,276,543	1,090,879	10,858,266
Monies received and deposited to the credit of the State	358,870				358,870

EXPENDITURES					
Total Personal Services	6,285,078	11,004	213,123	21,583	6,530,788
Wages & Salaries	5,717,993	10,213	193,843	21,201	5,943,250
Retirement	567,085	791	19,280	382	587,538
Total All Other	1,569,328	124,965	758,572	44,538	2,497,403
Contractual Services	382,057	74,016	651,979	40,975	1,149,027
Rents	13,936				13,936
Computer Services	4,609		1,004		5,613
Commodities	958,841	3,601	31,344	3,563	997,349
Grants, Subsidies, Pensions	254,697	47,348	98,446		400,491
Transfers to Other Funds					
Other					
Total Capital Expenditures	51,384	3,948	24,278	650,913	730,523
Buildings & Improvements			1,836	614,070	615,906
Equipment	51,384	3,948	22,442	36,843	114,617
Purchases of Land					
TOTAL EXPENDITURE	7,905,790	139,917	995,973	717,034	9,758,714

SUMMARY

Total Funds Available	7,993,704	497,140	1,276,543	1,090,879	10,858,266
Total Expenditure	7,905,790	139,917	995,973	717,034	9,758,714
NET	87,914	357,223	280,570	373,845	1,099,552
Unexpended Balance Forward	86,515	357,223	280,570	373,845	1,098,153
Unexpended Balance Lapsed	1,399				1,399

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PINELAND CENTER MARGARET I. BRUNS, ACTING SUPERINTENDENT

Central Office: P.O. Box C, Pownal 04096

Telephone: 688-4811

Established: 1907

*Statutory Authority:*¹ M.R.S.A., Title 34, Chapter 187;
Private and Special Laws, 1973, Chapter 53

Average Number of Full-Time Employees: 646

Authorized Employee Level: 650

Total Expenditure, Fiscal Year 1975: \$7,799,237

Organizational Units:

Primary Development Unit

Child/Youth Unit

Adult Community Living Unit

Personnel

Staff Development

Intake and Placement

Community Consultant Service

Learning Support Services

Medical Support Services

Business Services

Management Information

PURPOSE: Pineland Center was established to provide training, education, treatment and care for persons who are mentally retarded or mentally ill. It 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.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the 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. Over 1,000 acres of the Pineland Center site were transferred to the Department of Conservation in 1974.

PROGRAM: Pineland Center has been going through dynamic changes over the past two years. Programming of clients, organization of services and relationships with community programming have been the primary targets of many changes. Many effects on service delivery have been made that have improved the daily living and future prospects of Maine's retarded citizens.

Over the past year, Pineland's client population not only declined, but as anticipated, became more concentrated with severe mental, physical and emotional handicaps. On the community front, almost 150 new cases referred to the Fixed Point of Referral in the six mental retardation regions were handled entirely for programming and consultation by the community staff without need to involve Pineland's services. Patterns of rapid change such as this, especially when there are no other state patterns to follow, require that the participants continually assess their practices and positions in order to make the adjustments that keep the changes on target.

In November of 1973, the concepts of unitization and the developmental model were the basis for the reorganization of services. Changes in the characteristics of the client population now require a thorough program review, using the developmental model and refining the organizational structure in order to provide services which result in optimum client development.

Thus, the purpose of this reorganization effort is to increase the quality of services provided by Pineland Center through better utilization of personnel resources, recognizing the present day economic condition and the need to attain the level of individual programming as set forth in the Joint Commission of Accreditation of Hospitals for Mental Retardation Facilities.

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FINANCES, FISCAL YEAR 1975:

Pineland Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,892,890	\$39,221	\$236,315	\$1,078,300	\$8,246,726
Total Expenditure	6,854,052	29,684	204,421	711,080	7,799,237
NET	38,838	9,537	31,894	367,220	447,489
Unexpended Balance Forward	38,599	9,537	31,894	367,220	447,489
Unexpended Balance Lapsed	239				239

ELIZABETH LEVINSON CENTER RICHARD LEPORE, DIRECTOR

Central Office: 159 Hogan Road, Bangor 04401

Telephone: 947-6136

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 1975: \$711,854

PURPOSE: The Elizabeth Levinson Center was established 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. The 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.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the Director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Corrections. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: 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. One of the goals of the Elizabeth Levinson Center is to stimulate the development of small pediatric nursing facilities in communities so that these young people can be cared for closer to home.

During the past year, the Center participated in the development of a Pediatric Wing in the Klearview Nursing Home. This involved training their staff and assisting with the development of programs for young people who reside there.

The Long Term Training program centers around the development of adaptive behavior in the activities of daily living (eating, dressing, toilet and hygiene) and with speech and ambulation. The Center has provided this training to develop levels of potential that might eventually result in an individual's return to the community or transfer to another type of shelter living environment. The training is facilitated by expert medical care and surgical intervention. The Center attempts to stimulate early intervention and prevention for the severely handicapped. It has conducted seminars at the Center for community nurses, symposiums for

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other 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 maintained in the community. The Center implemented a Problem Oriented Record System for implementing and recording training programs, insuring that residents are provided with appropriate training programs. Also, this system is designed to insure that the programs can be assessed for effectiveness in remediating the presented difficulty.

The Short Term Training program is similar to the Long Term Training program 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 of all this information — medical, physical therapy, occupational therapy, educational and social — is brought together to formulate a program of training and remediation that hopefully could be used by parents, schools and other community services to better serve the needs of the individual and his family. The Center has evaluated some thirty-five children during the past year, and currently has a slight waiting list of people who would like to take advantage of this service. The Center has participated in the development of a consortium of community agencies to form a community-based Child Development Center that will diagnose, evaluate and provide follow-up services to all developmentally disabled children.

During the past year, the Center has developed a family program to stimulate alternatives to institutionalization. This program tries to reach families that would be interested in taking on the care of a retarded child. Placements are arranged and the child is placed into a normalized environment. This is an especially vital program, as well as one that eventually could reduce the high cost of institutionalization not only in economic terms but also in the more human terms of normalization. Eight children placed in home training homes as of June 30th. The Center was commended for the implementation of an innovative and aggressive program to assist deinstitutionalization. However, the majority of the funds to implement this program were from a federal grant which was not renewed due to a change in federal guidelines. The Center will be looking for a means to continue this essential program.

A Traveling Trainer program, designed as a community out-reach service, was developed at the Center under another federal grant. Initially, there were only two people funded under the grant. Their duties involved traveling to community homes or other community facilities to help evaluate the need for services, to plan and help implement a program for home training and to provide follow-up. In the course of a year, the two traveling trainers developed a caseload of forty and serviced approximately twelve day-care or other types of community facilities. The success of this program stimulated the development of a statewide program of traveling trainers. The statewide traveling trainer orientation and training was conducted at the Center by the staff because community service is a vital adjunct to the service provided by the Center.

In addition, community training programs were provided by the staff for parents and medical, professional and para-professional persons covering a wide variety of disciplines. Another goal of the Center is to establish training programs for these groups that would bring to them up-to-date methods and techniques for serving the developmentally disabled.

FINANCES, FISCAL YEAR 1975:

Elizabeth Levinson Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$702,885	\$20,844	\$65,798	\$10,566	\$800,093
Total Expenditure	660,277		47,048	4,529	711,854
NET	42,608	20,844	18,750	6,037	88,239
Unexpended Balance Forward	41,467	20,844	18,750	6,037	87,098
Unexpended Balance Lapsed	1,141				1,141

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AROOSTOOK RESIDENTIAL CENTER **RICHARD R. FARNSWORTH, DIRECTOR**

Central Office: P.O. Box 1285, Presque Isle 04769

Telephone: 764-4104

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: 7

Authorized Employee Level: 8

Total Expenditure, Fiscal Year 1975: \$95,924

PURPOSE: The Aroostook Residential Center was established to provide training, education and residential accommodations for developmentally disabled persons from Aroostook County. The 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.

ORGANIZATION: 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: Pre-admission evaluations are made available by the Aroostook Residential Center for potential clients. These include a comprehensive, multi-disciplinary approach to clients involving specific program recommendations. After the client has been admitted, periodic reevaluations, including new program recommendations, are carried out by the staff of the Center.

Residential placement is considered under the following programs:

1. Nine-month-per-year residency for children attending the Trainable School Program or the Helen P. Knight School for Cerebral Palsied Children.
2. Respite Care, providing up to two weeks of residential services to families who are in need of either temporary or emergency placement of their developmentally disabled child or adult.
3. Residence for up to eighteen months for adults attending either a sheltered workshop or adult day-activities program.
4. Transition Program for Pineland Center residents who are returning to the community.

Residential programming includes such aspects of group living as development of daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization (to help the adult client learn to live in the normal mainstream of society,) and basic adjustment to more advanced stages of independent living.

Programs carried on within the Center but not Center-operated include a Day Care Program for multiply handicapped children and adults who are functioning in the severe to profound range of mental retardation; and courses in the area of special education, provided by the Continuing Education Division of the University of Maine at Presque Isle.

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FINANCES, FISCAL YEAR 1975:

Aroostook Residential Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$100,785	\$258		\$2,013	\$103,056
Total Expenditure	94,499			1,425	95,924
NET	6,286	258		588	7,132
Unexpended Balance Forward	6,267	258		588	7,113
Unexpended Balance Lapsed	19				19

BUREAU OF CORRECTIONS (MISS) WARD E. MURPHY, DIRECTOR RICHARD P. HASKELL, Deputy Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-2711

Established: 1967

Average Number of Full-Time Employees: 631

Authorized Employee Level: 626

Total Expenditure, Fiscal Year 1975: \$9,329,564

Organizational Units:

Maine State Prison

Men's Correctional Center

Stevens School — Women's Correctional Center

Boys Training Center

Division of Probation and Parole

State Parole Board

Uniform Act for Out-of-State Parolee Supervision

Uniform Interstate Compact on Juveniles

Uniform Interstate Compact on Detainers

PURPOSE: The Bureau of Corrections was established 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. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Men's Correctional Center, the Boys Training Center, Stevens School — Women's Correctional Center 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.

ORGANIZATION: 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 administrative staff, the Bureau requires support and assistance from other bureaus of the Department of Mental Health and Corrections.

PROGRAM:

Community Corrections. During fiscal year 1975, the Bureau of Corrections was successful in opening two Halfway Houses to accommodate work releasees from the State institutions and county jails, and in its effort to secure funds to continue the operation of the Pharos House in Portland. The closing of the Phoenix House in Skowhegan released funds to the Division of Probation and Parole, to be used for the purchase of services for juveniles.

A county jail furlough bill, with the backing of the Bureau, was enacted into law by the 107 Legislature. Also, a Correctional Plan Improvement Fund was introduced by the Bureau and will be used for the most part in community corrections.

Jail Inspections. The survey of all municipal lockups in the State requested by the Attorney General was completed and the results given to him in the form of a written and pictorial report. New standards for county jails will be completed and put into effect during fiscal year 1976.

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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. Some of the one hundred recommendations of the report, a majority of which were supported by the Bureau, were submitted to the 107th Legislature and were enacted into law.

Employee Development. The career ladder for the Bureau was presented to the 107th Legislature in bill form, but due to budgetary restrictions, it was withdrawn before it got to committee, the feeling being that it might be presented at the Special Session. A Correctional Training Course was instituted at the Maine Criminal Justice Academy and has been well received and well attended. The Summer Intern Program has been utilized by the Bureau with much success.

Future Plans. A steering committee was appointed and given the task of devising a plan for implementation of those parts of the Batten, Batten, Hudson and Swab report that are adaptable to Maine. A comprehensive plan will be prepared for the Commissioner and

FINANCES, FISCAL YEAR 1975:

DETAIL

Bureau of Corrections	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$7,301,869	\$	\$	\$	\$7,301,869
Departmental Operations	6,720,761				6,720,761
Transfers	581,108	14,395	15,051	8,400	618,954
Federal Grants			468,510		468,510
County & Municipal					
Private Contributions					
Sales		7,972		232,955	240,927
Services & Fees				7,783	7,783
Other	27,447				27,447
Unexpended Balance Brought Forward	976,404	849,326	184,299	426,767	2,436,796
Adjustment of Balance Brought Forward	(12,840)	2,824	(7,272)		(17,288)
TOTAL FUNDS AVAILABLE	8,292,880	874,517	660,588	675,905	10,503,890

Monies received and deposited to the credit of the State	44,597	7,486			52,083
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EXPENDITURES					
Total Personal Services	5,932,397	35,879	387,841	134,374	6,490,491
Wages & Salaries	5,330,961	33,052	360,643	122,068	5,846,724
Retirement	601,436	2,827	27,198	12,306	643,767
Total All Other	1,667,922	28,869	166,909	123,388	1,987,088
Contractual Services	599,587	11,140	127,318	21,855	759,900
Rents	2,871				2,871
Computer Services					
Commodities	946,216	17,729	17,443	90,555	1,071,943
Grants, Subsidies, Pensions	12,107		11,802		23,090
Transfers to Other Funds		5,700			5,700
Other	81,502		10,346	10,978	102,826
Total Capital Expenditures	401,775	387,127	25,866	31,517	846,285
Buildings & Improvements	360,852	373,503	8,794	15,488	758,637
Equipment	40,923	13,624	17,072	16,029	87,648
Purchases of Land					
TOTAL EXPENDITURE	8,002,094	457,575	580,616	289,279	9,329,564

SUMMARY

Total Funds Available	8,292,880	874,517	660,588	675,905	10,503,890
Total Expenditure	8,002,094	457,575	580,616	289,279	9,329,564
NET	290,786	416,942	79,972	386,626	1,174,326
Unexpended Balance Forward	282,351	405,971	79,972	384,332	1,152,626
Unexpended Balance Lapsed	8,435	10,971		2,294	21,700

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presentation to the Governor. Further expansion of pre-release centers, work release, study release and furlough programs, with more community involvement, is constantly being addressed. The completion and occupying of four new sixteen-inmate cottages at the Men's Correctional Center will take place in late 1975. The implementation of the New Criminal Code in March of 1976 will have a decided impact on the Bureau and corrections as a whole.

MAINE STATE PRISON **GARRELL S. MULLANEY, WARDEN** **ROBERT E. FINNEY, Deputy Warden**

Central Office: Box A, Thomaston 04861

Telephone: 354-2535

Established: 1823

Statutory Authority: M.R.S.A., Title 34, Section 1. Chapter 63

Average Number of Full-Time Employees: 180

Authorized Employee Level: 167

Total Expenditure, Fiscal Year 1975: \$3,164,660

Organizational Units:

Minimum Security Unit (South Warren)

Bangor Pre-Release Center

PURPOSE: The Maine State Prison was established to confine convicted offenders and provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the Prison. In addition, the Prison may establish vocational training programs and transfer inmates to the State Prison Minimum Security Unit at South Warren to participate in work or educational release programs outside the institution.

ORGANIZATION: 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 plans, utilizing goals and objectives established at the institutional level as a yearly action schedule to establish a comprehensive and cohesive program of individualized treatment to meet the needs of offenders.

Internal Programs. The emphasis on development and delivery of more effective services has continued. During fiscal year 1975, two new positions were funded by federal grants for an Administrative Assistant for Programs and a Vocation Training Coordinator. In addition, a new position was established under the Comprehensive Employment Training Act (CETA) as a stock clerk in the commissary to provide increased services for residents.

Vocational and educational courses, including college-level courses in cooperation with the University of Maine at Augusta, have increased offenders' employment opportunities upon release. The core of the advanced vocational training are courses in the areas of automotive mechanics and the construction trades administered by the Department of Manpower Affairs. Each trainee is allotted a weekly allowance of \$25, provided that he works a full work week. Every trainee is required to save two-thirds of his weekly allowance. These savings are turned

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over to the resident upon release to parole, and are used mainly to purchase the tools of his newly-learned trade. The institution also provides a High School Equivalency Program, literacy training and enrichment courses at the main prison and at the Minimum Security Unit as part of the overall educational program.

An intake committee, five treatment committees and a work release classification board in conjunction with each resident, assist the individual in developing a program and then monitor and evaluate his program and progress throughout his incarceration. These committees are composed of a cross-section of staff representing custody, care and treatment, and industrial personnel. In addition, they make recommendations concerning furloughs as well as placement in various community educational and work release programs.

The Prison Industries have continued to be the nucleus of the work program inside the main prison and have shown a profit for the first time in three years. The most significant factors in again achieving a profit in the industrial program were the use of outside consultants coupled with a vigorous effort to obtain orders for production of items for use by other departments of State Government. Several new pieces of equipment have been purchased and installed (new blanking press, new radiant heat oven and a new wrapping process using polyfilm) to be used in the manufacture of license plates which will reduce costs and increase productivity. The amount that individual residents may earn from novelty sales at the showroom has been increased from \$3,000 to \$4,500 per year.

Twenty-one residents were trained as paraprofessional mental health counselors and have worked within the Prison with other residents under the supervision of staff psychologists.

New construction projects commenced during the year for renovation of cells, and the heating and ventilation system in the Center and West Blocks has been completed, permitting greater privacy, flexibility in programming and recreational opportunities while increasing security. Additional office space was created for care and treatment staff members and for individuals from other agencies who provide services for residents. A new maintenance shop addition was completed, which greatly expanded the shop work area necessary to support the daily institutional maintenance functions. Windows in portions of the resident living areas and some administrative areas were replaced, with funds derived from a previous bond issue.

Community Programs. The Legislature, recognizing that 95% of all offenders will return to their parent community upon release, enacted statutes to provide for rehabilitative community release programs. At the Maine State Prison, these 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. Since that time, there have been 2,874 furloughs granted, with only 10 escapes.

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, 1974, at the Bangor Mental Health Institute. These units, together with 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 were paid to both the Federal and State Governments (approximately \$13,300 in fiscal year 1975). These men again are responsible for supporting their families. Educational release included placement at state and private colleges and the University of Maine as well as business and technical schools.

Population. The average population during fiscal year 1975 was 419 which is a 21% increase over the fiscal year 1974 daily average of 345.

FINANCES, FISCAL YEAR 1975:

Maine State Prison	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$3,001,488	\$32,655	\$74,697	\$664,589	\$3,773,429
Total Expenditure	2,792,751	25,472	68,136	278,301	3,164,660
NET	208,737	7,183	6,561	386,288	608,769
Unexpended Balance Forward	208,581	7,183	6,561	384,332	606,657
Unexpended Balance Lapsed	156			1,956	2,112

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MEN'S CORRECTIONAL CENTER **EDWARD J. HANSEN, SUPERINTENDENT** **JAMES R. CLEMONS, Assistant Superintendent** **HAMILTON W. GRANT, Assistant Superintendent**

Central Office: 119 Mallison Street, South Windham 04082

Telephone: 892-6716

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 1975: \$1,740,992

Organizational Units:

Care and Treatment Unit
Custody and Control Unit

Pre-Release Center
Business Services

PURPOSE: The Men's Correctional Center was established 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. The 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.

ORGANIZATION: 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:

Education: Prior to March 1, 1974, the academic program of the Men's Correctional Center consisted of one full-time teacher and three part-time teachers, each working approximately three hours per week to meet the academic needs of the entire inmate population. The current academic staff consists of four full time-teachers, three of whom are federally-funded.

The vocational program began in 1970, and 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 has been funded by the Department of Educational and Cultural Services, Program for the Disadvantaged, and the pre-vocational training instructor was added in 1974. The remaining instructors are funded by the State.

From March, 1974, to the present time, with a full-time program, 103 inmates have completed credits and recieved a high school equivalency diploma. Total enrollment for the 1974-1975 fiscal year included 116 in vocational trades and 114 in the academic school, for a total of 230 enrollees.

It would be desirable for the State to assume the entire cost of the educational program to insure its continuation and continuity.

Community Programs. The Work Release Coordinator is now the Community Programs Liaison Coordinator, encompassing all projects involving inmates in the community (work release, study release, furloughs, halfway houses). The number of employers has been increased from eight to eighteen from the pre-release center at the institution. In addition, the Center utilizes the Bangor Pre-Release Center, the Aroostook County Halfway House and the Tri-County Halfway House at South Paris. These outlets have increased the employers by seventeen. The study release has been increased over 100% with five individuals on full-time college study at

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the University of Maine at Portland-Gorham, the Southern Maine and Northern Maine Vocational-Technical Institutes, and the Beals Business School and Husson College in Bangor.

The Work Release Program started in 1970 with 3 persons participating; followed by 10 in 1971; 39 in 1972; 49 in 1973; 52 in 1974; and up until June 30, 1975, thirty-one inmates participated.

The Furlough Program was authorized by the 104th Legislature, and in 1969, one person participated. Each year thereafter shows an increase in the number of participants: 1970, 4; 1971, 40; 1972, 87; 1973, 171; 1974, 239; 1975, to July 1, 100. Participants to the end of fiscal year 1975 totaled 642.

It is recommended that these programs continue and that the State assume the responsibility for their funding. Because of increased use of these community-oriented rehabilitation programs, it is also recommended that the career ladder study and recommendations be implemented to enable the furlough and work release programs to continue and to be responsibly administered.

Mutual Agreement Program (MAP). This program started on March 3, 1975, and on July 11, fifty-five agreements had been negotiated. A large percentage of the participants were involved in academic and vocational programs.

Additional Programs. The implementation this year of the "call home" program for inmates has been well received and as of July 30, seventy-five inmates were participating. The visiting program has been revised to enable inmates to have visits four days per week rather than just Saturday afternoons. Medical services were expanded with the employment on July 2, 1975 of a full time nurse.

Staff. Recommendations for meeting minimal needs in programs such as recreation and counseling are contained in the career ladder proposal and should be implemented for the institution to meet its current goals and objectives and for implementation of the Batten, Batten, Hudson and Swab study.

Important concerns for employees at the Center are conversion from a 42 1/2-hour week to a 40-hour week. Also, the administration will continue in its efforts to rectify an inequity in the retirement law as it relates to correctional institutions, specifically the twenty-year clause in effect at the Maine State Prison.

Custody. The men incarcerated at the Center are there because of a demonstrated lack of self discipline. Most men come to the institution as young, irresponsible people. Hopefully, individual programs and housing situations can be designed where a man can learn to deal with himself and others in a mature, responsible manner.

Present housing facilities are by design not conducive to responsible behavior. It is very difficult to conduct a rehabilitative program when the environmental atmosphere does not encourage autonomous decision-making and self-discipline.

The housing facilities at the Center were originally designed for maximum security and minimal program development. Until October, 1973, the main population (about 95 men) were housed in individual cells in one large housing unit known as the security building. In October, 1973, a work release-pre-release unit was initiated in the honor barracks on the institution grounds, having a capacity to house 24 men. This unit functions independent of the main institution. The program is geared to provide both optimum institutional living conditions and maximum self government. It is also the area of highest self imposed responsibility.

Where the Center once had large numbers of inmates living under imposed security, it is now possible to divide large housing units into smaller self-governing units of 10 to 20 men. The concept of self responsibility has been stressed, and the correctional officer has attempted to alter his role from guard to counselor. This has been very successful due to the small number of residents living in each unit. Within each unit the attempt is made to have each man accept responsibility for his own actions and control his own destiny as much as possible within the structure of the unit and the institution guidelines.

In the special treatment unit, the area where those inmates are housed who are unable to function in the main population for various reasons, i.e., emotional instability, retardation, homosexuality, suicidal tendencies, etc., the "team" concept is employed. The treatment team is comprised of line correctional officers, the chaplain, the psychologist and administration. Weekly meetings are held and problems in the unit are discussed. This approach has greatly improved the ability to identify and meet the varying individual needs of the inmates housed in the unit.

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The Center has four new housing units designed to house sixty inmates. These units were authorized to replace current sub-standard housing. However, it has been impossible to phase out these obsolete housing units because of a population increase of over 31% from July, 1974, to July, 1975.

The new kitchen and dining facility was completed and operational in July of last year. The present inmate population has demonstrated responsibility in their conduct in the new facility. They have treated the facility and the staff with respect and are taking pride in themselves as a group.

In keeping with the concept of participatory government, the administration and inmate advisory council have established a smooth working rapport. Areas of inmate interest are openly discussed, and many issues are settled before they become potential problem areas. The concept of shared responsibility works very well, and the inmates use this vehicle to air needs and grievances. The administration and staff also use the advisory council to inform the inmates of changes and the reasons behind their decisions.

With progressive housing programming as well as present security facilities, the physical plant at the Center would meet very adequately the goals and objectives recommended in the Batten, Batten, Hudson and Swab Study.

Training. The current training program at the Center consists of a forty-hour orientation on-the-job training for all new custodial staff, and within the first six months, a two-week entry level training at the Maine Criminal Justice Academy. An intermediate level in-service training program is conducted at the institution. Supervisors have been involved in special workshops and seminars, and selected line staff have attended workshops, seminars and conferences.

FINANCES, FISCAL YEAR 1975:

Men's Correctional Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,279,491	\$568,834	\$102,310		\$1,950,635
Total Expenditure	1,274,042	385,784	81,166		1,740,992
NET	5,449	183,050	21,144		209,643
Unexpended Balance Forward	5,335	172,079	21,144		198,558
Unexpended Balance Lapsed	114	10,971			11,085

STEVENS SCHOOL — WOMEN'S CORRECTIONAL CENTER

DOROTHY W. HANAUER, SUPERINTENDENT

M. J. MOLLOY, Assistant Superintendent

C. V. PERKINS, Assistant Superintendent

Central Office: 98 Winthrop Street, Hallowell 04347

Telephone: 623-3801

Established: 1899 (S.S.)

Established: 1915 (W.C.C.)

Statutory Authority: M.R.S.A., Title 15, Chapter 409; Title 34, Chapters 62, 67

Average Number of Full-Time Employees: 86

Authorized Employee Level: 87

Total Expenditure, Fiscal Year 1975: \$1,382,639

PURPOSE: Stevens School was established to rehabilitate girls committed to the School as juvenile offenders by the courts of the State of Maine. The 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 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.

The Women's Correctional Center was established 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. The Center is responsible for the confinement and rehabilitation of

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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 has supervision and control of the inmates, prisoners, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: 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 was originally established at Skowhegan 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 Stevens School in Hallowell, effective June 30, 1974.

PROGRAM:

Stevens School. The juvenile population at Stevens School remained low during fiscal year 1975. On July 1, 1974, the population totaled 36, with an average population of 23.3 maintained during the year. At June 30, 1975, the population was 26. The average length of stay was 10.4 months.

The School continues to be used as a detention center for the police and courts. Occasional evaluations (medical, educational and psychological) are done to assist the courts' decision-making on difficult or unusual cases.

The community day student program was continued and has proven to be a valuable resource for the area schools. During the past fiscal year, 29 area students were bussed to the School grounds to use the learning center as an alternate school specializing in learning disabilities. Of that number, 8 completed the requirements for high school graduation, and only 1 of the 29 dropped out of program.

Women's Correctional Center. The adult population of the Women's Correctional Center unit also remained low during the fiscal year. On July 1, 1974, the adult population was 22, with an average population totaling 17.9, and on June 30, 1975, the population was 15. During the fiscal year, 2 women received a commutation of sentence and 21 were released on parole; 1 was returned for violation of parole and 2 women were recidivists.

Adult female offenders have acclimated well on the juvenile campus. They live in a renovated, self-contained unit, but have available the educational and recreational facilities of the juvenile campus. The greater community provides a variety of jobs for those eligible for work release and the University of Maine at Augusta is within easy reach of the institution. During the fiscal year, 15 women participated in work/educational release programs; 65.5% of the adult population enjoyed furloughs during the year, with no major violation of conditions.

Long-Range Plans. A proposed long-range plan for reorganization of the State's correctional institutions has been accepted by the Commissioner of Mental Health and Corrections and is currently awaiting approval by the Governor. Major recommendations of the plan include the closing of Stevens School — Women's Correctional Center as a separate organizational unit; moving the juvenile girls to the Boys Training Center in South Portland; and moving the women to the Men's Correctional Center in South Windham. The operating budget will then provide needed staff at the Men's Correctional Center and the Maine State Prison and in the Division of Probation and Parole.

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FINANCES, FISCAL YEAR 1975:

Stevens School — Women's Correctional Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,249,345	\$260,125	\$112,243	\$11,316	\$1,633,029
Total Expenditure	1,232,137	46,319	93,205	10,978	1,382,639
NET	17,208	213,806	19,038	338	250,390
Unexpended Balance Forward	16,306	213,806	19,038		249,140
Unexpended Balance Lapsed	902			338	1,250

BOYS TRAINING CENTER

DONALD L. ALLEN, SUPERINTENDENT

KENNETH T. NORTHRUP, Assistant Superintendent

Central Office: 675 Westbrook Street, South Portland 04106

Telephone: 772-7434

Established: 1853 *Statutory Authority:* M.R.S.A., Title 15, Chapter 409; Title 34, Chapter 62

Average Number of Full-Time Employees: 198

Authorized Employee Level: 205

Total Expenditure, Fiscal Year 1975: \$2,818,701

Organizational Units:

Care, Custody, and Security

Rehabilitative Services

Plant Operations and Business Services

PURPOSE: The Boys Training Center was established to rehabilitate boys committed to the Center as juvenile offenders so that they eventually return to the community as more productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys 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.

ORGANIZATION: 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 the last year, the Boys Training Center continued to redefine many of its program functions so that a more total multi-disciplined team approach could be utilized to a maximum extent in working with those committed and held within the facility. Despite increased problems, the Center continued to function as a total rehabilitative resource and delivered effective services to its clientele.

Pathfinder Program. The newly-established Pathfinder program, based on outdoor learning experiences, was implemented this past year. Initially, many staff members received training in canoeing, camping, survival and rescue techniques, and basic piloting and seamanship. They, in turn, taught their skills to students within the program. Many students, especially in science programs, participated in a variety of outdoor education and wilderness survival training activities. Program development and implementation continued around the core of all-season, inland and ocean-going outdoor activities such as canoeing, hiking, camping, backpacking, sailing, rowing, and other wilderness activities.

Diagnostic Services. As a cooperative service to the Maine District Court System, the Center continued to provide diagnostic services for male juvenile offenders. Basically, three reports were submitted to the requesting court on those boys evaluated — Social Summary, Psychological Evaluation, and Psychiatric Evaluation. Also, additional educational testing and medical

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examination results were occasionally provided on request. Hopefully, the future will find a greater array of community agencies providing such services, thereby diminishing the Center's assumed responsibility in this area.

Volunteer Services. Major contributions, programs, and services were made through various volunteer groups, including the Junior League; Knights of Columbus (Big Brother Program); and the Alateen, Alanon and AA programs.

Twenty Junior League volunteers were trained as Para-professional Aides in Juvenile Corrections during the Spring of 1974 in a twenty-four-hour instructional course taught by the Center staff and by University of Maine professors. Some of the volunteers continued to come in during the summer months for additional familiarization with the program. In the fall, a six-hour refresher course encompassing practical experience was offered. By October 1st, nineteen Junior League volunteers were working a minimum of two to three hours per week in one of three areas — educational testing, psychological testing, and interviewing and counseling. Many of the original volunteers plan to continue their work throughout the next school year. In addition, it was decided to again offer the course and train new volunteers. Nineteen league members participated in the Orientation Course and eighteen plan to continue on with the project in the fall. The League Project was one of four Junior League exemplary projects chosen to be presented in New York City on November 4th at an Area I (forty Junior Leagues) Impact Follow-Up Conference, and one of three Junior League exemplary projects presented at The Annual Conference of Junior League (227 Leagues).

During the past year, the Center continued to utilize the services of several volunteers from the Knights of Columbus Councils in the Greater Portland Area to serve as Big Brothers to several boys in need of supportive guidance and direction from an adult male figure. Prior to serving as Big Brothers, the Knights underwent a four-session training and familiarization course designed to prepare the participants to be more responsive and effective volunteers. The Center and the Knights of Columbus will continue to work toward expanding this Big Brothers program.

The Center's Alateen Chapter initially started a little over a year ago under the guardianship of the Catholic chaplain and a community volunteer. The idea was to allow boys who came from homes with alcoholic parents to participate in the local chapters of Alateen. Initially, two or three boys were taken to the weekly Alateen meetings at Old Orchard Beach. This program now includes up to a half dozen boys who are still attending the weekly meetings. Additionally, meetings were established at the Center for a larger group of boys under the guardian ship of the above originators as well as several volunteer staff members. Currently, a total of twenty-three boys are active in the Center's Alateen, Alanon, and recently established AA Chapter. Nine of these boys have progressed to the point where they can actually talk about their own feelings at chapter meetings, assume leadership and take the responsibility for involving newer members in discussing their problems. Center students have attended various meetings in Sanford, Old Orchard, Cape Elizabeth, Portland, Wiscasset, Bath and Ellsworth, and also have participated in special meetings for Indian groups from Washington County.

Community Awareness and Public Relations Program. The Center continued to provide a vehicle for enhancing public awareness relative to programs of the Center and juvenile problems. Numerous staff have lectured and given visual colored slide presentations (developed during the year) to various schools, colleges, P.T.A.'s, churches and a variety of service organizations. Many of these tour groups have resulted from endeavors to constantly increase the public awareness of juvenile corrections. Many of the contacts with the community service organizations and clubs have proven to be rewarding for students as a result of donations of many tickets to various entertainments. Last year, the Center, in cooperation with the United Community Services Group Home Task Force, operated an emergency shelter information phone at the Center for the purpose of providing twenty-four-hour emergency information for persons in need of shelter. This system was operated for a six-month period and it was estimated by the Task Force that it saved the community approximately \$50,000.

The Center also has been working cooperatively with various Youth Aid Bureaus in an effort to aid delinquent children. The Center has combined with them in recreational efforts involving students at the Center with other young people in the community.

Correctional Interns. The Center again incorporated correctional interns into its overall program. These interns functioned in a varied program in order that they might have numerous experiences in dealing with staff and boys. While assigned to the Center, these individuals were also exposed to other facets of the correctional and rehabilitative system. They experienced

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communicative association with social agencies, halfway houses, group homes, youth aid bureaus, mental health facilities and other correctional facilities within the State. This program not only assisted and benefitted boys in the Center but also served as a means of attracting qualified young people into the overall correctional system.

Legal Aid Services. The Center was fortunate to receive the services of a law student from the University of Maine who functioned as a legal intern. He provided basic legal advice and services to members of the committed population. These services encompassed such things as assistance in appealing their commitment, writing writs of habeas corpus, advice to the boys as to what to expect when they appeared in court, and how to handle minor legal problems which might arise. The legal intern was also involved in staff training, reviewing various procedures, policies, and regulations, from a legal point of view, and assisting, through research, in the development of new regulations and policies for the Center.

Work Release Program. The Work Release Program was somewhat limited because of the general unavailability of new job opportunities for boys at the Center. However, twenty-four boys were able to participate in the program as a result of local businesses offering job opportunities. Although not many jobs are available, the Center will continue to attempt to expand the Work Release Program in the upcoming year.

Care, Custody, and Security. This department which encompasses Cottage Life, Control Units, Intensive Care Units, the Hayden Special Treatment Unit, as well as Athletics and Recreation, has, during the past year, experienced the excitement and satisfaction of functioning within an ever improving team program. The Treatment Teams, represented by staff from the various disciplines with which each boy is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual student entrusted to the Center's care.

The Cottage Life units under the supervision of the cottage parents, cottage assistants and their respective reliefs, functioned as the hub of the Center's total program. These people, together with staff representatives from Social Services, Education, Recreation and other services, constituted the basic team which functioned within each cottage. The teams were constantly reviewing and, where necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings were called in order that the team might deal with any emergency or special situation which arose. The common essential tool utilized by the team in working with the students was an evaluative process which involved the use of privileges as an integral element in stimulating behavioral change. Off-ground shopping trips, off-ground movies, work-release, Pathfinder program, weekend leaves and extended leaves which coincided with public school vacations are a few examples of privileges which were available and earned.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes in order to deal with a wide variety of subjects. The Committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to Center care. Within the past year, the Committee reviewed the Center's policies and regulations and was also instrumental in expansion of canteen privileges and items sold therein. Further, the Committee contributed to the expansion of the number of privileges in the privilege system.

The Control Unit served as a most important communications, admissions, and dispatch center for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered.

The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for students who acted out through aggressive, assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally inter-related components: The Educational Component, the Social Services Component, and the Cottage Life Component. The Unit is different from other more traditional treatment units within the Center and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions, and family therapy sessions.

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Within the past year, the Center's Department of Physical Education, Recreation, and Athletics has developed a built-in flexibility to the program which can better meet the needs of the students. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes, and a varied program of activities such as games, dancing, and in-cottage contests. Aside from regular involvement in outdoor camping activities, staff has been fully trained to participate in the newly established Pathfinder Program.

Business Services and Plant Operations. The seven operating units comprising Business Services and Plant Operations include the Business Office, Supply, Food Service, Personnel, Laundry and Tailor Shop, Building Maintenance, and Grounds Maintenance. As support services, these units have as their basic goal to provide the best possible service to the students and employees of the Center.

Rehabilitative Services. During the past year, the Center's Department of Rehabilitative Services was able to increase its functions to more efficiently provide services and individual treatment for as many boys as possible. The following depicts the basic functions and services of the various divisions making up this department.

Psychiatric Services are provided by the Center's consulting psychiatrist on a two-day-a-week basis. His responsibilities basically include 1) preparing diagnostic evaluations as requested by the courts for boys sent to the Center on a Hold for Court status; 2) providing individual counseling and psychiatric care for boys who encountered difficulties with emotions, serious depression, psychosis, acting out behaviorism, and sleeping difficulties; 3) conducting therapeutic group meetings for boys in the Hayden Treatment Unit, and participating in weekly staffings and evaluations held in the Unit; 4) and conducting an in-service training course in "Situational Problem Alternatives" which dealt with the psychodynamics in dealing with various alternative treatment methods.

During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each boy committed to the care of the Center. Diverse and varied programs of psychological services have been developed on the basis of careful studies of the emergent psychological needs of the boys themselves. Salient features of this work have reflected the Center's concern with each boy as a whole person. This has entailed working closely, in an integrated fashion, with the other departments, teams, committees and aftercare workers of the Center. An expanded effort was possible primarily because of increased effectiveness in scheduling and organizing. Utilization of volunteer workers was perhaps the salient example of the effective restructuring and channeling of activities. For a relatively small psychological unit, the Center established a high standard in terms of quality and quantity of work accomplished.

The Vocational Rehabilitation Unit of the Bureau of Rehabilitation, located at the Boys Training Center, is ongoing in providing rehabilitative services for boys referred. In the past year, about 50 new referrals have been made by the Center, bringing the total referred to over 400 going into the seventh year of operation. Vocational Rehabilitation provided diagnostic and evaluative services, counseling, training, job placements, and restorative efforts for boys with such handicaps as personality and emotional disorders, drug and alcohol problems, retardation, and physical disabilities. In the correctional institutions, the Vocational Rehabilitation Program is a State and federally-funded effort continuing to earn hundreds of thousands of dollars in matching funds for helping the handicapped. The cooperative program between the Boys Training Center and the State's Division of Vocational Rehabilitation has resulted in over \$75,000 being spent on direct services to boys referred in the past six years.

All religious education and instruction classes for the boys by community volunteers and the various religious sects, on a volunteer basis, are under the direct responsibility of the Chaplains. They also are available for individual and group counseling involving students in resolving many of their difficulties such as adjustment to Center programs, home situations (sickness and death), and religious problems.

A review of the activities and functions of the Center's Social Services Division indicated evolution and upgrading of policies, procedures, and practices. Fiscal limitations, as well as more stringent interpretations of the civil rights of juveniles had an effect on both residential and aftercare programs. A new and more effective intake-orientation procedure was worked out, scheduling social services and other professional staff to interview and familiarize each new boy with the Center, its staff and its programs. Drug Counseling within a Center group, in coordination with "Day One," was initiated and carried out to a successful completion.

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Residential social workers continued their routine work of counseling, arranging leaves, preparing reports for Reception Staffing Conference and Clinical Services Committee meetings, communicating with aftercare workers in relation to special problems, corresponding with parents and/or interested persons, visiting boys daily in the Intensive Care Unit and reporting same, and attending regularly scheduled visiting days.

In the provision of medical and dental services, the medical assessment and plan for each boy was determined by a physician, and often consisted of a continuance of previous community care or referral to the Maine Medical Center for a specialist's attention. Each plan was reviewed and updated as necessary. Individual health care for the prevention of infection and the establishment of good health habits was stressed by the medical division. A "No Smoking" campaign and "Honor Roll" was initiated in conjunction with the Maine Tuberculosis Society.

The dental health program at the Center continued to be an invaluable health service to each boy committed. The dentist was at the Center twice weekly and appointments were set up by the dental hygienist who also charted each boy's needs and took X-rays. The primary purpose was to give the very best dental care possible under existing conditions and to stress proper oral health care of a preventive nature. A goal for the coming year will be to re-allocate resources so that our dental hygienist services might be retained.

Within the past fiscal year, there has been approximately 4032 1/2 man-hours of staff training and development at the Center. This is a substantial gain over the previous year. It should be noted that the total man-hours of training does include those hours of training which twenty-one Center employees acquired while attending the Entry Level Corrections Course at the Maine Criminal Justice Academy. Other training programs included the Employee Familiarization Program, the University of Maine at Augusta's Criminal Justice Degree Program, Basic Report Writing, Situational Problem Alternatives, Radio Communications, Drug Identification and Abuse, Essentials of Supervisory Techniques, Cardio-Pulmonary Resuscitation, Transactional Analysis and Personality Development, and many others. Another area of training which is not included the above total is the training of employees for the Pathfinder Program. Approximately 548 man hours of training were expended, which provided employees with knowledge of basic canoeing, water safety instruction, first aid, navigation, rowing, compass reading and orienting, seamanship, canoe trip planning, etc.

The A. R. Gould School of the Boys Training Center is accredited by the Department of Educational and Cultural Services with the expressed function of providing a full range of educational services to those committed to Center care, to include traditional academic classes, remediation, vocational courses, equivalency diploma tutoring and testing, and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. Through patience, tolerance, and interest shown on behalf of the boys, the Center hopes to help the students to set realistic goals for themselves.

FINANCES, FISCAL YEAR 1975:

Boys Training Center	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,762,556	\$12,903	\$132,140		\$2,907,599
Total Expenditure	2,703,165		115,536		2,818,701
NET	59,391	12,903	16,604		89,898
Unexpended Balance Forward	52,129	12,903	16,604		81,636
Unexpended Balance Lapsed	7,262				7,262

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DIVISION OF PROBATION AND PAROLE

G. RAYMOND NICHOLS, DIRECTOR

WILLIAM A. KIMBALL, Assistant Director

RAYMOND K. CONIFF, Assistant Director

Central Office: 102 High Street, South Windham 04082

Telephone: 892-2266

Established: 1969

Statutory Authority: M.R.S.A., Title 34, Chapters 9, 121, 123

Average Number of Full-Time Employees: 61

Authorized Employee Level: 61

Total Expenditure, Fiscal Year 1975: \$1,064,508

Organizational Units:

District Offices (4)

Sub-Offices (9)

Uniform Act for Out-of-State Parolee Supervision
Uniform Interstate Compact on Juveniles

PURPOSE: The Division of Probation and Parole was established 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. The Division 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 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.

ORGANIZATION: 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 and 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.

PROBATIONERS AND PAROLEES

Fiscal Year Ended June 30, 1975

	PROBATIONERS		PAROLEES	
	Adult	Juvenile	Adult	Juvenile
Total (7/1/74)	2,113	935	530	7
Additions	1,448	941	354	10
Deletions	1,379	742	351	7
Total (6/30/75)	2,182	1,134	533	10

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The above figures include probationers and parolees being supervised under interstate Compacts. On July 1, 1974, there were 110 probationers from other states under supervision. During the fiscal year, 94 new cases were added, 72 were terminated and as of June 30, 1975, the Division was supervising 132 out-of-state probationers.

On July 1, 1974, 23 out-of-state parolees were under supervision. Twenty four new cases were added and twenty two were terminated, leaving twenty five under active supervision as of June 30, 1975.

FINANCES, FISCAL YEAR 1975:

Division of Probation and Parole	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$840,433		\$233,178		\$1,073,611
Total Expenditure	840,406		224,102		1,064,508
NET	27		9,076		9,103
Unexpended Balance Forward			9,076		9,076
Unexpended Balance Lapsed	27				27

STATE PAROLE BOARD

SAMUEL G. HENDERSON, CHAIRMAN

G. RAYMOND NICHOLS, Secretary

Central Office: 102 High Street, South Windham 04082

Telephone: 892-2266

Established: 1931

Statutory Authority: M.R.S.A., Title 34, Chapter 121

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$36,507

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner; 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.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. 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 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.

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FINANCES, FISCAL YEAR 1975:

State Parole Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$36,507				\$36,507
Total Expenditure	36,507				36,507
NET	0				0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

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 (Sub-chapter II)

Average Number of Full-Time Employees: 47

Authorized Employee Level: N.A.

Total Expenditure, Calendar Year 1974: \$100,000

Organizational Units:

General Administrative and Legal Division

Engineering and Technical Services Division

Housing Development and Management Division

Finance and Special Programs Division

Board of Appeals

Maine State Housing Authority Advisory Board

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing equal opportunity for full enjoyment of such objectives as residing in housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

In particular areas, the Legislature made specific provisions for specialized areas in which the Authority should act. Under the terms of the Industrialized Housing Law, the Authority was given the goal of assuring performance standards for mobile and modular homes sold, delivered or installed in the State. Under the Mortgage Insurance Law, the Authority is charged with implementing an amendment to the Maine Constitution authorizing insurance funds for mortgages on homes owned by Indians on the various Indian reservations in the State.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October, 1969, it functions as an administratively independent authority within the current organizational structure of the State Government. 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, ex officio, who 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.

In order to facilitate programmatic, policy and internal accounting procedures, the Authority has recently reorganized its administrative structure. This reorganization involved the creation of four major divisions in the Authority and the consolidation of some previously independent divisions as sections under the new divisional organization.

The 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.

HUMAN SERVICES

PROGRAM: Year end 1974 found the Maine State Housing Authority in a position as one of the State's largest financial institutions as a \$40 million mortgage bank. This asset value was complemented by year-end figures showing revenues exceeding expenses by \$540,922. This financial growth and stability was the single most significant factor in the Authority's 1974 year because it assures that the Authority can carry out its legislative goals without requiring significant State appropriations. This was accomplished in spite of a continuing federal default in the field of housing. The impoundment of federal housing funds authorized through the Department of Housing and Urban Development started in January, 1973, and continued through December of 1974 in spite of the enactment by Congress of the Housing and Urban Development Act of 1974.

All divisions of the Authority continued to move forward through such actions as the issuance of a \$23 million bond issue, the adoption of Rules and Regulations for the Certification of Mobile Homes and Industrialized Housing sold or delivered in the State, and the completion of construction of 199 new housing units for low and moderate income families and elderly citizens under the Leased Housing Program.

In October, the Authority inaugurated the Indian Housing Mortgage Insurance Program with the issuance of the first insured mortgage loan. This program makes it possible for Indians living on the various reservations in the State to obtain long-term mortgage financing through private lending institutions. Previous to the availability of this insurance, private lending institutions in the State were unable to make such mortgages to Indians on the reservations due to insufficient collateral.

In 1974, the Authority began work on a joint, federally funded study of electrical energy in cooperation with a private firm. This project involves monitoring and experimenting with the uses of electricity in an Authority development. The study will provide insight into the causes of waste of electricity. Data obtained from the experiments will provide homeowners and apartment dwellers with meaningful suggestions on how to cut their electric bills, give developers hints on how to build more efficient units, and provide lawmakers, regulatory agencies and private utilities with information to help devise better construction regulations, rate structures and consumer incentives.

The Commissioners of the Authority in 1974 continued to act to "recognize the needs for rehabilitation and new housing and to adopt such actions and practices as to promote a concerted effort to upgrade housing conditions and standards within this State."

For 1975, the Authority will expand its financial strength with another issue of \$17 million worth of bonds. This issuance will bring the Authority's mortgage portfolio to approximately \$60 million. Included in this new issue will be a new mortgage program under the current bond resolution which will authorize participating banks to make mortgages which the Authority will guarantee to buy on a forward commitment basis. A total of \$7 million will be committed to that program.

In 1975, the Authority will also be working with the State Planning Office and the Regional Planning Commissions on the development of data, the writing and implementation of a statewide housing plan. This program will be part of the statewide "701" housing planning element and will be of use not only to the Authority, the State Planning Office and the Regional Planning Commissions, but also to all of the municipalities in the State who contemplate action under the Housing and Community Development Act of 1974.

The Authority assumes that in 1975 the new leased housing program, as created by the Housing and Community Development Act of 1974, will begin its implementation through the Department of Housing and Urban Development. The Authority intends to make a major effort to make this program work under the terms of the applicable federal rules and guidelines. With the continuing strength of the current mortgage purchase program and new legislation, the Authority hopes to expand the participation of various segments of the private market in the Authority's operations. This expansion and participation should include the private lending institutions in the State, private and non-profit housing developers, as well as potential individual clients. As national capital markets continue to become weaker, building costs continue to increase, and the need for housing in Maine continues to grow, the task of the Authority remains formidable.

HUMAN SERVICES

FINANCES, FISCAL YEAR 1975:

MAINE STATE HOUSING AUTHORITY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$100,000	\$100,000*
Total Expenditure				100,000	100,000
NET				0	0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

*These funds are carried on the Authority's books as five-year loans which will be repaid.

HOUSING DEVELOPMENT AND MANAGEMENT DIVISION

BRUCE E. ROTHENBERG, ASSISTANT DIRECTOR

PURPOSE: The delegated purpose of the Housing Development and Management Division of the Maine State Housing Authority is to make use of any or all federally supplied funds in conjunction with other Authority programs to develop, build and maintain housing units which will become available to low-income families and elderly citizens. This includes concurrent efforts to determine where and to what extent within the State new units at reasonable rents should be developed, working closely with the appropriate federal agencies to obtain necessary funds, and the ongoing review of such developments funded through the Authority's mortgage purchase program.

ORGANIZATION: The Housing Development and Management Division was established in 1969 and significantly reorganized in early 1975. The reorganization was designed to facilitate administrative control over all of the preliminary, actual and follow-up work necessary to a housing development. This administrative reorganization involved the coalescing of essentially three separate sections of the Authority into a single division. Thus, the Housing Development and Management Division now is placed in the organizational structure such that it makes determinations as to where units should be built, how many units should be built, who will build the units, in what way the units will be built, and the continuing maintenance of those units. Specific aspects of these activities will call upon other divisions of the Authority for specific information.

PROGRAM: The Housing Development and Management Division, in 1974, completed a total of 199 new housing units. By the year's end, leased housing program rent subsidies received had increased from \$115,573 to \$316,484. The leased housing programs rent subsidy as paid through the Management Section of the Division increased from \$102,131 in 1973 to \$285,781 by year end 1974. The Authority directly or indirectly manages some 19 housing developments for a total of 347 units.

The role of the Division will alter under the federal Housing and Community Development Act of 1974 by hopefully expanding the Authority's actual development of units under the new Section 8 Leased Housing Program, thus breaking the federally imposed freeze, while at the same time altering the Authority's management relationship to individual apartment complexes due to new regulations which shift a major part of the burden for management of apartments built under the Section 8 Act to owners rather than leaving it with the Authority.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Housing Development and Management Division are not maintained separately, but are included with those of the Maine State Housing Authority.

ENGINEERING AND TECHNICAL SERVICES DIVISION

J. DOUGLAS BROWNRIGG, ASSISTANT DIRECTOR

PURPOSE: The Engineering and Technical Services Division of the Maine State Housing Authority is the administrative agency for the implementation of the Industrialized Housing Law. Under the terms of this law, the designated purpose of the Authority and in turn the

HUMAN SERVICES

Division is to issue and enforce rules and regulations necessary to carry out the provisions of this Act. Such regulations formulate the standards and requirements for industrialized housing and mobile homes in terms of performance objectives. This Division also works in conjunction with the Housing Development and Management Division in the review and on-going inspection of Authority apartment complexes, developed and managed by the Authority in conjunction with federal subsidy funds, Authority mortgage funds and private developers.

ORGANIZATION: Originally established as the Industrialized Housing Division in 1971, the Engineering and Technical Services Division has been recently renamed. This new title was designed to establish administrative parallelism amongst the three program divisions of the Authority. The Division includes specific programmatic sections of Consumer Complaint, Mobile Homes, Industrialized Housing, and Inspection and Design Review.

Importantly, within the Engineering and Technical Services Division resides the Authority's Consumer Complaint section charged with the responsibility of enforcing the Consumer Complaint Section of the Industrialized Housing Law which authorizes any owner of a Maine State Housing Authority certified mobile home or industrialized house to request action by the Division if that owner discovers faults or has problems with his unit.

PROGRAM: The year 1974 was a watershed year for the Engineering and Technical Services Division of the Authority. On February 14, 1974, the Authority adopted the State's first set of rules and regulations for the construction of mobile homes. On March 22, 1974, the Engineering and Technical Services Division approved the first third-party inspection agency to assist in the Authority's inspection duties. On June 11, 1974, the first State of Maine Seal of Approval was authorized to be attached to the first approved mobile home unit of the first approved manufacturer. This first approved seal and unit was built by a Maine firm.

Also in 1974, the Division staff wrote and the Authority adopted on September 26, 1974, the State's first set of Construction Rules and Regulations for modular homes. The first State of Maine Seal of Approval to the first approved manufacturer covered under these regulations was issued on November 7, 1974.

After February 1, 1975, no mobile or modular housing unit is authorized to be sold, delivered or installed in the State without the Authority Seal of Approval. Any unit built after that date, from either industry, must carry the Seal of Approval.

Moving into 1975, the Division had issued over 2,000 seals to be used for either mobile or modular units. In the mobile field, the number of seals exceeded 1,500 and in the modular seals, the number had gone up over the 400 mark.

The Division will be working closely with the Federal Government, and particularly with the Department of Housing and Urban Development, in 1975 and into 1976, as the national mobile home industry moves under the federal rules and regulations for the construction of mobile homes authorized under the Housing and Community Development Act of 1974. The Division will become a delegated inspector for the Federal Government under the terms of the Federal Mobile Home Standards. These federal standards do not effect the Authority's own regulations covering modular or industrialized housing units, but rather only mobile home units.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Engineering and Technical Services Division are not maintained separately, but are included with those of the Maine State Housing Authority.

FINANCE AND SPECIAL PROGRAMS DIVISION

JOHN K. McILWAIN, ASSISTANT DIRECTOR

PURPOSE: The purpose of the Finance and Special Programs Division of the Maine State Housing Authority is to provide all the necessary financial support services incumbent upon a \$60 million mortgage banking operation. This Division handles not only the day-to-day financial transactions of the Authority through the Controller and Treasurer, but prepares Authority bond issues, analyzes, checks and projects Authority operational and programmatic finances, budgets and revenues.

HUMAN SERVICES

ORGANIZATION: The Finance and Special Programs Division, due to the particular nature of operations, requires a somewhat stronger internal differentiation amongst its component parts than the other Divisions of the Authority. Due to their particular functions, the Office of the Treasurer and the Office of the Controller must maintain a somewhat more independent status within the Division than comparable offices in other Divisions.

PROGRAM: Year end 1974 saw the Finance and Special Programs Division with a year-end balance sheet of total assets of \$50,054,921 with total liabilities and fund balance of \$50,054,921. At the year end, the total mortgage purchase program assets were listed at \$49,806,616. In early 1974, the Division was responsible for the issuance of a \$23 million bond issue which brought the total residential mortgage investment to close to the \$40 million mark. In early 1975, this total of contracts or actually purchased mortgages reached \$59,776,862 with the issuance of a \$17 million revenue bond issue.

The year 1974 also saw the Division develop a new concept for use in the Authority's mortgage purchase program. This development was the so-called forward commitment mortgage program on one-to-four family residences. Under this program, the Authority obtains contractual commitments from interested banks for the issuance of residential mortgages. These contracts are used as part of the Authority prospectus for the issuance of bonds. Thus, rather than simply purchasing existing mortgages from participating banks, under the terms of the forward commitment program, the Authority pledges to the bank that if they will issue a specific dollar amount of mortgages at specific interest rates and with limited down payments, the Authority will commit to buy those mortgages within a specified time period.

Moving into 1975, the major concern of the Division is the ability of the Authority to issue revenue bonds to provide long-term mortgage financing for apartments built under the terms of the Section 8 Leased Housing Program which is part of the Housing and Community Development Act of 1974. Because of the peculiar nature of today's revenue bond market and of the newness of the Section 8 program, the Division is working in close conjunction with underwriters, Salomon Brothers and First Boston Corporation, to develop a package under the terms of the Section 8 program which will in fact be bondable.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Finance and Special Programs Division are not maintained separately, but are included with those of the Maine State Housing Authority.

MAINE HUMAN RIGHTS COMMISSION

TIMOTHY P. WILSON, CHAIRMAN

TERRY ANN LUNT-AUCOIN, Executive Director

Central Office: 31 Western Avenue, Augusta 04333

Telephone: 289-2326

Established: 1971

Statutory Authority: M.R.S.A., Title 5, Chapter 337

Average Number of Full-Time Employees: 10

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$132,996

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical handicap, religion, ancestry or national origin and, relative to employment, discrimination on account of age; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, 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, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor 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 director and other personnel as deemed necessary.

PROGRAM: During fiscal year 1975, the Maine Human Rights Commission processed 306 complaints of discrimination of which 280 were charges of employment discrimination (13 housing, 11 public accommodations and 2 credit extension). The 306 complaints represent a 137% increase in new complaints filed with the Commission, compared to 129 complaints for fiscal year 1974. For fiscal year 1975, 28% of the charges resulted in findings of reasonable cause to believe that unlawful discrimination had occurred. Approximately \$8,100 was awarded to complainants through conciliatory resolutions of complaints in a four-month period. Twenty complaints are pending Superior Court findings.

The Commission held public area meetings for the first time in its history; local community leaders and citizens appeared, to share thoughts and concerns in the area of human rights with Commissioners and staff members.

A public hearing on procedural regulations and employment guidelines was attended by 150 persons, and both the regulations and guidelines were formally adopted and issued.

A public education program was implemented, using printed matter, all available media and training sessions conducted by the Commission staff for citizens and professional groups and associations.

A statewide pilot workshop, introducing resources for teaching human rights in the public schools, was held in Augusta. Staff also attended a national meeting on IQ testing and a New England meeting on Affirmative Action in the Public Sector.

HUMAN SERVICES

Grants from the Equal Employment Opportunity Commission and the Intergovernmental Personnel Act allowed the Commission to continue its work in the area of Affirmative Action and to retain full time legal and compliance staff. A regular compliance review system has been instituted.

The Commission's summer intern program level increased its enrollment; permanent staff was supplemented by the addition of a third full-time investigator; staff training opportunities increased, thereby bolstering skill and proficiency; and a resource library of equal opportunity information was developed.

For the first time, a comprehensive legislative program was written, involving several technical as well as substantive changes in the law. All bills submitted are now law, including a statute requiring all recipients receiving State monies to write and implement Affirmative Action plans.

During the first half of the fiscal year, a reaction panel was appointed by the Governor in an effort to inform the Commission of public concerns.

FINANCES, FISCAL YEAR 1975:

MAINE HUMAN RIGHTS COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$68,919		\$68,043		\$132,962
Total Expenditure	66,097		66,899		132,996
NET	2,822		1,144		3,966
Unexpended Balance Forward	2,822		1,144		3,966
Unexpended Balance Lapsed					

ADVISORY COUNCIL ON THE STATUS OF WOMEN

PATRICIA E. RYAN, CHAIRWOMAN

ANNE POMROY, Executive Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-3418

Established: 1964

Statutory Authority: M.R.S.A., Title 22, Chapter 1, §1;
Private and Special Laws, 1975, Chapter 90, Section V

Average Number of Full-Time Employees: 1

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$10,893

PURPOSE: The Advisory Council on the Status of Women was established to act in an advisory and consultative capacity and promote and coordinate activities designed to meet the problems of women on the State and community levels, including information on effective programs elsewhere in the State and nation. The Council is authorized to appoint subcommittees; to employ consultants and contract for such research projects as it deems necessary; to hold a State Governor's Conference on the Status of Women, or regional conferences, during the biennium; and to make a report to the Governor concerning the work and interests of the Council at the end of the biennium.

ORGANIZATION: The Advisory Council on the Status of Women was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received its present name in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Council was placed within the Department of Health and Welfare in State Government reorganization legislation of 1973, it continues to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Council was again reactivated by Private and Special Law in June, 1975.

The Council consists of seventeen members appointed by the Governor, who are currently providing leadership in status of women programs on the State and local level. The Governor designates the chairman and vice-chairman. The various State departments assist the Council in the furtherance of its duties.

PROGRAM:

Talent Bank. The Advisory Council on the Status of Women has established a talent bank designed to recruit qualified women candidates for nominations to State boards and commissions. This project was put into operation during fiscal year 1975, but continues as an activity of the Council in order to accomplish a long-range goal of balancing the ratio of men and women serving on State regulatory and advisory boards. This project has been paid for in part by a \$1,500 special allocation from the Executive Council. Personnel time was paid through the Comprehensive Employment and Training Act (CETA), and miscellaneous costs were covered by the Council's Legislative allocation.

Legislation. The Council has served as an advocate for Maine women on issues affected by State legislation. Public hearings were held in the fall of 1974 to garner testimony from citizens on those women's issues of most concern to them. From the testimony, a legislative agenda was derived, with emphasis on support of the Equal Rights Amendment, improved benefits through the Aid to Families with Dependent Children (AFDC) program, maintenance of maternity rights and benefits, improved day-care options, and Affirmative Action implementation and enforcement. Further legislative activity in these areas is planned. The cost of the hearings were covered by the Council's operational budget.

HUMAN SERVICES

Resource Center. A third segment of the Council's program is providing information and services to groups and individuals both within and outside Maine on matters related to women. The Council is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. It is the immediate goal of the Council to respond adequately to as many of these requests as possible within the constraints of money and staff-time available. It is a long-range goal to encourage a cooperative working relationship among the major women's groups in Maine so as to develop an informational network and a service or clearinghouse unit. Short-term projects designed to work towards that goal include a cosponsorship of a Women's Congress and the development of a Maine women's resources directory. Staff time for these projects is supplied through the CETA grant, and miscellaneous expenses are covered by the Council's budget.

FINANCES, FISCAL YEAR 1975:

Advisory Council on the Status of Women	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$4,950		\$17,476		\$22,426
Total Expenditure	4,934		5,959		10,893
NET	16		11,517		11,533
Unexpended Balance Forward					
Unexpended Balance Lapsed	16		11,517		11,533

STATE
POLICY
AREA **09**

Manpower

Department of Manpower Affairs



MANPOWER

DEPARTMENT OF MANPOWER AFFAIRS

EMILIEN A. LEVESQUE, COMMISSIONER

Central Office: 20 Union Street, Augusta 04333

Telephone: 289-3814

Established: 1971

Statutory Authority: M.R.S.A., Title 26

Average Number of Full-Time Employees: 654 *Authorized Employee Level:* 44 1/2 (Gen. Fund)

Total Expenditure, Fiscal Year 1975: \$11,297,725

Organizational Units:

Employment Security Commission
Bureau of Labor and Industry

Manpower Training Division
Manpower Affairs Advisory Council

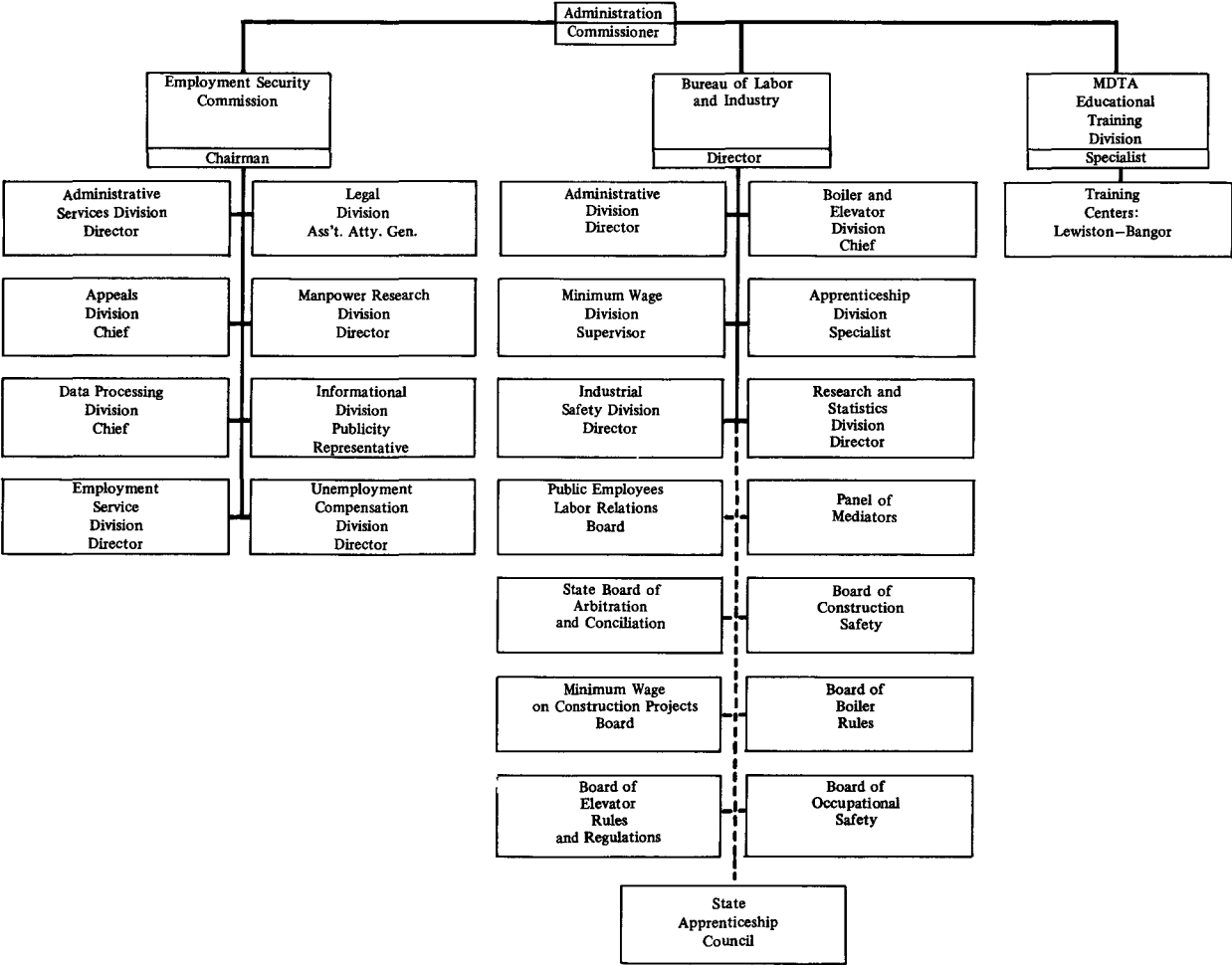
PURPOSE: The Department of Manpower Affairs was established to achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

The Department, 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 establish and maintain free public employment offices; to collect unemployment taxes from liable employers and to pay unemployment benefits to eligible claimants; 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.

ORGANIZATION: 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 Training Division, originally created as a unit of the former Department of Education in 1963; and the Manpower Affairs Advisory Council, established along 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.

ORGANIZATION CHART
DEPARTMENT OF MANPOWER AFFAIRS



MANPOWER

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF MANPOWER AFFAIRS	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$722,944		\$	\$	\$722,944
Department Operations	694,294				694,294
Transfers	28,650				28,650
Federal Grants			9,962,526		9,962,526
County & Municipal					
Private Contributions			153	1,500	1,653
Sales				16,012	16,012
Services & Fees			5,210		5,210
Other			496,301		496,301
Unexpended Balance Brought Forward	1,048		477,280		478,328
Adjustment of Balance Brought Forward	(14)		1,331		1,317
TOTAL FUNDS AVAILABLE	723,978		10,942,801	17,512	11,684,291

Monies received and deposited to the credit of the State					
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EXPENDITURES					
Total Personal Services	517,704		7,410,434		7,928,138
Wages & Salaries	473,443		6,843,202		7,316,645
Retirement	44,261		567,232		611,493
Total All Other	151,674		3,158,428		3,310,102
Contractual Services	122,391		1,684,369		1,806,760
Rents	1,684		597,770		599,454
Computer Services					
Commodities	5,166		377,139		382,305
Grants, Subsidies, Pensions	24,117		1,096,920		1,121,037
Transfers to Other Funds					
Other					
Total Capital Expenditures	398		59,087		59,485
Buildings & Improvements			1,793		1,793
Equipment	398		57,294		57,692
Purchases of Land					
TOTAL EXPENDITURE	669,776		10,627,949		11,297,725

SUMMARY

Total Funds Available	723,978		10,942,801	17,512	11,684,291
Total Expenditure	669,776		10,627,949		11,297,725
NET	54,202		314,852	17,512	386,566
Unexpended Balance Forward	106		314,852	17,512	332,470
Unexpended Balance Lapsed	54,096				54,096

EMPLOYMENT SECURITY COMMISSION

EMILIEN A. LEVESQUE, CHAIRMAN

Central Office: 20 Union Street, Augusta 04333

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: 547

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$8,568,603

Organizational Units:

Employment Service Division
Unemployment Compensation Division
Appeals Division
Legal Division

Administrative Services Division
Manpower Research Division
Informational Division
Data Processing Division

Employment Security Commission Advisory Council

MANPOWER

PURPOSE: The Employment Security Commission was established to provide comprehensive manpower services which will help to prevent or reduce the adverse social and economic impact of unemployment and underemployment. It is also an objective to systematically accumulate funds during periods of employment from which benefits may be paid for periods of unemployment.

The Commission operates through a federal - State partnership in which all the expenses of administration of the State programs are borne by the Federal Government. The Commission is responsible for providing 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. It develops, collects, and disseminates labor market information. It is responsible for administering 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. It also issues training allowance payments to eligible participants in various federally-sponsored manpower training programs.

ORGANIZATION: The Employment Security Commission was organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The 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 by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was renamed Employment Security Commission and placed within the Department of Manpower Affairs. The Commissioner of the Department also serves as chairman of the Commission.

PROGRAM:

Employment Service. The on-going primary objective of the Employment Service Division is to meet the placement needs of employers and applicants. Efforts to meet this objective resulted in 26,816 placements during fiscal year 1975.

In support of the placement objective, counseling and testing services and selection and referral to training were provided. A total of 8,063 individuals received 16,449 counseling interviews. In addition, 1,922 individuals were given occupational aptitude tests. Another 1,718 individuals were enrolled in various training components, such as the Work Incentive Program (WIN) and the Comprehensive Employment and Training Act (CETA).

The Division complied with its legal mandate under the Wagner-Peyser Act to give preferential services to veterans. A full-time Veterans Employment Services Representative is attached to the Division by the Federal Government to insure that law and policy regarding veterans' rights and benefits are followed. In conjunction with this effort, the Division monitors the mandatory job listing activities of federal contractors. A total of 4,937 veterans were placed in jobs during the year.

During fiscal year 1975, the Division continued to direct a significant effort to provide manpower services to rural areas. The system of satellite offices was expanded to the Farmington area. Currently, the Division is operating four satellite offices and two other semi-autonomous offices in Houlton and Madawaska.

The Division continued its cooperative arrangements with other human service agencies at all levels of government as well as other non-governmental organizations. Particular emphasis has been given to coordination with Prime Sponsors under CETA.

A major part of the Division's work has centered on the operation of the Work Incentive Program which operates from seven offices covering the entire State. The program assists persons receiving Aid to Families with Dependent Children (AFDC) to find suitable employment through counseling, training and supportive services. A total of 3,547 individuals participated in this program, and 1,705 were placed.

MANPOWER

Another major effort of Division activities was directed toward registering Food Stamp recipients. Registrations totaled 17,868 of which 1,731 individuals were placed in jobs.

The Maine Job Bank continued operations during fiscal year 1975. This is a sophisticated, computerized system for processing job openings. The basic value of this system centers on the fact that each job opening is now available to all applicants statewide. A total of 36,123 openings were received during the year, and 74.3% or 26,830 of the openings were filled. A total of 37,265 individuals were given 66,510 referrals to these openings.

Unemployment Compensation. During fiscal year 1975, the Unemployment Compensation Division processed 99,032 new applications for unemployment compensation against the State of Maine. The total number of weeks paid under regular and extended benefits was 1,056,510, for a total amount of \$54,684,114 which included \$706,701 from reimbursable accounts. The claims activity under the Special Unemployment Assistance Program numbered 37,691 weeks claimed, amounting to \$1,606,046. Additionally, under federal programs, ex-servicemen were paid benefits of \$2,239,029 for 23,106 weeks claimed and former federal employees were paid benefits of \$462,632 for 6,161 weeks claimed. Allowance payments amounting to \$1,406,577 were made under various Manpower programs such as the Manpower Development Training Act (MDTA), CETA and WIN. During the year, the Division contracted with the Executive Department's Office of Manpower Planning and Coordination to pay training allowances to participants under CETA. The contract calls for reimbursing the Commission for "add on" costs of administering the payment program.

The fourteen local offices issued 63,527 Deputies's Decisions to adjudicate contested claims. Separation issues accounted for 36.3 percent of the total. The Agency's appeal tribunal disposed of 4,459 appeals, and appeals to the Commission resulted in this higher authority's disposing of 310 cases.

Unemployment Compensation Deputies' Decisions by Type of Case, 1974 (Includes Determinations, Redeterminations and Requalifications)

Type of Case	Total Number	Per Cent of Total	Allowed		Disqualified	
			Number	Per Cent	Number	Per Cent
Total	44,800	100.0	18,106	100.0	26,694	100.0
Employment Status	1,265	2.8	383	2.1	882	3.3
Able and Available	7,716	17.2	1,532	8.5	6,184	23.2
Work Search	1,628	3.7	168	0.9	1,460	5.5
Waiting Week	23	0.1	10	0.1	13	0.0
Earned Wages	970	2.2	231	1.3	739	2.8
Institute of Higher Education	22	0.0	2	0.0	20	0.1
Voluntary Quit	12,631	28.3	2,795	15.4	9,836	36.9
Retirement	291	0.6	71	0.4	220	0.8
Labor Market Area Removal	3	0.0	3	0.0	0	-
Discharge, Misconduct	4,702	10.5	3,008	16.6	1,694	6.3
Refusal of Offer	1,001	2.2	535	3.0	466	1.7
Refusal of Referral	1,152	2.6	570	3.1	582	2.2
Employer Unable to Contact	18	0.0	7	0.0	11	0.0
Call-In Response	13	0.0	2	0.0	11	0.0
Single Claimant Labor Dispute	52	0.1	11	0.1	41	0.2
Other Remunerations	2,221	5.0	358	2.0	1,863	7.0
Misrepresentations	914	2.0	299	1.7	615	2.3
Discharge for Crime	1	0.0	1	0.0	0	-
Reporting Requirements	9,849	22.0	8,098	44.7	1,751	6.6
Seasonality	328	0.7	22	0.1	306	1.1

The maximum weekly benefit amount for total unemployment increased June 1, 1975 from \$68 to \$74. The average weekly benefit amount for total unemployment was \$55.94 for regular benefits and \$50.46 for extended benefits. The average weekly benefit amount for all unemployment amounted to \$52.91 for regular benefits and \$49.60 for extended benefits. The number of active employer accounts at the end of the fiscal year was 21,527. Net contributions received from employers totaled \$29,259,036. The fund balance as of June 30, 1975, was \$6,538,943.

Three emergency laws were enacted by the 107th Legislature, effective in February, 1975, to enable the Commission to provide more expeditious service to the public during periods of high unemployment by 1) permitting immediate temporary partial work registrations and waiving work registrations of claimants with a continuing job attachment; 2) establishing regulations providing for realistic tests as to a claimant's job search in accordance with labor market conditions; and 3) repealing the waiting week requirement.

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In addition, fourteen other bills were enacted to clarify sections of the Employment Security Law; extend the time limit for employers to file appeals from redeterminations; enable the State to recover 100 percent of the cost of Extended Benefits; allow payment of unemployment compensation during certain labor disputes; establish seasonal provisions for the potato packing business; allow partial unemployment benefits to individuals serving on jury duty; allow payment of benefits to a claimant if he was neither able nor available for work for good cause during a portion of the week; allow benefit payments for dependents; and extend unemployment coverage to corporate officers.

Computerized cross matching of wage and benefit records for 1975 resulted in 41,043 weeks audited, with 371 found to contain misrepresentation. Recovery of fraudulent claims totaled \$66,584.00.

One of the top priority items during fiscal year 1975 was to develop data in the Division's Tax Section to bring about higher productivity and improved cost control to handle the increased work load which has resulted from the extension of coverage to employers employing

BALANCE SHEET UNEMPLOYMENT COMPENSATION FUND AND RELATED ACCOUNTS AS OF DECEMBER 31, 1974

		RECEIPTS		
Employer Contributions	Prior to 1970	\$ 252,627,266.77		
	1970	10,037,133.78		
	1971	10,137,442.61		
	1972	26,596,237.84		
	1973	28,315,350.12		
	1974	25,330,158.53		
Total Employer Contributions			\$ 353,043,589.65	
Title IX Distributions Funds			278,596.70	
Interest on Trust Fund			33,758,926.67	
Accrued Interest on Trust Fund			462,946.27	
Interest & Penalties on Employer Accounts			851,250.96	
Benefit Fines Received			13,069.56	
Anonymous Refunds			929.00	
				\$ 388,409,308.81
Federal Share Extended Benefits Received			\$ 5,409,726.43	
Emergency Compensation Received, Federal			3,953,843.00	
Direct Reimbursements Received			721,017.55	
				10,084,586.98
Cumulative Receipts				\$ 398,493,895.79
		DISBURSEMENTS		
Net Benefits Paid	Prior to 1970	\$ 234,534,486.09		
	1970	17,504,139.48		
	1971	29,042,640.08		
	1972	25,159,648.32		
	1973	21,997,473.09		
	1974	30,759,067.33		
			\$ 358,997,454.39	
Federal Share Extended Benefits Paid	1971	2,161,725.48		
	1972	1,430,275.93		
	1973 (Refunds)	- 542.50		
	1974	1,819,351.50		
			\$ 5,410,810.41	
Emergency Compensation Paid	1972	\$ 3,834,204.00		
	1973	119,533.00		
	1974	0		
			\$ 3,953,737.00	
Direct Reimbursement Benefits Paid	1972	\$ 77,138.23		
	1973	247,383.43		
	1974	486,317.48		
			\$ 810,839.14	
			\$ 369,172,840.94	
Special Administrative Expense Fund			10,415.56	
Cumulative Disbursements				\$ 369,183,256.50
		BALANCE		
Unemployment Compensation Fund				
Clearing Account		\$ 4,475.52		
Trust Fund Account		29,265,808.47		
Benefit Account		- 15,171.19		
Fund Balance			\$ 29,255,112.80	
Special Administrative Expense Fund			55,526.49	
Cumulative Balance, December 31, 1974				\$ 29,310,639.29
Disbursements and Fund Balances				\$ 398,493,895.79

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one or more employees. Considerable progress has been made in this direction through more and more computerization of the bookkeeping and record maintaining operations of the Tax Section.

The Trade Expansion Act of 1962 (TEA) was replaced on April 3, 1975, with the Trade Act of 1974 (TA-74). The Special Payment Unit of the Benefits Section has been processing claims filed by claimants from seven firms approved for coverage under the Act. Allowances for training, relocation, transportation and regular weeks benefits were paid. Unemployment Insurance Benefits reimbursed to the Commission as a result of Trade Readjustment Act (TRA) payments amounted to \$568,352.

The Commission filled 25 Public Service Employment (PSE) "slots" in the administrative and local offices with CETA Title VI employees, and also employed 22 University of Maine students in the Student Summer Work Program.

The Interstate Unit was removed from the Benefits Section to provide more efficient use of personnel and to reduce the time lapse in making first payments. Operations of the Unit were placed under the direction of a manager, and a field supervisor was given the responsibility of direct supervision over the Unit, the same as a local office.

Local office supervision and staff training were increased with the promotion of two local office managers to field supervisors. With more supervisory time available, the field supervisors, by this reduction in the number of local offices assigned, were able to provide better service to claimants and productivity and quality of work has greatly improved.

In terms of the State's Unemployment Compensation Trust Fund solvency projected for fiscal year 1976, the net effect of forecast expenditures for benefit payments of \$66,451,000 and the expected net employer contributions of about \$29,190,000 would require federal loans to the Fund amounting to some \$32,000,000 by June 30, 1976. If repayment of the loan amounts is made by January 1, 1978, no federal tax penalty is assessed on Maine employers. An outstanding balance on the loans by January 1, 1978, however, would result in a federal tax increase.

FINANCES, FISCAL YEAR 1975:

Employment Security Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available			\$8,785,038	\$17,512	\$8,802,550
Total Expenditure			8,568,603		8,568,603
NET			216,435	17,512	233,947
Unexpended Balance Forward			216,435	17,512	233,947
Unexpended Balance Lapsed					

**Average Monthly Covered Employment, Wages Paid, Contributions, Benefits Issued, and
Benefits Paid per \$1.00 of Contributions, by Industry Division, Fiscal Year 1974**

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment		Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Paid Per \$1.00 of Contributions
		Total (000's)	Taxable (000's)			
Total	286,634	\$2,026,273	\$1,133,374	\$29,265	\$25,336	\$.87
Agriculture, Forestry, and Fisheries	1,742	11,112	7,540	214	319	1.49
Mining	222	1,907	1,098	26	35	1.35
Contract Construction	19,096	159,231	98,139	3,175	5,153	1.62
Manufacturing	106,284	818,342	484,811	12,957	11,966	.92
Food and Kindred Products	10,575	71,561	44,100	1,338	2,458	1.84
Textile-Mill Products	9,260	63,882	43,560	1,213	696	.57
Apparel and Other Finished Products	3,635	19,801	14,623	413	312	.76
Lumber and Wood Products	14,978	109,882	74,813	1,920	1,310	.68
Furniture and Fixtures	898	6,654	4,101	99	72	.73
Paper and Allied Products	17,931	195,804	83,489	1,726	416	.24
Printing, Publishing, and Allied Industries	2,995	23,695	12,142	254	81	.32
Chemicals and Allied Products	1,289	11,176	5,788	159	188	1.18
Rubber and Miscellaneous Plastics Products	4,084	25,048	17,563	507	402	.79
Leather and Leather Products	19,190	115,789	82,551	2,609	4,131	1.58
Stone, Clay, and Glass Products	1,316	11,711	6,192	201	204	1.01
Primary Metal Industries	705	6,501	3,315	70	27	.39
Fabricated Metal Products	2,353	21,914	11,243	305	242	.79
Machinery, except Electrical	2,807	25,101	13,790	384	163	.42
Electrical Machinery	6,788	47,314	31,457	930	512	.55
Transportation Equipment	5,365	48,490	27,000	573	516	.90
Professional and Scientific Instruments	468	3,158	2,086	57	26	.46
Miscellaneous Manufacturing Industries	1,105	6,112	4,282	121	106	.88
Other Manufacturing Industries	542	4,750	2,716	75	105	1.40
Transportation, Communication, Electric, Gas, and Sanitary Services	15,129	147,010	66,879	1,559	721	.46
Wholesale and Retail Trade	74,300	447,771	276,967	6,640	4,054	.61
Finance, Insurance, and Real Estate	14,002	107,980	59,295	1,345	527	.39
Services	48,939	274,703	138,562	3,188	2,396	.75
State Government**	6,921	58,217	—	162	162	1.00

**All Direct Reimbursement Accounts.

Details may not add to total due to rounding.

Statewide

Covered Employment, by Industry Division, by Month, with Annual Average, 1974¹
(Data on Direct Reimbursable Employers in State Government not included)

Industry	Annual Average	TOTAL COVERED EMPLOYMENT BY MONTH											
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total	281,638	268,767	265,400	265,941	273,223	279,377	292,410	300,807	306,113	292,126	284,426	277,474	273,599
Manufacturing — Total	105,432	106,544	105,928	105,029	105,046	104,952	108,863	105,672	109,480	106,264	104,746	102,105	100,560
Food and Kindred Products	10,490	10,992	10,626	9,904	9,947	9,254	10,042	10,272	11,695	11,000	10,856	10,770	10,524
Textile-Mill Products	8,890	9,445	9,538	9,519	9,300	9,286	9,180	8,183	8,623	8,575	8,470	8,252	8,309
Apparel and Other Finished Products	3,619	3,633	3,631	3,597	3,576	3,591	3,709	3,639	3,712	3,688	3,567	3,539	3,550
Lumber and Wood Products	14,787	15,460	15,424	14,954	13,983	13,865	15,626	15,631	15,821	15,282	14,562	13,516	13,316
Furniture and Fixtures	903	902	893	889	901	910	934	931	919	919	926	800	911
Paper and Allied Products	17,904	17,687	17,617	17,752	18,031	17,947	18,462	18,085	18,231	17,926	17,773	17,652	17,689
Printing, Publishing, and Allied Ind.	3,053	2,957	2,935	2,969	3,011	3,026	3,076	3,065	3,057	3,058	3,181	3,110	3,190
Chemicals and Allied Products	1,236	1,245	1,259	1,214	1,170	1,261	1,355	1,238	1,492	1,417	1,075	1,060	1,045
Rubber and Misc. Plastics Products	4,110	4,021	4,119	4,138	4,215	4,193	4,210	4,054	4,034	4,134	4,193	4,110	3,902
Leather and Leather Products	18,681	18,847	18,578	18,599	18,868	19,217	19,701	18,410	19,476	18,375	18,375	18,190	17,537
Stone, Clay, and Glass Products	1,328	1,119	1,053	1,084	1,168	1,384	1,521	1,580	1,585	1,516	1,459	1,331	1,131
Primary Metal Industries	740	715	724	737	743	742	752	621	775	769	767	776	763
Fabricated Metal Products	2,442	2,352	2,272	2,168	2,435	2,454	2,506	2,462	2,511	2,460	2,549	2,574	2,559
Machinery, except Electrical	2,915	2,861	2,808	2,842	2,882	2,877	2,920	2,876	2,934	3,018	3,032	2,945	2,979
Electrical Machinery	6,419	6,883	6,985	6,920	6,957	6,819	6,614	6,537	6,584	6,080	5,860	5,486	5,303
Transportation Equipment	5,733	5,445	5,472	5,782	5,785	5,927	6,018	5,767	5,760	5,802	5,789	5,622	5,621
Scientific Instruments	441	463	464	463	471	457	457	441	411	405	422	418	425
Misc. Manufacturing Industries	1,152	1,029	1,051	1,015	1,085	1,127	1,138	1,208	1,190	1,167	1,215	1,316	1,284
Other Manufacturing Industries	590	488	479	483	518	615	642	672	670	673	675	628	522
Nonmanufacturing — Total	176,206	162,223	159,472	160,912	168,177	174,425	183,547	195,135	196,633	185,862	179,680	175,369	173,039
Agriculture, Forestry, and Fisheries	1,936	1,448	1,368	1,426	1,919	2,178	2,208	2,262	2,196	2,190	2,109	2,026	1,898
Mining	226	207	202	203	217	211	222	237	227	240	249	250	243
Contract Construction	19,051	16,028	14,657	15,130	16,862	19,296	21,416	22,466	22,954	21,791	21,185	19,560	17,265
Transportation, Communication, Electric, Gas, and Sanitary Services	15,354	15,001	14,946	14,859	15,175	15,238	15,773	16,040	16,074	15,607	15,300	15,241	14,999
Wholesale and Retail Trade	74,891	69,981	68,589	69,440	72,434	74,540	78,235	80,811	81,171	78,648	75,403	74,395	75,048
Finance, Insurance, and Real Estate	14,187	13,909	13,768	13,884	14,100	14,199	14,391	14,636	14,531	14,302	14,267	14,158	14,104
Services	50,561	45,649	45,942	45,970	47,470	48,763	51,302	58,683	59,480	53,084	51,167	49,739	49,482
State Government	6,943	6,777	6,825	6,837	6,976	6,940	6,911	6,334	7,031	6,991	7,208	7,235	7,249

¹Data relate to payroll periods which include the 12th of the month. Figures include employment in establishments operating on an intercounty basis as well as those which are located within individual counties. Details may not add due to machine rounding.

**Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the
Experience Rating Period, July 1, 1974 — June 30, 1975**

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	13,397	2,099	358	375	480	424	451	416	406	363	288	256	270	212	416	175	2,733	1,606	207	187	154	1,521
Agricultural Production	9	1	—	1	—	—	1	—	1	—	1	1	—	—	—	—	—	—	—	—	—	2
Agricultural services and hunting and trapping	101	3	3	4	2	—	—	—	1	1	—	1	3	2	—	2	1	24	16	1	1	36
Forestry	4	1	—	—	—	—	—	—	—	—	—	1	—	—	—	—	1	1	—	—	—	—
Fisheries	59	—	—	—	1	—	1	1	—	1	—	1	—	—	—	1	2	21	16	1	2	9
Metal Mining	5	1	—	—	—	1	—	—	—	—	—	—	—	—	—	—	—	2	—	—	—	1
Mining and Quarrying of Non-Metallic Minerals, except Fuels	9	—	—	—	—	1	1	—	—	1	—	—	1	—	—	—	1	—	—	—	—	4
Building Construction—General Contractors	541	30	4	2	4	9	13	17	12	15	14	9	13	7	34	12	77	53	19	16	13	168
Construction Other than Building Construction— General Contractors	91	7	—	—	1	—	1	2	2	3	1	2	1	—	5	1	7	5	1	2	3	47
Construction—Special Trade Contractors	950	54	16	16	19	21	25	23	22	24	11	22	20	13	29	27	162	113	26	22	19	266
Food and Kindred Products	178	45	3	8	16	5	8	7	3	2	4	1	2	2	1	—	12	2	3	2	1	51
Textile-Mill Products	46	8	1	1	3	1	1	2	2	2	2	3	—	—	—	1	3	1	2	—	1	12
Apparel and Other Finished Products Made from Fabrics and Similar Materials	21	1	1	1	2	—	—	—	—	1	2	—	—	1	1	1	1	2	—	—	—	6
Lumber and Wood Products except Furniture	532	85	11	12	18	16	19	18	24	21	14	11	17	7	18	10	65	55	13	14	12	72
Furniture and Fixtures	23	5	2	—	1	1	2	2	2	—	—	2	—	2	—	1	1	1	—	—	—	1
Paper and Allied Products	36	13	2	5	4	1	—	2	1	1	1	1	1	—	1	—	1	—	1	—	—	1
Printing, Publishing and Allied Industries	108	38	2	8	5	6	3	3	6	2	3	2	—	3	2	—	6	15	—	1	—	3
Chemicals and Allied Products	29	7	1	1	2	—	2	—	—	1	1	—	—	—	3	—	—	3	1	—	—	7
Rubber and Miscellaneous Plastics Products	27	2	—	1	2	—	1	2	2	1	2	1	—	2	1	—	—	1	1	1	1	6
Leather and Leather Products	80	10	—	—	—	5	3	2	1	4	1	3	3	4	4	2	—	1	3	—	3	31
Stone, Clay, Glass and Concrete Products	51	2	1	—	—	2	2	4	2	1	1	4	1	2	5	2	1	2	—	—	—	19
Primary Metal Industries	12	5	2	1	—	—	1	1	—	—	—	—	—	—	—	1	1	—	—	—	—	—
Fabricated Metal Products, except Ordnance, Machinery, and Transportation Equipment	49	8	2	1	1	5	2	1	5	2	3	2	—	1	3	1	4	2	1	—	—	5
Machinery, except Electrical	67	10	—	1	5	6	5	5	5	5	4	1	1	4	1	1	6	3	—	1	—	3
Electrical Machinery, Equipment and Supplies	22	2	1	—	—	—	—	1	3	1	—	1	2	1	3	—	2	2	1	—	1	22
Transportation Equipment	69	11	1	6	2	4	3	3	2	1	3	—	—	2	2	1	9	2	1	2	4	10
Professional, Scientific, and Controlling Instruments; Photographic and Optical Goods; Watches and Clocks	10	—	—	1	—	—	2	1	—	1	1	—	—	1	—	—	2	1	—	—	—	—
Miscellaneous Manufacturing Industries	30	2	1	1	2	1	2	3	2	—	—	—	1	1	3	1	3	2	—	—	—	5
All Other Manufacturing	4	—	—	1	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	2
Local and Suburban Transit & Interurban Passenger Transportation	87	19	6	1	3	3	4	3	1	—	1	3	1	1	5	—	15	11	1	2	1	6
Motor Freight Transportation and Warehousing	274	59	7	6	12	10	9	9	8	11	6	3	3	8	9	4	40	25	6	6	3	30
Water Transportation	49	5	1	—	2	1	3	—	1	1	—	—	1	2	1	3	7	8	—	—	—	13
Transportation by Air	16	2	2	—	—	1	—	—	—	1	1	—	1	2	2	—	—	2	—	1	—	1
Transportation Services	33	—	—	1	—	2	1	—	2	2	1	2	1	—	1	—	9	3	—	—	1	7

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**Analysis by Industry and by Rate Class Employer Accounts Rated at the Start of the
Experience Rating Period, July 1, 1974 — June 30, 1975**

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%
Communication.....	73	21	7	6	2	6	3	6	5	5	1	1	—	1	2	1	2	3	1	—	—	—
Electric, Gas, and Sanitary Services.....	67	22	4	—	3	—	2	—	—	—	2	3	2	—	2	—	16	6	1	1	—	3
Wholesale Trade.....	1,175	409	55	54	61	64	50	45	34	31	30	17	26	27	33	9	81	50	7	5	13	74
Building Materials, Hardware, and Farm Equipment Dealers.....	334	81	8	13	19	15	14	18	13	8	11	11	12	9	10	5	38	25	5	1	2	16
Retail Trade — General Merchandise.....	220	38	7	7	11	7	7	7	12	5	6	3	6	4	4	—	40	28	3	5	1	19
Food Stores.....	677	86	16	18	30	25	25	24	16	13	12	7	10	10	18	13	167	128	5	6	7	41
Automotive Dealers and Gasoline Service Stations.....	916	165	36	30	37	28	28	34	35	29	22	14	18	23	29	10	178	145	12	7	10	26
Apparel and Accessory Stores.....	270	55	6	15	12	5	7	9	6	6	4	7	4	2	6	4	60	40	1	2	3	16
Furniture, Home Furnishings, and Equipment Stores.....	226	52	13	9	11	4	11	10	8	3	5	5	7	5	9	2	42	16	1	1	4	8
Eating and Drinking Places.....	734	67	15	20	22	31	25	23	29	27	27	20	27	18	34	18	109	69	15	20	5	113
Miscellaneous Retail Stores.....	776	154	32	26	32	37	31	23	34	29	16	21	16	11	27	7	134	81	11	8	3	43
Banking.....	73	8	6	18	9	11	6	8	2	2	1	1	—	—	—	—	1	—	—	—	—	—
Credit Agencies Other than Banks.....	182	20	5	7	6	4	9	7	3	6	1	1	3	2	3	—	67	37	—	—	—	1
Security and Commodity Brokers, Dealers, Exchanges, and Services.....	26	13	1	1	—	1	2	—	1	—	—	—	—	1	1	—	3	1	—	—	—	1
Insurance Carriers.....	96	48	6	2	6	2	7	1	—	1	1	1	2	1	1	1	12	1	—	—	—	3
Insurance Agents, Brokers and Service.....	225	49	5	11	16	9	8	5	6	7	6	3	2	—	4	1	65	19	3	1	1	4
Real Estate.....	316	48	3	5	7	8	5	4	7	4	4	8	2	3	8	2	114	38	6	7	1	32
Combinations of Real Estate, Insurance, Loans, Law Offices.....	66	10	1	3	4	1	2	3	2	1	1	—	2	1	2	1	18	13	—	—	—	1
Holding and Other Investment Companies.....	38	9	—	—	—	—	—	—	—	1	1	—	—	3	—	—	21	1	—	—	—	2
Hotels, Rooming Houses, Camps, and Other Lodging Places.....	461	25	8	6	11	8	15	3	13	12	13	10	7	5	7	7	103	75	12	13	9	99
Personal Services.....	432	84	8	12	15	6	15	12	7	9	6	7	7	1	13	3	121	71	3	2	2	28
Miscellaneous Business Services.....	215	40	4	3	8	7	—	11	9	13	7	5	7	3	5	9	20	21	3	6	4	21
Automobile Repair, Automotive Services, and Garages.....	259	41	12	4	5	4	10	3	7	5	3	4	8	1	10	—	70	52	4	2	3	11
Miscellaneous Repair Services.....	92	6	2	2	—	4	1	1	2	4	3	3	4	1	4	2	38	9	—	—	—	6
Motion Pictures.....	59	25	1	2	4	1	3	3	1	1	2	1	2	2	3	—	—	—	—	—	1	7
Amusement and Recreation Services, Except Motion Pictures.....	170	14	5	3	3	2	6	2	3	9	—	2	4	1	1	—	35	21	3	5	7	44
Medical and Other Health Services.....	805	17	10	8	21	19	20	21	14	8	10	13	12	3	18	2	391	168	15	7	4	24
Legal Services.....	257	3	2	4	3	4	5	8	9	4	3	5	3	—	10	1	129	46	4	4	1	9
Educational Services.....	49	5	—	—	1	1	1	2	2	2	—	1	2	1	2	—	10	14	1	2	—	2
Museums, Botanical, Zoological Gardens.....	5	—	—	1	—	—	—	—	—	—	—	—	—	—	—	—	1	3	—	—	—	—
Non-Profit Membership Organizations.....	292	33	4	3	8	4	4	6	7	2	5	2	—	1	3	2	124	44	10	5	4	21
Private Households.....	7	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	3	1	—	—	—	1
Miscellaneous Services.....	179	11	6	2	5	4	4	4	9	11	6	1	3	6	9	3	39	29	—	3	4	20
All Other Non-Manufacturing.....	3	2	—	—	—	—	—	—	—	—	—	—	—	1	—	—	—	—	—	—	—	—

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BUREAU OF LABOR AND INDUSTRY HAROLD S. NODDIN, DIRECTOR

Central Office: Capitol Shopping Center, Western Avenue, Augusta 04333

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 1/2

Total Expenditure, Fiscal Year 1975: \$652,754

Organizational Units:

Administration Division

Research and Statistics Division

Wage and Hour Division

Minimum Wage Rate on Construction

Projects Board

Bedding and Stuffed Toy Inspection Unit

Boiler and Elevator Inspection Division

Board of Boiler Rules

Board of Elevator Rules and Regulations

Industrial Safety Division

Board of Occupational Safety Rules and Regulations

Board of Construction Safety Rules and Regulations

Workmen's Compensation Unit

Public Employees Labor Relations Board

Panel of Mediators

State Board of Arbitration and Conciliation

State Apprenticeship Council

Stationary Steam Engineers and Boiler Operators Examining Committee

PURPOSE: The Bureau of Labor and Industry was established 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. Its primary responsibilities 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.

ORGANIZATION: 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.

Wage and Hour Division. Reference to child labor dates back many years and was one of the first matters of concern to legislators in the field of working conditions. In 1847, a law was passed to prohibit children between the ages of twelve and fifteen from working in cotton or woolen mills without having three months of formal schooling out of twelve. Amendments were made in nearly every legislative session between 1907 and 1927 and several between 1945 and 1965, bringing requirements into line with changes in social attitudes and modern technology. The first laws regulating hours of employment for women were enacted in 1887 and amended from time to time, but the federal Civil Rights Act of 1964 and the Maine Human Rights Act of 1973 have caused these laws for women to be ruled invalid. The Equal Pay Act requiring equal pay for either sex doing comparable work was enacted in 1949. The State of Maine first enacted a general minimum wage law at the legislative session of 1959. Succeeding amendments have added overtime requirements, raised the original one dollar per hour minimum wage rate and broadened the coverage.

Bedding and Stuffed Toy Inspection Unit. The first law with respect to bedding, passed in 1929, applied to mattresses only, with enforcement placed in the Department of Health. The law was amended to include pillows in 1935, and in 1947, the present wording, "Bedding and

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Upholstered Furniture" appeared. In 1953, enforcement was transferred to the Department of Labor and Industry, and in 1963, the stuffed toy law was enacted. The inspectors of the Bureau's Wage and Hour Division inspect bedding, and upholstered furniture and stuffed toys at places of business where they are making routine inspections and audits of payroll.

Boiler and Elevator Inspection Division. Boiler laws have existed since 1850, but these laws were consolidated and organized in their present form with the establishment of the Boiler Division in 1931. Enforcement activity operates in concert with the Elevator Division, and the Chief Boiler Inspector is the Supervising Elevator Inspector. The field inspectors work for both Divisions. The Elevator Law was enacted in 1949, and in 1951, a Board of Elevator Rules and Regulations was established and Rules for Existing Elevators were promulgated. This activity, since it became functional in 1951, has been operated in concert with the Boiler Inspection Division and, except for a brief period in the late 1960's, the supervising elevator inspector is the Chief Boiler Inspector. The field inspectors work for both Divisions.

Industrial Safety Division. An Act of 1893 provided for "Inspector of factories, workshops, mines and quarries" with limited and stated authority. Such limited authority existed until 1955, with inspections made by one or two inspectors. In 1955, construction was added to the list of businesses the commissioner could enter and inspect. The Board of Construction Safety Rules and Regulations was established and empowered to adopt rules. In 1969 the Board of Occupational Safety Rules and Regulations was established and empowered to adopt rules and regulations for industry. During the period 1970-1973, the Bureau was authorized to increase its staff to enable it to gear up for implementation of the federal Occupational Safety and Health Act (OSHA).

PROGRAM: The Bureau of Labor and Industry's activities are diverse but interrelated in the areas of health, safety, wages, working conditions and labor relations. The functions and activities of the Bureau's principal divisions are described in this summary and in separate reports as well as in a yearly statistical breakdown. The following calls attention to areas where there were activities of other than a routine nature.

During the fiscal year, negotiations were completed with the Bureau of Forestry for the installation and use of a two-way radio on the Forestry frequency by the Labor and Industry Safety Compliance Officer assigned primarily to woods operations. In September, 1974, the Bureau participated in the Annual Safety Council Conference at the Shawmut Inn, Kennebunkport, which was attended by over four hundred delegates from labor and industry.

Enabling legislation for Occupational Safety and Health Act (OSHA) enforcement was drafted with assistance from all parties concerned and presented to the 107th Legislature. Because of insufficient support, the legislation was withdrawn by the sponsor. As a consequence and after consultation with the Commissioner, it was recommended that the Bureau not renew the Enforcement Contract section with the U. S. Department of Labor. This was subsequently approved and the State Plan withdrawn by the Governor. During the legislative session, legislation was enacted giving the State authority for safety inspections in the public sector. It is expected that all personnel formerly assigned as compliance officers under the Enforcement Contract will be used on a consultant basis in the public sector and for complimentary inspections in the private sector upon request.

The Bureau's budget experienced the same reduction as all other State agencies, and all division directors and employees have been instructed to submit cost reduction suggestions designed to implement the desires of the Legislature when the budget was enacted.

It should be noted that twenty-one bills were enacted during this session of the 107th Legislature which directly affect the activities of the Bureau.

During the year, the Director continued to visit industrial plants and labor organizations throughout the State, discussing their problems and explaining the functions of the Bureau to appropriate officials.

Research and Statistics Division. The functions of this Division are to collect, assort and arrange statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the number and character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public; to other matters relating to the commercial, industrial, social, educational, moral and sanitary conditions prevailing within the State, including the names of firms, companies or corporations, where located, the kind of goods produced or manufactured, the time operated each year, the number of employees classified

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according to age and sex and the daily and average wages paid each employee. The Bureau also is authorized to exploit such subjects as will tend to promote the permanent prosperity of the industries of the State and to predetermine the minimum wage rate of State construction projects.

These functions are incorporated in the following major publications and programs of the Division:

Census of Maine Manufacturers — A survey of manufacturing firms requesting data relative to value of product, gross wages, number of workers, number of workers covered by union contract, capital expenditures, value of goods shipped, and government contracts. Data received is tabulated by industrial classification, county, civil division, economic area, and plant size, and is published annually.

Occupational Wage Survey — A survey of manufacturing firms employing twenty-five or more requesting wage data for selected positions. Pertinent statistics are calculated and published.

Directory of Maine Labor Organizations — A directory of labor officials compiled from data obtained from Maine labor organizations and published annually.

Minimum Wage Rate on State Construction Projects — Wage data is obtained from construction firms by mail survey and used as a basis for the predetermination of wage rates for construction workers on State contracts of \$10,000 or more.

Occupational Injuries and Illnesses Statistical Program — An annual survey conducted in cooperation with and partially funded by the U. S. Department of Labor, Bureau of Labor Statistics. Injury and illness statistics will be tabulated and incidence rates calculated and published.

Wage and Hour Division. This Division protects the wages of employees and insures payment of minimum wage and overtime, assists employees in collecting unpaid wages and vacation pay, protects youth and children from poor working conditions including long hours and hazardous occupations, and enforces all laws regulating the employment of minors, all laws regulating the payment of wages and all laws enacted for the protection of the working classes. The Division has authority to enter places of business or employment for the purpose of examining and inspecting payroll records and to copy any or all such records. It may issue special certificates for handicapped workers and learners for less than the minimum wage, and must examine work permits for minors issued by local superintendents of schools and approve or order cancellation if improperly issued.

The Maine minimum wage increased once during the past fiscal year. Although the amount of back wages paid to employees because of errors in the minimum wage and overtime was less than the previous year, field inspectors have spent more time than usual at most businesses explaining changes in the laws enacted by the 107th Legislature. There were eight legislative bills passed affecting this Division, including minimum wage increase, payment of wages, severance pay and extended coverage of minimum wage.

The number of complaints from workers who have not been paid for their labor and the cases successfully closed have continued to increase during the past fiscal year. Thirty-five more employees were paid than the previous year, resulting in a \$5,161 increase in wages paid to employees who had brought complaints to the Division. The penalty for failure to pay wages or vacation pay is so small that it has not been a deterrent to employers who have refused to pay their employees upon termination. However, the 107th Legislature amended the law, to take effect October 1, 1975, which will provide a penalty up to \$500 for each offense plus, upon judgment rendered in favor of the claimant, will allow payment to the employees in the amount of three times the wages or vacation pay judged to be owed. The amendment also clearly defines the length of time a claimant must wait for his unpaid wages or vacation pay after termination.

Only two equal pay complaints were brought to the Bureau during the past fiscal year, and neither complaint proved to be valid after extensive investigation. During each payroll audit, field inspectors look for possible violations of the Equal Pay Law, but due to publicity by the Federal Government and other agencies plus the news media concerning civil rights and equal rights, the employers are more conscious of equal pay laws.

Work permits processed for employment of minors under eighteen years of age decreased during the past year. Undoubtedly, one reason for the decrease was the unstable economy and the high unemployment situation. Also, seasonal programs for employment of youth through federal funds has allowed hundreds of Maine youth to be employed for the summer season at various jobs for nonprofit organizations and State and municipal government without work

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permits being required. The number of child labor violations were about the same for the past year, and all violations were corrected as soon as the employers were notified by the field inspectors.

Bedding and Stuffed Toy Inspection Unit. The primary responsibilities of this unit are to insure that articles of bedding or upholstered furniture and stuffed toys sold in Maine do not contain bugs, vermin, insects or filth and that they are sanitary and free from harmful substances; to inspect the manufacture and sale or delivery of bedding and upholstered furniture, open and examine the contents thereof, and seize and hold for evidence any article believed to be in violation of the law. The Unit also issues certificates of registration to manufacturers or importers who apply and are in compliance, enforces the stuffed toy law and takes for analysis samples of stuffed toys.

Revenue from the certificates of registration goes to the State's General Fund. A small appropriation is made to cover the lab fees for testing of toys' stuffing, but none for staff. This means that there is no inspection made of filling material in mattresses, pillows, quilts, or upholstered furniture. If the Bureau had one person trained in inspection methods, a program of inspection and testing could be undertaken and the purpose of the law fulfilled.

Boiler and Elevator Inspection Division. The functions of this Division are to insure the safe operation of all high pressure boilers and all low pressure heating boilers located in schoolhouses or owned by municipalities, and provide for the safe and convenient vertical transportation of working people and the public. The Division formulates and enforces reasonable rules and regulations for the safe and proper construction, installation, repair, use, operation and inspection of elevators in the State, investigates all elevator accidents and sees that all elevators covered by the statutes are inspected and reports of such inspections submitted for process. It also issues Certificates of Operation, keeps records on all elevators and holds examinations to establish the fitness of elevator inspectors and elevator mechanics.

Presently, there are approximately 1,245 high pressure boilers and 2,307 heating boilers covered by the statutes. Of these, 3,290 are insured and are inspected by inspectors authorized by the Division; the remaining 262 are inspected by State inspectors.

During the past fiscal year, 3,205 Boiler Certificates were issued, 18 Inspectors' Certificates of Authority were issued, and 423 welders were examined or received renewal Certificates of Authority.

A new activity of the Division, the Engineers' and Operators' Licensing Law, was enacted at the Special Session of the 106th Legislature and became effective on October 3, 1973. During fiscal year 1975, 1,325 Engineers' and Operators' Licenses were issued by examination or grandfathering. Since such licenses are issued for a three-year period, there is no way to estimate future income for this activity at this time. One goal of the Division is the elimination of all potential hazards inherent in boiler care and operation.

Presently, there are 884 freight and 707 passenger elevators under inspection in Maine. Of these, 364 are insured and inspected by the insuring company, 672 are insured but inspected by State inspectors, and 555 are uninsured and inspected by State inspectors. The Division received and processed 1,252 inspection reports from the insuring companies and 3,446 inspection reports from the State inspectors.

Parts of the Elevator Law are now being tested in the Courts. The Union Mutual Life Insurance Company has taken action against the Supervising Inspector alleging unconstitutionality of one section and charging the Supervising Inspector with misinterpretation of another. The case was to be heard in Cumberland County Superior Court last fall, but to date, it is still pending. In relation to this court action, a Union Mutual Bill was passed by the 107th Legislature which will permit service personnel employed by an industrial plant to be examined and licensed as elevator mechanics.

Theoretically, the goal of the Division is to eliminate all causes of elevator accidents, but realistically, it can only strive to prevent fatalities and to reduce the incidence and severity of other accidents.

Industrial Safety Division. The function of this Division is to assure safe and healthful working conditions for working men and women. It is charged with enforcing safety and health rules and regulations adopted by the Board of Construction Safety Rule and Regulations and the Board of Occupational Safety Rules and Regulations.

The federal Occupational Safety and Health Act (OSHA) of 1970 provided for the enforcement by OSHA of safety and health standards in states not having an approved state plan. A Maine State Plan was submitted to the U. S. Department of Labor in 1972. However,

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necessary legislation to support the plan had not been approved by the 105th or the 106th Legislatures and resubmitted legislation was not approved by the 107th Legislature. In view of the failure to pass supportive legislation, it was the decision of the Department not to renew the State/federal agreement under which the Division was enforcing OSHA regulations.

The 107th Legislature passed "An Act Relating to Occupational Safety and Health in Public Employment," providing for enforcement of safety and health rules and regulations and stated employee rights at places of employment provided by the State, a State agency, county, municipal corporation, school district, or other public corporations or political subdivisions. This Act also eliminates the Division's safety and health jurisdiction in places of private employment. The Act further provides that the Division shall conduct courtesy inspections at places of public employment until July 1, 1977, at which time the enforcement of safety and health standards, to be adopted by a newly-established Board of Occupational Safety and Health, is provided for.

During fiscal year 1975, major activities consisted of 789 OSHA compliance inspections and 786 courtesy inspections to help industry get into compliance with the OSHA standards. In addition, the Division conducted or participated in 31 safety meetings and provided a speaker at 26 various group meetings.

Workman's Compensation Unit. The primary responsibility of this unit is to insure that the correct amount is paid in a lump sum or weekly compensation to workers who are unable to work due to personal injuries sustained by accident arising out of and in the course of their employment or to an occupational disease due to working conditions.

A total of 11,039 cases were handled during fiscal year 1975, an increase of 1,236 over the previous fiscal year. In order that these cases be correct in every respect for approval of payment of temporary total or partial compensation, 4,028 letters were written for additional information or correction of the submitted forms, an increase of 367 letters written over the previous fiscal year.

Provision is also made for a lump sum payment in the loss of a part of the body due to amputation based on the accident or for the loss of function in many cases. If the injured employee and the employer are unable to agree to either payment of compensation or a lump sum payment, such employee is entitled to a hearing before the Industrial Accident Commission, thereby providing protection to both parties. Due to an Act passed by the 106th Legislature which was effective November 29, 1974, the waiting period was reduced from seven days to three days, resulting in an increase in the work load of this activity.

BUREAU OF LABOR AND INDUSTRY STATISTICAL SUMMARY OF ACTIVITIES FISCAL YEAR 1975

Apprenticeship

New Programs Registered	49
Programs Cancelled	69
Total Programs to July 1, 1975	297
New Apprentices Registered	367
Apprentices Reinstated	8
Apprentices Completed	191
Apprentices Suspended	0
Apprentices Cancelled	316
Total Apprentices as of July 1, 1975	1,162
Veterans Benefits — Applications Processed	1,417

Bedding and Stuffed Toys

Inspections Made	42
Law Violations Found	40
Received for Bedding Registrations	\$19,585
Received for Licensing Stuffed Toy Manufacturers	\$ 4,570

Boilers

Inspection Reports from Insurance Companies	3,290
Boilers Inspected by Boiler Division Inspectors	262

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Inspection Certificates Issued	3,205
Welders' Tests Examined (originals and/or retests)	255
Welders' Certificates of Authority Renewed and/or Issued	423
Boiler Inspectors' Certificate of Authority Issued	18
Engineers' and Operators' Licenses Issued and/or Renewed	1,325
Total Income	\$38,077

Elevators

Insurance Inspection Reports	1,133
State Inspection Reports	3,165
Safety Tests	920
Escalator Reports	13
Manlift Reports	6
New Elevators Installed and Inspected	46
Elevator Inspectors Examined	8
Elevator Mechanics Examined	4
Licenses Issued	14
Elevator Certificates Issued	1,487
Total Income	\$52,872

Industrial Safety

Number of Calls, Total	1,611
Industrial Plants	556
Construction	688
Municipalities	11
Institutions	0
Accident Investigations	10
Consultations	40
Complaints	19
Recommendations for Correction of Condition	6,413
OSHA Report Review — 18 man-days	

Minimum Wage, Women and Child Labor

Inspections	12,557
Violations, Total	2,128
Failure to Pay Minimum Wage	302
Overtime Violations	97
Improper Records	271
Failure to Post Notices	888
Not giving Employee Proper Statements with Wages	473
Child Labor Violations	68
Amount of Back Wages Paid	\$41,035
Total Approved Work Permits & Certificates of Age	6,596

Payment of Wage

Wage Complaints Processed	390
Wage Complaints Paid	267
Amounts Paid to Employees	\$32,646

Research and Statistics

Wage Determinations	85
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Workmen's Compensation

Workmen's Compensation Cases Handled	10,138
Agreements Approved	7,011
Cases sent back for correction	3,891

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FINANCES, FISCAL YEAR 1975:

Bureau of Labor and Industry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$603,978		\$57,072		\$661,050
Total Expenditure	603,810		48,944		652,754
NET	168		8,128		8,296
Unexpended Balance Forward	106		8,128		8,234
Unexpended Balance Lapsed	62				62

PUBLIC EMPLOYEES LABOR RELATIONS BOARD

WALTER E. COREY, CHAIRMAN

PARKER DENACO, Executive Director

Central Office: Capitol Plaza, Western Avenue, Augusta 04333

Telephone: 289-2016

Established: 1972

Statutory Authority: M.R.S.A., Title 26, Chapters 9-A, 9-B

Average Number of Full-Time Employees: 4

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Labor and Industry Summary

Organizational Units:

Panel of Mediators

PURPOSE: The Public Employees Labor Relations Board was established 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.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under both the Public Employees Labor Relations Act (PELRA). 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 are confined to the public sector under the 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 employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under both the PELRA and SELRA. Unfair labor practices, referred to as "prohibited acts" in both the PELRA and the SELRA, are handled by the Board when alleged violations have occurred. Ancillary to the foregoing statutory functions of the Board 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 Board.

ORGANIZATION: 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.

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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 activities administered by the Public Employees Labor Relations Board have continued to grow at a rate surpassing that of fiscal year 1974. During the year, unit determination requests were up 1,000%, bargaining agent election requests were down 42%, decertification election requests were up 50%, mediation requests were up 31%, fact finding requests were up 9% and prohibited practice complaint cases were up 50%. The figures from the past two fiscal years support the Board's anticipation that its activities will continue to grow and that additional staffing requirements will become necessary.

In addition to the obligations created under the Public Employees Labor Relations Act and the State Employees Labor Relations Act, the activities of the recently adjourned 107th Legislature imposed additional duties upon the Board which will become the Maine Labor Relations Board in October of 1975. Specifically, additional activities are foreseen as resulting from the passage of "An Act to Extend Collective Bargaining Rights to Maine Turnpike Authority Employees" and from "An Act Extending Collective Bargaining Rights to University of Maine Employees." These two enactments alone account for an extension of labor relations rights and activities to an additional 8,000 to 10,000 employees. Moreover, passage of "An Act to Define the Responsibilities of the Bureau of Labor and the Public Employees Labor Relations Board" broadens the scope for which mediation might be used by including a policy that such services might be used to attempt settlements of "other disputes subject to settlement through mediation."

It is anticipated that the demands for services offered by the Public Employees Labor Relations Board will continue to grow during the next two years because of increasing activity under the State Employees Labor Relations Act and the University of Maine Labor Relations Act. From an administrative standpoint, it is disconcerting to recognize that the demands are growing most rapidly in those areas which are most time-consuming and most expensive, i.e., the processing of prohibited practice complaints and conducting of unit determination hearings. On the other hand, it is gratifying to realize that the parties and practitioners doing business with the Board have recognized it as an effective and viable administrative and quasi-judicial agency for the processing of their needs for labor relations services.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Public Employees Labor Relations Board are not maintained separately, but are included with those of the Bureau of Labor and Industry.

STATE BOARD OF ARBITRATION AND CONCILIATION LAWRENCE J. THEBEAU, CHAIRMAN

Central Office: Capitol Shopping Center, Augusta 04330

Telephone: 289-3331

Established: 1909

Statutory Authority: M.R.S.A., Title 26, Chapter 9, Subchapter II

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Labor and Industry Summary

PURPOSE: The State Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board 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.

ORGANIZATION: The State Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three members

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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: As required by statute, the State Board of Arbitration and Conciliation held its annual meeting on September 13, 1974, at the offices of the Bureau of Labor and Industry. The Board voted to reelect its Secretary and likewise adopted the Rules and Procedures then in effect for the coming year without change or amendment.

Following are the arbitration, board of inquiry and fact-finding activities of the Board for fiscal year 1975:

Arbitration

1. July 18, 1974
Truck Drivers, warehousemen and Helpers Union — Local 340 vs. City of Presque Isle
2. October 3, 1974
AFSCME AFL-CIO Council 74 — Local 2010 vs. Brunswick School Board
3. October 30, 1974
South Portland Municipal Employees Association vs. City of South Portland
4. January 15, 1975
AFSCME AFL-CIO Council 74 — Local 481 vs. City of Westbrook
5. January 30, 1975
AFSCME AFL-CIO Council 74 — Local 1828 vs. City of Westbrook
6. April 7, 1975
Truck Drivers, Warehousemen and Helpers Union — Local 340 vs. City of Bangor
7. April 10, 1975
AFSCME AFL-CIO Council 74 — Local 1828 vs. City of Waterville
8. April 29, 1975
AFSCME AFL-CIO Council 74 — Local 2178 vs. Waterville Board of Education
9. May 9, 1975
AFSCME AFL-CIO Council 74 — Local 1828 vs. City of Belfast
10. May 27, 1975
IAFF AFL-CIO — Local 1601 vs. Town of Rumford

Board of Inquiry

1. July 29; August 1, 2, 12 and 13, 1974
Abilities and Goodwill Industries, Inc. Controversy

Fact Finding

1. July 9, 1974
City of Augusta and AFSCME AFL-CIO Council 74 — Local 1828
2. July 16, 1974
Town of East Millinocket and AFSCME AFL-CIO Council 74 — Local 1823
3. October 22, 1974
City of Belfast and AFSCME AFL-CIO Council 74 — Locals 1828 and 1458

Hearings were held on all the above matters, and the Board's findings were based on the facts and merit of each case. In addition, knowing the limitations of budgets and the bind on funding that is not only statewide but nationwide and the need to economize. The Chairman of the Board successfully endeavored throughout the year to solve several disputes without their actually coming to a hearing before the Board.

Labor relations statewide continue to be in good condition and organized labor has increased its strength in many areas, particularly the public sector, which in the future may present more activity for the Board. It is felt that more labor problems are expected to develop, especially in the public area, and the availability of the Board can be one of the key factors in solving these differences.

The majority of the Board members, including alternate members, are of the opinion, after full consideration, that the laws relating to the Board should be changed to ensure that the strict

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neutrality of the Board is a prime factor in making appointments to the Board, assuring no bond with any segment of State Government, which would enhance the ability of the Board to be acceptable to any and all groups.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the State Board of Arbitration and Conciliation are not maintained separately, but are included with those of the Bureau of Labor and Industry.

STATE APPRENTICESHIP COUNCIL

ALBERT A. ROWBOTHAM, CHAIRMAN

JOHN R. DYER, Director of Apprenticeship

Central Office: Capitol Shopping Center, Augusta 04333

Telephone: 289-3331

Established: 1943

Statutory Authority: M.R.S.A., Title 26, Chapter 11

Average Number of Full-Time Employees: 3

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Labor and Industry Summary

PURPOSE: The State Apprenticeship Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and agreements, and issuing certificates of completion to persons satisfactorily completing their training, with a goal in two to five years of awarding a certificate of completion to the apprentice designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services to provide supplemental instruction and the Veterans Administration in approving veterans for apprenticeship training.

ORGANIZATION: The State Apprenticeship Council was established by statute in 1943 with a secretary to the Council being responsible for the registering of programs and apprentices. The federal Bureau of Apprenticeship and Training under the U. S. Department of Labor assists in the preparation of standards, conducting compliance reviews and related matters. In 1970, the Council hired a Director of Apprenticeship to conduct the affairs of the Council in the field and office. In 1973, the Veterans Administration offered the Council a reimbursement contract to provide salary and travel expenses for a Field Representative to handle applications for apprenticeship training for veterans.

The Council is composed of eleven members appointed by the Governor and made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman from among its members and appoints a secretary. The Director of Vocational Education, the Chairman of the Employment Security Commission and the Director of the Bureau of Labor and Industry are ex officio members without vote. The Bureau Director exercises supervision over Council employees and the disbursement of funds according to Council policy. The budget of the Council is incorporated in the overall budget of the Bureau of Labor and Industry.

PROGRAM: The number of active registered apprenticeship training programs peaked in November, 1974, at 322. Due to the economy, the number of active apprenticeship programs reduced to 297 at the end of the fiscal year. The number of registered apprentices reached a high of 1,283 in October, 1974. Loss of training programs and apprentices due to layoffs for lack of work, particularly in the building trades, has caused a reduction in the number of apprentices now registered to 1,162 at the end of the fiscal year. An intensive review of all programs resulted in cancellation of programs which had not been active for a considerable length of time.

The most significant project of the year was the 31st Annual Eastern Seaboard Apprenticeship Conference which was held in Portland, Maine, June 16 through 20, 1975, with a

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total attendance of 750 labor, management, educational and veterans representatives. The cost of this conference was borne by registration fees, with no funding by the State.

Attention is being directed to improvements in the delivery of related instruction through a proposed "Home Base" system of keeping records of education provided to apprentices, and Craft Committees being established to review and update standards of apprenticeship and related instruction requirements.

Significant is the continued interest by veterans in apprenticeship training, justifying the employment of a full-time field representative to develop, establish and maintain training programs for veterans, under a Veterans Administration reimbursement contract.

It is the continuing objective of the State Apprenticeship Council to provide the highest quality of training possible by working with employers, vocational education officials, guidance counselors, Joint Apprenticeship Committees and apprentices.

A goal is to publicize the educational opportunities available through apprenticeship. The majority of the apprentices receive a starting wage greater than the minimum wage and thus are self-supporting while they learn. Periodic wage increases are a requirement of the program.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the State Apprenticeship Council are not maintained separately, but are included with those of the Bureau of Labor and Industry.

MANPOWER TRAINING DIVISION

JOHN G. COSTELLO, DIRECTOR

Central Office: 122 State Street, Augusta 04333

Telephone: 289-2461

Established: 1974

Statutory Authority: M.R.S.A., Title 26, Chapter 19

Average Number of Full-time Employees: 60

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$2,076,368

Organizational Units:

Manpower Training Center, Portland
Manpower Training Center, Lewiston
Manpower Culinary Arts Center, Lewiston
Manpower Training Center, Thomaston

Manpower Training Center, Waterville
Manpower Automotive Center, Bangor
Manpower Training Center, Machias
Individual Referral Unit, Augusta

PURPOSE: The purpose of the Manpower Training Division is to provide entry-level occupational skill training for economically disadvantaged, unemployed or underemployed adults who cannot reasonably be expected to obtain suitable employment without such training. The Division works closely with the Employment Service Division in establishing training needs throughout the State. Appropriate training can be contracted for with both public and private school systems, or developed and maintained by the Division as specific needs warrant such action. All training is directly supervised by the State staff to assure high quality and compliance with the Act and all associated regulations. Disbursement of funds and audit of contract expenditures are also functions of the Division as is the maintenance of a control of the inventory of all federal and State training equipment.

ORGANIZATION: In 1963, a Manpower Development Training Act (MDTA) Educational Training Unit was established within the Bureau of Vocational Education of the Department of Education for the purpose of developing and supervising the delivery of manpower training in Maine. On July 1, 1972, through action of the Legislature, the MDTA Educational Training Division of the Department of Manpower Affairs was established. The Division was 90% federally funded, with the balance provided by the State.

After the passage of the federal Comprehensive Employment and Training Act of 1973 (CETA), and the expiration of the MDTA on June 30, 1974, funding of training activities within the State was coordinated through the Office of Manpower Planning and Coordination of the Executive Department. At the request of the Governor and that staff, the former Concentrated Employment Program (CEP) and the MDTA Educational Training Division were merged into the Manpower Training Division of the Department of Manpower Affairs on October 1, 1974. The primary reason for this merger was to avoid duplications that had previously existed in

MANPOWER

manpower programs. Subsequent to the merger, training activities of both programs were combined to create the Division's present organizational structure.

PROGRAM:

MDTA Educational Training Division. The MDTA expired on June 30, 1974, but funds were provided to carry existing programs through to their normal completion date or to the point where an orderly transition to CETA funding could be accomplished. By January 1, 1975, all programs under this Division were assumed by the new Manpower Training Division.

Concentrated Employment Program. All activities conducted within this program were funded under the same contract with the U.S. Department of Labor, which expired on September 30, 1974. On October 1, 1974, the program was merged with the MDTA Educational Training Division to form the Manpower Training Division.

Manpower Training Division. This Division became an administrative entity on October 1, 1974. Under contract with the Executive Department's Office of Manpower Planning and Coordination, training in the major urban areas was combined to reduce administrative costs and prevent unnecessary duplication. Training was offered as follows:

Manpower Training Center, Portland	Individuals Served
Prevocational Education	40
Clerical Occupations	129
Building Maintenceman	44
Construction Worker	38
Machine Tool Operator	13
Machine Tool Set-up Man	16
Nurse Aide	30
Various Occupations (work experience)	24
Total	334
Manpower Training Center, Lewiston	
Prevocational Education	32
Clerical Occupations	56
Building Maintenceman	28
Construction Worker	18
Nurse Aide	27
Inhalation Therapist	12
Various Occupations (work experience)	36
Total	209
Manpower Culinary Arts Center, Lewiston	Total 80
Manpower Training Center, Thomaston (Maine State Prison)	
Auto Mechanic	31
Construction Worker	16
Building Maintenceman	15
Clerical Occupations	20
Various Occupations (work experience)	11
Total	93
Manpower Training Center, Waterville	
Prevocational Education	32
Clerical Occupations	62
Construction Worker	48
Building Maintenceman	12
Nurse Aide	28
Police Officer	31
Various Occupations (work experience)	52
Total	265
Manpower Automotive Center, Bangor	
Automobile Mechanic	13

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Manpower Training Center, Machias
Construction Worker

20

Individual Referral Unit (Statewide)
Various Occupations (sub-contractual)

154

TOTAL 1,126

FINANCES, FISCAL YEAR 1975:

Manpower Training Division	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$120,000		\$2,100,691		\$2,220,691
Total Expenditure	65,966		2,010,402		2,076,368
NET	54,034		90,289		144,323
Unexpended Balance Forward			90,289		90,289
Unexpended Balance Lapsed	54,034				54,034

STATE
POLICY
AREA **11**

Natural Resources

Department of Conservation
Department of Environmental Protection
Department of Inland Fisheries and Game
Baxter State Park Authority



DEPARTMENT OF CONSERVATION

DONALDSON KOONS, COMMISSIONER

Central Office: State Office Building, Augusta 04333

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

Average Number of Full-Time Employees: 258

Authorized Employee Level: 232

Total Expenditure, Fiscal Year 1975: \$10,870,072

Organizational Units:

Administrative Services Division

Land Use Regulation Commission

Bureau of Public Lands

Coastal Island Registry

Bureau of Forestry

Maine Forest Authority

Forestry Appeals Board

Arborist Examining Board

Bureau of Parks and Recreation

Keep Maine Scenic Program

Allagash Wilderness Waterway

Maine Trails System Advisory Committee

Advisory Committee on Historic Sites

Passenger Tramway Safety Board

Bureau of Geology

Maine Mining Bureau

Northeastern Forest Fire Protection Commission

State Board of Certification for Geologists and Soil Scientists

Mapping Advisory Committee

PURPOSE: The Department of Conservation was established 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.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

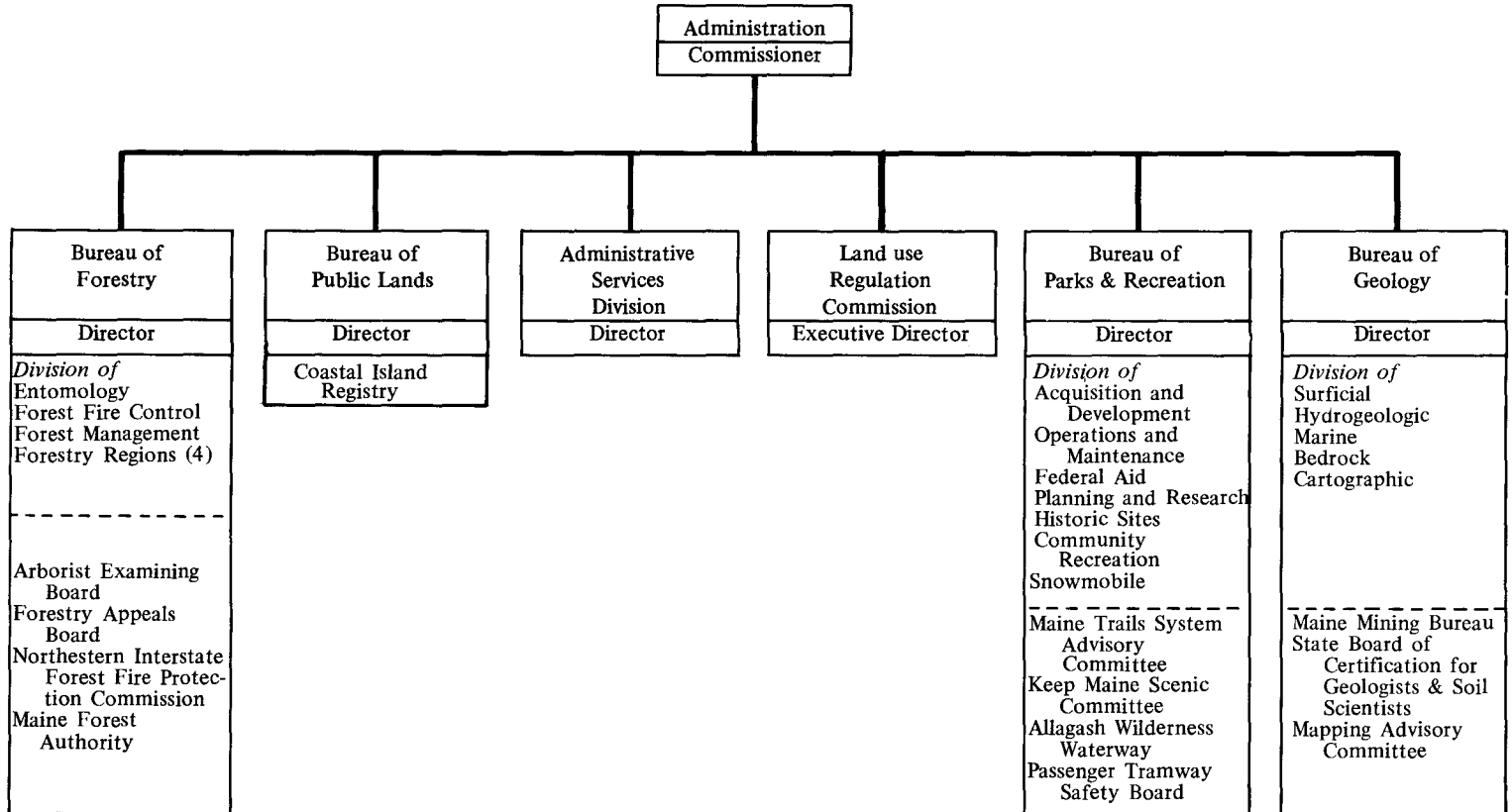
ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the long-established Forestry Department and Department of Parks and Recreation. This legislation also included the Land Use Regulation Commission, the Bureau of Geology, formerly a division of the Department of Forestry, and created a new Bureau of Public Lands within the Department.

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 was 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 Bureau of Public Lands accomplished a trade with Great Northern Paper Company that acquired 59,000 acres of previously contested timber and grass rights and provided the opportunity to consolidate scattered public lots into larger parcels.

**ORGANIZATION CHART
DEPARTMENT OF CONSERVATION**



NATURAL RESOURCES

A highlight of the Bureau of Forestry activities was the spraying of 2,233,500 acres of spruce-fir forest infested by the spruce budworm. The 1975 budworm populations were the most intense ever experienced in the State of Maine.

The Bureau of Parks and Recreation during the past year received federal funds from the Land and Water Conservation Fund and approval for 32 new projects consisting of 13 State and 19 municipal. The Bureau acquired 20 parcels of land totaling about 3,357 acres through the use of State and federal funds and gifts to the State. The largest gift was the 2,200-acre Squaw Mountain Resort and ski area received from the Scott Paper Company in December, 1974.

The Land Use Regulation Commission drafted and adopted the Land Use Policies Plan and completed portions of *Land Use Standards* and a *Manual for Land Use Planning*. Branch offices were opened in Caribou, Greenville and Machias to improve service to the citizens of Maine.

The Bureau of Geology is testing the continental collision theory—with an opening and closing Atlantic Ocean—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.

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF CONSERVATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$9,679,117	\$ 85,323	\$		\$9,764,440
Departmental Operations	9,476,132				9,476,132
Transfers	202,985	85,323			288,308
Federal Grants	93,427		1,119,996		1,213,423
County & Municipal		1,181			1,181
Private Contributions		37,399			37,399
Sales	1,785,000	13,828			1,798,828
Services & Fees		28,737			28,737
Other		582,680			582,680
Unexpended Balance Brought Forward	4,708,945	1,175,035			5,883,980
Adjustment of Balance Brought Forward	(34,598)	(48,654)			(83,252)
TOTAL FUNDS AVAILABLE	16,231,891	1,875,529	1,119,996		19,227,416

Monies received and deposited to the credit of the State	1,727,798				1,727,798
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EXPENDITURES					
Total Personal Services	4,056,782	327,459			4,384,241
Wages & Salaries	3,671,151	300,041			3,971,192
Retirement	385,631	27,418			413,049
Total All Other	4,703,027	311,492	1,000		5,015,519
Contractual Services	4,011,073	218,156	1,000		4,230,229
Rents	225,296	2,614			227,910
Computer Services	3,372				3,372
Commodities	275,463	25,841			301,304
Grants, Subsidies, Pensions	416,491	67,495			483,986
Transfers to Other Funds					
Other					
Total Capital Expenditures	1,174,767	295,545			1,470,312
Buildings & Improvements	283,114	172,823			455,937
Equipment	407,186	113,902			521,088
Purchases of Land	484,467	8,820			493,287
TOTAL EXPENDITURE	9,934,576	934,496	1,000		10,870,072

SUMMARY

Total Funds Available	16,231,891	1,875,529	1,119,996		19,227,416
Total Expenditure	9,934,576	*934,496	1,000		10,870,072
NET	6,297,315	941,033	1,188,996		8,357,344
Unexpended Balance Forward	6,261,903	941,033	1,118,996		8,321,932
Unexpended Balance Lapsed	35,412				35,412

*Total expenditures subtracted from combined Non-Federal and Federal Total Funds Available.

NATURAL RESOURCES

LAND USE REGULATION COMMISSION RICHARD W. BILLINGS, ACTING EXECUTIVE DIRECTOR

Central Office: 189 State Street, Augusta 04333

Telephone: 289-2631

Established: 1969

Statutory Authority: M.R.S.A., Title 12, Chapter 206A

Average Number of Full-Time Employees: 11

Authorized Employee Level: 11

Total Expenditure, Fiscal Year 1975: \$283,864

Organizational Units:

Development Review Division
Planning Division

Resource Analysis Division
Branch Offices (3)

PURPOSE: The Land Use Regulation Commission was established 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. The primary responsibilities of the 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 of the State; and to prepare a comprehensive land use plan for these areas.

ORGANIZATION: 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 Department of Conservation, created that year.

PROGRAM: During fiscal year 1975, the Land Use Regulation Commission drafted and adopted the Land Use Policies Plan, including identifying the planning process beyond the policy stage.

Other planning documents completed included "Identified Needs" portions of *Land Use Standards* that will replace the Interim Standards and a *Manual for Land Use Planning* to assist unorganized area communities.

Several major actions designed to improve service to citizens included the establishment of branch offices in Machias, Greenville and Caribou; the initiation of an agreement with the Cooperative Extension Service to develop a land use educational program; and improvement in procedures to shorten permit application times by delegating certain approval authorizing to the staff.

In an attempt to encourage greater citizen involvement in its planning and zoning process, the Commission encouraged and conducted a joint conference with the University of Maine at Orono on high mountain soils, conducted meetings of persons interested in long-range forestry harvesting plans, and held public hearings on zoning and standards in several areas of the State. In addition, a permanent thirty-member advisory board was formed.

In June, the Commission designed and started a comprehensive land use inventory process.

The Commission reviewed and took action on approximately 530 applicants for buildings, subdivisions, developments or forestry operation permits, and completed zoning of 9 million acres of 463 townships in the unorganized area of Maine.

FINANCES, FISCAL YEAR 1975:

Land Use Regulation Commission	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$309,360				\$309,360
Total Expenditure	\$283,864				283,864
NET	25,496				25,496
Unexpended Balance Forward	7,857				7,857
Unexpended Balance Lapsed	17,639				17,639

NATURAL RESOURCES

BUREAU OF PUBLIC LANDS RICHARD E. BARRINGER, DIRECTOR

Central Office: 8 Green Street, Augusta 04333

Telephone: 289-3061

Established: 1973

Statutory Authority: M.R.S.A., Title 12, §§ 504, 514-A, 5013,
5014 Public Laws 1973 Chapter 628

Average Number of Full-Time Employees: 6

Authorized Employee Level: 3

Total Expenditure, Fiscal Year 1975: \$62,398

Organizational Units:

Coastal Island Registry
Administrative Unit

Planning and Research Unit
Land Management Unit

Coastal Island Registry

PURPOSE: The Bureau of Public Lands was established to bring more attentive, rational and businesslike management to the public lands of the State of Maine. It has two immediate, operational objectives: 1) to secure for the people of Maine all of the State's rights and interests in the public reserved lands at the earliest possible time; and 2) to manage the lands within the Bureau's jurisdiction under the best principles of multiple use to produce a sustained yield of goods and services while utilizing both prudent business practices and sound planning.

Specifically, through the authority vested in the Commissioner of Conservation, the Bureau 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.

ORGANIZATION: The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. Activated by the Commissioner of Conservation in January, 1974, the Bureau was delegated responsibility for the care, custody and control of the public reserved lands, the submerged lands of the State, unconveyed inland and coastal islands, and some dozen or so miscellaneous land parcels scattered throughout the State and ranging in size from a few to several thousand acres. In May, 1974, the Governor, by Executive Order No. 28, established the Bureau as a "clearinghouse" for all State property transactions, and specifically directed it to formulate standard procedures for the acquisition and disposal of real property by all State agencies. In August, 1974, the Commissioner directed the Bureau to assume full responsibility for the Coastal Island Registry and to lay the groundwork for sound management and effective use of the State's islands in coastal waters.

The Bureau currently is divided into the following organizational units: an Administrative Unit, which, in addition to normal administrative duties, is charged with establishing a records management system for both files and accounts that will provide useful, readily-available information for decision-making and will serve as a basis for rational administration of the public lands; the Planning and Research Unit, which is responsible for research dealing with existing and potential public lands policies and land resources, and is also developing a coherent State policy for the management and use of public lands; the Land Management Unit, which formulates explicit objectives and policies to guide on-the-ground management activities on the public lands and, once approved, will be responsible for the implementation of these policies; and the Coastal Island Registry, which is responsible for the clarification and establishment of the State's interest in Coastal islands, and is currently developing management policies for the use and protection of State-owned islands.

NATURAL RESOURCES

PROGRAM: In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been undertaken:

Great Northern Trades. The State acquired 59,000 acres of previously contested timber and grass rights and the opportunity to consolidate these scattered lots into larger parcels. The trades have created a net gain to the State which includes an annual income of \$136,953 per year, a one-time income of \$200,000, and a gain in shorefront property of 36.5 miles. Indirect benefits to the State include decreased management costs due to economies of scale, i.e., managing five large parcels instead of sixty small scattered parcels; increased decision-making power as 100 percent owner; improved public access and use; and the capability of the State to promote research and education in forest management on these large parcels where consistency of management is important.

Executive Order No. 28. This Order authorized the Bureau of Public Lands to act as a "clearinghouse" for State acquisition and sale of land. As a result, the Bureau has proposed a standard procedure for the disposition of surplus State property. Based on a review of the established policies and procedures of the State's primary land management agencies, it has been recommended that a "property management information system" be developed and incorporated into the Department of Finance and Administration's *Manual of Financial Procedures*. Accordingly, it is felt that the Executive Order has served its purpose and is now creating needless red tape, and should therefore be rescinded by the Governor.

Forest Resources Inventory. This inventory represents the first effort in the history of Maine to make a systematic, scientific inventory of the assets of Maine's public reserved lands, incorporating timber, wildlife, recreational and geological values. The results will be indispensable to sound, long-range planning for the use of these assets. Specifications for Phase I of the inventory—aerial photography, timber typing, and mapping—were developed by the Bureau during the summer of 1974. The contract was put out to bid in October and awarded to James W. Sewall Company. Phase I is scheduled for completion by September, 1975. Specifications for Phase II—field cruising, determination of volumes and evaluation of other resource values—were developed by the Bureau in the spring of 1975 and put out to bid in early May. Phase II was also awarded to James W. Sewall Company, and is scheduled for completion by May of 1976.

Camp Lease Program. In the past, cottage sites on public land were made available for rent. The administration of this program was assigned to the Bureau in 1974. The Bureau is making an on-site visitation of each camp lot within its jurisdiction and is making an evaluation of the camp structures and sites.

A Report on Camp Lease Policy was submitted to the Joint Select Legislative Committee on Public Lands in December, 1974. The major points of that policy statement are: a) the Bureau of Public Lands will assume administrative responsibility for camp leases heretofore leased jointly with timber and grass claimants, with January 1, 1976, as the target date for complete control; b) a five-year moratorium on new leases has been established while the many issues involving public lands are resolved; c) the Bureau will renew annual leases for the duration of the moratorium, and additionally, a new lease is being developed for 1976 which will provide a more reasonable return to the people of Maine and better protect the resources of the public land.

Management Plans. In accordance with the Bureau's formulated management objectives and procedural policies, a management plan is being prepared for each parcel in the custody and control of the Bureau. The plans for properties currently declared surplus to other State agencies will be completed by November 1, 1975, and will include recommendations for the leasing of certain agricultural lands on a long-term basis.

Submerged Lands. M.R.S.A., section 514-A, as enacted by Chapter 187 of the Public Laws of 1975, effective May 19, 1975, gave the Bureau of Public Lands authority to convey the State's interest in submerged and intertidal lands. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection to provide persons applying for environmental permits involving the use of State-owned submerged lands such conveyances as are necessary to provide them with sufficient title for their applications to be processed.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1975:

Bureau of Public Lands	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$70,646				\$70,646
Total Expenditure	62,398				62,398
NET	8,248				8,248
Unexpended Balance Forward	2,780				2,780
Unexpended Balance Lapsed	5,468				5,468

COASTAL ISLAND REGISTRY

Third Level Agency - Part of Bureau of Public Lands

NANCY ROSS, DIRECTOR

Central Office: 8 Green Street, Augusta 04333

Telephone: 289-3061

Established: 1973

Statutory Authority: M.R.S.A., Title 33, Chapter 25; Title 1, § 27

Average Number of Full-Time Employees: 1

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$20,404

PURPOSE: The Coastal Island Registry was created to clarify and establish the State's interest in coastal islands and to develop and implement management policies for the use and protection of State-owned islands. Specifically, the 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.

ORGANIZATION: 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 was transferred to the Bureau of Public Lands.

PROGRAM: As of January 1, 1975, 1,740 registrations covering approximately 1,300 islands had been processed and filed by the Coastal Island Registry.

The Bureau of Public Lands and the State Planning Office jointly sponsored a Maine Coastal Islands Workshop in November, 1974, at which advisory committees were established for the resource areas of vegetation and wildlife, marine resources, education and research, history and archeology, recreation, and energy. The committees have provided the Bureau with listings of high-priority islands for State management and/or protection and of data categories which should be inventoried in State-owned islands. These listings have been further refined and developed so that they will govern the order of title searching on registered islands and the form of resource inventory on unregistered islands.

In October, 1974, the Registry undertook a pilot title searching project in Sagadahoc County. Eighty-three island titles were researched back to 1826; a form was devised for presenting the searches; and a report explaining the work, the sources used and the general problems and issues encountered was published. Approximately 5 percent of the ownership claims registered were determined to represent invalid title. Several parcels of island property were found to be State-owned.

The conclusions of the project were that low-budget title searching by trained legal interns will be cost efficient for the State, that all titles registered with the Coastal Island Registry should eventually be searched at least back to 1913 (the year the Legislature prohibited the further sale of State-owned islands), and that title searching should be conducted on the basis of island resource importance rather than on a random schedule.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1975:

Coastal Island Registry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$21,015	\$17,790			\$38,805
Total Expenditure	19,752	652			20,404
NET	1,263	17,138			18,401
Unexpended Balance Forward	1,263	17,138			18,401
Unexpended Balance Lapsed					

BUREAU OF FORESTRY

FRED E. HOLT, DIRECTOR

A. TEMPLE BOWEN, JR., Deputy Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-2791

Established: 1891 *Statutory Authority:* M.R.S.A., Title 12, Chapter 201 (Subchapters I, II)

Average Number of Full-Time Employees: 150.5

Authorized Employee Level: 141.5

Total Expenditure, Fiscal Year 1975: \$7,528,627

Organizational Units:

Division of Entomology

Forestry Appeals Board

Division of Forest Management

Arborist Examining Board

Division of Forest Fire Control

Forestry Regions (Eastern, Western, Northern, Southern)

Maine Forest Authority

Northeastern Forest Fire Protection Commission

PURPOSE: The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to 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.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 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 Forestry Regions and are responsible for certain specialized statewide programs such as spruce budworm, Dutch elm disease, blister rust control, shade tree program, Cooperative

NATURAL RESOURCES

Forest Fire Prevention, Christmas tree registration, utilization and marketing, planning, tree growth tax law, and others. The four Forestry 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 occurred. The 1975 populations were by far the most intense ever experienced. Some 5,300,000 acres of spruce-fir stands were surveyed during fiscal year 1975. The field samples were analyzed in the three laboratories. A spray project covering 2,233,500 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 the elimination of brown tail moth on islands and adjacent shoreland in and around Casco Bay, the release of colonies of parasites to attack the spruce budworm, and for the white pine blister rust in 55 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 Laboratory. Advice and technical assistance was rendered to numerous municipalities, with financial assistance provided to 72 municipalities for Dutch elm disease control and to 74 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 900 permits to shippers of wood products going to Canadian points.

News releases covering pest situations were submitted to the Department's Information and Education Division for release.

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.

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 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 \$105,000 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, 1975, approximately 967 requests for assistance have been received from cooperators in the F.I.P.

The Utilization and Marketing Section of the Division provides technical advice and assistance to timber operators and primary processors. During 1975, work continued on the Sawmill Improvement Program (S.I.P.). Five sawmills were evaluated for lumber recovery levels and the means to improve recovery. An average increase in lumber recovery of 10% 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 400 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 a series of logging road workshops.

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. Fifteen 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.

Division of Forest Control. The goal of this Division is to keep the forest acreage burned to less than .02 of 1% of the total forest acreage of the State, a goal which was met with a fire record

NATURAL RESOURCES

of 684 fires burning 2,292 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 50 schools throughout the State.
3. Mailed 2,000 "Junior Forest Ranger" kits.
4. Issued 165 summons for fire law violations with 159 convictions.
5. Made over 3,000 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 for effective fire suppression. Buildings and improvements were maintained at normal levels, with some continued 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, 375 training programs were conducted by Bureau rangers.

FINANCES, FISCAL YEAR 1975:

Bureau of Forestry	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$8,598,637	\$509,525	\$721,670		\$9,829,832
Total Expenditure	7,049,573	*479,054			7,528,627
NET	1,549,064	30,471	721,670		2,301,205
Unexpended Balance Forward	1,543,851	30,471	721,670		2,295,992
Unexpended Balance Lapsed	5,213				5,213

*Total expenditures subtracted from combined Non-Federal and Federal Total Funds Available.

MAINE FOREST AUTHORITY FRED E. HOLT, CHAIRMAN

Central Office: Bureau of Forestry, State Office Building, Augusta 04333 *Telephone:* 289-2791

Established: 1969

Statutory Authority: M.R.S.A., Title 12, Chapter 217

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$0

PURPOSE: The Maine Forest Authority was established to purchase forest lands for recreational and reforestation purposes and to care for, operate and protect such lands. The 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.

ORGANIZATION: 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, title to 5/6 of the Austin Cary Tree Farm in Harpswell was passed to the Maine Forest Authority by Mrs. Boyd Bailey and Mrs. Neal Bousfield as a gift valued at \$125,000. Purchase of the remaining one-sixth ownership was made in March, 1974, for \$25,000. A preliminary management plan for forest and wildlife has been prepared and boundary lines are in the process of being renewed. The only other property purchased under provisions of the Authority is the Ira Myrick plantation and woodlands of about 200 acres in Mount Chase Plantation.

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FINANCES, FISCAL YEAR 1975:

Maine Forest Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$987			\$987
Total Expenditure					
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 04333 *Telephone:* 289-2791

Established: 1965

Statutory Authority: M.R.S.A., Title 36, §§ 565, 583

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$0

PURPOSE: The Forestry Appeals Board was established to review appeals of taxpayers relative to the assessment of taxes by municipalities on forest land. The Board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land following written notice by an aggrieved taxpayer. Board decisions may be further appealed to Superior Court.

ORGANIZATION: The Forest Appeals Board, established in 1965, is comprised of the Director of the Bureau of Forestry, or a person designated by him, and two other persons, one selected by the aggrieved taxpayer and one selected by the municipality.

PROGRAM: There were no cases before the Forestry Appeals Board during fiscal year 1975.

FINANCES, FISCAL YEAR 1975: The Forestry Appeals Board received and expended no funds during the fiscal year.

NORTHEASTERN FOREST FIRE PROTECTION COMMISSION

FRED E. HOLT, STATE COMMISSIONER

Central Office: Bureau of Forestry, State Office Building, Augusta 04333 *Telephone:* 289-2791

Established: 1949

Statutory Authority: Private and Special Laws, 1949, Chapter 75

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Forestry Summary

PURPOSE: The Northeastern Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U. S. Forest Service.

ORGANIZATION: The Northeastern Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator and member of the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor with the advice and consent of the Council, for a term of three years.

NATURAL RESOURCES

PROGRAM: Activities of the Northeastern Forest Fire Protection Commission during the 1974-75 fiscal year included the annual Commission meeting, and an annual training session in Concord, New Hampshire, covering the subject of Aircraft in Forest Fire Control. This meeting was attended by seventeen Bureau of Forestry employees who are involved in the use of aircraft for suppression of forest fires.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for Maine's participation in the Northeastern Forest Fire Protection Commission are not maintained separately, but are included with those of the Bureau of Forestry.

ARBORIST EXAMINING BOARD **FRED E. HOLT, DIRECTOR, BUREAU OF FORESTRY** **ROBLEY W. NASH, State Entomologist**

Central Office: Bureau of Forestry, State Office Building, Augusta 04333 *Telephone:* 289-2791
Year Established: 1961 *Statutory Authority:* M.R.S.A., Title 32, Chapter 29
Average Number of Full-Time Employees: 0 *Authorized Employee Level:* N.A.
Total Expenditure, Fiscal Year 1975: \$538

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

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of five members, including the Director of the Bureau of Forestry, the State Entomologist (Bureau of Forestry), and three appointees by the Governor—one a plant pathologist from either the University of Maine or the Bureau of Forestry and two licensed commercial arborists, the latter of whom serve a term of five years.

PROGRAM: During fiscal year 1975, the Arborist Examining Board issued 40 new arborist licenses and renewed 172 licenses.

FINANCES, FISCAL YEAR 1975:

Arborist Examining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$5,135			\$5,135
Total Expenditure		538			538
NET		4,597			4,597
Unexpended Balance Forward		4,597			4,597
Unexpended Balance Lapsed					

BUREAU OF PARKS AND RECREATION **THOMAS D. DICKENS, DIRECTOR**

Central Office: State Office Building, Augusta 04333 *Telephone:* 289-3821
Established: 1935 *Statutory Authority:* M.R.S.A., Title 12, Chapter 203; Title 38, Chapter 1
Average Number of Full-Time Employees: 53 *Authorized Employee Level:* 43.5
Total Expenditure, Fiscal Year 1975: \$2,653,766

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

NATURAL RESOURCES

Community Recreation Division
Snowmobile Division
Snowmobile Research Advisory Committee
Snowmobile Forest Land Use Committee

Passenger Tramway Safety Board

Keep Maine Scenic Program
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trails System Advisory Committee

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials in the interest of the public and 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.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U. S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway and the Keep Maine Scenic Program was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in State Government reorganization legislation of 1973, became the Bureau of Parks and Recreation of the Department of Conservation. The Bureau provides administrative assistance to both the Passenger Tramway Safety Board (created in 1961) and the Maine Trails System Advisory Committee (created in 1973).

PROGRAM:

Division of Acquisition and Development. Through use of State and federal funds and gifts, the State took title to twenty parcels of land totaling approximately 3,357 acres at a cost of \$713,874 in the last fiscal year. One parcel was acquired in connection with the boat access program.

Six minor development projects involving alterations to existing parks at a cost of \$215,000 were completed. Two major projects and five minor projects were brought to final design or bid stage. Five major park development projects are in the preliminary design stage and three regional studies were completed. Twelve boat access facilities were constructed or improved, ten of which will be maintained through cooperative agreements with local governmental agencies.

Division of Operations and Maintenance. This Division operated and maintained for the public use and enjoyment, 27 State Parks comprising 24,107.54 acres; the Allagash Wilderness Waterway comprising 22,840 acres; 27 memorials comprising 246.66 acres and 40 boat facilities comprising 440.38 acres. Annual public use of these areas is approximately 2 million visitors. Besides these areas, the Division supervises 68 pieces of undeveloped property comprising 9,804.14 acres. This is a total of 57,438.72 acres to protect for the benefit of the State of Maine.

Division of Federal Aid. During fiscal year 1975, this Division secured approval of \$1,850,051 in federal funds from the Land and Water Conservation Fund. There were a total of 32 new projects approved, of which 13 were State-sponsored for \$914,504 and 19 were municipally-sponsored for \$633,300. In addition, 29 amendments to ongoing projects were approved for \$302,247. Municipal activity remained steady, due to the continued availability of supplemental State funds from the Municipal Recreation Fund.

Division of Planning and Research. This Division was concerned with the following activities during fiscal year 1975: Penobscot River, Wild & Scenic River concept; study of inventory and demand for boating facilities; and, mainly, with the update of the 1972 Maine Statewide Comprehensive Recreation Plan.

Community Recreation Division. The Legislature provided \$100,000 for a Municipal Recreation Fund, and the Bureau has earmarked assistance to several towns.

NATURAL RESOURCES

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.

Historic Sites. Activities within the last fiscal year have involved a project for the development of the 1765 Major Reuben Colburn House, with outbuildings and grounds; the design and installation of interpretive devices; continued archeological studies in the Kennebec River Basin; and the salvage, documentation and inventory of historical memorabilia.

Snowmobile Division. During the past fiscal year, the Snowmobile Division has assisted 21 groups in forming snowmobile organizations, bringing the total to 268.

The trail grooming grant was again available during the year to those organizations that qualified. The Division processed 124 applications and approved 109. This phase of the program appears to be gathering momentum, with a great deal of additional interest each season. It is quite apparent that it has and will continue to provide marked and groomed trails at the local level.

Two municipal grants were awarded last year for the development, construction and maintenance of snowmobile trails. Two grants were made to Regional Planning Agencies for the development of snowmobile trail plans for their respective regions. Additionally, this will entail an inventory of existing trails as well as potential and an evaluation made on their multiple-use possibilities.

There were five major trail projects in the planning stage during the year, with a time table of completion prior to the 1975-76 snowmobile season. The completion of these projects will increase the public snowmobile trail system by approximately 300 miles.

The Snowmobile Research Advisory Committee has not been too active to date as there has been some difficulty in achieving the cataloguing of research that has already been done. However, this project will continue to be an important part of Division activities.

The Snowmobile Forest Land Use Committee remains in existence, but has not held any formal meetings in the past few months. Contact has been maintained by letter and telephone, opening lines of communications between the snowmobilers and land managers of the various companies throughout the State.

FINANCES, FISCAL YEAR 1975:

Bureau of Parks and Recreation	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$6,930,251	\$1,256,475	\$397,325		\$8,584,051
Total Expenditure	2,230,008	*423,758			2,653,766
NET	4,700,243	832,717	397,325		5,930,285
Unexpended Balance Forward	4,705,641	832,717	397,325		5,935,683
Unexpended Balance Lapsed	(5,398)				(5,398)

*Total expenditures subtracted from combined Non-Federal and Federal Total Funds Available.

KEEP MAINE SCENIC PROGRAM (3rd level agency) MARSHALL T. WEIBE, COORDINATOR

Central Office: Bureau of Parks and Recreation, State Office Building, Augusta 04333

Telephone: 289-3821

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 1975: \$34,804

Organizational Units:

Keep Maine Scenic Committee

NATURAL RESOURCES

PURPOSE: The Bureau of Parks and Recreation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Program has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Bureau makes full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Bureau in the administration of the Program.

ORGANIZATION: 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 Maine State Park and Recreation Commission, with an advisory Keep Maine Scenic Committee appointed by the Governor. A full-time coordinator and a secretary/film librarian conduct the day-to-day operations of the program which functions as a division of the Bureau. When the Legislature established the Department of Conservation in 1973, the Keep Maine Scenic Program and its advisory committee became a function of the Bureau of Parks and Recreation, with the eleven Committee members being appointed by the Commissioner of Conservation for terms of three years.

PROGRAM:

Education. Education activities in the Keep Maine Scenic Program included the purchase and distribution to individuals and organizations of approximately 40,000 litter bags, 2,000 litter bag hangers, and 100,000 pieces of printed material during the last fiscal year.

Application was made to the Maine State American Revolution Bicentennial Commission for matching funds in order that a *Guide to Bicentennial Beautification* could be created and published. The application was accepted and the booklet was published in the spring of 1975. A regular newsletter was published and mailed, on request, to Maine citizens. A free loan library of slides and color films had 4,906 separate showings and 178,284 viewers. Most of these viewers were Maine school students. Numerous requests for information on recycling, litter, outdoor advertising laws and community improvement projects were filled. Speaking engagements at schools, organizations, and clubs were filled upon request.

Promotion. Sears, Roebuck and Company again supported the annual Keep Maine Scenic Community Award which went to the Town of Boothbay in 1975. Nine Framed Award Certificates were presented to organizations and individuals who contributed to the effort to protect natural beauty. As a result of the promotion of the model municipal outdoor sign ordinance, two more communities enacted sign laws. Two television public service announcements were produced and distributed to all Maine TV stations. One spot related to the Bicentennial and the other to the Carry In-Carry Out litter control program. Arrangements were made with the LePage Baking Co. of Auburn to feature an anti-litter message and symbol on all bakery packaging. A spring community clean-up program was organized and resulted in litter clean-up and community improvement projects in most Maine towns. Two new public service newspaper ads were mailed to all newspapers and are used regularly. A series of full-page ads were produced for two Maine newspapers and sponsored by a number of Maine businesses. The Carry In-Carry Out program for litter control in Maine's back-country was widely promoted with a poster, litter bags and a recreational equipment sticker.

Research. In cooperation with the Environmental Studies Program at Colby College, a year-long study entitled *The Accumulation Rate of Beverage Containers in Litter Along Maine highways During 1973-74* was completed and published. An analysis of all billboards erected in Maine between January 1, 1974, and July, 1975, under the provisions of the Highway Beautification Act was initiated, and a study of vandalism in Maine State Parks during 1975 was prepared.

NATURAL RESOURCES

Enforcement. Although the Legislature assigned an enforcement function to the program, the Bureau lacks enforcement power. Therefore, enforcement is limited to activities intended to encourage full compliance with the State's Litter Control Act and contacts with persons observed violating the litter law.

FINANCES, FISCAL YEAR 1975:

Keep Maine Scenic Program	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$35,387	\$200	\$1,000		\$36,587
Total Expenditure	33,604	200	1,000		34,804
NET	1,783	0	0		1,783
Unexpended Balance Forward					
Unexpended Balance Lapsed	1,783				1,783

ALLAGASH WILDERNESS WATERWAY (3rd level agency)

**THOMAS D. DICKENS, DIRECTOR,
BUREAU OF PARKS AND RECREATION**

MYRLE SCOTT, Supervisor

Central Office: Bureau of Parks and Recreation, State Office Building, Augusta 04333

Telephone: 289-3821

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 1975: \$119,868

PURPOSE: The Allagash Wilderness Waterway was established to preserve the approximately ninety miles of lakes and rivers known as the Allagash in as near wilderness character as possible. The Waterway is administered by the Bureau of Parks and Recreation. Among specific provisions 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.

ORGANIZATION: The Allagash Wilderness Waterway was established in 1965 to be administered by the Maine State Park and Recreation Commission which, under State Government reorganization, became the Bureau of Parks and Recreation of 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. More information is being obtained annually for guidance in future use of the Waterway.

Rule changes in 1975 included a new camping fee of \$1.00 per person per night for Maine residents of \$2.00 per person per night for non-residents. There is no charge for children under 15 years of age.

NATURAL RESOURCES

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. A maintenance building was erected by the staff at Chamberlain Thorofare Bridge, and work is proceeding on historic interpretation, with exhibits of the lumbering background at the tramway site between Chamberlain and Eagle Lakes, at Lock Dam and at Churchill Dam; on removal of old buildings now unused along the Waterway; and on continuation of the boundary survey to completion.

FINANCES, FISCAL YEAR 1975:

Allagash Wilderness Waterway	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$130,596				\$130,596
Total Expenditure	119,868				119,868
NET	10,728				10,728
Unexpended Balance Forward	125				125
Unexpended Balance Lapsed	10,603				10,603

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN

**THOMAS D. DICKENS, Director,
Bureau of Parks and Recreation**

Central Office: Bureau of Parks and Recreation, State Office Building, Augusta 04333

Telephone: 289-3821

Established: 1973

Statutory Authority: M.R.S.A., Title 12, § 602

Average Number of Full-time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Parks and Recreation Summary

PURPOSE: The Maine Trails System Advisory Committee was established to increase recreational opportunities in the State of Maine through maintenance and expansion of the Maine Trails System.

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 campsites, 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.

ORGANIZATION: 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: During fiscal year 1975, the Maine Trails System Advisory Committee prepared draft papers of goals and objectives of a brochure outlining the application procedure of designating trails as components of the Maine Trails System, and of a brochure designed to explain the Trails System to the general public. These papers are expected to be finalized during fiscal year 1976.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Maine Trails System Advisory Committee are not maintained separately, but are included with those of the Bureau of Parks and Recreation.

NATURAL RESOURCES

PASSENGER TRAMWAY SAFETY BOARD

WILLIAM SAWYER, CHAIRMAN

Thomas D. Dickens, Secretary-Treasurer

Central Office: Bureau of Parks and Recreation, State Office Building, Augusta 04333

Telephone: 289-3821

Established: 1961

Statutory Authority: M.R.S.A., Title 25, Chapter 251

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$6,367

PURPOSE: The Passenger Tramway Safety Board was established to protect the public from unnecessary hazards in the operation of ski tows, lifts and tramways. The 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.

ORGANIZATION: 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 sole purpose of the creation of the Passenger Tramway Safety Board has been to make skiing facilities in the State of Maine safer for the public to use and for those involved in their operation. In 1962, the Board adopted its own safety regulations written in the same format as 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 to 1972, improvements were made in the inspection processes and the enforcement of carrying out necessary improvements on safety devices and other equipment. In 1972, the Board adopted the ANSI B77.1 1970 Safety Requirements for Aerial Passenger Tramways along with improved regulations and procedures for accident reporting and major malfunctions of the 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.

During the last four years, the Board has cooperated with the Association of Recreational Tramway Authorities which is made up of the tramway authorities 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 1975:

Passenger Tramway Safety Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$10,117			\$10,117
Total Expenditure		6,367			6,367
NET		3,750			3,750
Unexpended Balance Forward		3,750			3,750
Unexpended Balance Lapsed					

BUREAU OF GEOLOGY

ROBERT G. DOYLE, DIRECTOR

WALTER A. ANDERSON, Assistant Director

Central Office: 99 Western Avenue, Augusta 04333

Telephone Number: 289-2901

Established: 1973

Statutory Authority: M.R.S.A., Title 12, § 531; Title 10, Chapter 401

Average Number of Full-Time Employees: 7

Authorized Employee Level: 4

Total Expenditure, Fiscal Year 1975: \$135,510

NATURAL RESOURCES

Organizational Units:

Surficial Division
Hydrogeology Division
Marine Division

Bedrock Division
Cartographic Division
Maine Mining Bureau

State Board of Certification for Geologists and Soil Scientists
Mapping Advisory Committee

PURPOSE: The Bureau of Geology was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Bureau 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; to chair the State Board of Certification for Geologists and Soil Scientists; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Bureau of Geology was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Five divisions, informally organized, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Bureau of Geology through the membership of the State Geologist (Director of the Bureau of Geology). The State Geologist, by virtue of his office, is also consultant to the Mining Bureau as well as its administrator and recorder.

The State Board of Certification for Geologists and Soil Scientists was established in 1973 and is co-chaired by the State Geologist and the State Soil Scientist of the State Soil and Water Conservation Commission. An office for the Board is maintained at the Bureau of Geology.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Bureau of Geology serves both as chairman and executive secretary of the committee.

PROGRAM:

Surficial Division. This 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 State Planning Office to complete the zoning process on the coast of Maine. Also, survey of the surface deposits of Northern Maine for the Land Use Regulation Commission is being continued.

Hydrogeology Division. This Division inventories ground water conditions, with emphasis on ground water supply and prevention of ground water pollution. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow direction, yield and depth have been prepared, largely in the coastal region in cooperation with the Coastal Planning Division of the State Planning Office. Research into salt water intrusion and other aquifer characteristics peculiar to coastal Maine is in progress. This research is in part in cooperation with the Water Resources Branch of the U.S. Geological Survey. The Division is continuing its sanitary landfill site and regulation review work with the Department of Environmental Protection. Recently initiated is an eight-month, detailed investigation of ground water resources in Kennebec County, in cooperation with the Southern Kennebec Regional Planning Commission.

Marine Division. The Marine Division's mapping program of coastal and near shore geologic environments for the State Planning Office inventory of natural resources is continuing. The entire coast is being mapped from aerial photographs and field studies. The Division has completed one year of a four-year program to study beach erosion problems and dune environment management of the Popham Beach area. This program is assisted by a two-year federal grant from the Soil Conservation Service. Studies are also underway to determine the effects of inlet stabilization on shoaling and beach erosion at Wells Harbor Inlet, assisted by contracts from the U.S. Army Corps of Engineers. The Division now assists the Department of

NATURAL RESOURCES

Environmental Protection in evaluating wetlands protection permits, the Bureau of Parks and Recreation in recreation beach planning, and the Department of Marine Resources in evaluating U.S. Army Corps of Engineers' dredging proposals.

Bedrock Division. The Bedrock Division's 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.

Maine Mining Bureau. Working with the Bureau of Public Lands, the Maine Mining Bureau 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.

Publications. Geologic reports and maps of a highly technical character continue to be published by the Bureau. Recently, the Bureau undertook the publication of numerous maps and reports by all of its divisions that are prepared specifically for the planner and layman. Examples of these materials have been distributed to numerous planning groups and others. To handle the much increased load, a staff member has been assigned the specific task of coordinating the preparation and distribution of Bureau publications.

FINANCES, FISCAL YEAR 1975:

Bureau of Geology	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$135,998				\$135,998
Total Expenditure	135,510				135,510
NET	488				488
Unexpended Balance Forward	385				385
Unexpended Balance Lapsed	103				103

MAINE MINING BUREAU ROBERT G. DOYLE, ADMINISTRATOR WALTER A. ANDERSON, Deputy Administrator

Central Office: Bureau of Geology, 99 Western Avenue, Augusta 04333 *Telephone:* 289-2801

Established: 1941 *Statutory Authority:* M.R.S.A., Title 10, Chapter 401

Average Number of Full-Time Employees: 1 *Authorized Employee Level:* N.A.

Total Expenditure, Fiscal Year 1975: \$19,827

PURPOSE: The Maine Mining Bureau was established to administer, regulate and control mineral development and mining on State lands, inland waters and offshore territory; and natural resource conservation as it relates to mineral and oil and gas development. The Bureau is authorized to issue all permits, licenses to mine and mining leases, collect fees and royalties, make such reasonable rules and regulations as it deems proper, and otherwise administer State laws relating to prospecting or mining operations, including safety and resource conservation, on all onshore land and offshore substrata owned or held in trust by the State. The Bureau is further authorized to administer and enforce the State's Oil and Gas Conservation and Development Control Act applying to all lands located in the State, however owned, including submerged lands on the continental shelf within the territorial seaward boundary of the State; and to prevent waste of oil and gas and related materials to protect correlative rights, and to prevent pollution, to make such rules and regulations, issue such permits and collect such fees as are necessary to the proper administration of this Act.

ORGANIZATION: The Maine Mining Bureau, when originally created in 1941, consisted of three members, including one each from the State Department of Agriculture and the Forestry Department, and the Deputy Secretary of State, with the State Geologist serving as consultant. The Bureau currently consists of seven members, one each from the Department of Agriculture,

NATURAL RESOURCES

Conservation, Commerce and Industry, Inland Fisheries and Game, Marine Resources, and Environmental Protection, plus the State Geologist. The State Geologist (Director of the Bureau of Geology) is also consultant to the Mining Bureau and acts as administrator and recorder to keep the records of the meetings and activities of the Bureau and to maintain all prospecting, development and mining records and data as necessary to the Bureau and the mining industry.

PROGRAM: The Maine Mining Bureau has administrative jurisdiction over prospecting and mineral development on lands owned or held in trust by the State of Maine, encompassing over 200,000 acres of public lands, and the littoral bottom to three miles, plus all lake bottoms. Operating through the law and procedures of the Bureau, such of these lands as are amenable to mineral activity may be claimed by private prospectors for exploration and development. All environmental concerns are viewed by representatives of the Department of Environmental Protection, as a Bureau member, to ensure proper control of such activities. Minerals are present on State land, and within compatible limits, are being leased and exploited. Revenue from licenses and leases are used by the Bureau to administer the program.

The jurisdiction of the Bureau does not extend to mineral activities on private or federal lands, and persons interested in conducting exploration on such private or federal lands should seek permission directly from the land owner or appropriate management agent. Not all of the lands which the State owns or holds in trust are open for mineral exploration, since the title, trust or use status of these lands restrict them for specific purposes not consistent with mineral development. Any person wishing to enter State lands for commercial mineral prospecting purposes should inquire at the office of the State Geologist to determine whether the lands of his interest are open to prospecting.

A second major responsibility of the Bureau is administration of the Oil and Gas Conservation and Development Control Act. This Act was prepared by the Bureau during the spring of 1969. With the advent of increased exploration and drilling on the offshore Continental Shelf off the northeast coast of North America, it became evident that this State should take immediate action to establish oil and gas laws commensurate with modern state and federal statutes. Under the purview of this Act, the Maine Mining Bureau gained the authority for its administration and enforcement. As the regulatory agency for the Act, the Bureau recommends that all potential oil and gas operators become conversant with this law and all regulations and orders of the Bureau.

Operations of the Bureau may be divided into four categories, as follows:

Permit Processing. The Bureau handles all Prospector's Permits and Claim Recording Applications as an office routine. Licenses to mine and leases are subject to full Bureau review, including environmental overview. Minor permits are also handled routinely. All of this is done in the Bureau's office.

Recording. The Bureau maintains an active file of all activity in mineral development on State land. These annual records have been maintained at the Maine State Archives or this office since 1957. Also, exploration and development programs on State land by private companies are reported to the Bureau and filed at the office.

Field Research. The larger percentage of Bureau funds and effort is directed to field mapping and on-site inspection of mineral potential and activity. Bureau staff are "borrowed" for mapping inspection and publication of specific mineral information on State land.

Promotion. It is the obligation of the State Geologist, acting for both the Maine Mining Bureau and the Bureau of Geology, to initiate mineral development on both State land and other, to visit mining companies, to maintain active industry correspondence and to conduct field visits for industry representatives.

FINANCES, FISCAL YEAR 1975:

Maine Mining Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$65,058			\$65,058
Total Expenditure		19,827			19,827
NET		45,231			45,231
Unexpended Balance Forward		45,231			45,231
Unexpended Balance Lapsed					

NATURAL RESOURCES

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

ROBERT G. DOYLE, KENNETH G. STRATTON,
CO-CHAIRMEN

Central Office: Bureau of Geology, 99 Western Avenue, Augusta 04333 *Telephone:* 289-2801

Established: 1973

Statutory Authority: M.R.S.A., Title 32, Chapter 73

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$4,100

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates each even-numbered year upon application and payment of renewal fees; to prepare, publish and distribute annually a list of all certified geologists and soil scientists; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Conservation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor with the approval of the Council, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. The State Geologist and the State Soil Scientist serve as cochairmen of the Board. An office for the Board is maintained at the Bureau of Geology.

PROGRAM: During fiscal year 1975, the State Board of Certification for Geologists and Soil Scientists established an organizational system, prepared regulations and established a procedure for reviewing applicants and certifying professionals. Regular meetings were held and an examination procedure for all future candidates was processed. At the present time, the Board has certified 147 geologists and 55 soil scientists to practice in the State.

FINANCES, FISCAL YEAR 1975:

State Board of Certification for Geologists and Soil Scientists	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$10,242			\$10,242
Total Expenditure		4,100			4,100
NET		6,142			6,142
Unexpended Balance Forward		6,142			6,142
Unexpended Balance Lapsed					

NATURAL RESOURCES

MAPPING ADVISORY COMMITTEE

ROBERT G. DOYLE, CHAIRMAN

Central Office: Bureau of Geology, 99 Western Avenue, Augusta 04333 *Telephone:* 289-2801

Established: 1974

Statutory Authority: Executive Order No. 26

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in Bureau of Geology Summary

PURPOSE: The Mapping Advisory Committee was established for the purposes of properly identifying user needs, describing mapping priorities, and developing a more representative budget for base map production with the Federal Cooperative Program, to provide savings and promote more efficient cartographic programming in the State.

ORGANIZATION: The Mapping Advisory Committee, established by Executive Order No. 26 issued by the Governor in April, 1974, is composed of ten members, including representatives of the Departments of Conservation, Inland Fisheries and Game and Transportation, the Bureau of Taxation, the State Planning Office and the University of Maine at Orono. The Director of the Bureau of Geology serves as chairman and coordinator for the Committee.

PROGRAM: Since it was initiated in 1974, the Mapping Advisory Committee has met on a quarterly basis reviewing the federal mapping program, receiving recommendations from State users and transmitting mapping priorities to the Topographic Division of the U.S. Geological Survey. The Committee also reviews all name changes and makes recommendations to the Federal Government, and acts as a clearing house for all cartographic and photogrammetric projects conducted in the State.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Mapping Advisory Committee are not maintained separately, but are included with those of the Bureau of Geology.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

WILLIAM R. ADAMS, JR., COMMISSIONER

Central Office: Education Building, Capitol Complex, Augusta 04333 *Telephone:* 289-2811

Established: 1972

Statutory Authority: M.R.S.A., Title 38, Chapter 2-4, 11, 13;
Title 36, § 656 (Sub-section 1E.), § 1760 (Sub-sections 29-30);
Title 32, Chapter 62; Title 30, § 4140, 4145, 532S; Title 12,
Chapters 421, 423-A, 424; Title 10, Chapter 451.

Average Number of Full-Time Employees: 133

Authorized Employee Level: 76

Total Expenditure, Fiscal Year 1975: \$2,506,407

Organizational Units:

Board of Environmental Protection

Bureau of Air Quality Control

Office of Administrative Services

Bureau of Land Quality Control

Office of Technical Services

Bureau of Water Quality Control

New England Interstate Water Pollution Control Commission

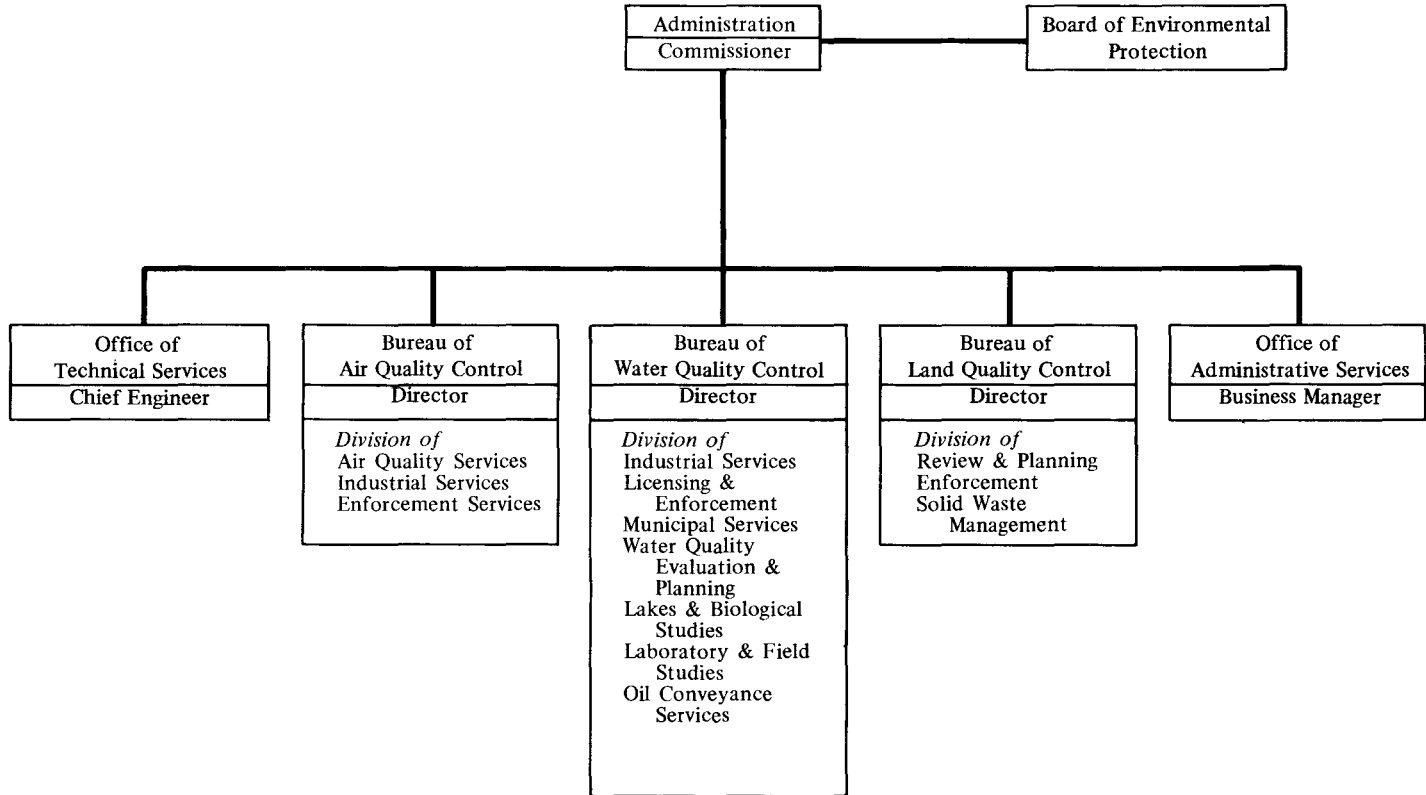
PURPOSE: The Department of Environmental Protection was established to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment by directing growth and development which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The Department, through authority vested in the Board of Environmental Protection, is empowered to exercise the police powers of the State to control, abate and prevent the 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. It is further authorized to make recommendations to each Legislature regarding classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution; to grant licenses and initiate enforcement actions according to environmental laws; 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 control of oil-related pollution; to license sewage treatment plant operators; to authorize establishment of sanitary districts; to administer laws relating to the protection and improvement of air, site location of development, minimum lot size, mandatory shoreland zoning and subdivision control, wetlands, Great Ponds, mining and the rehabilitation of land, solid waste management, and septic tank and cesspool wastes; and to exercise whatever other duties may be delegated by the Board.

The State is a participant, through the Department of Environmental Protection in the New England Interstate Water Pollution Control Commission. Created under an interstate compact, the Commission is authorized to work with 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.

ORGANIZATION: The Department of Environmental Protection is an outgrowth of the Sanitary Water Board, created in 1941, to study, investigate and recommend 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 and 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.

**ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION**



NATURAL RESOURCES

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 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.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection (BEP) 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 plus the existing Offices of Administrative Services and Technical Services. The position of director was elevated to Commissioner, who was also empowered to serve as a member and chairman ex-officio of the Board. The new DEP's responsibilities included 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.

Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members appointed by the Governor with the advice and consent of the Council, for terms of three years. There were two representatives each from the public, industry, municipalities, conservation interests, and two knowledgeable about air pollution. In 1975, the 107th Legislature eliminated categorical representation, requiring instead that members be selected who have the "broadest possible interest and experience."

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 on the average of twice each month during fiscal year 1975, and considered more than 1,560 license applications in all categories, as well as numerous administrative and enforcement actions. More than 1,390 applications were approved. The overall approval rate of 87% is actually below the average of air emission, wastewater discharge and site location approvals, because larger percentages of great ponds and coastal wetlands permits are denied. Approval in the former categories exceeded 90%.

In addition to its regularly scheduled meetings, the Board conducted seventy 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. A small percent of all applications reviewed are sent to public hearings. All proposed changes to DEP regulations are also aired at public hearings prior to adoption.

Hearings on major projects during the year included conclusion of the Pittston Oil Company's two-year effort to gain a site location permit for its proposed oil refining complex at Eastport. This case, marked by impairments in proving the company's "right, title and interest" in land affected by the project, and by lawsuits and other complications, culminated in approval by the Board and granting of the site location permit.

Hearings on another proposed refinery, that of New England Energy Company, (NEECO) at Sanford, terminated in December at the request of the company following withdrawal from the venture by one-third partner, Burmah Oil of England. In May, with NEECO uncertain about Federal Government policy and about a replacement partner, the Board dismissed the application "without prejudice," by joint agreement. NEECO has the option of citing any or all of the previous proceedings whenever it files a new application with the Board.

International Paper Company at Jay, and St. Regis Paper at Bucksport joined what has become the greatest construction period in the history of Maine's paper industry when both

NATURAL RESOURCES

applied to the Board for permits to expand their operations. Hearings were held in the fall and winter, and both firms received their permits.

The Department's Office of Administrative Services was relocated in temporary quarters on Columbia Street, Augusta, pending renovation of the Ray Building at the Augusta Mental Health Institute. When completed, the Ray Building will house both the Departments of Environmental Protection and Conservation. Several hundred man-hours were invested by Administrative Services personnel in preparation for the move to the Ray Building, including coordination with the architect, assignment of work spaces, selection of new furniture items, and coordination of the physical transfer of furnishings, files and equipment.

After a year's preparation and in-house training of accounting personnel, responsibility in financial management was delegated along budget lines. Each of the Department's three bureaus and the director of the Maine Coastal Protection Fund now deal directly with the individual in charge of their respective accounts.

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

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF ENVIRONMENTAL PROTECTION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$1,358,796	\$	\$		\$1,358,796
Departmental Operations					
Transfers					
Federal Grants			828,289		828,289
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other		250,000			250,000
Unexpended Balance Brought Forward	59,915	156,400	498,107		714,422
Adjustment of Balance Brought Forward	(6,034)		137		(5,897)
TOTAL FUNDS AVAILABLE	1,412,677	406,400	1,326,583		3,145,610
Monies received and deposited to the credit of the State	49,122				49,122
EXPENDITURES					
Total Personal Services	823,123	131,527	272,207		1,226,857
Wages & Salaries	750,341	119,557	248,281		1,118,179
Retirement	72,782	11,967	23,926		108,675
Total All Other	454,201	183,044	324,225		961,470
Contractual Services	380,284	149,653	290,593		820,530
Rents	34,230	5,888	6,688		46,806
Computer Services	4,679				4,697
Commodities	74,017	24,565	29,632		128,214
Grants, Subsidies, Pensions		8,826	4,000		12,826
Transfers to Other Funds					
Other					
Total Capital Expenditures	66,335	49,496	202,249		318,080
Buildings & Improvements	19,029				19,029
Equipment	47,306	49,496	202,249		299,051
Purchases of Land					
TOTAL EXPENDITURE	1,343,659	364,067	798,681		2,506,407
SUMMARY					
Total Funds Available	1,412,677	406,400	1,326,533		3,145,610
Total Expenditure	1,343,659	364,067	798,681		2,506,407
NET	69,018	42,333	527,852		639,203
Unexpended Balance Forward	10,293	42,333	527,852		580,478
Unexpended Balance Lapsed	58,725				58,725

NATURAL RESOURCES

management of boundary lakes and streams. The Office represents Maine on the St. Croix River Pollution Control Advisory Board and carries out departmental 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 04333 *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 1975: \$462,058

Organizational Units:

Division of Air Quality Services

Division of Enforcement Services

Division of Industrial Services

Regional Offices: Portland, Augusta, Bangor

PURPOSE: The Bureau of Air Quality Control was established to develop, establish and maintain a statewide program to preserve and enhance air quality in the State of Maine. Through the Board of Environmental Protection, the Bureau 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 hearings; 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 of air pollution control devices as the Board by regulation may prescribe; to receive applications for and grant or deny emission licenses; to conduct public hearings; and to investigate violations and enforce State laws and rules and regulations of the Board relating to air quality.

ORGANIZATION: The Bureau of Air Quality Control is descended from 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. 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.

PROGRAM: Along with the Bureau of Air Quality Control's air surveillance, source surveillance and licensing programs, other problems arose in the area of control strategy for sulphur dioxide, a possible problem with carbon monoxide, open-burning dumps and proposed expansion by several of Maine's paper mills.

In the midst of an "energy crisis," fuel oil price rises and shortages, and a depressed national economy, Maine's sulphur dioxide (SO₂) control strategy and regulations came under attack. Sulphur dioxide is one of the principal air pollutants in Maine's Implementation Plan and also nationally, because in sufficient concentrations, it can have deleterious effect on the human respiratory system.

Of Maine's five Air Quality Control Regions, (AQCR), only the Portland area has concentrations of SO₂ high enough to violate secondary air quality standards. State law established maximum concentrations of 2.5 & sulfur in fuel oil throughout the State on November 1, 1973, and a maximum of 1.5 & in the Portland AQCR after November 1, 1974.

In mid-summer, when it was suspected shortages of low-sulfur Number 6 oil might occur,

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the Bureau notified suppliers and users in the Portland AQCR that variance requests for waiver of the 1.5 & requirement could be submitted to the Board of Environmental Protection.

Peculiarities of the 1974 oil market, including sources of supply, refining capacity, and storage facilities were reviewed at a public hearing in Portland in October. That hearing, called to consider the granting of variances, revealed that some suppliers could obtain low-sulfur oil (at a higher price); some could not, and customers were captives of the situation as a result of federal laws.

In November, the Board granted variances to Northeast Petroleum Industries, Central Maine Power Company at Yarmouth, and S.D. Warren Company at Westbrook—the only applicants for variances at that time—which allowed combustion of fuel with up to 2.5 & sulfur content. There followed several additional applications for waivers, most of which were subsequently approved.

Central Maine power and S.D. Warren maintained, throughout the low-sulfur debate, that their emissions did not contribute to the SO₂ levels in downtown Portland, and offered to work with State personnel to prove it. Several months' work by staff members and the companies' consultant, Environmental Analysts, Inc., demonstrated that Portland's concentrations of the pollutant were not primarily related to emissions outside the built-up area, but were caused when high-sulfur fuel was burned in city buildings whose chimneys weren't tall enough to disperse the SO₂ produced.

As a result of these studies, the Board voted in May to create the Portland Peninsula Air Quality Control Region, and apply the low-sulfur limitations in that region only. The Peninsula Region was defined as that section of the City of Portland bordered on the west by Interstate 295, on the south and east by the Fore River, and on the north by Casco Bay and the inlet to Back Bay. Furnaces and boilers in that region were to burn low-sulfur Number 6 fuel oil or convert to Number 2 home heating oil which has practically no sulfur content. By a quirk of the oil shortage and regulations, the more highly refined Number 2 oil was no longer significantly more expensive than the heavy black Number 6.

A parallel to the event in Portland took place in connection with applications by the International Paper Company in Jay and the St. Regis Paper Company in Bucksport to nearly double the size of their existing paper-making facilities. The issue of SO₂ and particulate emissions from new stacks dominated major portions of public hearings held to consider the companies' air emission, wastewater discharge and site location of development applications.

Central issues in both hearings were the applicability of new source performance standards (which require best practicable treatment and therefore low emissions of SO₂, particulates and other gases) to expansions of existing facilities, and acceptable methods of meeting SO₂ emission standards.

The Board ruled in mid-winter that if the International Paper Company conducted a real time air quality study and calibrated their diffusion model so as to accurately predict the impact of their proposed expansion on the Jay-Livermore Falls area, their strategy for control of sulfur dioxide and particulates would be acceptable. Appeals of the Board decision, filed by the intervenors, are still pending in the courts.

Other significant public hearings in which the Bureau of Air Quality Control was a joint participant with the Bureaus of Land and Water Quality Control involved the Pittston Oil Company and New England Energy Company oil refinery applications. Those hearings were dominated in this fiscal year, however, not by air quality issue as much as Site Law issues.

Open-burning dumps were a significant issue in this fiscal year, due to the July 1, 1975, deadline for cessation of burning established by the 106th Legislature. The Bureau worked closely with the Division of Solid Waste Management in the Bureau of Land Quality Control to prevent overlap and redundancy in dealing with municipalities. A single municipal reporting form and schedule for reporting progress was devised by merging the requirements of the two statutes. At the same time, variance procedures were established for the large number of communities it was thought would need time extensions.

In spite of staff efforts to encourage local officials to comply with the solid waste regulations or apply for open-burning variances, most municipalities, faced with increased economic problems, pressed their elected officials for additional time.

In late spring, the 107th Legislature amended the existing open-burning statutory and solid waste regulations. The open-burning deadline was extended until September 1; communities under 1,000 population were excluded entirely; communities with populations greater than that were guaranteed another two years' open-burning grace through a new waiver procedure; and

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the burden of proof was placed on the Department to demonstrate that an air quality violation exists before ordering municipal open-burning operation to cease. Legislative action on the solid waste management regulations was deferred by postponing their effective date until January 31, a month after the scheduled convening of the Special Session of the 107th Legislature.

Carbon monoxide became a source of concern when a monitoring device in downtown Bangor showed occasional excursions above the eight-hour standard for CO were occurring under certain atmospheric conditions. This pollutant, related to automobile exhaust, had not been thought to be a significant source of air quality degradation in Maine due to the State's low population and traffic densities. Further studies suggested the anomaly in Bangor resulted from a "box canyon effect" created when the wind blew from certain directions at peak traffic hours. Tall buildings in downtown areas, it appears, can cause air pollutants to be trapped during some weather conditions.

Working with Bowdoin College, the Bureau is developing a prediction model which will be used to forecast carbon monoxide "episodes" in city neighborhoods. Experiments are being conducted in both city and rural areas where high traffic densities exist in an effort to determine the accuracy of predictions obtained from the model.

A new requirement of federal regulation was met when the Board of Environmental Protection adopted regulations regarding indirect sources of pollution, primarily parking lots and superhighways where automobile emissions build up. Under the new regulations, proposed four-lane highways will be reviewed for potential impact on ambient air quality, and the site location law's criteria will be employed in review of shopping center parking lots and other "indirect sources" of air contaminants.

Routine operations of the Bureau continued at a high level. Maine's air surveillance network came a step nearer completion with the establishment of monitoring sites in the Aroostook and Northeast Air Quality Control Regions. With few exceptions, the network has been on line and sampling once a week for SO₂ and suspended particulates.

All applicants meeting regulations were granted licenses with standard conditions; all that were not meeting standards were placed on compliance schedules. Potential licensees were all visited to preclude any controversy over facts prior to presentation to the Board. Additionally, the Bureau implemented a source surveillance program, consisting of one unannounced visit to each licensed source with the obvious purpose of ensuring that air quality control equipment was being properly operated.

Staff members attended about fifteen different U.S. Environmental Protection Agency (EPA) courses dealing with specific areas of air quality control, such as meteorological aspects of air pollution, and also attended several national conferences to keep abreast of the latest developments in air quality control. Another smoke-reading school was conducted by EPA instructors during the summer, and six of the Bureau's staff were certified to read visible emissions. A new mobile trailer was received in the fall, outfitted with monitoring devices for CO, Nitrogen dioxide (NO₂) and total hydrocarbons, and was used in the CO modeling studies at Bangor and other locations.

Bureau of Air Quality Control, Summary of Activities—Fiscal Year 1975

Regional Offices in Operation	3
Continuous Air Monitors in Operation	15
Peripheral (non-continuous) Monitoring Sites	18
Mobile Units in Operation	3
Field Studies Conducted	5
Sources Inspected	200
Sources Tested (Contractual Service)	8
24-Hour Samples taken	1,750
24-Hour Sample Analyses Conducted	3,500
Licenses Issued or Renewed	204
Sources on Compliance Schedules	10
Man Years Spent in Data Resolution	2.5
Man Years Spent Tending Peripheral Sites	2.0

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FINANCES, FISCAL YEAR 1975:

Bureau of Air Quality Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$231,080		\$331,575		\$562,655
Total Expenditure	216,901		245,157		462,058
NET	14,179		86,418		100,597
Unexpended Balance Forward	3,803		86,418		90,221
Unexpended Balance Lapsed	10,376				10,376

BUREAU OF LAND QUALITY CONTROL

HENRY E. WARREN, DIRECTOR

Central Office: Education Building, Capital Complex, Augusta 04333 *Telephone:* 289-3762

Established: 1972 *Statutory Authority:* M.R.S.A., Title 38, Chapters 2, 3; Title 30, §§4104-4105; Title 12, Chapters 421, 432-A, 424; Title 10, Chapter 451.

Average Number of Full-Time Employees: 18 *Authorized Employee Level:* 12

Total Expenditure, Fiscal Year 1975: \$258,500

Organizational Units:

Division of Solid Waste Management

Division of Enforcement

Division of Review and Planning

PURPOSE: The Bureau of Land Quality Control was established 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. Through the Board of Environmental Protection, the Bureau 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.

ORGANIZATION: 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. When the Maine Mining Commission and the Wetlands Control Board were abolished in 1972, their respective mining rehabilitation and Wetland 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.

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PROGRAM: Hearing procedures, application handling, solid waste management and shoreland zoning were four issues which received particular attention by the Bureau of Land Quality Control during fiscal year 1975. Behind the scenes, staff members worked to improve these and other aspects of environmental improvement and enforcement duties.

Department of Environmental Protection (DEP) hearing procedures became an issue this year because of the length of two hearings. This concern began during the proceedings of the two-year-old application of the Pittston Oil Company to construct a refinery complex at Eastport. Because of complex jurisdictional issues and international affairs, the Pittston hearings were punctuated with long periods of inaction while court cases were pending and roadblocks resolved. The Company gained final site approval from the Board of Environmental Protection on June 4, a decision which itself is the subject of appeals pending before the Maine Supreme Judicial Court.

A hearing on the New England Energy Company's (NEECO) proposal to build an oil refinery in Sanford began on November 4 and was suspended December 31 after eleven days of hearings. A record thirteen intervenor groups participating in five categories included two municipalities, a water district and the region's largest employer, as well as environmental and local opposition groups.

A backlog of applications pending during the summer of 1974 focused attention on the need for changes in routine processing methods. Spring storm damage, combined with enforcement and information efforts regarding the Great Ponds Act, resulted in a deluge of applications for beach repairs, retaining wall installation, boathouse building and similar activities. At the end of the first quarter of fiscal year 1975, a total of 411 applications in all categories had been processed by the Bureau staff, just 45 less than the number processed in all of fiscal year 1974. Two three-day intensive review sessions, employing ten staff members from all three bureaus of the Department, eliminated most of the backlog.

By the end of the construction season, it was evident that both the Bureau's application procedures and the Board's operating procedures for public hearings needed critical review. First to develop was a task force of State personnel and private citizens which overhauled both application forms and procedures related to the Great Ponds Act. A simplified one-page Great Ponds Act application form was produced and adopted by the Board in June. At the same time, the Board adopted new regulations (after a public hearing) which delegated approval authority for five categories of Great Ponds applications to the Bureau staff.

In February, the Board held a thirty-day comment period to solicit constructive suggestions on ways to improve public hearings. A major overhaul of hearing regulations resulted, and two public hearings were conducted on these proposed changes. The new regulations establish simple procedures for the typical one or two-day hearings normally conducted, and create new procedures for the Pittston-type hearing.

Another issue which developed in mid-winter was the assertion of the Bureau of Public Lands of the Department of Conservation that all coastal lands below the low tide mark, and the bottoms of most Great Ponds, belong to the public. As a result, many Great Ponds and wetlands applications could not be processed because the applicants could not establish title, right or interest to the lands to be affected. An emergency bill was passed by the 107th Legislature, authorizing the leasing or granting of State "rights and interests" in submerged lands to individuals, and an agreement is at hand between the two bureaus regarding procedures to be used.

The Division of Solid Waste Management began the fiscal year anticipating that at year's end, its solid waste management regulations would become law. July 1, 1975, was the date after which compliance with the regulations was to be mandatory. A program to encourage and assist municipalities in converting from open-burning dumps to sanitary landfills and recycling activities was begun, and a technical assistance team was established. The purpose of the team was to provide advisory aid to local officials in finding new sites, opening new facilities, and closing old ones properly. Explanatory meetings were held with municipal officials throughout the State.

Despite these efforts, however, the assistance team had few requests for assistance and most local officials took little action. Open-burning was thought by many to be an alternative for the more costly sanitary landfill, and they sought legislative repeal of the ban on open burning. When, following amendment of the air law, it was found the solid waste regulations would still apply, their implementation date was postponed by the 107th Legislature until January 31, 1975.

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In the interim, further study will be done on their impact. The Resource Recovery Advisory Committee, formed to explore possibilities for recycling in Maine, issued its report to the Board of Environmental Protection. One of the conclusions of the volunteer businessmen is that resource recovery should remain at the local and area level in Maine, and that the State should not concentrate on a major recycling center. The report favored encouragement of private enterprise over governmental recycling programs.

In April, the Board of Environmental Protection issued Maine's first "resource recovery activity permit" when it approved the application of Sawyer Environmental Recovery Facilities, Inc., to construct a paper recovery facility in Hampden. The new plant will process clean, pre-sorted cardboard, newsprint and ledger paper. Acting on recommendations from the DEP staff, the Board found Sawyer's project complies with State water quality and solid waste management requirements.

The DEP was one of three State agencies participating in the Mandatory Shoreland Zoning program which came to a climax during this fiscal year. The deadline for the State to adopt zoning ordinances for towns which had failed to provide suitable controls was August 7, 1975. However, most of the activity toward this goal took place during the winter and spring of 1975. A task force, comprised of staff and Board members from the Department, the Land Use Regulation Commission and the State Planning Office, traveled the State, holding six workshops and eight public hearings in an attempt to help local officials comply with the law. The fact that almost three-quarters of Maine's municipalities were able to comply reflects the success of this effort and the dedication of many local officials to the goal of shoreline protection.

Staffing in the Bureau was greatly enhanced this year by the addition of six personnel under the Comprehensive Employment Training Act (CETA) and other federal funds. Two of the six were added to the application-processing Division of Review and Planning, with one focusing on shoreland zoning. The other four went to the Division of Enforcement, which was thereby able to begin a coordinated follow-up, inspection and assistance program in Augusta and at the Department's regional offices at Bangor and Presque Isle.

All Bureau data on regulated projects since the Site Law's inception in 1970 has been transferred to the Maine Information Display Analysis System (MIDAS) computer information system during this fiscal year.

Bureau of Land Quality Control, Applications Processed — Fiscal Year 1975

Category	Processed	Approved	Withdrawn	Denied	Hearings Held
Site Location of					
Development Law	256	235	1	21	11
Minimum Lot Size Law	26	12	0	11	1
Great Ponds Act	487	400	0	81	1
Coastal Wetlands Act	132	115	0	16	3
Mining Rehabilitation Act	6	6	0	0	1

FINANCES, FISCAL YEAR 1975:

Bureau of Land Quality Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$243,169		\$32,944		\$276,113
Total Expenditure	236,602		21,898		258,500
NET	6,567		11,046		17,613
Unexpended Balance Forward	123		11,046		11,169
Unexpended Balance Lapsed	6,444				6,444

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BUREAU OF WATER QUALITY CONTROL

GEORGE D. GORMLEY, DIRECTOR

Central Office: Education Building, Capitol Complex, Augusta 04333 *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: 95 *Authorized Employee Level:* 52

Total Expenditure, Fiscal Year 1975: \$1,421,782

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

PURPOSE: The Bureau of Water Quality Control was established 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. Through the Board of Environmental Protection, the Bureau 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 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.

ORGANIZATION: The Bureau of Water Quality Control originated in the Sanitary Water Board, created in 1941 to investigate and recommend 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 rivers, 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 IEC 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.

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

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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.

During fiscal year 1975, the Bureau of Water Quality Control, along with the Department's other bureaus, spent a large portion of its time on hearings involving the Site Location of Development Act, waste discharge licenses, National Pollution Discharge Elimination System permits, solid waste disposal provisions and air pollution control laws. In order to get ready for these hearings, it requires application reviews, plan reviews, on-site inspections, stream assimilative capacity analyses, solid waste disposal-site analyses, etc. Questions raised during the hearings often require staff reviews during the progress of the hearings.

The second major accomplishment during fiscal year 1975 was processing before the Board of Environmental Protection 372 waste discharge license applications. The applications require, prior to the Board meeting, staff review, wastewater assimilative capacity analyses, on-site inspections, and, in a good many cases, negotiations between staff members, the applicants' consulting engineers or the applicants directly. In most cases, not only did the applications include State waste discharge license requirements, but also federal permit requirements under the National Pollution Discharge Elimination System permit program. The licenses and reviews, therefore, also included negotiation between the Department and the United States Environmental Protection Agency.

The Department has this year, with the aid of federal program grant funds, prepared itself for a more active program of assistance to communities in operating their waste treatment systems. The City of Calais, for instance, has had continuing problems and has been a subject of complaint for the International Joint Commission. The Department, in an effort to assist the City of Calais, spent two weeks—with around the clock testing and analysis at times—to try to resolve these problems.

Over the year, the Bureau has carried on a very active oil pollution control program, including surveillance, supervision of oil clean-up, inspection of terminals and license compliance monitoring, and has within this period cited companies for oil spills or other infractions of the oil pollution control laws. Of particular interest was the selection of a contractor for a one-year study in the Casco Bay area. The goals of this study are in respect to oil handling, and the studies should culminate in recommendations relative to the need for additional navigation aids in Portland Harbor; a plan for rapid response to oil spills; an evaluation and the locating of all critical areas in the harbor from the standpoint of their environmental sensitivity; and ways and means and locations for disposal of oil as a result of oil clean-up and various other aspects of oil handling in the Casco Bay area. The successful bidder was the firm of Arthur D. Little Inc. of Cambridge, Massachusetts, which has had considerable experience in oil pollution control contingency plans.

In addition, the Bureau has helped to unlock the mystery of "mystery" oil spills in a joint project with the Research Institute of the Gulf of Maine (TRIGOM) and the Chemistry Department of Bowdoin College in Brunswick. The research on samples of crude oils was conducted to help enforce Maine's Oil Conveyance Law which requires the agent responsible for an oil spill to pay for damages and clean-up costs.

Maine's first self-contained mobile water quality laboratory made its maiden voyage in April and travelled to Ellsworth for its first on-site analyses of physical, chemical and biological pollution. The \$35,000 water quality testing unit was designed by the DEP to extend the agency's laboratories to distant areas of the State. The new van will be used to analyze and trouble-shoot malfunctions of municipal and industrial waste-water treatment facilities, conduct bacteria surveys of salt and freshwater recreation areas, and perform other water quality monitoring work.

The most serious problem facing the Department is on the recently resolved federal impoundment issue where the delay in waste treatment facility program grants has made it impossible for all Maine communities to meet the original statutory time schedules. The 106th Legislature, however, amended the original legislation to contain a waiver provision whereby if the community has done everything it can, short of receiving federal funds for construction, it can request a waiver from the statutory schedule. The 107th Legislature extended this waiver provision to individuals and companies who would have been served by the postponed system.

A second major problem is the inconsistency between State and federal laws in time schedule requirements. Federal law requires that all communities must provide best practicable

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treatment by June 30, 1977, and makes no provision for a waiver such as has been made by the Maine Legislature. Therefore, with the impoundment issue, a good many Maine Communities are going to find themselves in violation of the federal law on June 20, 1977. This issue is under consideration in Congress; however, we have no indication of how Congress plans to cope, if at all, with the problem.

Division of Industrial Services. This division reviews plans, specifications and reports relating to industrial waste treatment facilities; makes on-site construction and operation inspections; establishes effluent parameters for industrial waste discharge licenses; and supervises effluent monitoring of industrial waste streams. The Division has been monitoring compliance with statutory construction time schedules and doing on-site tests to monitor compliance with license provisions. As of this report, all industries required to treat their wastes have been moved beyond the planning stage. All have either completed construction, or are in construction at this time. The following is a summary of Division activities during fiscal year 1975:

Preliminary plans reviewed	9
Industrial projects known to be under construction this year.	42
State Sales and Use Tax Certification applications received	49
Approved	38
Denied	11
State Property Tax Exemption applications received.	16
Approved	9
Denied	7
Federal IRS Rapid Tax Amortization Certification Requests	0
Field Inspections Conducted.	98
Licensed operating industries	198

Division of Licensing and Enforcement. This division 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 year 1975:

Total board actions involving the Division	435
Joint licenses issued with federal Environmental Protection Agency	144
Municipal	37
Commercial.	8
Industrial	99
Total State licenses issued.	372
Municipal	86
Commercial.	30
Industrial	99
Residential	157
Unlicensed residential discharges registered	750
Inspections conducted	178
Referrals to Attorney General for court action	10
Applications certified to Maine Guarantee Authority	19

Division of Municipal Services. This division of the Bureau has continued to process State and federal grant applications and loans, and has generally carried on its responsibilities in 1) review of facility reports, plans and specifications, and 2) on-site inspections of ongoing construction of municipal treatment plants. The following is a summary of Division activities during fiscal year 1975:

Municipal treatment facilities in operation	66
Construction grant projects funded in the fiscal year.	7
Pollution abatement projects were funded for Ft. Fairfield Utilities District; Monmouth Sanitary District; Freeport Sewer District; South Portland; Portland Water District (North Cape Elizabeth)	

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Municipal pollution abatement projects construction commenced.	9
Construction began on the following projects: Hartland; Penobscot Tribal Reservation Housing Authority; Monmouth Sanitary District; Rockland; Jay; Mexico; Rumford-Mexico Sewerage District; Rangeley and Southwest Harbor.	
Pollution abatement projects completed.	15
The following projects were completed: Anson-Madison Sanitary District; Lewiston-Auburn Water Pollution Control Authority; North Jay; Bar Harbor (3 facilities); Mount Desert (3 facilities); Castine; Mapleton Sewer District; York Sewer District; Mexico Sewer District and Jay.	
Federal grant monies made available.	\$26,227,000
State grant monies made available.	\$ 5,245,000
Sanitary Districts formed in fiscal year 1975.	0
Construction project inspections by Division personnel.	110
Operation and maintenance inspections of existing plants.	325

Division of Water Quality Evaluation and Planning. This division 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.

The planning section under this Division has been instrumental in assisting the Executive Department in the designation of five area-wide 208 planning areas in the State of Maine, as provided under the Federal Water Pollution Control Act Amendments. As a result of these designations, all five have been approved by the federal agency during the year for funding in excess of \$1.8 million. Special studies of water quality, involving on-site sampling and follow-up data resolution, were conducted on the Presumpscot and Sebasticook Rivers. River basin planning studies, required by federal law (PL 92-500, Sec. 303) were completed in draft form for the Kennebec River, Penobscot River and Presumpscot River. Planning studies were completed in full for the Sebasticook River.

Division of Lakes and Biological Studies. This division 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 and monitoring programs. The Division has been involved in intensive sampling on several groups of Maine lakes to obtain background levels and trends in water quality. In addition, work was begun on one special group of Maine lakes in cooperation with the U.S. Geological Survey. By matching funds with the U.S.G.S., the Department was able to extend State monies that were allocated for State work to cover almost double the amount of work that could have been done without the federal/State program. The Division also has been working to come up with a first draft of a classification system designed especially for lakes. This effort is a result of requirements contained in the Great Ponds Water Quality Act passed by the 106th Legislature. The following is a summary of Division activities during fiscal year 1975:

Lakes and ponds studied this fiscal year	
USGS project.	43
Other DEP lake studies.	10
Lake water quality monitoring.	8
Rivers and streams studied this fiscal year	
Benthic sampling studies.	15
Other biologically-related studies.	4
Fish kills investigated.	3

NATURAL RESOURCES

Hearings, meetings and public education programs in which the Division participated. 60
(Data on samples taken for analysis are included in figures for the Division of Laboratory and Field Studies.)

Division of Laboratory and Field Studies. This division primarily provides bacteriological and analytical chemical services for all divisions within the Bureaus of Land Quality Control and Water Quality Control. The Division performs a full line of analyses for nutrients, metals, phenols, hydrocarbons, solids, demand analyses and others. It is responsible for sample collection of rivers and industrial and municipal discharges pursuant to the monitoring requirements of a departmental grant from the U.S. Environmental Protection Agency. The Division assists with complaints and performs other special investigations. Division activities cover the entire State, exclusive of Aroostook County. Service is provided by the main laboratory in Augusta, a small semi-permanent laboratory in southern Maine, and a new, completely self-contained mobile laboratory for Penobscot, Hancock and Washington Counties.

Division personnel direct or participate in research-development projects such as the identification of "mystery" oil spills, establishing continuous monitoring sites for water quality, studying pollution sources in the Goosefere Estuary, and determining the cause and effects of ground water contamination from municipal and industrial dump sites. The following is a summary of Division activities during fiscal year 1975:

Samples taken from other units of the Department	
or taken by the Division	4,150
Tests performed (approx.)	11,400
(Tests include examination for nutrients, metals, biological oxygen demand, chemical oxygen demand, solids in suspension, oil and grease, bacteria, phenols, chlorophyll and others.)	
Investigations conducted	2,400

Division of Oil Conveyance Services. This division administers the Oil Discharge Prevention and Pollution Control Act. The Division is responsible for preventing and supervising the cleanup of oil spills which result from oil transfers made in marine waters of the State, and for the licensing and inspection of oil terminals. The following is a summary of Division activities during fiscal year 1975:

Oil terminals licensed to operate	
Permanent.	35
Temporary	2
Oil Spills Reported	246
Small (1 barrel or less).	140
Moderate (1-100 barrels)	50
Large (more than 100 barrels)	6
Spills of unknown origin.	29
Maine Coastal Protection Fund Balance June 30, 1975.	\$ 42,333
Total Funds Available, July 1, 1974.	\$406,400
Total Expenditures, Fiscal Year 1975	\$364,067

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 in the Regional Office helps individuals know how to file applications. It also helps them determine whether or not their project is subject to one or more environmental laws.

NATURAL RESOURCES

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 1975:

Bureau of Water Quality Control	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$938,428		\$962,014		\$1,891,460
Total Expenditure	890,156		531,626		1,421,782
NET	48,272		430,388		469,678
Unexpended Balance Forward	6,367		430,388		436,755
Unexpended Balance Lapsed	41,905				41,905

DEPARTMENT OF INLAND FISHERIES AND GAME

MAYNARD F. MARSH, COMMISSIONER

J. WILLIAM PEPPARD, Deputy Commissioner

Central Office: 284 State Street, Augusta 04333

Telephone: 289-3371

Established: 1880

Statutory Authority: M.R.S.A., Title 12, Chapters 301-335, 409

Average Number of Full-Time Employees: 307

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$5,816,713

Organizational Units:

Administration Division

Game Farm

Planning and Coordination Division

Warden Service

Information and Education Division

Division of Safety and Snowmobile Registration

Engineering Division

Division of Watercraft Registration and Safety

Realty Division

Board of Examiners for the Licensing of Guides

Fishery Research and Management Division

Junior Guides Examining Board

Fish Hatchery Division

Inland Fisheries and Game Advisory Council

Game Research and Management Division

Atlantic Sea Run Salmon Commission

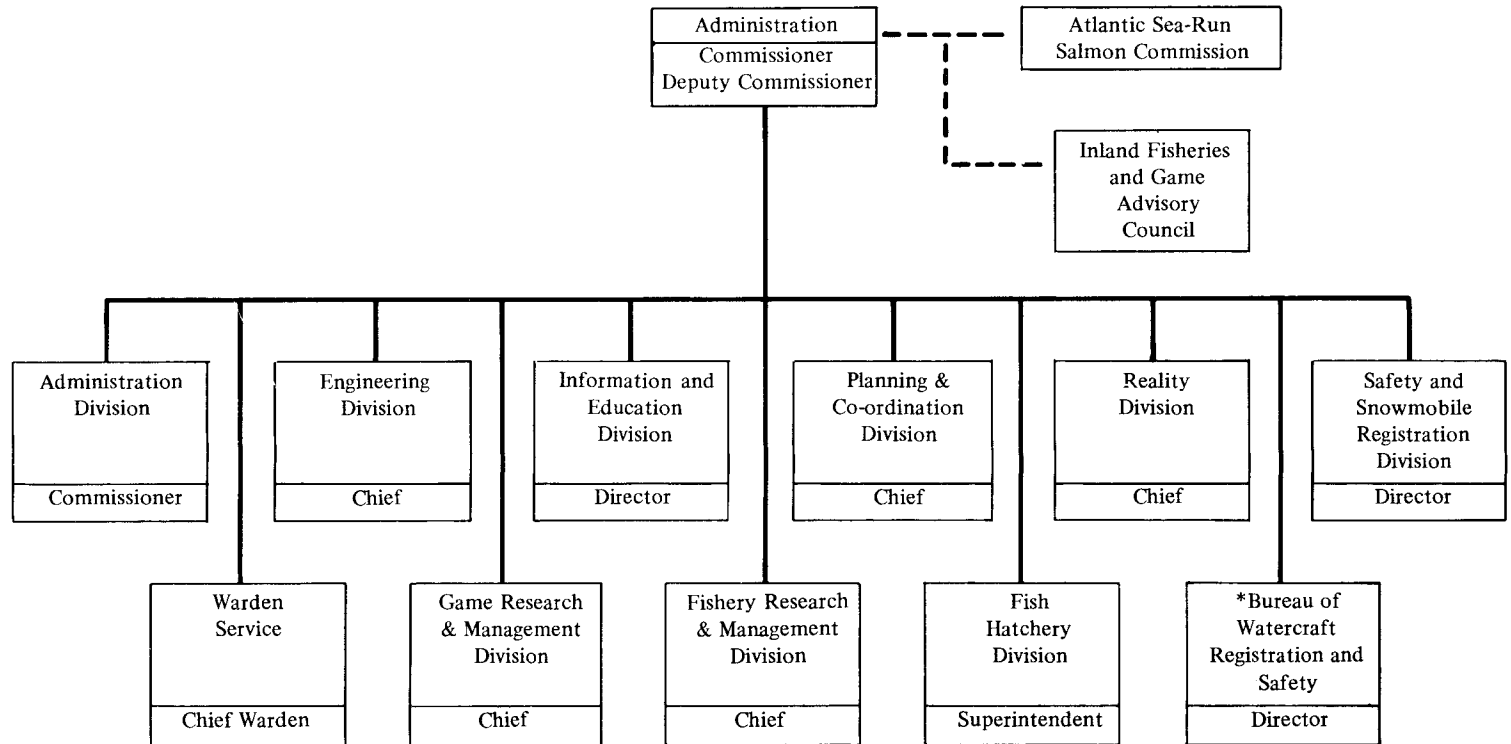
PURPOSE: The Department of Inland Fisheries and Game was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. The primary responsibility of the Department 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, the establishment of rules and regulations governing fishing, hunting and trapping, the registration of snowmobiles and watercraft, and the licensing of guides.

ORGANIZATION: 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). In mid-1974, the former Bureau of Watercraft Registration and Safety became a division of the Department. Effective October 1, 1975, the Department will be renamed Department of Inland Fisheries and Wildlife.

The Atlantic Sea Run Salmon Commission was originally established in 1947 for the purpose of conservation of Atlantic Sea Run Salmon. In 1973, the Commissioner of Inland Fisheries and Game was appointed permanent chairman, ex officio, of the Commission.

PROGRAM: The fiscal year that ended June 30, 1975 was one of the more trying ones in recent memory for the Department of Inland Fisheries and Game. Time and again the Department was

**ORGANIZATION CHART
DEPARTMENT OF INLAND FISHERIES AND GAME**



*Transferred to the Department, effective July 1, 1974

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF INLAND FISHERIES AND GAME	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation		\$4,753,488			\$4,753,488
Departmental Operations		4,447,088			4,447,088
Transfers		306,400			306,400
Federal Grants		796,541			796,541
County & Municipal					
Private Contributions		16,237			16,237
Sales		99,817			99,817
Services & Fees		37,399			37,399
Other		3,426			3,426
Unexpended Balance Brought Forward		1,989,745			1,989,745
Adjustment of Balance Brought Forward		1,154			1,154
TOTAL FUNDS AVAILABLE		7,697,807			7,697,807
Monies received and deposited to the credit of the State					
EXPENDITURES					
Total Personal Services		3,499,661			3,499,661
Wages & Salaries		3,099,484			3,099,484
Retirement		400,177			400,177
Total All Other		1,581,743			1,581,743
Contractual Services		1,493,292			1,493,292
Rents		39,349			39,349
Computer Services		1,118,736			1,118,736
Commodities		67,286			67,286
Grants, Subsidies, Pensions		21,165			21,165
Transfers to Other Funds					
Other					
Total Capital Expenditures		735,309			735,309
Buildings & Improvements		261,073			261,073
Equipment		415,728			415,728
Purchases of Land		58,507			58,507
TOTAL EXPENDITURE		5,816,713			5,816,713
SUMMARY					
Total Funds Available		7,697,807			7,697,807
Total Expenditure		5,816,713			5,816,713
NET		1,881,094			1,881,094
Unexpended Balance Forward		1,881,094			1,881,094
Unexpended Balance Lapsed					

faced with situations — largely not of its own making — which demanded time and energy. Some of these situations might be traced to statutory, procedural and/or policy changes within other agencies, but which affect the Department nonetheless. Also, changing situations in regard to personnel matters, labor relations, equal opportunity and collective bargaining made significant time demands. Formulating Affirmative Action plans or comprehending new budgeting procedures might not be thought of as being related to the conserving and managing of wildlife, but in an agency with nearly \$6 million budget and more than 300 employees, these and many more very real and important obligations have to be fulfilled.

Another significant but time consuming event of the past fiscal year was the relocation of the Department's main office from the State Office Building to a newly-renovated office building leased by the State. Although the Department did not request the move, and being slightly dislocated from other State agencies would obviously present some minor logistical problems, the potential advantages were evident. Chief among the latter is the facilitated service to the great numbers of people who visit the Department to buy a license, register a boat or snowmobile, or transact other business. In mid-October, 1974, the Department moved south from the Capitol about one-half mile to its new headquarters at 284 State Street, Augusta.

NATURAL RESOURCES

By far the most demanding situation the Department has faced recently has been one predicted in last year's annual report: "... rapidly rising costs will make it increasingly difficult to maintain programs within existing income levels and structure. . ." Just as it has affected household budgets and businesses and industries throughout the country, inflation beset the Department at almost every turn. Whether it was gasoline for a warden's car, the vehicle itself, food for a salmon in a hatchery, a secretary's typewriter, printing costs for the law books, or whatever, the Department found costs outstripping income.

After imposing all possible economies and streamlining programs, the Department was still faced with projected revenues falling short of expenses. There was no alternative but to seek legislative approval of a major license fee increase — the first one in four years. It should be noted that the Department's primary source of income is from the sale of various licenses for hunting and fishing; it receives no General Fund tax monies.

Although it was hoped that some General Fund support would be provided for certain programs that serve a broad public, it was soon evident that sportsmen alone would have to bear the burden once again. And, as they have in the past, sportsmen supported the legislation that would raise the cost of their licenses. Discussion at the public hearing on the license fee increase bill was not whether the fees should be raised, but rather on how much the various licenses should be raised.

The latter questions persisted in the legislative process, but in the end, a bill was passed and signed by the Governor that should raise the Department's income by \$650,000 annually. The new fee schedule will take effect on January 1, 1976, and it will not be until mid-1976 that the Department shall begin to realize any significant increase in its revenues.

The year was not without significant progress being made toward achieving the Department's major goals and statutory responsibilities, as detailed herein under divisional activity highlights.

PLANNING AND COORDINATION DIVISION

KENNETH H. ANDERSON, CHIEF

PURPOSE: The Planning and Coordination Division was established to guide and coordinate the development of long and short range goals, objectives and programs of the Department of Inland Fisheries and Game. Its primary responsibilities 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.

ORGANIZATION: The Departments of Inland Fisheries and Game and Sea and Shore Fisheries (now Maine 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 Planning and Coordination Division was created administratively 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:

Departmental Planning. Species management planning activities undertaken by the Planning and Coordination Division greatly increased during the last year. To date, plans for all the major wildlife species, including individual species assessments, definition of species management goals and objectives, and species management program proposals, have been

NATURAL RESOURCES

completed and inland fisheries management plans are nearing the final stages of development. The various departmental planning committees as well as a citizen-oriented Steering Committee established to assist in the Department's comprehensive planning process met periodically to review each of the above and vote on alternative species management goals and objectives which were presented for their consideration. Once this was completed, a single species management goal and objective was selected by the Inland Fisheries and Game Advisory Council, and program proposals were developed for each wildlife species being considered. Work began on the development of procedures for evaluating program proposals and selecting and documenting wildlife management programs for the next five-year project segment.

Data Processing. Automated data processing support was given to a variety of the Department's comprehensive planning and management efforts. This included the coding, key punch and retrieval of a vast amount of information concerning land use conditions throughout the State, species abundance and species use. In addition, data processing support was given to the Division of Watercraft Registration and Safety, Division of Snowmobile Registration and Safety and the Information and Education Division. Work began on automating the Warden Service's field activity records and prosecution reports.

Environmental Control. The Department's responsibility for enforcement of laws relating to alteration of rivers, streams and brooks is administered by this Division. During the past fiscal year, approximately 150 applications were processed, and 1,119 Department responses to proposed land and water developments subject to environmental regulations administered by other State agencies were coordinated. The number of responses concerning Great Ponds was 487; Wetlands, 132; Mining, 6; Minimum Lot Size, 26; Site Location, 216; Forest Operation Permits, 60; Sub-division Permits, 10; Development Permits, 50; Bridge Permits, 7; and Building Permits, 125. These involve coordinating the routing of individual applications from the administering agencies to Department personnel in the field for their assessment of the potential impact of the proposal on fish and wildlife resources, and coordinating the Department's response to the administering agency for their consideration. Other activities included the development of a standard approach to the Department's processing of environmental impact appraisals and recommendations. This has greatly facilitated support of existing environmental statutes and will enable the Department to develop the data base needed to fully evaluate land use changes and their effects on Maine's fish and wildlife resources.

Coordination. The coordination function of the Division has been wide and varied. In addition to coordinating the activities previously discussed, a variety of public, legislative, environmental and technical activities were coordinated within the Department and with other State and federal agencies.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Planning and Coordination Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

INFORMATION AND EDUCATION DIVISION

WILLIAM C. MINCHER, DIRECTOR

W. THOMAS SHOENER, Assistant Director

PURPOSE: The Information and Education Division was established to create and maintain understanding of and support for Department of Inland Fisheries and Game 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.

The primary responsibilities of the 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.

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ORGANIZATION: 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: One of the Information and Education Division's major activities during the fiscal year was the preparation for and carrying out of the move from the State Office Building to new quarters at 284 State Street, Augusta. Careful plans resulted in more effective use of the slightly less space available in the new building. Division personnel built several horizontal storage racks for publications, for example, which replaced more than a dozen seven-foot high metal racks; using hanging folders eliminates waste space which is unavoidable with shelving.

The Division made the annual revisions of hunting and trapping, open water, ice fishing, and migratory bird hunting regulations publications, bringing out the first three as folders rather than booklets, with a saving in printing costs. At year end, plans were taking shape for further condensing the hunting regulations and returning to a booklet form, which is apparently preferred by the public; the savings will be maintained by removing the regulations for guides and trappers (of which only 5,000 copies or so are required) and publishing them in a smaller press-run instead of the 270,000 copy press run required for the hunting regulations.

The recession had its effect on paid subscriptions to the Department's *Maine Fish and Wildlife* magazine, with a drop in the renewal rate for the fall, winter, and spring issues. Subsequent to the ending of the fiscal year, however, an upturn was noted.

The computer system for handling the Division's several mailing lists has been improved to the point where keeping it updated can be done with less work than previously. As one member of the clerical staff transferred out and has not been replaced, the reduction in mailing list work load is helpful to the two remaining clerical employees. The system also eliminates the previously unavoidable situation of duplicate mailings when two or more lists were combined and the separation of duplicate labels was not feasible. With the new system, a person can be on several lists but will receive only one mailing label when those lists are combined. This should save noticeably in postage and printing costs.

The clerical system for handling magazine subscriptions, general mailing list changes and so on also came in for improvement which not only speeded up the process, but helps minimize errors.

During the year, the Division produced nine Commissioner's Newsletters, sixty-two news releases, and several special articles written at the request of news media.

The educational program of the group known as the Maine Environmental Education Forum (MEEF) got off to a good start during the year. MEEF members are information and education people from several State agencies and private organizations dealing with various aspects of the environment. Packets of educational material have been selected and prepared by these members. The packets, circulated through the cooperation of the Maine State Library, are being widely used by Maine teachers. Wildlife and fisheries are among the most popular topics.

Renovation of the Department's film library is continuing with a reduced budget. Old prints are being replaced or having repair sections spliced in in order to keep them fit for circulation; the library is maintained by the Instructional Systems Center at the University of Maine at Orono at no charge to the Department.

The Department's exhibit at the Eastern States Exposition, West Springfield, Massachusetts, was renovated in the summer of 1974. Changes were not expensive, but serve to improve the appearance of the display which is handled by the Division in cooperation with the Department's Fish Hatchery Division and Warden Service.

Routine activities during the year included continued work on revisions of snowmobile and hunter safety slide programs; maintenance of the hunter safety instructor computer file; planning and taking photographs for use in the magazine and other publications; answering thousands of requests for information of one kind or another (wildlife and related fields); attending various meetings relating to wildlife conservation; maintaining and booking projection equipment for slides and films shown by other members of the Department; correspondence; and other continuing activities.

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The Maine deer film is still in production as more film had to be shot during the year. At year end, several sketches and other graphics remained to be produced and filmed. Final editing, recording of narration, selection of music and preparation of all increments for the processing laboratory must be completed before production prints can be made.

The film catalog was scheduled to undergo revision in fiscal year 1976 and will be brought out as a folder rather than a booklet to accomplish a saving in printing costs.

As the species management plans for fish and wildlife being prepared by the Fishery Research and Management and Planning and Coordination Divisions are reaching the point where popularized versions for general public consumption are needed, the Information and Education Division is getting ready to condense the numerous plans for publication. Detailed versions of the various plans will be available on request, but the condensed presentations are needed for ease of understanding. This work will be taking place during the 1975-76 fiscal year.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Information and Education Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

ENGINEERING DIVISION

CLAYTON G. GRANT, CHIEF

PURPOSE: The Engineering Division was established to investigate, design and supervise all new construction and major repairs and alterations to Department of Inland Fisheries and Game structures and facilities. The primary responsibilities of the 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.

ORGANIZATION: 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 1975, the Engineering Division completed design work, let contracts and supervised construction of concrete foundations, concrete tanks, and erection of a steel building to house water filtering equipment at the Enfield Fish Hatchery. Installation of filter equipment and relocation of pipelines is now in progress.

A timber crib dam was completed at the outlet of Abol Pond in Baxter State Park, and a similar structure is now being replaced at Katahdin Stream, Baxter State Park. Both structures replace deteriorated facilities.

A concrete dam was installed at the Sandy Point Game Management Area at Stockton Springs. Storage buildings were erected at the Department's Greenville Regional Headquarters and at the Frye Mountain Game Management Area. Renovation of the former State Police Barracks at Scarborough was started. This building has replaced rented quarters at Gorham as the Sebago Regional Headquarters. Routine maintenance of Department-owned fishways and dams were carried out on a continuing basis.

No permanent personnel changes were made during the year. One maintenance man was reassigned, on a temporary basis, from the Department Storehouse to assist in various repair projects.

It is anticipated that future projects will include several water and waste treatment facilities for various hatchery installations to keep pace with the increasing emphasis on environmental problems, and to conform to proposed federal regulations. In addition, the Division will continue design, construction and maintenance functions.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Engineering Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

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REALTY DIVISION RICHARD B. PARKS, CHIEF

PURPOSE: The Realty Division of the Department of Inland Fisheries and Game was established to acquire land and land rights to carry out wildlife and fisheries management programs in the State of Maine. The 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 landowners, prepares legal documents, performs title searches, and either conducts or contracts surveying and all other functions involved in land acquisition.

ORGANIZATION: 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 Township. A single person handled such projects until 1970, and during this period, over 20,000 acres were acquired. As the work load increased in 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: During fiscal year 1975, the Realty Division added 109 acres to the Scarborough Wildlife Management Area through several purchases. Most of this acreage was in the Little River section behind Old Orchard Beach. This brings the total acreage for this Management Area to 2,903 acres.

Eight hundred and fifty acres were added to the Manuel Wildlife Management Area in Hodgdon and Cary, paid for with bond issue money. This increases the size of this Management Area to 1,449 acres. It is planned to expand this unit to approximately 5,000 acres.

Eleven hundred acres were added to the Newfield Wildlife Management Area in the town of Shapleigh. This was a single purchase but the clearing up of outstanding title, approximately 2/9 interest in 150 acres of this tract is yet to be done. A total of approximately 3,285 acres is now in this Management Area, with a goal of at least 5,000 acres. This purchase was possible also because of bond money.

A new project called the Northwest River Project in Sebago was started with the purchase of the first tract consisting of 47 acres. This is a combination stream flow augmentation and waterfowl nesting area project. The stream flow is planned to be a minimum of about 10 cfs to help maintain the salmon spawning and nursery areas for Sebago Lake.

A tract of 20 acres located on Peaks Island in Portland was donated to the Department as the nucleus of a small Wildlife Management Area on this island located in Casco Bay. It is hoped that this gift will generate some additional gifts of adjoining land by local owners.

Two Conservation Easements were signed during the year. One was for a 200 acre tract in Bowdoinham and the other for 55 acres out of a 60-acre island known as Oak Island in Woolwich. Both of these easements severely restrict any future use of the land beyond its present agricultural or conservation use.

The southerly two thirds of Winship Island, Georgetown, comprising some 6 acres, together with 10 acres of adjoining salt marsh was made a gift to the State. This land is situated in Back River, so-called, and is an important waterfowl resting and feeding area.

Many other duties were performed by Division personnel, including negotiations for leases, making appraisals, doing titles, looking up unknown ownerships and contacting landowners.

The Department's four million dollar bond issue is now being utilized in purchasing land and approximately 2,900 acres have been acquired so far with bond money. It is felt that the investment in land now will pay tremendous dividends to Maine's wildlife and its citizens in years to come.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Realty Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

NATURAL RESOURCES

FISHERY RESEARCH AND MANAGEMENT DIVISION

LYNDON H. BOND, CHIEF

ROBERT E. FOYE, Assistant Chief

PURPOSE: The Fishery Research and Management Division was established to ensure the wise management of inland fisheries resources in the State of Maine. The primary responsibilities of the 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.

ORGANIZATION: 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 of Inland Fisheries and Game. 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 Fishery 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:

Regional Office Highlights

Regional Fishery Office A at Scarboro - Sebago Region. Salmon fishing in Sebago Lake during 1974 was restricted by the imposition of a seventeen-inch length limit. The 17-inch regulation was imposed to reduce heavy angler harvest of II plus and III plus salmon. By protecting the younger fish, an increase in the numbers of older salmon in the population should occur, thus producing an increase in the number of larger salmon in the angler catch. The number of four-year old and older salmon in Sebago Lake has been declining since 1970. The heavy angler removal of two and three-year old salmon has been the major cause for this decline.

The length class structure has also changed in that from 1969 thru 1972, roughly 80-90% of the salmon trapped in the Jordan River spawning run were between 17 inches and 28.9 inches long. Looking back at 1957, when normal growth conditions existed at Sebago, 93% of the salmon population fell between 17 and 28.9 inches long. In 1964, when growth was considered the worst, only 20% of the spawning salmon fell within this group, and in 1974, only 13% of all salmon netted in the Jordan River spawning run were in excess of 17 inches long.

Angling success in 1974 is expressed in two ways so that comparisons with preceding years could be made. If Sebago Lake had had a 14-inch length limit in 1974, the fishing success would have been similar to that of other years, but since this was not the case, the catch per hour decreased tremendously as was predicted.

Lake trout fishing in Sebago Lake during the 1974 openwater fishing season was fantastic. Volunteer anglers reported on 307 fishing trips, lasting for 1,542 hours (5 hours per trip) which produced 693 lake trout for a catch per hour of 0.449 and a catch of 2.26 fish per successful trip. These lake trout were three-year olds and they averaged 16 inches long and weighed 1 pound, four ounces.

Fishways in the Northwest River were so efficient in passing salmon that it was impossible to electrofish more than one or two salmon in the pools below the fishway during the spawning period last fall. Since record numbers of spawning salmon were observed in the Jordan River, it seems logical to assume that a larger than normal run occurred in the Northwest River. If this assumption is valid, a record number of spawning salmon reached upriver spawning areas in the Northwest River this past fall.

To increase the number of spawning salmon that migrate through the Bolsters Mills fishway, an annual stocking of 5,000 spring yearling salmon will be made at three or four locations upstream of the fishway. This program started in May, 1974, and will continue for

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several years. Hopefully, these salmon will move downriver to Sebago Lake, mature there, and return to spawning areas upriver of Bolsters Mills as spawning adults.

Regional Fishery Office B at Augusta — Belgrade Region. A good deal of the 1974 and early 1975 field season saw the regional office under-staffed as a result of personnel changes. Nevertheless, a fair amount of work was accomplished. As usual, Great Ponds, stream alteration and dam site investigations consumed much of the 1974 open-water field season.

Recent largemouth bass introductions were studied to determine success. Six streams were surveyed to determine species composition and abundance. Johnson Brook was again sampled in a continuing effort to evaluate possible consequences of the no-length law on brook trout in streams. Water quality monitoring was continued on a number of the Region's lakes.

During the Fall, 1974 season, the regional biologist organized and supervised the chemical reclamation of five ponds in the north and eastern sections of the State.

A number of landlocked salmon were marked at the Palermo Hatchery, and two brown trout lakes were netted to evaluate the survival and growth of spring yearling stocked fish. Also, two project lakes were again netted to evaluate the effects of various stocking methods and rates on salmon survival and growth.

A considerable amount of the winter season was spent researching for and writing a largemouth bass species management plan. This is one of many gamefish plans being written to provide future directions of management. In addition to this plan, federal reports for various regional projects and the statewide reclamation program were written and submitted. Creel census data were compiled and analyzed and scale samples were studied in a continuing effort to monitor angling success and gamefish growth and abundance in the Region's lakes and streams.

The late 1974-75 winter work consisted of organizing and supervising a lake trout marking crew at the Governor Hill Hatchery. Also, landlocked salmon were marked at the Palermo Hatchery. Reclamation hearings for proposed 1975 jobs were organized.

Fishways at Coopers Mills and Sheepscot Lake were repaired. Five thousand alewives were passed through the Sheepscot fishway in an effort to provide forage for the lake's fish populations. Largemouth bass transfers were made to two more of the Region's ponds and analysis of recent largemouth transplants were continued. The status of two smelt populations in brown trout lakes was checked by netting methods. Crayfish introductions were evaluated.

In June of 1975, the Region finally obtained a full time assistant regional biologist to help more effectively carry out the work load.

Regional Fishery Office C at Machias — Grand Lake Region. Two accomplishments of the past field season stand out in importance. First, the trapping operations at the new vertical slot fishway at West Grand Lake occupied a major portion of the 1974 field work. Observations made during the trapping operations demonstrated the efficiency of this new fish passage device in allowing upstream movement of gamefishes and also indicated the tremendous potential of Grand Lake Stream for producing wild salmon for the West Grand Lake fishery. Secondly, and perhaps even more noteworthy, was the capture of wild brown trout on the West and Middle Branches of the Union River. These observations demonstrated the feasibility of accomplishing the major objective of the Union River brown trout program, namely, establishing a brown trout sport fishery based on a wild population. These data also indicate that anglers can expect good growth and survival of brown trout in the Union River system. A progress report was prepared on the brown trout sport fishery of the Union River. The report was based on voluntary census information collected with the assistance of Trout Unlimited.

An article describing the fisheries and fish habitat in the lakes, ponds, rivers and streams of the Union River basin was prepared for publication in *Maine Fish and Wildlife*.

Giles, Loon, Crystal and Round Ponds were reclaimed for management as brook trout waters. The Giles Pond reclamation was done in connection with an experimental program designed to investigate the effects of fin clipping on the survival of stocked brook trout.

Love Lake was trap netted in 1974 in conjunction with salmon research efforts at Barrows Stream. Barrows Stream was electrofished to determine salmon spawning success of the previous fall. A progress report on the project was completed.

Winter creel censuses were conducted on three ponds with coldwater fisheries. The local chapter of Trout Unlimited was assisted in conducting a census on a fourth water. Data collected on these censuses was compiled and analyzed. A progress report was prepared for one of the waters (Hopkins Pond). A spring census was conducted at Echo Lake.

Investigation and mapping of ponds proposed for wilderness ponds for inclusion in Land Use Regulation Commission in zoning as P-11 zones occupied a major portion of the year.

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An increasing number of man-days was consumed in investigating and reviewing projects that fell within the jurisdiction of the various environmental statutes.

Species planning was a particularly important facet of Regional work during the 1974-75 fiscal year. The Assistant Regional Fishery Biologist completed a Chain Pickerel Species Plan and the Regional Fishery Biologist completed a rough draft of a Smallmouth Bass Species Plan. Both biologists assisted in review and criticisms of the various other species plans.

Regional Fishery Office D at Strong — Rangeley Region. Much of this Regional Office's time was spent on the Rangeley Chain of Lakes to aid in the management of the fisheries and to counteract proposals which could be harmful to the fish populations. Fishing was steadily improved in Rangeley and Mooselookmeguntic Lakes as smelt continue to increase, thereby providing food for salmon and trout. Efforts to establish landlocked alewives as an additional forage fish for salmon have apparently failed.

Considerable time was devoted to the investigation of applications and violations of environmental laws. This type of work is expected to increase as development of streams and lakes continues.

A management plan for rainbow trout was prepared which offered several options for management of the species. Basic information was gathered on the distribution and density of rainbows in streams, and investigation continued on the fisheries provided by rainbows in selected lakes.

Part of the Office's winter work includes ice fishing creel census to provide information of the status of fish populations and fisherman use.

Work done in cooperation with other fishery regions includes studies on brown trout waters, assisting in obtaining lake trout eggs, marking fish and participating in the hooking mortality study.

Regional Fishery Office E at Greenville — Moosehead Region. The Moosehead Lake Study, presently in its ninth 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 eight 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 harvest averaged 0.40 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% and for the second group it was 26% of the numbers stocked. The third group has yielded 30% through age IV and they are coming in 1975 at the age V. The wild salmon have contributed from 25 to 50% 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% of the numbers stocked. Stocked brook trout returns are very low. Wild lake trout and brook trout contribute more than 75% 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. Some of these young salmon were checked entering the lake during 1975 as 2-year olds. 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.

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 for their decision-making processes.

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.

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Routine fishery evaluations, lake and stream surveys, species plans 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 biologists are spending a considerable amount of time doing a thorough survey of the East and West Branches of the Piscataquis River because of a proposed flood control project with high dams blocking both branches of this river.

Regional Fishery Office F at Enfield — Penobscot Region. The Penobscot Region was established July 1, 1974, to provide better service to an area formerly on the edges of three regions, and to coordinate regional boundaries with the Game Research and Management Division.

Transferring and becoming familiar with files concerning the region's 200-plus surveyed lakes and ponds (175,000 plus acres) and miles of rivers and streams has occupied considerable time and effort the past year. Field work has included check netting waters with stocked salmon and brook trout, water quality monitoring on six lakes, fishway inspections and one new lake survey (750 acres). Four ponds were reclaimed last fall for brook trout management.

During the ice-fishing season, aerial counts of anglers on forty lakes were made twice weekly to locate and document fishing pressure. This will be repeated periodically to assess possible changes which would affect fishery management on these lakes. Many regional anglers now keep voluntary fishing records, and an active program is underway to recruit new volunteers.

Speaking engagements at six sportsmen's clubs and informal meetings with sporting camp owners have helped to inform people of the area that a new regional office has been established. Fishery problems and programs, discussions on environmental laws and fishing regulations were the topics at most meetings.

The fish marking program at Cobb Hatchery has continued. Over 300,000 brook trout, salmon, togue and sunapee trout were marked prior to stocking last fall and this spring. A clerk creel census of anglers at Cold Stream Pond, Enfield, was initiated in May and is continuing this summer.

Considerable time has been spent making field inspections and recommendation for about ninety permit applications under the various environmental laws. Other jobs not directly associated with routine fisheries management have included identifying and mapping remote ponds for Land Use Regulation Commission (LURC) zoning and attending zoning hearings; participating with data, recommendations, a field trip and attending hearings on the Penobscot Wild and Scenic Rivers Study; attending organization meetings and assisting with the BSA High Adventure Program Guides Workshop; and collecting fish samples for monitoring possible effects of the spruce budworm spraying program for eight field days.

Regional Fishery Office G at Ashland — Fish River Region. Again this year, more time was spent by the Regional Fishery Biologist and Assistant in evaluating the impact of various projects on the fisheries and fishery habitat. Many environmental impact assessments were made for the Department and other State agencies. Much of this work focused on attempts to reduce stream siltations and sedimentation.

Much of the winter work involved attending meetings and working on the species plans which eventually are to become a part of the comprehensive Fish and Wildlife Plan for the Department. Winter work also included the zoning of wilderness waters for LURC hearings, attending forestry practices hearings and operating fishery creel censuses on St. Froid Lake, Long Lake and the Allagash Chain. Speaking engagements to fish and game and local service clubs are also carried on at this time so as not to interfere with open water field work.

In addition to the routine fishery work which includes check-nettings, lake surveys and stream surveys, a cooperative study with the Department of Environmental Protection was carried on in the Prestile Stream to evaluate the physical, chemical and biological features of the stream. This data was compiled and presented to the Legislature for the upgrading of the Prestile Stream. The Legislature turned down the reclassification.

In the fall of 1974, much time was spent with the large private landowners in northern Maine in making joint inspections of a number of logging operations. Many environmental considerations were suggested in an effort to reduce woodland siltation and improve the aesthetics around the watercourse.

In the spring of 1975, about five weeks were spent in a cooperative effort with the U. S. Fish and Wildlife Service and the University of Maine in monitoring five chemicals used on the spruce budworm spray job. A total of nine streams in Region G were evaluated. Results of the

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pesticide residue analysis which is being performed by the Fish Pesticide Lab in Columbia, Missouri, are presently being awaited.

Each year, additional time is being spent with consulting firms assigned to do environmental impact work on various projects. This past year, time has been spent with firms working on spruce budworm studies, impoundment studies and preliminary studies on Dickey-Lincoln.

Division Projects

Life History and Ecology Studies of the Sunapee Trout and Blueback Trout. The 1974 Creel Census at the South Branch Ponds in Baxter State Park was analyzed and showed that 1,098 anglers caught 830 brook trout and 92 legal sunapee trout. This is a 5.8% success ratio for sunapee trout and a 31.2% success ratio for brook trout. This was the first year that any of the sunapee trout were of legal size in these waters and success is expected to improve as numbers increase and growth increases. The sunapee trout is surviving and reaching sexual maturity in Coffee Pond and in both of the South Branch Ponds. No natural reproduction has been documented to this date. Sunapee trout were introduced into Echo Lake, Mt. Desert, and survival has been good. No growth data has been collected at this time. The stocking rates in Coffee Pond and in the South Branch Ponds will be cut back this year due to decreased growth in the younger year classes and due to the fact that natural reproduction is expected in the near future. An attempt was made to document the spawning time and/or place of the blueback trout in Wadleigh Pond. Even though sexually mature fish were located on an area where spawning is suspected to take place, no reproduction was observed or documented. An attempt to obtain a population estimate of the blueback trout in Wadleigh Pond also failed due to the fact that the fish would not enter trap nets or fyke nets. Work is underway on a publication describing the reproductive habits of the sunapee trout.

Development of a Long-Lived Brook Trout Brood Stock Through Selective Breeding. Long term studies designed to develop a brook trout stock with exceptional longevity are underway at Tomah and Eagle Lakes in Washington and Hancock Counties respectively. The study is now in its fourth year. Presently, few brook trout stocked in the wild survive longer than a year after stocking. The stock being developed must be able to thrive in the hatchery for a year prior to stocking and then in the wild, hopefully, for three or more years after stocking. Brood stock are being reared in Tomah Lake which is closed to fishing. Survival of successive generations is being measured at Tomah Lake and survival plus response to a sport fishery is being checked at Eagle Lake in Bar Harbor which is open to fishing. During fall, 1974, 35 trout of minimum age IV were stripped at Tomah Lake to provide planting stock for 1974. The stripping included 10 fish of age IV, 18 fish of age V, 2 fish of age VI and 5 fish of age VII. In Fall, 1975, progeny of these matings will be stocked in Tomah and Eagle Lakes to permit continuation of the studies described above. As previously, plantings will consist of trout which are progeny of each parental age stripped. In 1972, the total trout population of Tomah Lake consisted of 143 ± 6 fish of ages II-VI. In 1973, the total trout population of Tomah was 158 ± 10 trout of ages II - VII. Survival of trout at Tomah from 1972 to 1973 ranged from 2.1% from age I to II to 81.8% from age III to IV. It is thought that predation of large trout on newly stocked fish explains in large part the poor survival of trout from age I (newly stocked fish) to age II one year later. Standing crops of brook trout at Tomah Lake were 5.3 pounds per acre in 1972 and 4.9 pounds per acre in 1973. During the winter and summer fishing seasons of 1974, 613 trout of Tomah origin from 5,000 stocked in 1973 (12.3%) were taken by anglers. Of 5,000 controls stocked in 1973, 652 (13.0%) were angled in 1974. The difference is not statistically significant. Only 4 (.08%) trout of Tomah origin from the 5,000 fish fall stocking of 1972 were caught in 1974. Thirteen (0.24%) of 5,000 controls stocked in 1972 were caught in 1974. Obviously, there was little survival of either trout of Tomah origin or controls to the second season after stocking. During trap netting operations in Spring, 1974, 189 progeny of Tomah parents (37.15%) of catch and 318 progeny of Phillips controls (62.72%) of catch were trapped. Population estimates made during the summer of 1974 of trout tagged during this netting indicated that Tomah Trout indeed comprised about 37% of the existing population. Since the angler catch was 50/50 for the two kinds, indications are that the Tomah Trout bit better. So far, during the course of the study, there are no conclusive indications that trout of Tomah origin are living longer or surviving better than the standard hatchery product being utilized.

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Maine Forage Crustacean Study. Research continued on feasibility of improving salmonid fisheries through introductions of various crustacean food organisms not commonly found in Maine waters. Several experimental transfers were made from Echo Lake to Eagle Lake on Mt. Desert Island, all of which involved the isopod *Asellus racovitzae*. Another, involving the same organism, was made from Lower Hadlock Pond to Eagle Lake. Cage tests indicated initial survival for up to one month in the new lake, at which time the caged animals were released. A new method of capturing isopods was successfully attempted and found workable in abundant populations.

Attempts to discover survivors from an attempted transfer of *Mysis relicta* to Jordan Pond were unsuccessful. Trawling, plankton tows and the examination of netted and angled fish were used in the search.

An abundant population of amphipods were discovered in a private trout pond near Topsham. These were used as the source for four substantial transfers to Bubble Pond Outlet, tributary to Eagle Lake. Checks at the introduction site revealed that the organisms had survived after a period of two weeks and again after one month at large. Permanent survival is not yet assured however, and further work is planned.

Trout Pond Management Investigations. Studies of effectiveness of various new management approaches designed to improve both wild and hatchery supported brook trout fisheries progressed with good results. Spring trap netting and summer creel censuses were implemented on study waters where various stocking rates are being tested in order to determine highest efficiency. Similar work was conducted on two wild trout populations where effects of smelt introductions and systematic alternate year angling closure are being tested as management methods.

Work continued on the large volumes of data generated in this project during past years. Coding, computerization, data analyses and summarization progresses substantially, but it is not yet complete. Many of the results derived from this work are to be used in the brook trout species plan as a part of the total species management planning efforts being undertaken by the Department.

Project goals were somewhat set back by the loss of a camp due to arson at Johnston Pond and by heavy losses of fish at Jo-Mary as a result of poaching during winter months.

Hooking Mortality of Landlocked Salmon. A three-year study segment designed to evaluate mortality of age I+ hatchery-reared landlocked salmon caused by hooking with four types of terminal gear was completed in Fall, 1974. There was an overall mortality of only 3.3% for 1,200 salmon caught by angling, and a mortality of only 0.3% for fish control (seined). Of the total mortality of angled fish, 43% occurred within 4 days. Mortality of worm-hooked fish (5.7%) was highest of the four gears tested. Mortality of both worm-hooked and fly-hooked fish was significantly greater than that of fish caught on hardware lures. There was no significant difference in mortality between worm-hooked and fly-hooked salmon. The relatively light mortality of salmon may have been influenced to a considerable extent by time of year (fall) and related declining water temperatures, accompanied by decreasing metabolic rate and activity of salmon. Lake studies designed to evaluate mortalities of salmon caught by anglers using four terminal gear types were continued in Spring and Fall, 1974. Two years' data in spring showed an average angling mortality of 25%, significantly greater than mortality of controls (10%). Fall data showed the same pattern, but hooking mortality was significantly less than in spring. Mortality of salmon hooked in the "mouth and/or gills" was significantly greater than for fish hooked in the "jaws". For 1974, 71% of the mortality of spring-angled fish and 83% of the mortality of fall-angled fish occurred within 5 days. No significant difference could be demonstrated between overall mortality caused by hooking with treble-hook gear (20.5%) and single hook gear (13.4%), but mortality of salmon caught on streamer flies was significantly greater than that of fish caught on hardware lures.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Fishery Research and Management Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

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FISH HATCHERY DIVISION

STANLEY P. LINSOTT, SUPERINTENDENT OF HATCHERIES

DAVID O. LOCKE, Assistant Superintendent of Hatcheries

PURPOSE: The Fish Hatchery Division was established 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. Its primary responsibilities 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.

ORGANIZATION: The present Fish Hatchery Division of the Department of Inland Fisheries and Game 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 the last fiscal year, the Fish Hatchery Division purchased and delivered to the Enfield Hatchery two large water filters of 5,000 GPM capacity. A new building to house them was constructed. The wiring and heating system and piping are still to be completed. Due to lack of money, the Ultra Violet System is not being installed as planned. This will cost about \$80,000, and is needed to kill the bacteria in the water causing the mortalities in the fish.

All of the 2,400 square feet of pools at New Gloucester were enclosed and covered with wire to prevent prey from blue herons and kingfishers.

The following fish were stocked in 1974:

	Numbers	Pounds
Brook Trout	1,314,637	65,920
Brown Trout	145,617	25,052
Rainbow Trout	54,105	8,428
Sunapee Trout	23,862	748
Lake Trout (Togue)	418,618	11,843
Landlocked Salmon	<u>547,247</u>	<u>26,038</u>
Total	2,504,086	138,029

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Fish Hatchery Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

GAME RESEARCH AND MANAGEMENT DIVISION

ROBERT W. BOETTGER, CHIEF

LEE E. PERRY, Assistant Chief

PURPOSE: The Game Research and Management Division was established to ensure wise management and protection of wildlife resources in the State of Maine. Its primary responsibilities 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.

ORGANIZATION: The Game Research and Management Division was first created as a separate division of the Department of Inland Fisheries and Game in 1938. In 1939, federal funds in the form of the Pittman-Robertson Federal Aid to Wildlife Restoration Act were made

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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 biologist 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 Research and Management and Warden Service regions.

PROGRAM: As in the past, the Game Research and Management Division operated 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 per cent excise tax on sporting arms, bows and arrows, and ammunition.

Three major research projects are funded in this manner: Big Game—including white-tailed 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 the 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 it is believed that until such basic and seemingly simple questions as how many acres of living space are available for various wildlife species throughout the State and what will be available in future years can be answered, the Division cannot make rational attempts at solving wildlife problems. These plans have been completed and programs based on these plans will be implemented on October 1, 1975.

Not all the 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 to towns on which they 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 (LURC).

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.

Information gathered has been used to place deer wintering areas in P-4, or interim protection districts under LURC 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 LURC and the Department's 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. Interim zoning of all known wintering areas under LURC jurisdiction has been completed.

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Updates and management plans for individual areas are currently underway. These plans will provide a basis for permanent zoning and future management decisions.

Management is the second major category of work carried out by the Division. Through principles and techniques derived through research, regional wildlife biologists in 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, the field biologists have been placed in a position to review practices affecting wildlife habitat—specifically deer wintering habitat. A Forest Wildlife Habitat Management Leader coordinates these regional activities with LURC and various forest landowners.

This year has been one of change, with considerable emphasis being placed on establishing a direction for future wildlife resource management and protection. In addition, the Division's efforts will provide a basis by which it as well as others interested in Maine's wildlife can assess how successful it will be.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Game Research and Management Division are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

GAME FARM

STANLEY P. LINSKOTT, SUPERINTENDENT OF HATCHERIES

DAVID O. LOCKE, Assistant Superintendent of Hatcheries

PURPOSE: The Game Farm at Dry Mills was established to provide for the propagation of game birds for restocking the woods and forests of the State of Maine. Its primary functions 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.

ORGANIZATION: 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. Because of the increased cost of chick feeds in the past two years, the number of birds being raised has been reduced by about one-third.

During the last fiscal year, 7,890 six week old chicks were given to 60 cooperators for their matching program, and 14,001 mature (16-week old) birds were liberated from the Farm in September and October as matching birds for the cooperators and for stocking Game Management Areas. No major improvements were made. One large pen was repaired with new wire and posts.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Game Farm at Dry Mills are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

WARDEN SERVICE

CHARLES S. ALLEN, CHIEF WARDEN

ALANSON B. NOBLE, Deputy Chief Warden

PURPOSE: Wardens of the Department of Inland Fisheries and Game's Warden Service are charged by statute to enforce all laws relating to inland fisheries and game, regulations of the federal Migratory Bird Treaty Act, the Maine boat law, laws relating to snowmobiles, litter laws, environmental laws pertaining to the Great Ponds Act and the Stream Alteration law. In addition, wardens are vested with full police powers and may enforce all State statutes. They

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patrol assigned areas to prevent and detect violations of these laws and to arrest all violators and prepare and prosecute all offenses against the same. They also speak to sportsmen's and civic groups on matters of interest; investigate crop and orchard complaints, car deer collisions, hunting, boating and snowmobile accidents; search for lost and drowned persons; and offer assistance to other law enforcement agencies and other divisions of the Department.

ORGANIZATION: The Department of Inland Fisheries and Game was established in 1880 to assume the responsibility of maintaining fish and game resources and enforcing the laws of the State. The first wardens were hired on a part-time basis and paid partially out of the fines collected. Enforcement has progressed over the years to today's well-trained force of 140 game wardens. An eight-week formal school is held each year at the University of Maine at Orono, and throughout the year, special training sessions are held on matters ranging from management, firearms training and search and seizure to defensive driving.

The Warden Service's Aircraft Division presently has four Cessna 185 aircraft, one DeHavilland Beaver and two Bell 3 place helicopters. These aircraft are used primarily for routine patrol, search and rescue, stocking fish in remote waters and transportation of personnel and supplies. A Search and Rescue Unit was formed in the 1960's as well as a Radio Technician and Repair Shop. A Meat Identification Laboratory conducted by a warden specialist was set up at the University of Maine in Bangor also during the 1960's. This past year a Motor Vehicle and Equipment Repair Shop was started in Greenville.

PROGRAM: This past fiscal year brought about a number of changes in Warden Service personnel. The Warden Supervisor was promoted to Deputy Chief and assumed his new duties in November, 1974. Four wardens retired with a total of 88 years service. Two wardens left the service for personal reasons, and nine new wardens were appointed from the eligible roster.

The tenth annual warden school was held this year with ten wardens, one Baxter State Park ranger, three Department of Marine Resources wardens and one military policeman from Loring Air Force Base in attendance. During August, 1974, all wardens participated in a three-day pursuit driving course conducted by the Maine State Police at Waterville and at the Norridgewock Airport. Last spring, several warden inspectors attended a one-week supervisory officer's school at Millinocket, and four wardens attended a two-day Water Safety Instructor course in Westbrook. Also in the spring, a Warden Inspector attended a one-week school in New York on underwater search and recovery. A survival swimming course was held for several of the wardens who had not previously attended.

The annual shooting program conducted by the Deputy Chief involved competition for the Commissioner's Trophy and the Advisory Council Award. The tri-state shoot between wardens from Maine, New Hampshire and Vermont was held in Maine, with the trophy going to the Vermont wardens. Interest and competition in the shooting program remains keen.

A very limited remodeling and repair program was conducted this past year due to a decrease in the budget. All the repairs that were completed were done by the Warden Service personnel.

Although totals for last year's activities are not yet available, and in spite of less working hours due to more time off and the Fair Labor Standards Act, it is felt that Warden Service arrest records will show an increase in hunting and fishing violations.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Warden Service are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

DIVISION OF SAFETY AND SNOWMOBILE REGISTRATION LORENZO GAUDREAU, DIRECTOR

PURPOSE: The Division of Safety and Snowmobile Registration was established to protect the public through the regulation of snowmobiles operated in the State of Maine and the promotion of hunter and snowmobile safety. The 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,

NATURAL RESOURCES

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.

ORGANIZATION: The Division of Safety and Snowmobile Registration 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 Division of Safety and Snowmobile Registration registered 73,737 snowmobiles and 459 snowmobile dealers and issued 129 duplicate registrations last season. All registrations are processed in Augusta by mail or over the counter on a "here-today, gone-tomorrow" basis. This was a record year for registrations.

The Snowmobile Safety Training Program was started in October, 1973, and seven part-time Regional Coordinators are assisting the Department in soliciting for sponsors and volunteer instructors. The volunteer instructors gave 111 courses and graduated 2,706 students.

The Hunter Safety Training Program had another successful year. The Department has eight part-time coordinators to assist in soliciting for sponsors and volunteer instructors. The instructors gave 204 courses and graduated 3,950 students last year. Since the safety program started in Maine, 37,286 students have passed the Hunter Safety course. A new, "canned" Hunter Safety Slide Series will be shown to students in all schools that want to participate.

Both the Snowmobile and Hunter Safety programs have been a tremendous help in teaching participants to enjoy their sport in a safe, responsible manner.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Division of Safety and Snowmobile Registration are not maintained separately, but are included with those of the Department of Inland Fisheries and Game.

DIVISION OF WATERCRAFT REGISTRATION AND SAFETY

ROBERT H. JOHNSON, DIRECTOR

PURPOSE: The Division of Watercraft Registration and Safety was established 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 in harmony with the Federal Boat Safety Act of 1971. The Division 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 internal 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.

ORGANIZATION: The Division 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.

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PROGRAM: The recent changes in federal and State boat laws required a complete revamping of licensing methods and procedures of the Division of Watercraft Registration and Safety starting January 1, 1974, in anticipation of doubling the registration work load as well as making it in full accordance with federal laws and regulations. The services of Central Computer Services were obtained to design and implement a computerized licensing system that would handle the increased requirements with a minimal increase in staff size. Seven man-months of coordinated effort significantly reduced the normal filing effort and speed in which to handle registration applications. The Division now has two video display terminals for instant recall of all or any registration information in the registry, plus the capability of adjusting name and address changes and placing transfer data on the sale of boats, removal from state and stolen boats, directly into the system.

Concurrently with the redesign of licensing methods, new 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 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 was made of the new type 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, and some 24,000 renewal applications were mailed to boat registrants.

Ten public hearings were held covering requests to limit the horsepower of motorboats on inland waters.

At the close of calendar year 1974, the registry had some 93,000 boats listed. During the first six months of 1975, the Division had registered an additional 19,000 boats, issued 208 operator licenses, granted 32 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 Division Director participated in numerous meetings and conferences with the Maine Marine Trades Association and the Maine Boatbuilders and Repairers Association and gave water safety demonstrations and talks on the Maine 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. Boating safety literature and films were mailed to the public; safety messages were sent to thirty-five radio stations; and four safety instructors were trained to start a program of boating safety in schools and summer camps.

FINANCES, FISCAL YEAR 1975:

Division of Watercraft Registration and Safety	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$450,981	\$68,744		\$519,725
Total Expenditure		346,361	3,517		349,878
NET		104,620	65,227		169,847
Unexpended Balance Forward		104,620	65,227		169,847
Unexpended Balance Lapsed					

ATLANTIC SEA RUN SALMON COMMISSION MAYNARD F. MARSH, CHAIRMAN

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 1975: \$154,487

Organizational Units:

Research Committee

Regional Offices (2)

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, *Salmo salar*, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease within the State, lands, dams and other structures; to acquire flowage rights, mill privileges and right-of-

NATURAL RESOURCES

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.

ORGANIZATION: 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, (now Department of Marine Resources), 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. A new Memorandum of Agreement is currently under discussion by the signatory parties.

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. This Agreement further established the headquarters of the Commission at the University of Maine.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Game, ex officio, and a third member appointed by the Governor with the advice and consent of the Council, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Game as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission are legally enforced by the Warden Service of the Department of Inland Fisheries and Game, with concurrent jurisdiction by the Division of Law Enforcement of the Department of Marine Resources where salmon rules and regulations are concerned.

PROGRAM: During the past year, the salmon restoration success on Maine rivers generated world wide interest. Highlights of the program are presented as follows:

Construction and Maintenance. Completion of the Union River fishway and trap in September, 1974, marked the end of a major construction period. This facility, built at a cost in excess of \$200,000, was funded by State, federal and local contributions. Limited operation of the facility last autumn permitted the capture of adult salmon, and more than 40,000 eggs were obtained for fish cultural purposes. Expected egg take from this facility in 1975 will be more than 250,000.

The thirty-five dams and fishways owned or operated by the Commission require constant maintenance to insure adequate operation. Major expenditures were for repairs to the Dover-Foxcroft fishways and on preventative maintenance at Bog Brook water control structure in Washington County. Additional repairs were made to fishways on the St. Croix River.

The Green Lake National Fish Hatchery (NFH) continued to receive construction funds. Thirty-four pools of twenty feet in diameter were placed in production during the past fiscal year. Construction contracts were awarded for an additional twenty-eight pools of thirty feet in diameter and for the ultra-violet water sterilization equipment and filtration plant. These contracts were in excess of one million dollars.

The Whitneyville Dam was completely removed during the fall of 1974, and salmon now have unimpeded access to headwater areas of the Machias River for the first time since 1842. Removal of the Cherryfield Fishway Trap in the fall of 1974 reduced the manpower needs of the regional office at Machias, and personnel were able to devote their time to more pressing restoration problems.

Fish Cultural Activities. Brood stock obtained by the Commission from the Penobscot River during 1974 provided 1.5 million salmon eggs. The last time that this number of salmon eggs was available from native stocks was prior to World War I. Expected egg take in the fall of 1975 will equal or exceed this number.

NATURAL RESOURCES

Eggs were incubated and hatched at the Green Lake NFH and at Craig Brook NFH. Over 650,000 salmon are currently being reared at Green Lake and in excess of 400,000 at Craig Brook. In addition, eggs and fry were provided the U.S. Fish and Wildlife Service laboratories for research on fish nutrition, pesticide research and disease control.

During the spring of 1975, over 170,000 migratory-sized salmon called smolts were released in the salmon rivers of the State. These fish were reared at the previously mentioned federal hatcheries. It is expected that the 1976 and 1977 salmon stockings will increase two to threefold as the new hatchery increases production.

In 1974, an outbreak of furunculosis, a bacterial disease of salmonids, limited production from one hatchery, but it was brought under control by the use of antibiotics. In June of 1975, another outbreak of this disease, a particularly virulent form of furunculosis, caused mortalities of fish destined for release in 1976. The epidemic was halted, but it must still be considered endemic.

The Sport Fishery. Rod catches vary considerably from one section of the State to another, with water levels controlling the fishery in the smaller coastal streams. Catches in all rivers in 1974 were considered above average. On the Penobscot, the 1974 catch of 26 salmon was the highest rod catch in several decades, but it was surpassed in the early summer of 1975 when over 50 salmon were landed from the famed Bangor Salmon Pool. The last time the rod catch exceeded 50 salmon was in the early 1930's. On the Narraguagus, the rod catch in 1975 was the third highest on record by the end of June.

The Penobscot Salmon Restoration Project. The 1974 season marked the first year that all fish passage facilities could be considered complete and operational on the Penobscot River. The trap at the Bangor Dam yielded 558 salmon, with over 200 of these fish released to spawn in the headwater areas. The remainder were taken to the hatcheries for brood stock. Some spawning occurred and fish were noted as far upriver as Milo on the Piscataquis River and Gordon Falls on the Mattawamkeag River. There has been a steady increase in the runs of salmon entering the Penobscot River since the inception of the restoration program in 1968. Completion of the pollution abatement facilities currently under construction combined with natural reproduction in headwater areas should permit a steady annual increase in the size of the salmon runs entering the Penobscot River. However, to protect this resource, the continued deterioration of the Bangor Dam will require the removal of this obstruction if fish passage is to be possible in the years ahead.

In cooperation with the Penobscot County Conservation Association, the Commission has utilized a man-made pond as a smolt release site for the second year. Migration from this pond peaked in mid-May, with fish migrating to the main river at rates of 100 fish per minute for periods up to 4 hours. Early returns from the 1974 releases from this pond indicate an excellent survival and confirms the value of this method of releasing hatchery-reared salmon.

Other studies on the Penobscot River were initiated during the past fiscal year. Radio and sonic tracking of migrating small salmon revealed rates and routes of travel on the main stem and through the estuary. Bio-chemical studies of hatchery-reared versus wild salmon and physiological studies of migratory readiness were also initiated. On the estuary, a monitoring program for oxygen levels, salinities and temperatures was continued. These studies are under contract with the University of Maine, Migratory Fish Research Institute.

Miscellaneous Notes and Activities. Restrictions on the filling of seasonal positions prevented implementation and continuation of some programs. The release of funds for Work-Study personnel during 1975 provided welcome assistance on seasonal jobs and valuable work experience for students from the University of Maine. Poachers are causing problems on all salmon rivers and it will require legislative action if these activities are to be curtailed. The spread of the spruce budworm and spraying for nuisance insects has now encroached upon the salmon river watersheds. It is expected that real problems will arise if pesticides are used on these watersheds. Work has commenced on a catalog of salmon rivers as a joint publication with the Department of Environment, Canada. Commission personnel served as advisors to Trout Unlimited and participated in meetings in Boston and Quebec. Several meetings were held with representatives of the North American Salmon Research Center and the Department of Environment, Maritimes Region, concerning an international approach to salmon restoration in the St. Croix River.

NATURAL RESOURCES

FINANCES, FISCAL YEAR 1975:

ATLANTIC SEA RUN SALMON COMMISSION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$110,228	\$45,510	\$70,611	\$45,735	\$272,084
Total Expenditure	110,223	43,825		439	154,487
NET	5	1,685	70,611	45,296	117,597
Unexpended Balance Forward		1,685	70,611	45,296	117,592
Unexpended Balance Lapsed	5				5

NATURAL RESOURCES

BAXTER STATE PARK AUTHORITY

MAYNARD F. MARSH, CHAIRMAN

A. LEE TIBBS, Director

Central Office: 146 State Street, Augusta 04333

Telephone: 289-2200

Established: 1933

Statutory Authority: M.R.S.A., Title 12, Chapter 211 (Subchapter III)

Average Number of Full-Time Employees: 19

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$588,266

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

The primary responsibilities of the Authority are to operate and maintain various campgrounds and campsites within the 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.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 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 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 two being walk-in. These campgrounds have a 1975 daily capacity of 670, with a potential seasonal

NATURAL RESOURCES

capacity of 103,180, although the actual use for a full season will average around 60% for the normal 154 camping days making up the season.

Use Statistics During the 1974 Season

21,512 Campers for a total of 55,124 camper days (total use, including group areas); average stay per camper: 2.56 days.

26,298 Vehicles.

81,422 Persons visited or stayed within the Park as follows: 41,167—Day Use; 18,004—Transients; 21,512—Campers; 739—Lodge Guests.

Income From Fees — Calendar Year 1974

	Net Income	Gross Income
Income From Use Fees	\$72,945.71	\$77,085.72
Income per Camper Day	1.32	1.40
Income per Camper	3.39	3.58
Income from Nonresident Entrance Fees		\$11,086.00

Expenditures — Calendar Year 1974

	Total	Per Camper Day	Per Camper
Personal Services	\$251,063.43	\$4.55	\$11.67
All Other	113,712.07	2.06	5.29
Fire Protection	31,800.00	.58	1.48
Capital Improvements	139,487.34	2.53	6.48
Total	\$536,062.84	\$9.72	\$24.92

Interim objectives for Baxter State Park have been approved by the Authority pending the development of a long-range master plan. A full-time director was hired in 1975 who will prepare for Authority approval both short and long-range plans as one of his first responsibilities. It will also be his responsibility to see that budgets are kept within available funds whereas no State funds are used.

FINANCES, FISCAL YEAR 1975:

BAXTER STATE PARK AUTHORITY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$614,491			\$614,491
Total Expenditure		588,266			588,266
NET		26,225			26,225
Unexpended Balance Forward		26,225			26,225
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



DEPARTMENT OF MILITARY, CIVIL EMERGENCY PREPAREDNESS AND VETERANS' SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

BRIG. GENERAL CHARLES S. REED, JR. Deputy Adjutant General

Central Office: Camp Keyes, Augusta 04333

Telephone: 622-9331

Established: 1973

Statutory Authority: M.R.S.A., Title 37-A

Average Number of Full-Time Employees: 150 State / 544 Federal.

Authorized Employee Level: 155 State / 654 Federal

Total Expenditure, Fiscal Year 1975: \$4,498,952

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

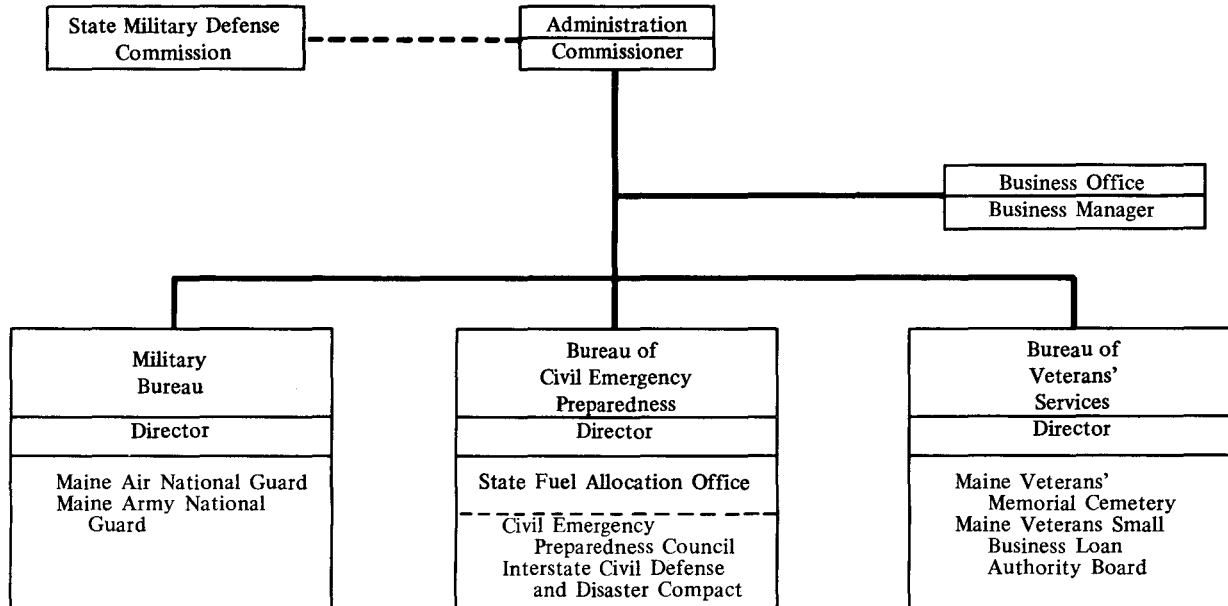
Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Military, Civil Emergency Preparedness and Veterans' Services was established to coordinate and improve the discharge of the State Government's responsibility relating to the military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

ORGANIZATION: The Department of 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. Effective October 1, 1975, the Department will be redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Military, Civil Emergency Preparedness and Veterans' Services are outlined as follows in the reports of its three operating bureaus.

**ORGANIZATION CHART
DEPARTMENT OF MILITARY, CIVIL EMERGENCY PREPAREDNESS
AND VETERANS' SERVICES**



PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPT. OF MILITARY, CEP & VETERANS' SERVICES	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/ Allocation	\$2,433,324	\$	\$	\$	\$2,433,324
Departmental Operations	2,326,939				2,326,939
Transfers	106,385				106,385
Federal Grants			1,838,633		1,838,633
County & Municipal					
Private Contributions					
Sales					
Services & Fees					
Other	10,490	5,473	2,982		18,945
Unexpended Balance Brought Forward	550,904		135,104	29,606	715,614
Adjustment of Balance Brought Forward	(17,789)				(17,789)
TOTAL FUNDS AVAILABLE	2,976,929	5,473	1,976,719	29,606	4,988,727

Monies received and deposited to the credit of the State	456,675				456,675
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EXPENDITURES					
Total Personal Services	1,260,982		283,778		1,544,760
Wages & Salaries	1,143,232		270,327		1,413,559
Retirement	117,750		13,451		131,201
Total All Other	1,225,271	5,473	1,523,666	661	2,755,071
Contractual Services	374,134	5,473	186,423	381	566,411
Rents	6,894		8,843		15,737
Computer Services			1,381		1,381
Commodities	346,854		8,400	280	355,534
Grants, Subsidies, Pensions	504,283		1,328,843		1,833,126
Transfers to Other Funds					
Other					
Total Capital Expenditures	146,939		45,277	6,905	199,121
Buildings & Improvements	117,202			6,905	124,107
Equipment	27,111		45,277		72,388
Purchases of Land	2,626				2,626
TOTAL EXPENDITURE	2,633,192	5,473	1,852,721	7,566	4,498,952

SUMMARY

Total Funds Available	2,976,929	5,473	1,976,719	29,606	4,988,727
Total Expenditure	2,633,192	5,473	1,852,721	7,566	4,498,952
NET	343,737	0	123,998	22,040	489,775
Unexpended Balance Forward	319,868		123,998	22,040	465,906
Unexpended Balance Lapsed	23,869				23,869

PUBLIC PROTECTION

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: Camp Keyes, Augusta 04333

Telephone: 622-9331

Established: 1972

Statutory Authority: M.R.S.A., Title 37-A, Chapters 1, 8

Average Number of Full-Time Employees: 92 State / 544 Federal

Authorized Employee Level: 93 State / 654 Federal

Total Expenditure, Fiscal Year 1975: \$1,630,652

Organizational Units:

Maine Army National Guard

Maine Air National Guard

State Military Defense Commission

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required; to respond to a civil emergency involving nuclear attack; and to report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative 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 current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one Engineer Group Headquarters, two Engineer Battalions — one Combat and one Construction, an Artillery Battalion and a Supply and Service Battalion. The latter is a composite unit containing a Band, a Transportation Truck Unit, a Heavy Equipment Maintenance Unit and a Medical Company Air Ambulance equipped with helicopters. A part of State Headquarters is a Public Information Detachment.

The Maine Air National Guard consists of State Headquarters, a Fighter Interceptor Wing Headquarters, a Fighter Group Headquarters, a Fighter Squadron, Combat Support Squadron, a Consolidated Aircraft Maintenance Squadron, a Supply Squadron, a Civil Engineering Flight, a USAF Clinic, an Electronic Engineering Squadron and a Mobile Communications Squadron.

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 for terms of three years. The judge advocate serves as legal adviser of the Commission.

PROGRAM: During fiscal year 1975, the Maine National Guard continued to maintain a healthy strength posture. Both the Army and Air National Guard were over 100% of authorized strength at the end of the period. Major losses in full-time federal technicians were experienced in the Air Guard due to a change in the mission of the 101st Fighter Interceptor Squadron at Bangor. This, together with minor readjustments elsewhere, resulted in a net loss of fifty-seven

PUBLIC PROTECTION

people. Minority recruiting continues with good results, and an increase of women to a total of seventy was recorded in the National Guard.

National Guard units continued with "in state" training during the year. Engineer units worked on construction projects for the State, county and town governments as well as charitable institutions. Over \$200,000 worth of construction has been accomplished in Maine by these units.

No major call-ups of the National Guard occurred during the year. There was only minor flooding in the State, none serious enough to warrant Guard action. The emergency evacuation of infants from outlying areas to sophisticated medical centers continued as a relatively large program, with over thirty such missions flown by helicopters of the 112th Air Ambulance Company.

The Federal Government funded the lion's share of the National Guard operation, providing over \$19 million in support of the program, as indicated in the following table:

FEDERAL FUNDS ALLOTTED IN SUPPORT OF THE MAINE NATIONAL GUARD FISCAL YEAR ENDED JUNE 30, 1975

Appropriation	Army NG	Air NG	Total
Personnel	\$ 3,848,405	\$2,747,808	\$ 6,596,213
Operation & Maintenance	5,008,900	6,179,331	11,188,231
Military Construction	<u>1,236,421</u>	<u>— 0 —</u>	<u>1,236,421</u>
Total	\$10,093,726	\$8,927,139	\$19,020,865

Construction of a new Aviation Maintenance Shop and Hangar commenced in the spring of 1975. Total cost of this facility is almost \$1,200,000. When completed, inside storage of all National Guard helicopters will be possible.

During the year, the excellence of Maine National Guard units was recognized nationally. The 101st Fighter Interceptor Wing, Maine Air National Guard, was the winner of the William Tell competition and thereby adjudged the finest air defense unit in the United States and Canada. The 262d Engineer Battalion was adjudged by the National Guard Bureau to be the best Army National Guard battalion-sized unit in the United States, including Puerto Rico and the Virgin Islands. The 112th Medical Company (Air Ambulance) received the award as best helicopter unit in the Eastern United States by the Army Aviation Association. Company "C" of the 133d Engineer Battalion was rated by the First United States Army as being the best construction company in its twenty-one-state area. Finally, four Maine National Guard aviators were awarded the Valley Forge Cross for valor for a rescue off of Mt. Katahdin, and one pilot was named as Helicopter Pilot of the Year by the American Helicopter Association.

FINANCES, FISCAL YEAR 1975:

Military Bureau	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$1,913,802	\$5,473		\$29,606	\$1,948,881
Total Expenditure	1,617,613	5,473		7,566	1,630,652
NET	296,189	0		22,040	318,229
Unexpended Balance Forward	284,838			22,040	306,878
Unexpended Balance Lapsed	11,351				11,351

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

TIMOTHY P. WILSON, DIRECTOR (to Feb. 7, 1975)

LESLIE D. HIGGINS, Deputy Director

Central Office: State Office Building, Augusta 04333

Telephone: 622-6201

Established: 1949

Statutory Authority: M.R.S.A., Title 37-A, Chapters 1, 3

Average Number of Full-Time Employees: 28

Authorized Employee Level: 29

Total Expenditure, Fiscal Year 1975: \$2,089,439

PUBLIC PROTECTION

Organizational Units:
Administrative Section
Operations Section
Engineering Section

Public Information Section
State Fuel Allocation Office
Disaster Assistance Office

Interstate Civil Defense and Disaster Compact
Civil Emergency Preparedness Council

PURPOSE: The Bureau of Civil Emergency Preparedness was established to protect the public by taking all measures necessary to minimize or eliminate the loss of life and damage of property during any type of disaster or catastrophe that may occur. The Bureau is primarily a coordinating agency, with 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.

ORGANIZATION: 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 and 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 purpose of providing mutual aid among the states in meeting any emergency or disaster, natural or otherwise.

A program normally conducted at the University of Maine, Civil Defense University Education Program, has been moved to Augusta to achieve greater coordination with the Bureau staff. This program, federally funded in the amount of \$43,000, specializes in Emergency Operation Simulation, and Plans and Operations courses and assistance in civil defense procedures for business and industry.

PROGRAM: During fiscal year 1975, the Bureau of Civil Emergency Preparedness continued to support the functions of the State Fuel Allocation Office. The mission of the Office is to allocate the State allotment of fuel and alleviate personal suffering resulting from fuel problems. The cost of the program was \$109,735.

Disaster assistance has been a continuous program. The December 16th to 18th flood disaster in 1973 brought forth two hundred applications for assistance, and advance funds amounting to \$704,153 were received. In addition, final payment in the amount of \$90,157 was received for fifty-five applicants.

The Bureau conducted seven local director seminars, with 175 locals participating. The Rescue Program involved forty-five communities throughout the State of Maine, with 3,375 students receiving instruction, at a cost of \$18,000. One of the most rewarding programs in the Operations Section is the On-Site Assistance Program in which local communities receive assistance in the development of an acceptable civil emergency preparedness posture. Seven communities have received On-site Assistance.

PUBLIC PROTECTION

The radiological unit of the Operations Section, under a 100% federal contract, completed the cycle of exchanging all monitoring kits in 895 locations statewide and trained 280 radiological monitors. Two hundred and thirty-eight radiological monitors have received refresher courses. The Home Study Radiological Monitoring course is now available, and so far, eighty students have taken advantage of the course. The State has an addition of twenty-six newly trained radiological defense officers.

On February 20, 1975, the State received a grant of \$241,046 from the Federal Disaster Assistance Administration for the purpose of developing a natural disaster plan. The plan will require eighteen months of planning and testing before completion. The Bureau's Engineering Section has received very favorable results in the promotion of flood insurance, of which 726 minor civil divisions, including unorganized territory, are enrolled. The Land Use Regulation Commission has enrolled all areas under its jurisdiction.

Assistance was rendered to four communities for Emergency Operation Center construction. The engineer and two assistants worked with the United States Army Corps of Engineers in surveying fallout shelters for host and blast areas in three counties. The engineer worked with dam owners in his capacity of inspector of dams and reservoirs.

Assistance for day-to-day operation of the State's civil emergency preparedness program came from several sources. The Bureau received \$162,500 from the Federal Government for the operation of the personnel and administrative program. All other political subdivisions received \$150,000 from the Federal Government. Four Emergency Operations Centers were programmed for a total of \$150,000 federal share. Local Government radio systems were established or improved with \$65,000 federal share. Warning systems to alert the populace by either tone alert receivers or outdoor audible devices were installed in ten communities with assistance from the Federal Government of \$39,000. Emergency Communications Planning Reports were prepared or revised for twelve counties and thirty-four municipalities.

FINANCES, FISCAL YEAR 1975:

Bureau of Civil Emergency Preparedness	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$254,891		\$1,976,715		\$2,231,606
Total Expenditure	236,899		1,852,540		2,089,439
NET	17,992		124,175		142,167
Unexpended Balance Forward	17,992		124,175		142,167
Unexpended Balance Lapsed					

BUREAU OF VETERANS' SERVICES

ROBERT R. WASHBURN, DIRECTOR

Central Office: Camp Keyes, Augusta 04333

Telephone: 289-3441

Year Established: 1947

Statutory Authority: M.R.S.A., Title 37-A, Chapters 1, 2

Average Number of Full-Time Employees: 23

Authorized Employee Level: 26

Total Expenditure, Fiscal Year 1975: \$778,861

Organizational Units:

Field Offices (7)

Maine Veterans' Memorial Cemetery

Maine Veterans Small Business Loan Authority Board

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine war veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, 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

PUBLIC PROTECTION

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.

ORGANIZATION: 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 Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans' Services, who serves as a member of the Board and appoints its manager with approval of the Board.

PROGRAM: Veterans' services encompass all of the administrative functions and financial aid programs of the Bureau of Veterans' Services.

Claims Service. During the fiscal year, 1,396 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven field offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole had 72,951 contacts by veterans or dependents on veterans affairs. \$2,439,016 in new or augmented benefits was awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 922 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or became totally incapacitated from performing any type of employment.

Veterans' Dependents Educational Benefits. This program, formerly termed War Orphans Assistance, was transferred to the Bureau from the Department of Educational and Cultural Services on July 1, 1974. Up to \$300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, wives or widows of veterans who became totally disabled or died as a result of service in the armed forces of the United States. Under this program 344 persons were assisted.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 505 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. This Board actually guarantees approved business loans up to 80% on amounts up to \$15,000.

Records of Military Service. The Bureau processed and added to its files the records of 3,624 Maine veterans who were discharged from service in the armed forces of the United States. Approximately 230,000 such records are now in the files of the Bureau.

Maine Veterans' Memorial Cemetery. During the year, 278 burials were made, of which 240 persons were veterans; 34 were wives (or widows); and 4 were dependent children; and 181 reservations for burial were made by surviving veterans or spouses. At the end of the year, 1,129 persons were buried in the Cemetery, and there were 716 reservations for future burial on file.

A new gift was made to the State of a chapel bell court. Three bell towers housing outdoor loudspeakers for the chapel carillon are located adjacent to the chapel in an area surrounded by a circular roadway. An integral part of the area consists of a semi-circular granite wall with the names and locations of graves inscribed of all who are buried in the Cemetery. The names are listed alphabetically by year of burial.

During the summer of 1974, the Maine National Guard worked on construction of the planned new access road to the Cemetery. As part of their summer training period, units of the Guard worked on installing culverts and rough grading of the right-of-way. Further work is planned during training sessions scheduled for the summer of 1975.

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1975:

Bureau of Veterans' Services	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$808,236			\$ 4	\$808,240
Total Expenditure	778,680		181		778,861
NET	29,556		(177)		29,379
Unexpended Balance Forward	17,038		(177)		16,861
Unexpended Balance Lapsed	12,518				12,518

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

MILTON G. WHEELER, CHAIRMAN

ROBERT G. O'MALLEY, Manager

Central Office: 1 Community Drive, Augusta 04333

Telephone: 289-2094

Established: 1973

Statutory Authority: M.R.S.A., Title 37-A, Chapter 2 (Subchapter II)

Average Number of Full-Time Employees: 2

Authorized Employee Level: 2

Total Expenditure, Fiscal Year 1975: \$33,619

PURPOSE: The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Board may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed \$2 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering and financing eligible projects; to acquire, hold and dispose of real and personal property and make and enter into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and to accept from a federal agency, loans or grants for the planning or financing of any eligible project, and to enter into agreements with such agency respecting any such loans or grants.

ORGANIZATION: 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, who serves at the pleasure of the Director. The Board elects one of its members as chairman.

PROGRAM: During its first year of operation, the Maine Veterans Small Business Loan Authority Board guaranteed 68 loans representing \$718,600. This was accomplished through 28 banks throughout the State. The number of loans by county is as follows:

Androscoggin	4	Oxford	3
Aroostook	3	Penobscot	3
Cumberland	21	Piscataquis	1
Franklin	1	Sagadahoc	5
Hancock	0	Somerset	3
Kennebec	12	Waldo	1
Knox	1	Washington	2
Lincoln	3	York	5

PUBLIC PROTECTION

The different types of business are as varied as the locations involved. Examples of various enterprises include lobstering, office supply company, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, artificial limb company, service station, broadcasting company, *Servicemaster* and *Chem Clean Company*, public accountant, security agency, landscaping, saw mill, card and gift shop, electrician, ice cream wholesale distributor, printing company, launderette, convenience type food market, body shop, service station and taxi business, law practice, lawn and garden center, insulation company and cedar shavings business.

The Board was fortunate during the past year to have guaranteed the number of loans it did, taking into consideration the economy and adverse business climate. Due to the efforts of the Board, no loan losses whatsoever were suffered during its first full year operation, and the program has been managed on a close to break-even basis. Future plans call for the guarantee of up to \$2 million in loans while holding losses to an acceptable level. Once the objective of reaching \$2 million has been achieved, the possibility of asking the Legislature to allow an increase in total loans will be pursued.

FINANCES, FISCAL YEAR 1975:

Maine Veterans Small Business Loan Authority Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$217,540				\$217,540
Total Expenditure	33,619				33,619
NET	183,921				183,921
Unexpended Balance Forward	183,921				183,921
Unexpended Balance Lapsed					

PUBLIC PROTECTION

DEPARTMENT OF PUBLIC SAFETY

DONALD E. NICHOLS, COMMISSIONER

Central Office: 36 Hospital Street, Augusta 04333

Telephone: 289-3801

Established: 1971

Statutory Authority: M.R.S.A., Title 25, Chapter 351

Average Number of Full-Time Employees: 456

Authorized Employee Level: 60

Total Expenditure, Fiscal Year 1975: \$8,335,100

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

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the 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.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the 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 1975 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 04333

Telephone: 289-2155

Established: 1925

Statutory Authority: M.R.S.A., Title 25, Chapters 191, 193, 198

Average Number of Full-Time Employees: 393

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$7,241,594

Organizational Units:

Administration and Budget Control

Planning and Research Office

Personnel and Training Division

Public Information Office

Communications Division

Supply and Vehicle Maintenance

Traffic Division

Criminal Division

Special Investigations Division

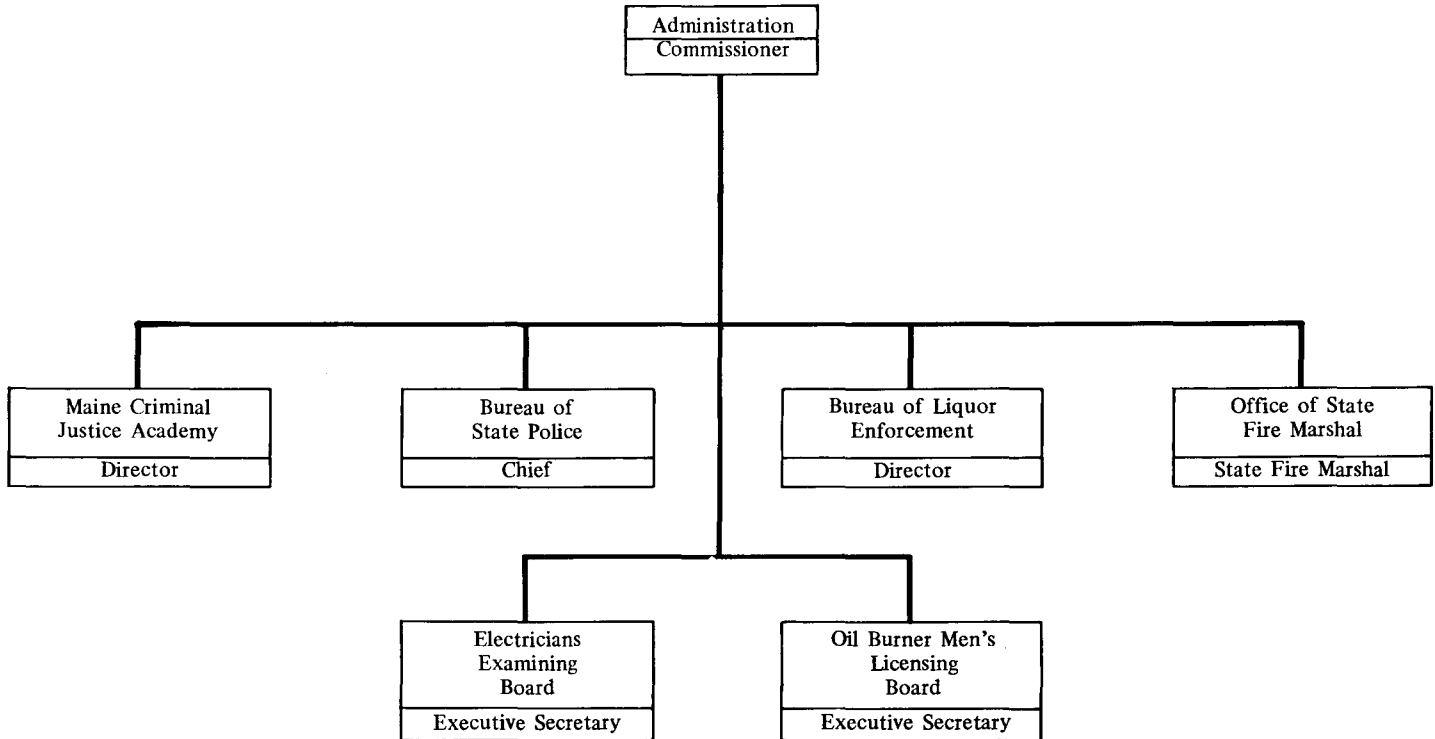
Executive Security

First Field Division (Troops A, B, D, G)

Second Field Division (Troops C, E, F, I)

New England State Police Administrators' Conference

ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY



PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF PUBLIC SAFETY	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$476,137	\$112,426	\$	\$6,870,094	\$7,458,657
Departmental Operations	458,343	88,376		4,769,095	5,315,814
Transfers	17,794	24,050		2,100,999	2,142,843
Federal Grants			387,413		387,413
County & Municipal		13,337			13,337
Private Contributions					
Sales		13,087		3,194	16,281
Services & Fees		218,477		72,306	290,783
Other		349,115		3,210	352,325
Unexpended Balance Brought Forward	2,584	448,703	100,483	317,093	868,863
Adjustment of Balance Brought Forward	(32)	20	(15,602)		(15,614)
TOTAL FUNDS AVAILABLE	478,689	1,155,165	472,294	7,265,897	9,372,045
Monies received and deposited to the credit of the State		78,700		42,711	121,411
EXPENDITURES					
Total Personal Services	301,538	376,981	99,642	4,690,511	5,468,672
Wages & Salaries	270,527	343,669	91,755	3,858,346	4,564,297
Retirement	31,011	33,312	7,887	832,165	904,375
Total All Other	88,395	189,712	165,236	1,843,365	2,286,708
Contractual Services	82,839	137,035	121,041	1,127,373	1,468,288
Rents		3,344		98,948	102,292
Computer Services				33,691	33,691
Commodities	5,556	52,677	44,195	227,706	330,134
Grants, Subsidies, Pensions				475,947	475,947
Transfers to Other Funds				12,339	12,339
Other					
Total Capital Expenditures	16,349	26,375	60,764	476,232	579,720
Buildings & Improvements		4,075	21,909	2,155	28,139
Equipment	16,349	22,300	38,855	474,077	551,581
Purchases of Land					
TOTAL EXPENDITURE	406,282	593,069	325,642	7,010,107	8,335,100
SUMMARY					
Total Funds Available	478,689	1,155,165	472,294	7,265,897	9,372,045
Total Expenditure	406,282	593,069	325,642	7,010,107	8,335,100
NET	72,407	562,096	146,652	255,790	1,036,945
Unexpended Balance Forward	24,639	557,633	146,652	219,378	948,302
Unexpended Balance Lapsed	47,768	4,463		36,412	88,643

PURPOSE: The Bureau of State Police was established 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. The primary responsibilities of the Bureau are 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.

PUBLIC PROTECTION

ORGANIZATION: The Bureau of State Police was originally 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 Communication 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 subjected 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. Although the addition of a new wing to the State Police Headquarters did not materialize, the building did receive major renovations in several areas during fiscal year 1975. Renovations included a complete overhaul of the radio room to prepare for the installation of the new radio communications network and renovation of the State Bureau of Identification offices to prepare for the installation of an electro-retrieval system. In addition, the crime and photography labs were done over; a conference room and visitors lounge are under construction; and more effective security devices are being installed.

The automotive parts section was moved from the supply area of the garage to a position adjacent to auto maintenance. This should provide more storage space and decrease the amount of time necessary to obtain parts for car service.

The Orono and Houlton barracks are also under renovation, while the former barracks at Kittery and Scarborough have been transferred back to the Department of Transportation. Troops A, B and G are now housed at the new Scarborough barracks.

Also, during the fiscal year, an in-house printing division was established to handle the publication of crime bulletins, training manuals, various brochures, reports, and supply forms for the Department of Public Safety.

Planning and Research Office. Coordination of federal grants from the Maine Criminal Justice Planning and Assistance Agency (MCJPAA) and from the National Highway Traffic Safety Administration has comprised a large part of the activities in this office for the fiscal year. MCJPAA funds were utilized to expand the crime lab at Headquarters, as well as to automate the records of the State Bureau of Identification and to expand the polygraph examination program at the Scarborough barracks.

National Highway Traffic Safety Administration funds were used for a license and registration data retrieval system that links four statewide locations directly to Central Computer Services.

The synthetic motor oil study which began during fiscal year 1974 was completed. The result of the study was a change in the fleet vehicle maintenance cycle. Oil changes now are made every 4,000 miles instead of at the 2,000-mile mark.

Statistics on traffic accidents, arrests and officer activity are included in the responsibilities of the office, and much time has been spent in this regard. The prime enforcement activities for the 1975 fiscal year included:

Traffic Summonses	49,649
Criminal Summonses	2,458
Written Warnings	77,155
Defective Equipment Warnings	92,588
Aids to Motorists	28,603
Total Fines	1,559,611
Accident Reports	12,250

The Office also was instrumental in the planning of different building renovations.

Another function of the Office was preparation for Maine to host the 9th Annual (National) State Police Planning Officers Conference in South Portland. Although, technically, the conference took place during fiscal year 1976, it did address such topics as police productivity, long-range police planning, State Police in the criminal justice system, and crime analysis.

The office complement consisted of two full-time uniformed personnel, three non-uniformed key punch operators, and two criminal justice interns. Although no personnel expansion took place during the year, future hopes include a full-time analyst and statistician.

PUBLIC PROTECTION

Traffic Division. This Division is in a continuous process of evaluating the Motor Vehicle Inspection system in an effort to attain a better sticker filing method. At present, approximately 1.3 million stickers are sold 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. Also, a traffic accident fatality sheet is published each year for the general public.

Other continuing programs include Instruction in Motorcycle Operation and Pursuit Driving Training for law enforcement officers.

A Fleet Safety Board rewards officers for outstanding safety within the Bureau.

State Bureau of Identification (SBI). The major activity in the State Bureau of Identification was the preparation to automate the records retrieval system. The SBI area was renovated and the actual hardware of the On-Base Tracking System for Computerized Criminal History should be delivered on September 2, 1975. The system should be operational by September 8, 1975, with the system being completed by January 1, 1976. In addition, the Bureau continued its records purge program which is an attempt to expunge the files of records of people over eighty years of age or deceased.

Throughout the year, crime laboratory staff were sent to various schools for extensive work in the areas of Fingerprint Analysis, Bloodwork, Photography, Firearms and Crime Scene Search Techniques.

Uniform Crime Reporting (UCR). The purpose of Uniform Crime Reporting is to help identify crime problems and crime-related problems in the State of Maine. Each law enforcement agency in Maine submits reports of criminal activity in their area. UCR then prepares quarterly, semi-annual and annual reports for these contributors as well as for the Governor and Legislature. The information is used by the contributors and planning agencies in developing a crime profile for a particular city or town. During fiscal year 1975, UCR submitted its second semi-annual report and by the end of calendar 1975, UCR will submit its first annual report.

Bureau of Criminal Investigation (BCI). This Bureau continued to direct its energy toward homicide and organized crime cases rather than general crime. BCI attempts to identify people engaged in criminal activity and to focus on criminal methods and patterns. One of the major areas of concentration for the Criminal Information Unit, which is a functioning arm of the Bureau, was that of automobile theft.

The Division of Special Investigations concentrates on drug-related cases.

Communications Division. The major activity of the Communications Division during fiscal year 1975 was the beginning of installation of a new \$1.2 million communications system which will be in full operation by January of 1976. 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. It will provide communications between all branches of law enforcement within the State, under any emergency situation. It 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.

FINANCES, FISCAL YEAR 1975:

Bureau of State Police	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$18,776	\$137,877	\$196,557	\$7,265,897	\$7,619,107
Total Expenditure		133,414	98,073	7,010,107	7,241,594
NET	18,776	4,463	98,484	255,790	377,513
Unexpended Balance Forward			98,484	219,378	317,862
Unexpended Balance Lapsed	18,776	4,463		36,412	59,651

PUBLIC PROTECTION

MAINE CRIMINAL JUSTICE ACADEMY ROBERT D. KENNEDY, ACTING 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: 13

Authorized Employee Level: 15

Total Expenditure, Fiscal Year 1975: \$365,837

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement personnel of the State and for criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

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 State Police enlisted personnel, 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.

ORGANIZATION: 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 Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment. That same year, under State Government reorganization, the board of Commissioners was redesignated Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law.

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: During fiscal year 1975, four basic police schools of 10-weeks duration each were presented by the Maine Criminal Justice Academy; 153 persons graduated. Fifteen specialized schools, totaling 27 weeks, were presented; 275 persons graduated.

The Academy also provided facilities for a State Police Training Troop. The State Police presented a 15-week course and graduated 27 cadets. In addition, the Academy accommodated 110 other criminal justice-related programs, in which 1,804 persons attended 47 weeks of instruction and study.

FINANCES, FISCAL YEAR 1975:

Maine Criminal Justice Academy	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$150,000	\$34,190	\$275,738		\$459,928
Total Expenditure	104,078	34,190	227,569		365,837
NET	45,922	0	48,169		94,091
Unexpended Balance Forward	22,060		48,169		70,229
Unexpended Balance Lapsed	23,862				23,862

PUBLIC PROTECTION

BUREAU OF LIQUOR ENFORCEMENT DANIEL MELVIN, ACTING DIRECTOR

Central Office: 31 Western Avenue, Augusta 04333

Telephone: 289-3571

Established: 1933

Statutory Authority: M.R.S.A., Title 28, Chapter 3,
§55 (Subsection 14); Title 25, Chapter 351

Average Number of Full-Time Employees: 21

Authorized Employee Level: 22

Total Expenditure, Fiscal Year 1975: \$302,205

PURPOSE: The Bureau of Liquor Enforcement was established to regulate and enforce all liquor laws of the State of Maine and rules and regulations of the State Liquor Commission. The Bureau 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.

ORGANIZATION: 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:

Sale of Alcoholic Beverages by Club Licensees. The restrictions governing sales of alcoholic beverages by clubs differ uniquely from the provisions affecting other on-premise licensees. Licensed clubs may sell alcoholic beverages only to their members and guests accompanying them. Many clubs, inadvertently or otherwise, sell to non-members. Many violations on the part of clubs are due to the substantial turnover of club officials, directors and managers.

To promote awareness of the law by the responsible personnel of club licensees, and in an effort to reconcile conflicting view points between the Bureau of Liquor Enforcement and licensed clubs, an inspector is now in the process of visiting each club throughout the State. He is sitting down with the club officers, directors, and managers, explaining the laws and listening to their problems and suggestions, with hopes that improved relations will develop between the Bureau and club licensees.

False Liquor Identification Cards. A letter was given to all licensees from the Bureau in which was depicted a picture of the front and back of two very good false liquor identification cards manufactured by an out-of-state company. The purpose of this letter was to alert licensees to the introduction of false liquor identification cards into Maine.

In fiscal year 1974, the Bureau 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. From this System, records of the Bureau reflect, for fiscal year 1975, a total of 5,260 Licensed Premise Inspections Completed; a total of 8,217 Licensed Premises Checked for Conditions; and a total of 2,342 violations corrected in the field by inspectors.

During the year, there were some 326 Licensed Premises called before the Administrative Court for hearings concerning possible suspension or revocation of license. A total of 21 cases were investigated, apprehended and prosecuted for illegal sales of intoxicating liquor without a license in full force and effect (Bootlegging).

Future goals of the Bureau include a) having periodic regional meetings with all licensees and conferring with these licensees to discuss their problems; b) preparing an attractive brochure directed to young adults, principally 18 to 21 years of age, alerting them to the responsibilities which come hand in hand with the privilege of purchasing alcoholic beverages; and c) delivering

PUBLIC PROTECTION

to each licensee a questionnaire to be filled out by them and returned to the Bureau; the answers to these questions will relate to improving liquor enforcement assistance to licensees.

FINANCES, FISCAL YEAR 1975:

Bureau of Liquor Enforcement	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$309,913				\$309,913
Total Expenditure	302,205				302,205
NET	7,708				7,708
Unexpended Balance Forward	2,578				2,578
Unexpended Balance Lapsed	5,130				5,130

OFFICE OF STATE FIRE MARSHAL CHARLES F. ROGAN, STATE FIRE MARSHAL HARRY B. ROLLINS, Assistant State Fire Marshal

Central Office: 99 Western Avenue, Augusta 04333

Telephone: 289-2481

Established: 1973

Statutory Authority: M.R.S.A., Title 25, Chapter 315

Average Number of Full-Time Employees: 20

Authorized Employee Level: 23

Total Expenditure, Fiscal Year 1975: \$278,243

PURPOSE: The Office of State Fire Marshal was established to protect the lives and property of the citizens of the State of Maine through identification and correction of fire hazards. The 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.

ORGANIZATION: 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.

PROGRAM: During fiscal year 1975, the Office of State Fire Marshal met with and assisted members of the 107th Legislature in drafting proposed legislation which was subsequently enacted into law. The legislation concerned topics such as the elimination of sprinkler requirements for two-story, existing, non-commercial places of assembly; and removal of the required "construction type" for existing two-story woodframe residential custodial care facilities, housing six or more persons.

The Office also conducted 4,063 building inspections and 685 explosive, flammable liquid, etc. inspections, and investigated 46 fire deaths.

PUBLIC PROTECTION

FINANCES, FISCAL YEAR 1975:

Office of State Fire Marshal	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$677,810			\$677,810
Total Expenditure		278,243			278,243
NET		399,567			399,567
Unexpended Balance Forward		399,567			399,567
Unexpended Balance Lapsed					

ELECTRICIANS EXAMINING BOARD

LEO O. MARTIN, CHAIRMAN

COL. DONALD E. NICHOLS, Executive Secretary

Central Office: 99 Western Avenue, Augusta 04333

Telephone: 289-2352

Established: 1953

Statutory Authority: M.R.S.A., Title 32, Chapter 17

Average Number of Full-Time Employees: 6

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$93,904

PURPOSE: The Electricians Examining Board was established 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 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.

ORGANIZATION: 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, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

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 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 1975, the Electricians Examining Board held nine organized meetings and issued 4,862 licenses.

The inspectors of the Board are constantly conducting inspections of electrical systems in new and existing buildings throughout the State. A total of 805 inspections were made during the year. The Board works in conjunction with the State Fire Marshal in the investigation of electrical complaints and fires. Inspectors are often required to testify in cases involving faulty electrical installations. Also, inspectors continually teach code courses at the various State vocational institutions, and attend schools on the installation of electrical equipment.

FINANCES, FISCAL YEAR 1975:

Electricians Examining Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$174,590			\$174,590
Total Expenditure		93,904			93,904
NET		80,686			80,686
Unexpended Balance Forward		80,686			80,686
Unexpended Balance Lapsed					

PUBLIC PROTECTION

OIL BURNER MEN'S LICENSING BOARD

FREDERICK W. BEAL, CHAIRMAN

COL. DONALD E. NICHOLS, Executive Secretary

Central Office: 99 Western Avenue, Augusta 04333

Telephone: 289-2237

Established: 1955

Average Number of Full-Time Employees: 3

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$53,318

PURPOSE: The Oil Burner Men's Licensing Board was established 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. The 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.

ORGANIZATION: 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, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

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 1975, the Oil Burner Men's Licensing Board held eight regular meetings and administered ten licensing examinations.

The Board was involved in consumer fraud investigations surrounding the sale and installation of non-essential heating equipment. The Board also monitored the introduction of new types of heating products into Maine.

Due to Board initiative, inspectors now belong to the National Association of Oil Heating Service Managers. Through monthly meetings with Maine service managers, the Board hopes to upgrade oil heating service, personnel and equipment.

A new classification of license was introduced during the year. License designation No. 1 and 2 oil up to 15 gph indicates a Journeyman is qualified to service No. 1 and 2 oil burners rated to fire up to a maximum of 15 gph. In order to service higher capacity burners, a person must pass a more difficult and more job-related examination.

FINANCES, FISCAL YEAR 1975:

Oil Burner Men's Licensing Board	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available		\$130,697			\$130,697
Total Expenditure		53,318			53,318
NET		77,379			77,379
Unexpended Balance Forward		77,379			77,379
Unexpended Balance Lapsed					

PUBLIC PROTECTION

CIVIL AIR PATROL, MAINE WING

COL. RICHARD T. DAVIS, WING COMMANDER

LT. COL. JOSEPH R. MELROSE, JR., Deputy Wing Commander

Central Office: Old Administration Building, Augusta State Airport, Augusta 04330

Telephone: 622-7722

Established: 1941

Statutory Authority: M.R.S.A., Title 6, §16

Average Number of Full-Time Employees: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$5,102 (State funds)

Organizational Units:

Auburn Composite Squadron

Augusta-Gardiner Composite Squadron
(Augusta)

Bangor-Brewer Composite Squadron
(Bangor)

Border Senior Squadron (Houlton)

Brunswick-Topsam Composite Squadron
(Topsam)

Caribou Composite Squadron

Dexter Senior Squadron

Down-East Patrol Composite Squadron
(Ellsworth)

Greater Portland Composite Squadron
(So. Portland)

Greenville Composite Squadron

Northern Maine Composite Squadron
(Frenchville)

Oxford Composite Squadron (Rumford)

Pinetree Senior Squadron (Bath)

Waterville Composite Squadron

PURPOSE: The Civil Air Patrol was established 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; to encourage and develop, by example, the voluntary contribution of private citizens to the public welfare; to provide aviation and aerospace education and training, especially to its senior and cadet members; to encourage and foster civil aviation in local communities; and to provide an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: 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. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Field Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters — Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings — one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. 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.

PUBLIC PROTECTION

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and fourteen Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

PROGRAM: The year-round activities of the Maine Wing of the Civil Air Patrol are conducted by its fourteen squadrons throughout the State. Two mission headquarters are maintained to support emergency service operations, one at the Augusta State Airport and the other at Bangor International Airport.

Five corporate aircraft are maintained to support the CAP mission: a Cessna 172 at Augusta State Airport, a Cessna 150 at Dixfield, a Cessna 305A at Bangor International Airport, a Cessna 150 at Portland International Jetport and a Piper Cherokee 140 at Owen Brewster Airport in Dexter. Also, a communications network, consisting of forty-one fixed land radio stations and thirty ground mobile radio stations, is operated and maintained at various locations in the State.

Encampments and other training programs are offered to cadets throughout the year as part of the overall Maine Wing CAP activities.

FINANCES, FISCAL YEAR 1975:

CIVIL AIR PATROL, MAINE WING	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available				\$5,102	\$5,102
Total Expenditure				5,102	5,102
NET				0	0
Unexpended Balance Forward					
Unexpended Balance Lapsed					

STATE
POLICY
AREA **13**

Transportation

Department of Transportation



DEPARTMENT OF TRANSPORTATION

ROGER L. MALLAR, COMMISSIONER

RICHARD A. LUETTICH, Deputy Commissioner

Central Office: State Office Building, Augusta, 04333

Telephone: 289-2551

Established: 1972 *Statutory Authority:* M.R.S.A., Title 6; Title 23; Private and Special Laws, 1929, Chapter 1114, as amended, and 1973, Chapter 116

Average Number of Full-Time Employees: 2,800

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$100,266,606

Organizational Units:

Bureau of Administrative Services

Bureau of Aeronautics

Bureau of Planning

Bureau of Waterways

Bureau of Highways

Maine Port Authority

Legal Services Division

Committee to Study the Needs for a Traffic Court System

Bureau of Safety

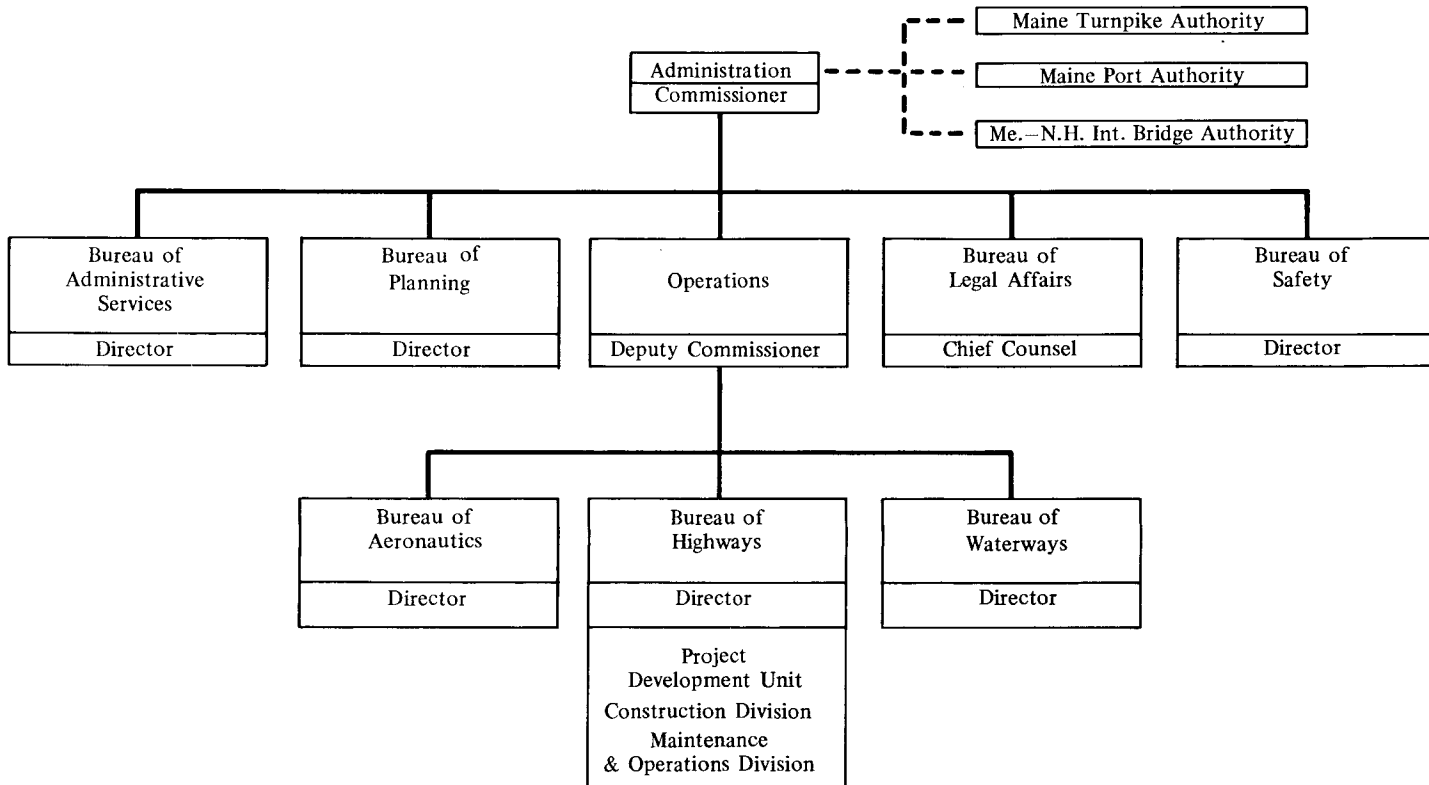
Maine Highway Safety Committee

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine; 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.

ORGANIZATION: 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 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.

ORGANIZATION CHART
DEPARTMENT OF TRANSPORTATION



TRANSPORTATION

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

FINANCES, FISCAL YEAR 1975:

DETAIL

DEPARTMENT OF TRANSPORTATION	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
RECEIPTS					
Total Legislative Appropriation/Allocation	\$243,238	\$76,690,711	\$	\$ 66,380	\$ 77,000,329
Departmental Operations	945,903	76,568,339			77,514,242
Transfers	(702,665)	122,372			(580,293)
Federal Grants			26,278,408		26,278,408
County & Municipal		3,616,184			3,616,184
Private Contributions		8,040			8,040
Sales		231,897			231,897
Services & Fees		764,854	3,265	78,213	846,332
Other	190,000	78,874		1,587	270,461
Unexpended Balance Brought Forward	2,290,123	34,203,510	41,822	1,007,503	37,542,958
Adjustment of Balance Brought Forward					
TOTAL FUNDS AVAILABLE	2,723,361	115,594,070	26,323,495	1,153,683	145,794,609

Monies received and deposited to the credit of the State	7,089				7,089
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EXPENDITURES					
Total Personal Services	69,457	27,390,717	12,014	85,377	27,557,565
Wages & Salaries	63,731	24,908,035	12,014	77,609	25,061,389
Retirement	5,726	2,482,682		7,768	2,496,176
Total All Other	766,962	37,977,948	75,429	175,928	38,996,267
Contractual Services	51,127	13,141,872	75,429	69,945	13,338,373
Rents		11,921,703	33,413		11,955,116
Computer Services					
Commodities	17,490	9,790,339		13,069	9,820,898
Grants, Subsidies, Pensions	697,973	4,528,509		92,914	5,319,396
Transfers to Other Funds		256,862			256,862
Other	372	10,260,366			10,260,738
Total Capital Expenditures	213,132	33,424,854	74,736	52	33,712,774
Buildings & Improvements	175,282	32,256,658	74,736		32,506,676
Equipment	715	132,762		52	133,529
Purchases of Land	37,135	1,035,434			1,072,569
TOTAL EXPENDITURE	1,049,551	98,793,519	162,179	261,357	100,266,606

SUMMARY

Total Funds Available	2,723,361	141,749,484	168,081	1,153,683	145,794,609
Total Expenditure	1,049,551	98,793,519	162,179	261,357	100,266,606
NET	1,673,810	42,955,965	5,902	892,326	45,528,003
Unexpended Balance Forward	1,672,764	40,838,555	5,902	892,326	43,409,547
Unexpended Balance Lapsed	1,046	2,117,410			2,118,456

Federal Grants of \$26,155,414 were merged with General Highway Funds upon receipt and lost identity in expenditures. Amount is included in Column 2, Non-Federal of Fiscal summary. Approximately \$40.9 million of the Unexpended Balance Forward is held in reserve for authorized expenditures.

TRANSPORTATION

Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division; 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: During fiscal year 1975, the Bureau of Planning completed studies analyzing river crossing capability in Skowhegan and Bangor-Brewer. Also, transportation planning studies were essentially completed for the Farmington, Augusta-Gardiner, and Camden areas.

Other significant planning studies included initiation of an Airport Systems Study intended to provide guidance to the Department on future airport development; a State Rail Plan which will allow the State and railroads of the State to take advantage of federal programs available for the improvement of rail service; and a joint effort with the Department of Health and Welfare to examine passenger transportation needs primarily in rural areas throughout the State.

On November 15, 1974, ceremonies were conducted opening the final 3.6 miles of the Portland Interstate 295 loop system to public use. This loop system was designed to provide Interstate traffic service into the Greater Portland area and to alleviate existing traffic pressures and those anticipated in future growth of area communities. Earlier on the same date, a 3-mile portion of Interstate 95 between Route 201 West Gardiner and the Gardiner Interchange of the Maine Turnpike was also placed in service. Contracts have been awarded which call for completion of the remaining 17 miles of highway between Bowdoinham and Gardiner not later than November 15, 1976. Contracts have also been awarded for completion of two southbound lanes of Interstate 95 between the Howland and Lincoln Interchanges. To date, a total of 291 miles of Interstate Highway are in service in Maine; 230 miles constructed by the Department of Transportation; 55 miles of the Maine Turnpike, which has been designated as an Interstate Highway; and 6 miles of the Turnpike, from Kittery to York, which were transferred to the State and are now a part of the public highway system.

The Committee to Study the Needs for a Traffic Court System, as established by the 106th Legislature, completed its work and submitted a report to the 107th Legislature entitled *Maine Traffic Court Study*. The major recommendations of the Committee were incorporated in the Public Laws, 1975, Chapter 430 by the 107th Legislature. The Committee was dissolved on January 31, 1975.

During fiscal year 1975, the Legal Services Division completed 871 and updated 90 title abstracts. Before condemnation, 633 title abstracts were brought to date; another 87 were brought to date after condemnation; 52 project condemnations were checked and 21 condemnations were recorded.

The Division processed 15 Land Damage Board Petitions, presented 50 cases to the Board and settled 26 Land Damage Board cases before going to trial. The Division also settled 8 cases before going to trial in Superior Court. It was involved in 19 jury trials in Superior Court and has 17 cases pending before the Superior Court which are unrelated to the Land Damage Board. Forty-one cases were presented to the Industrial Accident Commission and 12 collection cases were processed. During the year, the Division verified 20 mailing lists, rendered advice and counsel services, wrote opinions and performed research in connection with activities of the Department.

Maine was one of twenty-four States to receive an Incentive Award from the Federal Government for its significant reduction in highway deaths. During the year, the Bureau of Safety made major progress in the program areas of Alcohol Control in relation to Traffic Safety, Police Traffic Services and Emergency Medical Services. Personnel of the Bureau and of the Maine State Police conducted a course to certify high school driver education instructors in the training of motorcycle operators at the high school level. Education and orientation efforts in the interests of highway safety saw approximately 2,100 Maine residents completing the eight-hour Defensive Driving Course as it was presented at eighty locations throughout the State by volunteer instructors; 3,000 requests for safety-oriented films were received and filled, and

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personnel of the Bureau appeared in fifty speaking engagements and twenty-five radio and television interviews.

A popular and impressive device, The Safety Belt Convincer, has been procured and is presently being used for demonstration purposes throughout the State. With an occupant strapped into its moveable seat, this device effectively demonstrates the importance of seatbelts as it simulates the impact of a vehicle colliding with another object at the speed of seven miles per hour.

The Bureau of Highways advertised 94 projects during the fiscal year; 31 of these projects were a direct result of the nationwide release of impounded Federal Aid Funds. Public Land Funds in the amount of \$514,000 were allotted to the State of Maine for improvement of 1.38 miles of State Route 233 in Bar Harbor. Landscaping and Scenic Enhancement Funds amounting to \$190,000 were allotted for the landscaping of a section of Interstate 295 in the Greater Portland area and for a rest area in Rockport. Public Land and Landscaping and Scenic Enhancement projects do not require State matching funds.

The Construction Division assumed Contract Administration, Construction Engineering and Construction Inspection responsibilities for eighty-six contracts amounting to an estimated \$22,477,997 during the year. Ninety-nine contracts amounting to approximately \$26,835,551 were completed.

Budgetary restrictions, a decrease in revenues, increasing costs for equipment, materials and personal services have brought a corresponding decrease in new highway construction and highway maintenance activities. Fiscal year 1975 saw a 6.6% reduction in the average number of persons employed by the Department of Transportation. Of the 199 positions vacated through attrition and the elimination of seasonal employment, 175 were in the Bureau of Highways and involved both engineering and labor force personnel.

The inability to provide matching funds for highway construction projects involving federal participation has forced a reduction in the number of new highway projects initiated and slowed the progress of the Interstate Highway Program. In an effort to extend the productivity of available funds, emphasis has been placed on the concept of highway reconstruction and improvement, utilizing existing roadbeds, rights-of-way, materials and resources as opposed to new construction.

As a result of conditions encountered during the bridge inspection program which was instituted in accordance with the Federal Highway Act of 1970, the program was expanded and accelerated to place major emphasis on the improvement or replacement of the 2,600 bridges in the State's Public Highway System. Bridge improvements are considered particularly urgent since many of the older structures, some of which were built around 1900, were not designed to support present day gross vehicle weights. In the absence of funds required to place these bridges in acceptable condition or to replace them when so indicated, it has been necessary in several instances to reduce the allowable gross vehicle weights of vehicles traversing the structures. An aggressive rehabilitation program, within the limits of available funds, is being conducted.

The Department of Transportation has been seriously affected in its ability to perform its assigned mission and to carry out planned programs and objectives by inflationary trends and the so-called "Energy Crisis". The increasing costs of equipment has made it increasingly difficult to replace equipment as scheduled and required. As a result, many of the automobiles, trucks and other working equipment owned and maintained by the Department have reached or exceeded their economical life expectancy but must be continued in service. A continuing review of equipment requirements and priorities for assignment is being conducted to insure maximum utilization of existing equipment and that any replacement units obtained will have the versatility and capability to perform a variety of tasks.

Original programs and budgets called for the purchase of 500,000 tons of hot mulch to be applied to resurface approximately 1,100 miles of State roads and highways. The increasing costs encountered forced a reduction in tonnage applied and mileage resurfaced to 440,000 tons and 920 miles respectively.

During the fiscal year, the Bureau of Aeronautics inspected 51 airports in the State, investigated 34 aircraft accidents, registered 647 aircraft, and reimbursed 32 airports a total of \$136,647 in snow removal money. The Bureau, in cooperation with the Federal Aviation Administration and State and local planners, was instrumental in securing \$937,511 in additional federal money for nine projects at six air carrier airports, and \$492,477 in additional federal monies for nine projects at general aviation airports. Representatives of the Bureau, working with a select statewide committee appointed by the Commissioner of Transportation,

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have drafted a new series of Aeronautic Laws for the State of Maine. These proposed laws are presently being reviewed, and it is hoped that Legislative consideration will be given to their adoption as recommended.

During calendar year 1974, the State Ferry Service transported 79,413 vehicles and 236,017 passengers between its three mainland and five island terminals. Plans have been completed for the installation of holding tanks for sewage and oil bilge wastes on all vessels of the State Ferry Service to comply with federal and State environmental laws. Sewage and bilge wastes will be collected in these tanks and disposed in approved locations on the mainland.

When the Bureau of Waterways became a part of the Department of Transportation in July, 1972, it brought with it the responsibility for the repair and maintenance of the eight piers of the State Ferry Service, one Maine State Pier at Portland and five piers in Casco Bay. The Casco Bay facilities are owned by the State of Maine and utilized by the Casco Bay Lines, a private organization which provides passenger service between the mainland and the five island terminals. The Bridge Maintenance Unit, Bureau of Highways is providing assistance to the Bureau of Waterways in the planning and performance of required maintenance and repairs. The docking, vehicle and passenger handling facilities of the Ferry Service Terminals and one Casco Bay location (Peaks Island) pose few problems. Plans have been formulated for the rehabilitation of the remaining facilities but must be held in abeyance pending the availability of funds to accomplish same. In the meantime, extensive routine and emergency maintenance and repairs are being performed to insure that service to the island is maintained and passenger safety assured.

The Maine Port Authority has continued its efforts to bring about improvements and to provide a bulk oil handling pier at the Maine State Pier in Portland. Although applications have been filed with and hearings held by the Board of Environmental Protection, the applications were dismissed when a continuation of hearings to December 15, 1975 was requested by the New England Energy Company (NEECO) and the Maine Port Authority. A provision was made in the dismissal to resume hearing upon reapplication. In the meantime, NEECO continues to explore various avenues for securing financing of the projects. Representatives of the Maine Port Authority have met with Searsport officials and representatives of concerned industries and organizations in an effort to promote increased use of the Searsport port facilities.

BUREAU OF ADMINISTRATIVE SERVICES

HENRY L. CRANSHAW, DIRECTOR

STANLEY J. SOBUS, Assistant Director

Central Office: State Office Building, Augusta 04333

Telephone: 289-3985

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 70

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in departmental summary.

Organizational Units:

Computer Services Group

Personnel Section

Finance and Accounting Section

Purchasing Unit

Audit, Internal and External

Central Stores and Reproduction

PURPOSE: The Bureau of Administrative Services was established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services; and departmental personnel functions.

ORGANIZATION: The Bureau of Administrative Services originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In

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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: The impending move of the Department of Transportation from its present quarters to the new State Office Building, which is scheduled for the Spring of 1976, brought about many changes in the planned programs of the Bureau of Administrative Services. In preparation for the move, it has been necessary to develop plans for the review and disposition of documents, maps, plans, equipment and other materials associated with departmental operations.

In the interests of the State, it has been agreed that control of the IBM System 370 computer will be transferred to Central Computer Services at the time of relocation. Departmental computer support, except for engineering applications, will be supplied through a remote console/terminal operation. Pursuant to this agreement, considerable effort has been expended in program redesign and testing to prepare for the changeover in operational modes. In addition to normal operations, programs have been written to provide mechanized systems for the processing of motor fuel and lubricant transactions including physical and financial accounting functions. New programs have been written and implemented to support new design methods for structures and a project development scheduling system. Programs are also underway to support the concept of engineered design of highway improvement construction versus the traditional new construction concept.

The Bureau has been actively engaged in the refining of its personnel policies and practices to conform with standards and requirements imposed by changing conditions, collective bargaining and the 1974 Fair Labor Standards Act. New promotion policies for Highway Maintenance personnel have been written and implemented while the process of mechanization of personnel and budgetary data has continued.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Bureau of Administrative Services are not maintained separately, but are included with those of the Department of Transportation.

BUREAU OF PLANNING **DANIEL WEBSTER, JR., DIRECTOR** **GIDEON G. PICHER, Assistant Director**

Central Office: State Office Building, Augusta 04333

Telephone: 289-3131

Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 60

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in departmental summary

Organizational Units:

Environmental Services Division

Highway Planning Division

Systems and Programming Division

Airport Planning Division

Transportation Services Division

Special Services Division

PURPOSE: The Bureau of Planning was established 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.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning 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 of organizations, including regulatory agencies, as he deems necessary to enhance and promote the transportation interests in Maine; and to assist in the establishment of a system of scenic highways in the State and the development of procedures

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for the designation of that system of scenic highways with regard to other national, regional and local conservation plans.

ORGANIZATION: 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 and its name changed to Bureau of Planning.

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 interrelationships are examined as the Bureau moves toward a comprehensive, statewide transportation plan.

During the past fiscal year, the Bureau initiated a Statewide Airport Systems Study and the development of a Statewide Rail Plan. Also, in cooperation with the Department of Health and Welfare, a Passenger Transportation Needs Study was initiated.

The Bureau is continuing to schedule its summer work to utilize personnel of other Divisions 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 other Divisions.

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 continuing 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 information programs associated with environmental factors; and recommending to the Department changes in policies and procedures in the area of environmental studies.

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. Also this division is responsible for development of the Biennial Highway and Bridge Improvement Program.

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 ongoing 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, public relations, 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.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Bureau of Planning are not maintained separately, but are included with those of the Department of Transportation.

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BUREAU OF HIGHWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

RICHARD COLEMAN, Deputy Chief Engineer

Central Office: State Office Building, Augusta 04333

Telephone: 289-2551

Established: 1972

Statutory Authority: M.R.S.A., Title 23

Average Number of Full-Time Employees: 2,553

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in departmental summary

Organizational Units:

Project Development Unit

Construction Division

Maintenance and Operations Division

PURPOSE: The Bureau of Highways was established 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.

Through the authority vested in the Commissioner of Transportation, the Bureau 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.

ORGANIZATION: 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 were 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. The Bureau of Highway's Project Development Unit advanced ninety-four projects to the advertising stage during the fiscal year. Highlighting this activity was the accelerated effort in May and June in response to President Ford's release of impounded Federal-Aid funds as a catalyst to stimulate a seriously declining economy. During this time-frame, thirty-one projects were advanced to the advertising stage.

Public Lands funds were allocated to the State of Maine in April for the improvement of 1.38 miles of State Route 233 in the town of Bar Harbor. The usual conditions prevailed, obligation prior to June 30, 1975. The task was accomplished, generating \$514,000 in additional Federal-Aid funds.

Landscaping and Scenic Enhancement funds in the amount of \$190,000 were also allotted to the State of Maine. These funds, subject to the same conditions, were utilized to landscape a

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section of Interstate 295 in the Greater Portland area and to improve a safety rest area in Rockport. Public Lands and Landscaping and Scenic Enhancement projects do not require State matching funds.

Currently, the Unit is revising its Action Plan, approved in December, 1973, to meet the continuing change in the Federal Highway Administration's procedural requirements. The original plan required a year to develop; redrafting may turn out to be a continuing process unless procedural requirements can be stabilized.

The Unit proposes to be operating on an approved certification acceptance program as authorized by the Federal-Aid Highway Act of 1973 during the latter part of the forthcoming fiscal year.

Construction Division. During fiscal year 1975, the Construction Division assumed contract administration, construction engineering and construction inspection responsibilities for sixty-five contracts amounting to an estimated \$21,735,134 as follows:

- 21 Complete highway construction contracts (including bridges)
 - 4 Highway grading contracts
 - 9 Highway Paving contracts
 - 1 Highway lighting contract
- 26 Bridge construction contracts (including approaches)
 - 1 Bridge deck replacement contract
 - 1 Bridge painting contract
 - 1 Airport improvement contract
 - 1 State pier improvement contract

In addition, the Division assumed contract administration responsibilities for nine contracts, three traffic signal contracts and six roadside improvement contracts, and construction engineering and construction inspection responsibilities for three airport improvement contracts amounting to an estimated total of \$742,863.

During the fiscal year, the Division completed contract administration, construction engineering and construction inspection responsibilities for sixty-three contracts amounting to a final total of \$26,340,555 as follows:

- 23 Complete highway construction contracts (including bridges)
 - 5 Highway grading contracts
 - 4 Highway paving contracts
 - 7 Highway lighting contracts
 - 1 Highway signing contract
- 20 Bridge construction contracts (including approaches)
 - 2 Traffic signal and channelization contracts
 - 1 State Pier improvement contract

In addition, the Division completed administration responsibilities for eighteen contracts, sixteen traffic signal contracts and two roadside improvement contracts amounting to a final total of \$494,996.

Maintenance and Operations Division. The increased costs of materials forced a 10% decrease in the scope of the annual hot mulch resurfacing program. The decrease in hot mulch tonnage, 500,000 to 440,000 tons, reduced mileage resurfaced from 1,100 to 920 miles. In an effort to extend the life of the pavement, a program has been initiated whereby ditchwork is completed during one summer season for those roads which are included in the following year's resurfacing program.

Intensive study has been and will continue to be made in an effort to reduce the costs of snow removal. These studies include, but are not limited to, the training of personnel; reviews of specifications for equipment; reassignment of available equipment to answer a realignment of priorities and the everchanging demands of traffic and environmental considerations.

In Bridge Maintenance, the refurbishing and complete replacement of bridge decks continued to be the area of greatest activity. Eight bridge decks, consisting of approximately 22,600 square feet, were completely replaced. Six major bridge decks, consisting of approximately 32,500 square feet, were rehabilitated by replacing the wearing surface and repairing the structural slab. Complete superstructure replacement was continued on the Mud Pond Inlet Bridge in Old Town, and complete replacement on Moosehorn Bridge in Bucksport.

Several bridges were completely painted and many spot painted in critical areas. A contract was let to paint the Memorial Bridge in Augusta. Repairs to many bridges with deteriorated rails and curbs included minor modifications that permitted increasing the roadway width and

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improving the guard rail system. Operation and maintenance of ten active draw bridges was continued. One extensive modification and other minor work was performed on Bureau of Waterways' terminal docks.

In-depth inspection of the 2,600 State maintained bridges was continued in accordance with the Federal Highway Act of 1970. Preventive maintenance programs included removal of sand from bridge decks and bridge seats, the washing with high pressure water of curbs and bridge seats, and linseed oil treatment of exposed concrete for resistance to salt deterioration.

The Motor Transport Service, which continues to maintain over 2,700 pieces of equipment statewide, has added a new function to its many services. It has set up and operates a motor pool for all divisions of the Department. In trying to reduce operating expenses, three new sub-compact cars have recently been ordered and will be used exclusively in the pool.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Bureau of Highways are not maintained separately, but are included with those of the Department of Transportation.

LEGAL SERVICES DIVISION ASA C. RICHARDSON, CHIEF COUNSEL

Central Office: State Office Building, Augusta 04333

Telephone: 289-2251

Year Established: 1972

Statutory Authority: M.R.S.A., Title 23, Chapter 410

Average Number of Full-Time Employees: 17

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in departmental summary

PURPOSE: The Legal Services Division was established to provide all legal services required by the Department of Transportation. Through the authority vested in the Commissioner of Transportation, the Division 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.

ORGANIZATION: The Legal Services Division 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 under the direction of the Chief Counsel who also holds appointment as an Assistant Attorney General.

PROGRAM: During fiscal year 1975, the Legal Services Division completed 871 and updated 90 title abstracts. Before condemnation, 633 title abstracts were brought to date; another 87 were brought to date after condemnation; 52 project condemnations were checked and 21 condemnations were recorded.

The Division processed 15 Land Damage Board petitions, presented 50 cases to the Board and settled 26 Land Damage Board cases before going to trial. The Division also settled 8 cases before going to trial in Superior Court. It was involved in 19 jury trials in Superior Court and has 17 cases pending before the Superior Court which are unrelated to the Land Damage Board. Forty-one cases were presented to the Industrial Accident Commission and 12 collection cases were processed.

Also, during the year, the Division verified twenty mailing lists, rendered advice and counsel services, wrote opinions and performed research in connection with activities of the Department.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Legal Services Division are not maintained separately, but are included with those of the Department of Transportation.

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BUREAU OF SAFETY FRANK A. CAMPBELL, JR., DIRECTOR

Central Office: State Office Building, Augusta 04333

Telephone: 289-2581

Established: 1974

Average Number of Full-Time Employees: 19

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: Included in departmental summary

Organizational Units:

Highway Safety Unit
Personnel Safety Unit

Accident Records Unit
Training Unit

Maine Highway Safety Committee

PURPOSE: The Bureau of Safety was established 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. The primary responsibilities of the Bureau 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 Workmen's Compensation claims.

ORGANIZATION: 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 considered to be the basis for a comprehensive and effective highway safety effort in Maine were developed for implementation by State and municipal agencies and have contributed to a further reduction in annual highway fatalities. In this regard, the State of Maine was one of twenty-four states to receive a highway safety incentive grant in 1974 for a reduction in highway deaths. The programs that have been implemented during this fiscal year have been supported by federal funds, with major progress 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 programs, the Bureau of Safety expended considerable effort in the area of school bus, bicycle and motorcycle safety and defensive driving courses. The eight-hour National Safety Council Defensive Driving Course was presented by the Bureau at eighty locations throughout the State, and approximately 2,100 people completed this course. In the area of motorcycle safety, the Bureau, in coordination with the Department of Educational and Cultural Services and the Maine State Police, prepared and presented a training course to certify selected instructor personnel who will provide motorcycle training courses in the high schools. In an effort to further reduce highway deaths and injuries, the Bureau has obtained a seatbelt convincer which is a device that simulates a seven miles per hour impact and firmly convinces the rider of the importance of wearing seatbelts. The device has been and will be demonstrated at schools, fairs, shopping centers, large public gatherings and police departments throughout the State.

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The Bureau's continuing highway safety Public Information Program consisted of fifty speaking engagements with civic groups and schools and twenty-five radio and television interviews, plus radio and television spot announcements and press coverage. In addition, the Bureau's film library processed over 3,000 requests from various schools and agencies for the loan of highway safety films.

FINANCES, FISCAL YEAR 1975: Fiscal accounts for the Bureau of Safety are not maintained separately, but are included with those of the Department of Transportation.

BUREAU OF AERONAUTICS **RICHARD A. LUETTICH, DEPUTY COMMISSIONER** **WALTER B. LOVETT, JR., Airport Manager**

Central Office: State Office Building, Augusta 04333

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 1975: \$1,243,294

Organizational Units:

Administration Unit

Executive Aircraft Unit

Augusta State Airport

PURPOSE: The Bureau of Aeronautics was established 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.

The Bureau 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.

ORGANIZATION: 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, and 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 51 airports in the State, investigated 34 aircraft accidents, registered 647 aircraft, and reimbursed 32 airports a total of \$136,647 in snow removal money.

The Bureau's Engineering Section was instrumental, in cooperation with the Federal Aviation Administration and State and local planners, in securing \$937,511 in additional federal money for nine projects at six air carrier airports, and \$492,477 in additional federal monies for nine projects at general aviation airports.

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In addition, the Bureau, in cooperation with a statewide airport committee appointed by the Commissioner of Transportation, was instrumental in drafting a new set of Aeronautics laws for the State of Maine. These laws are presently in the review status, and it is hopeful that the Bureau will be able to publish these new laws during fiscal year 1976.

During the year, the Augusta State Airport became an air carrier airport as a result of Air New England's being certificated by the Civil Aeronautics Board as a regional carrier in January, 1974. Total passenger traffic processed through the Airport's terminal facilities amounted to 35,558 passengers last year.

The following projects were completed at the Airport during the fiscal year: revamping of the terminal parking lot; erection of a maintenance shed; repaving of the aircraft parking area; and repaving and remarking Runway 17-35. A second federal project was designed and awarded during the year to relocate the service road and Adjutant General's fence, construction of a new taxiway to Runway 35, and the erection of safety fence. Total cost of this new project was \$150,000.

FINANCES, FISCAL YEAR 1975:

Bureau of Aeronautics	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$2,197,815	\$1,163	\$108,586	\$1,153,683	\$3,461,247
Total Expenditure	878,186		103,751	261,357	1,243,294
NET	1,319,629	1,163	4,835	89,232	2,217,953
Unexpended Balance Forward	1,318,583	1,163	4,835	892,326	2,216,907
Unexpended Balance Lapsed	1,046				1,046

BUREAU OF WATERWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: State Office Building, Augusta 04333

Telephone: 289-2641

Year 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: 61

Authorized Employee Level: 70

Total Expenditure, Fiscal Year 1975: \$1,509,689

Organizational Units:

Maine State Pier

State Ferry Service

Casco Bay Docks

PURPOSE: The Bureau of Waterways was established 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.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to generally foster the development of maritime activities in the State; to provide for the 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.

ORGANIZATION: 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

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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.

PROGRAM: During fiscal year 1975, the Bureau of Waterways erected a fence enclosing property at the Maine State Pier, Portland, and the enclosed area was paved to expedite and facilitate the handling of cargo and containers. Studies were initiated dealing with the development of a feeder service for containers and roll-on, roll-off cargo in transit between Portland, Maine, and Nova Scotia; and the development of cargo for the Norwegian American Lines and methods to institute a "Marine Highway" between Portland and New York City. In addition, efforts were continued to develop port facilities and generate cargo at Searsport, Maine. Several meetings were held with interested parties and officials to determine cargo, pier facilities and promotional efforts required.

A proposal to construct container handling facilities in conjunction with an oil terminal on the site of the former Grand Trunk Railroad property has been indefinitely postponed.

During calendar year 1974, the State Ferry Service transported 79,413 vehicles and 236,017 passengers between the three mainland and five island terminals. Plans for the installation of storage tanks on all vessels are being drawn. Sewage and oily bilge water will be collected in these tanks and will later be pumped out and disposed of on the mainland in compliance with applicable State and federal requirements. Plans are also being developed to connect waste and sewage lines of the Rockland Ferry Service terminal with the Rockland city sewage system.

FINANCES, FISCAL YEAR 1975:

Bureau of Waterways	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$343,057	\$1,326,107	\$7,216		\$1,676,380
Total Expenditure	154,685	1,320,707	34,297		1,509,689
NET	188,372	5,400	(27,081)		166,691
Unexpended Balance Forward	188,372	5,400	(27,081)		166,691
Unexpended Balance Lapsed					

MAINE PORT AUTHORITY

ROGER L. MALLAR, PRESIDENT

DAVID H. STEVENS, Secretary

Central Office: State Office Building, Augusta 04333

Telephone: 289-2551

Established: 1951

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: 0

Authorized Employee Level: N.A.

Total Expenditure, Fiscal Year 1975: \$24,618

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At 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,

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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 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: The Maine Port Authority and the New England Energy Company (NEECO), through a modification dated August 9, 1974, of the Memorandum of Intent and Understanding with NEECO dated November 7, 1973, have agreed on the terms and conditions including construction features for improvements at the Port of Portland to provide for an oil handling pier for use of NEECO and a cargo pier for the State of Maine. The necessary applications by the Authority and NEECO have been filed with the Board of Environmental Protection and hearings held on the applications in the areas of right, title and interest, and the merits of the project as contained in the applications. Hearings were continued at the request of NEECO and the Authority to May 1, 1975, and subsequently, acting on a request by NEECO and the Authority for a further continuance to December 15, 1975, the Board issued an order dismissing the applications, with a provision in the order for resuming the hearings upon reapplication.

NEECO continues to explore possibilities for securing adequate financing for the project (improvements at the Port of Portland, construction of a system of pipelines from the Port of Portland to serve the refinery and the construction of a refinery at Sanford, Maine) pending a solution to the problem of a satisfactory energy policy's being adopted by the U.S. Government.

The Authority has indicated a willingness to those interested in the Port of Searsport to assist in improvements at that port within the scope of the Authority's legal responsibilities and financial capabilities.

Funds from a grant by the New England Regional Commission to the Department of Transportation, available for the period January 1, 1974, to December 31, 1975, were utilized in payment for services of consultants, consulting engineers, and attorneys. It is intended to request the New England Regional Commission to extend the period for the grant beyond the December 31, 1975, date.

The Maine Port Authority continues to follow the situation regarding the NEECO project and will provide assistance for the implementation of that project if hearings are resumed as the result of reapplications to the Board of Environmental Protection. The Authority is also interested in the possibilities at the Port of Searsport and is available to participate in activities at other ports on the coast of Maine where such may be indicated.

FINANCES, FISCAL YEAR 1975:

Maine Port Authority	General Fund	Special Revenue Funds		Other Funds	Total
		Non-Federal	Federal		
Total Funds Available	\$5,000		\$52,279		\$57,279
Total Expenditure	487		24,131		24,618
NET	4,513		28,148		32,661
Unexpended Balance Forward	4,513		28,148		32,661
Unexpended Balance Lapsed					

TRANSPORTATION

**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 04333
Telephone: 289-2551

Established: 1973 *Statutory Authority:* Private and Special Laws, 1973, Chapter 116

Average Number of Full-Time Employees: 0 *Authorized Employee Level:* 0

Total Expenditure, Fiscal Year 1975: 0

PURPOSE: 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 was directed 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 was to be terminated.

ORGANIZATION: 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 completed its work during the year and submitted a report to the 107th Legislature entitled *Maine Traffic Courts Study*. The Committee was assisted in this effort by the National Center for State Courts. The major recommendations of the study were incorporated in Chapter 430 of the Public Laws, 1975, passed by the 107th Legislature.

FINANCES, FISCAL YEAR 1975: No funds were received or expended by the Committee during the fiscal year.

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